



Town of Rowe  
**Board of Selectmen Minutes**  
Thursday, November 10, 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  
**Present:** Executive Secretary Janice Boudreau  
**Audience:** Fire Chief Annear (at 6:10pm), Bayard Austin (left at 7:43pm) Police Chief Shippee (left at 7:30pm)  
Via Remote participation: C. Selmi Hyytinen, David Dvore

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

Announcement of recording devices- One  
Noteworthy Announcements- None

**Appointment: 6:00pm Police Chief**

Selectmen discussed Police Officer Job Description and concerns about job description requirements contacting officers for emergency response. There was discussion about an officer who does not to be contacted at home for emergency, so the threshold for contact was discussed. Police Chief has had discussion with other towns about covering emergencies. There was discussion about whether there be an on-call component to the Job Description and should there be a higher rate for the weekends and or holiday rate. What is the expectation of the emergency response was discussed. There was some discussion about being on call on a rotating basis for weekends and holidays. Response time was discussed. Training an officer was discussed. It was agreed to continue discussion about the Police Dept. needs.

**Fire Chief:**

Fire truck was pump tested and ready to be sold and asked if it was ok to proceed with the sale. Chair Sokol said the Board had been previously approved for the sale and urged the completion of the sale.

**Citizen Comments:**

Audience asked about a question about Bear Swamp and their payment of taxes. It was verified that Bear Swamp paid their taxes in full, however, they had submitted an abatement request with the Board of Assessors and it was in the process of getting worked out in Tax Appellate Court.

**New Business:**

**MLP Assistant:**

David Dvore, Municipal Light Plant (MLP) Manager said it was not in the best interest of the town to have only one person managing the Municipal Light Plant. There are not a large amount of duties, however, there should be any additional person to be available when David is out of town and to train to take over in the future. He said there needs to be a delegate to WiredWest and alternate position. It was agreed that a person needed to be found in the near future.

**Minutes:**

Board of Selectmen Minutes of October 27, 2022:

Selectman Silva asked about the discussion on the Goal Post advertising.

**MOTION TO ACCEPT: Chair Sokol made a motion to accept the Minutes of October 27, 2022 written. The motion, seconded by Vice-Chair Semanie, was accepted. (vote: 2-0-0) Selectman Silva abstained from the vote.**

**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 unanimously accepted. (vote: 3-0-0)**

**BOARD OF SELECTMEN BUSINESS:**

**New Business:**

Discussion about Pelham Lake and Mill Pond Dams: Tabled until a later date

Fire Chief Succession Planning: Tabled until a later date

Bridge Inspection Reports: Steele Brooke, Hazelton Rd. Culvert, Cyrus Stage, Sibley & Ford Hill Rd.:  
Tabled until a later date

**Old Business:**

FY24 Budget Planning:

There was discussion about the budget planning materials and the salary and wage chart. It was decided to review in more detail at a later date and discuss COLA.

**Warrants/Contracts:**

Review Warrants FY23W10, FY23PW10:

Vice-Chair Semanie could not review the Warrants as they were not available but will do in the future.

MassDOT Contract for Ford Hill Road Culvert for Additional Funds:

Executive Secretary received notice that the request to receive additional funding for the Ford Hill Road Culvert project was approved for \$90,671.19 as well as the extension due to delays in permitting.

**MOTION TO APPROVE: Chair Sokol made a motion to sign the Contract Amendment for the Ford Hill Culvert Project for the additional funding amount of \$90,671.19. The motion, seconded by Vice-Chair Semanie, was accepted. (vote: 3/0/0)**

Unforeseen Business (within preceding 48 hours):

Vice-Chair Semanie sent an email addressing some issues of concerns with the performance of the Treasurer. She would like to discuss them with the board and then bring her in to speak about the issues. A concern is seeing

that Administrative Assistant is sufficiently trained to cover the payroll processing in the event of the Treasurer's absence. She also sees some overreach of responsibilities and duties and would like to review the job description for the position. In addition, she has concerns with the loan that was the responsibility of Treasurer to finalize and now it could mean borrowing at a higher rate. Selectman Silva said we should schedule an audit of the town's finances. Following discussion, it was agreed to start with sending an email to make certain the payroll processing training takes place in a timely manner.

**Executive Secretary/Administrative Assistant Updates:**

- a) Meeting Schedule for November: It was decided to meet next on December 1, 2022.

**Adjournment:**

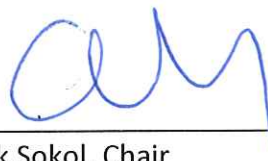
**MOTION TO ADJOURN: Chair Sokol made a motion to adjourn the meeting at 8:46 p.m. The motion, seconded by Vice-Chair Semanie, was unanimously accepted. (vote: 3-0-0)**

Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date: *DECEMBER 1, 2022*

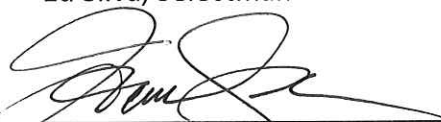
Approved:



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Chuck Sokol, Chair



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Ed Silva, Selectman



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Joanne Semanie, Vice-Chair

**Documents:**

1. Agenda November 10, 2022
2. Board of Selectmen Minutes of October 27, 2022
3. Police Officer Job Description
4. MassDOT Contract for Ford Hill Road Culvert for Additional Funds
5. Email: Vice-Chair Semanie re: Treasurer
6. Executive Secretary Updates