



Town of Rowe
Board of Selectmen Minutes
Thursday, February 17, 2022–6:00 p.m.
Rowe Town Hall – Hearing Room 1
and Via Remote Participation

Board of Selectmen: Chair Charles Sokol, Selectman Ed Silva
Absent: Vice-Chair Joanne Semanie
Present: Executive Secretary Janice Boudreau
Audience: Loretta Dionne, Ben Werner
Participation via Remote: Police Chief Julie Shippee, C. Selmi Hyytinen, Treasurer Terry I. Green, Laurie Pike, Ashley Brown

Call to Order: Chair Sokol called the meeting to order at 6:01 P.M.

Roll Call vote: Chair Sokol: Yes Selectman Silva: Yes

Announcement of recording devices- One
Noteworthy Announcements- None

Unforeseen Business (within preceding 48 hours):

Minutes:

Board of Selectmen Minutes of February 3, 2022:

MOTION TO ACCEPT: Chair Sokol made a motion to accept the Board of Selectmen Minutes for February 3, 2022, as corrected. The motion was seconded by Selectman Silva.

Roll Call vote: Chair Sokol: Yes Selectman Silva: Yes (vote: 2-0-0)

New Business:

Fire Station Security System Procedure

Chief Annear discussed the fire station security system that was installed in early 2021. Chief asked that he have permission to access the system on his computer and complained that the Pin numbers issued did not work. He further said that according to MA General Law Chapter 48 Section 42 the Fire Chief “shall keep in repair all property and apparatus used for and by the fire department”.

Executive Secretary expressed concern with the comment that Fire Chief made in an email about her use of the software that was inaccurate and stated that statements like that should not be made about other employees that were not true. Chair Sokol expressed town employees should not engage in personal attacks and while you do not have to be friends, there is a need to be respectful of each other and work together in a professional manner.

Following discussion, Chair Sokol summarized the following:

- Maintenance ownership responsibility server issue would be administered by the administrative office
- Physical part and software part would be maintained by Fire Chief
- A training session needs to be scheduled to learn how to effectively use the system

Fire Chief said he would schedule a time for training.

Fire Chief showed the Board the Police Computer to be used in the cruiser.

Chair Sokol said that Dennis had to finalize wages for his FY23 Budget and would send him the Board's approved wage and salary grades and wages for each position grade.

Chief Annear left the meeting at 6:28 pm

Ongoing Projects:

Bylaw Review: Tabled for a later date

Wage & Salary Chart for FY23:

It was acknowledged that transitioning to using the Wage & Salary Chart initially may be difficult for some to understand, however, moving forward it should get easier. There will need to be a defense explained as to why one position may be increased a great amount due to length in time in a job and increase of responsibilities over another with less of an increase.

Police Dept. Wages:

Police wages and salaries were discussed and which grade and step to assign each officer.

C. Selmi Hyytinen left the meeting at 6:46pm.

MOTION TO ASSIGN GRADE: Chair Sokol made a motion to assign the pay Grade of Police Chief to Grade L and role of Police Officer to Grade H. The current Police Chief Julie Shippee will be assigned a Step 7, C. Selmi Hyytinen a Step 15 and Kyle Sweeney a Grade 3. The motion was seconded by Selectman Silva.

Roll Call vote: Chair Sokol: Yes Selectman Silva: Yes (vote: 2-0-0)

Training Compensation Policy:

There was discussion about Town Employees training compensation outside of normal working hours should be paid for at their normal rate.

MOTION TO SET POLICY FOR TRAINING COMPENSATION: Chair Sokol made a motion to approve that town employees be paid for training outside of normal working hours at their usual compensation. The motion was seconded by Selectman Silva.

Roll Call vote: Chair Sokol: Yes Selectman Silva: Yes (vote: 2-0-0)

Police Cruisers Discussion:

Chair Sokol asked about the cost of having the two cruisers in town and that the consensus with the Board of Selectmen and the Finance Committee that two cruisers were not necessary. Police Chief explained that the 2011 Toyota was not worth a great deal to sell and that over the course of 3 years had \$936.00 in vehicle maintenance and the Chevy Tahoe had \$3300.00 in repairs from 2019 to present. There was recently \$3400.00 in recent repairs to the Toyota that will be paid by the donation money from the Veber family. There was discussion about addition some additional funds for repairs be added to the FY23 budget for both vehicles. There was discussion about when to dispose of a vehicle and that there was no clear policy on the matter. It was noted that if there was one cruiser, it would be difficult to perform work. It was agreed that that there should be an 'End of Life' vehicle policy established.

ESTABLISH VEHICLE LIFE POLICY: Chair Sokol said that if the annual repair costs exceed 5% the cost of a new replacement vehicle that the vehicle be disposed of.

Police Training:

There was discussion about training costs and that Chief Shippee budget adequately to cover the 40 hours of annual mandatory training. She indicated that it was possible that police training in the future would have some local locations which would reduce the cost.

Chief Shippee and Ben Werner left the meeting at 7:23 pm

Policy Updates and Review:

Police Policies Review Submissions

MOTION TO DELAY: Chair Sokol made a motion to delay approving the police policies until further review and editing. The motion was seconded by Selectmen Silva.

Roll Call vote: Chair Sokol: Yes Selectman Silva: Yes (vote: 2-0-0)

New Business:

Appoint Member to Review Warrants and Representative Signatory:

Due to the temporary absence of Vice-Chair Semanie a new warrant signatory needed to be appointed.

MOTION TO APPOINT: Chair Sokol made a motion to appoint Chair Sokol to review warrants and sign for the Board of Selectmen. The motion was seconded by Selectmen Silva.

Roll Call vote: Chair Sokol: Yes Selectman Silva: Yes (vote: 2-0-0)

Warrants/Contracts:

Review Warrants FY22W17 and FY21PW17:

Chair Sokol said he would review and sign on Friday, February 18, 2022.

CAI Tax Map Maintenance Agreement FY23:

MOTION TO SIGN: Chair Sokol made a motion to sign the CAI Tax Map Maintenance Agreement for FY23 as approved by the Board of Assessors. The motion was seconded by Selectmen Silva.

Roll Call vote: Chair Sokol: Yes Selectman Silva: Yes (vote: 2-0-0)

Ongoing Projects:

Wage & Salary Chart for FY23:

Returning to work on clarifying Wage & Salary Chart Grades, Chair Sokol said he wanted to formally vote on various positions for positions.

MOTION TO APPROVE GRADE: Chair Sokol made a motion to clarify the Pay Grade of the Executive Secretary position at Grade N and the Step Grade for Janice Boudreau, currently holding the position, at step 6 or \$33.38 per hour for 32 hours as approved on January 6, 2022. The motion was seconded by Selectmen Silva.

MOTION TO APPROVE GRADE: Chair Sokol made a motion to clarify the Pay Grade of the Custodian position at Grade D and the Step Grade 0 for Haley Larned, currently holding the position as approved on November 23, 2021. The motion was seconded by Selectmen Silva.

Roll Call vote: Chair Sokol: Yes Selectman Silva: Yes (vote: 2-0-0)

MOTION TO APPROVE GRADE: Chair Sokol made a motion to clarify the Pay Grade of the Treasurer/Collector position at Grade I and the Step Grade for Terry I. Green, currently holding the position, at step 0 as approved on January 6, 2022. The motion was seconded by Selectmen Silva.

Roll Call vote: Chair Sokol: Yes Selectman Silva: Yes (vote: 2-0-0)

MOTION TO APPROVE GRADE: Chair Sokol made a motion to clarify the Pay Rate Steps of the the Highway Department as approved on January 6, 2022: Lance Larned at Step 9 or \$34.64 per hour based on 2080 hours per year or equivalent, Ken Shippee at Step 7 or \$30.52 per hour, Paul Plante at Step 6 or \$26.92 per hour and Kyle Shippee at Step 3 or \$25.94 per hour. The motion was seconded by Selectmen Silva.

Unforeseen Business:

Selectman Silva said he had reviewed a letter Executive Secretary wrote regarding the performance of a town employee and felt it was well written and hoped it would provide the employee an opportunity to succeed.

Future Meetings

The next meeting would be Thursday, March 3, 2022.

Adjournment:

MOTION TO ADJOURN: Chair Sokol made a motion to adjourn the meeting at 7:46 p.m. The motion was seconded by Selectman Silva.

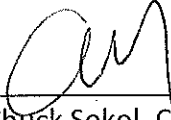
Roll Call vote: Chair Sokol: Yes Selectman Silva: Yes (vote: 2-0-0)

Respectfully Submitted,


Janice Boudreau, Executive Secretary

Approval Date: *MARCH 3, 2022*

Approved:



Chuck Sokol, Chair



Ed Silva, Selectman

Joanne Semanie, Vice-Chair

Documents:

1. Agenda February 17, 2022
2. Board of Selectmen Minutes of February 3, 2022
3. CAI Tax Map Maintenance Agreement FY23
4. Email from Fire Chief
5. Police Budget
6. Executive Secretary Updates

Mail:

1. Mail Notice of Approval of Special Permit