



Town of Rowe
Board of Selectmen Minutes
Thursday, October 28, 2021–6:00 p.m.
Rowe Town Hall – Hearing Room 1

Board of Selectmen: Chair Charles Sokol, Vice-Chair Joanne Semanie
Absent: Selectman Ed Silva
Present: Executive Secretary Janice Boudreau
Audience: Library Director Molly Lane (participation via remote)

Call to Order: Chair Sokol called the meeting to order at 6:04 P.M.

Announcement of recording devices- One
Noteworthy Announcements- None

New Business:

Custodian Resignation:

There was discussion about the resignation of the custodian and the Board reviewed the job description and made amendments and updated the position to assign a grade based into the wage and salary classification system. Following discussion, it was assigned a "D" grade at \$17.00 per hour.

MOTION TO AMEND JOB DESCRIPTION: Chair Sokol made a motion to amend the Custodian Job Description as a non-benefitted position paid under Column D at \$17.00 per hour. The motion, seconded by Vice-Chair Semanie was accepted. (vote 2-0-0)

Executive Secretary explained that she was advertising the position as well as speaking with cleaning firms to determine whether it could be a long term or short-term solution to the cleaning needs of the town. Library Director discussed the custodial needs of the Library and said she would advertise the position on her own.

Library Director left the meeting at 6:27 p.m.

Minutes:

Board of Selectmen Minutes of October 14, 2021:

MOTION TO ACCEPT MINUTES: Following review, Chair Sokol made a motion to accept the Minutes of the Meeting of October 14, 2021 as presented. The motion, seconded by Vice-Chair Semanie was accepted. (vote: 2-0-0)

New Business:

Finance Committee Chair requested appointment of a 5th Person:
The vacancy was discussed with no resolution.

Appointments needed for Various Committees:

It was noted that there were still vacancies on the Zoning Board of Appeals and members were still needed.

Police Policies:

It was agreed to review in greater detail and discuss at the next meeting.

Letter from Parker-Houghton:

Selectmen reviewed a letter from Rolf Parker-Houghton who indicated that he would like to donate a portion of potential profits from the sale of materials related to a story about an incident in the history of Rowe. Selectmen decided it could be donated to the Historical Society.

MLP Request for Fiber Spools to be Moved:

Vice-Chair Semanie reported that Highway Superintendent had, upon the request of the Municipal Light Plant Manager, moved the fiber spools off the dirt onto gravel.

Old Business:

Soule Barn:

Executive Secretary made some phone calls to contractors to address the Soule Barn issues. Park Manager Loomis was taking over the follow up phone calls. At the present there is no resolution, and it was agreed that Executive Secretary follow up with the Park Manager.

Ongoing Projects:

Policy Updates and Review:

Executive Secretary presented policies for review based on discussion of the prior week.

MOTION TO APPROVE POLICIES: Following review and discussion, Chair Sokol made a motion to accept the policies with amendments:

TOWN COUNSEL POLICY AND PROCEDURE:

All inquiries and contact with Town Counsel must first be approved by the Board of Selectmen. Should boards, committees and employees exhaust their own research and have the need for use of Town Counsel, contact Executive Secretary with the topic and questions for review by the Board of Selectmen.

Following approval of the Board, Executive Secretary will contact Town Counsel, forward the written response to you and/or your Board or Committee. Executive Secretary maintains a reference file library of Town Counsel Responses that are dated and filed according to topic.

NEW EMPLOYEE POLICY:

Supervisors to all Departments must have all new employees cleared for employment by completing all necessary paperwork and submitting to the Town Treasurer before the employment start date. An applicant is not considered an employee of the Town of Rowe until paperwork is completed and submitted to the Treasurer's Office and cleared for work. They will, therefore, not be eligible to work for the town until cleared for employment by completing the following documentation:

FORMS	Part-Time	Full-Time
Employment Application	X	X
Supervisor Hire Letter – Start Date/Rate/Hours per Week	X	X
1-9 Employment Eligibility Form	X	X
W-4		
MA Employee's Withholding Exemption Certificate	X	X
Social Security Admin - FORM 1945	X	X
OBRA - (Part-time employees)	X	
Eligibility for Teacher's Retirement (Teachers Only)		X
Eligible for County Retirement FRRSMA (20 hours +)		X
FRRSMA New Member Enrollment Application (NMA)		X
CORI Check	X	X
Pre-Employment Drug Test - if Applicable (DPW ONLY)		X
Fingerprint - if Applicable (SCHOOL ONLY)	X	X
Direct Deposit Form & VOID CHECK	X	X
Personnel Policy Handbook (PPM) Signed Receipt	X	X

TIMESHEETS:

All employees of the Town of Rowe must submit their timesheets whenever possible by the Friday prior to the Monday payroll is due. Employees who work on weekends must submit their timesheets no later than 9:00 a.m. on Monday morning. When a Holiday occurs on a Monday, timesheets should be submitted by 9:00 a.m. on Tuesday following.

TRAINING:

Supervisors are required to provide administrative staff with any employee certificates confirming completion of any training courses pertaining to their job to become a part of their personnel file. Training records and logs should be maintained by Supervisors and periodically submit them to the Board of Selectmen.

The Motion, seconded by Vice-Chair Semanie, was accepted. (vote: 2-0-0)

MOTION TO AMEND POLICIES: Following review and discussion, Chair Sokol made a motion to amend the Goal Post Policy and the Town Wide Calling System Policy previously adopted. The Motion, seconded by Vice-Chair Semanie, was accepted. (vote: 2-0-0)

Warrants/Contracts:

1. Review Warrants FY22W9 and FY21PW9- Vice-Chair Semanie to review on Friday.

2. Yankee Road – Cost Proposal for Final Design Services:

The Board reviewed Lamson Engineering Corporation Proposal.

MOTION TO APPROVE: Chair Sokol made a motion to approve the Yankee Road – Cost Proposal for Final Design Services from Lamson Engineering Corporation for survey work needed on Yankee Road. The motion, seconded by Vice-Chair Semanie was accepted. (vote: 2-0-0)

3. Veteran’s Services District 3-year Contract:

MOTION TO APPROVE: Chair Sokol made a motion to approve the 3-year contract for Upper Valley Veterans’ Services District with the 25 Franklin County Towns for district services for veterans. The motion, seconded by Vice-Chair Semanie was accepted. (vote: 2-0-0)

4. Plowing and Sanding Services for Rowe Elementary School:

MOTION TO APPROVE: Chair Sokol made a motion to approve the Agreement for Plowing and Sanding Services between the Town of Rowe and Danek Excavating Services for plowing and sanding. The motion, seconded by Vice-Chair Semanie was accepted. (vote: 2-0-0)

Executive Secretary/Administrative Assistant Updates:

Boiler Issue:

Janice reported that the boiler at town hall was needing repair and that Jamrog of Turners Falls did some work and need to return to complete the repair. They did not feel it needed to be replaced.

Budgets:

Administrative Assistant had been working on completing budget worksheets for departments and would be sending them out this week.

Unforeseen Business (within preceding 48 hours)- None

Future Meetings: Next Meetings would take place on November 9, 2021 and November 23, 2021 on Tuesdays due to the Holiday schedule.

Adjournment:

MOTION TO ADJOURN: Chair Sokol made a motion to adjourn the meeting at 7:13 p.m. The motion was seconded by Vice-Chair Semanie and unanimously accepted. (Vote: 2-0-0)

Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date: *NOVEMBER 9, 2021*

Approved:



Chuck Sokol, Chair

Ed Silva, Selectman



Joanne Semanie, Vice-Chair

Documents:

1. Agenda October 28, 2021
2. BOS Minutes October 14, 2021
3. Custodian Job Description
4. FY22 Wage Schedule
5. Wage Worksheet
6. Draft Policies to Update for Policies Handbook
7. Personnel Policy Manual Draft Update
8. Police Policies
9. Request for Approval – Yankee Road Final Design
10. Yankee Road - 20191212 PLANS
11. Yankee Road - SURVEY BASE PLAN 2 (11-20-2018)
12. Lamson Engineering – Email re: Yankee Road
13. Veteran’s Services District 3-year Contract
14. Executive Secretary Updates