



Town of Rowe
Board of Selectmen Minutes
Thursday, July 21, 2022–6:00 p.m.
Rowe Town Hall – Hearing Room 1
and Via Remote Participation

Board of Selectmen: Chair Charles Sokol, Vice-Chair Joanne Semanie
Absent: Selectman Ed Silva
Present: Executive Secretary Janice Boudreau
Audience: Police Chief Shippee, Animal Control Officer Sanchez, Michael Boyle
Participating Via Remote: Rosie Gordon, Treasurer Terry Green

Call to Order: Chair Sokol called the meeting to order at 6:00 P.M.

Announcement of recording devices- One
Noteworthy Announcements- None

APPOINTMENT: 6:00 pm - Police Chief to Discuss Officer Needs:

Chief Shippee met with the Board of Selectmen to discuss the possibility of hiring an additional officer since she has been having difficulty scheduling part-time officers. It concerns her not having adequate backup since an officer is unable to work on certain time frames. It was agreed that Chief Shippee should speak with a police officer to see if he will work for Rowe and then complete necessary paperwork and training.

APPOINTMENT: 6:30 pm – Animal Control Officer re: Dog Incident:

Animal Control Officer Ramon Sanchez provided an Animal Control Incident Report and a summary of an incident that occurred on July 9, 2022. Michael Boyle, a cyclist was passing by 110 County Road and was chased by two dogs and bitten by one dog at the property. He had to seek medical help following the incident. There was discussion about an appropriate response. Following discussion, it was agreed that the Board would hold a Hearing to determine whether the dog is dangerous at next meeting on August 4, 2022. Notices will be filed and sent to the owner of the property where the dogs were staying.

APPOINTMENT: 7:00 pm – Administrative Assistant Interview:

An Interview was conducted for the position of Administrative Assistant. Following the interview, it was decided Executive Secretary would follow up with the references and bring findings to the next meeting for determination of whether to hire. It was determined that, if hired, she would start at Grade G Step 0 in the Wage and Salary Chart.

Ongoing Projects:

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

New Business:

Board of Health Appointment Request:

The Board of Health request to have Joanne Semanie fill the position on the Board due to the passing of Maggie Rice could not be made since Joanne could not appoint herself to the position. Item tabled until the full Board was present.

Town Clerk Appointment Requests:

Town Clerk Paul McLatchy III requested election workers for the FY23 Year.

MOTION TO APPOINT: Chair Sokol made a motion to appoint the following as election workers for the term expiring on June 30, 2023:

Election Clerk	Loretta Dionne
Election Clerk	Lauren Werner
Election Teller	Christine Bailey
Election Teller	Jeffrey Bailey
Election Teller	Paul McLatchy Jr.
Election Teller	Susan Tomlinson
Election Teller	Susan Williams
Election Warden	Ramon Sanchez
Election Warden	Loretta Dionne

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

Board of Health Clerk Request:

Board of Health Clerk requested an extension be made for her FY22 vacation time after the September 1, 2022 deadline as the policy in the Personnel Policy Manual states.

MOTION TO DENY: Chair Sokol made a motion not to accept the request to extend the vacation carryover for the Board of Health Clerk and stay with the policy established in the Personnel Policy Manual. The motion, seconded by Vice-Chair Semanie, was accepted. (vote: 2-0-0)

Line Item Transfer Request:

Treasurer Green presented a 'Request for a Line-Item Transfer of Funds' for the amount of \$7,061.58 in FY22 as the amount was voted on and approved at a prior meeting, however, the Line-Item Transfer was never made.

MOTION TO ACCEPT: Chair Sokol made a motion to accept the 'Request for a Line-Item Transfer of Funds' for the amount of \$7,061.58 from Administrative Salaries 01-123-5100-00000 to Treasurer Salaries 01-145-5100-00000. The motion, seconded by Vice-Chair Semanie, was accepted. (vote: 2-0-0)

Bear Issues:

Vice-Chair Semanie said she had complaints that bears were being fed by several Rowe residents and it could cause potential problems in the future. Following discussion, Vice-Chair Semanie said she would contact the person who complained and ask them to write a piece for the Rowe Goal Post indicating why it is not a good idea to do.

Old Business:

DPW – Highway Projects for the Future:

There was nothing new to report at this time.

Fire Department – Wage & Salary Amendments:

Fire Chief reported there were issues with two of the Wage and Salary information and a missing Jr. Firefighter, however did not provide any information prior to the meeting to discuss.

Warrants/Contracts:

Review Warrants FY23W2 and FY23PW2:

Vice-Chair Semanie reviewed when the Warrant was ready. It was not ready at the time of the meeting.

Franklin County Sheriff's Office & Town of Rowe – Regional Dog Shelter Services FY23 – FY26:

The contract for Regional Dog Shelter Services was reviewed.

MOTION TO ACCEPT CONTRACT: Chair Sokol made a motion to accept the Franklin County Sheriff's Office & Town of Rowe – Regional Dog Shelter Services FY23 – FY26 for the amount of \$350.00 per year. The motion, seconded by Vice-Chair Semanie, was accepted. (vote: 2-0-0)

Mail was reviewed and no action required.

Future Meetings: Next Meeting will be held on Thursday, August 4, 2022.

Adjournment:

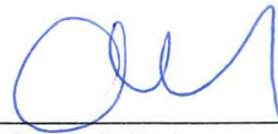
MOTION TO ADJOURN: Chair Sokol made a motion to adjourn the meeting at 8:23 p.m. The motion, seconded by Vice-Chair Semanie, was accepted. (vote: 2-0-0)

Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date: *AUGUST 4, 2022*

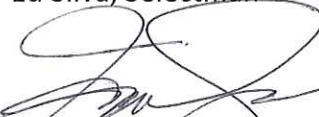
Approved:



Chuck Sokol, Chair



Ed Silva, Selectman



Joanne Semanie, Vice-Chair

Documents:

1. Agenda July 21, 2022
2. Board of Selectmen Minutes of June 23, 2022
3. Board of Selectmen Minutes of July 7, 2022
4. Resume Applicant for Administrative Assistant Position
5. Agreement Regional Dog Services FY23
6. Animal Control Incident Report
7. Dog Bite Incident Letter
8. Request for Line Item Transfer
9. Road Improvement Bond Information
10. Role of Bond Counsel
11. FY23 Appointments for Town Clerk
12. FY23 Appointment Request for Board of Health
13. Executive Secretary Updates