



Town of Rowe
Board of Selectmen Minutes
Thursday, July 6, 2023 – 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 Silva
Present: Executive Secretary Janice Boudreau, Administrative Assistant Brooke Shulda
Audience: Rosie Gordon (via Remote), Gerry Ferguson, Matt Stine and Jeff Bailey

Call to Order: Chair Sokol called the meeting to order at 6:05 P.M.

Announcement of recording devices- One

Noteworthy Announcements: The passing of resident Joann Brown was noted and that she was a citizen who served, over the years, in town government and volunteered for many committees. She will be greatly missed.

APPOINTMENTS:

6:00 p.m. Applicant C – Facilities Manager position

6:10 p.m. Applicant D – Facilities Manager position

6:20 p.m. Applicant E – Facilities Manager position

Interviews were conducted and the position was explained in detail.

BOARD OF SELECTMEN BUSINESS:

MLP Manager re: MLP Deputy Appointment:

MLP Manager David Dvore recommended the appointment of Simon Zelazo for the position of Deputy Municipal Light Plant Manager.

MOTION TO APPOINT: Chair Sokol made a motion to appoint Simon Zelazo to the position of Deputy Municipal Light Plant Manager. The motion, seconded by Vice-Chair Semanie, was accepted.
(vote: 2-0-0)

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)**

Road/Bridge Projects: Yankee Road Project/ Ford Hill Road Bridge/ Cyrus Stage Road Bridge: Table

Tunnel Road Bridge Discussion: Tabled

Police POST Documentation Retention and Handling:

There was discussion about responding to record requests and the submission of records that need to be in the employee files. Chair Sokol drafted a memo to be sent to department heads:

“Record Retention:

Recently, a public record request, backed up by the office of the attorney general of Massachusetts, highlighted an oversight in the records retention policy within the town of Rowe. In response, the following procedure regarding records retention shall be followed:

All town employee documentation shall be provided to the administrative offices at the town hall for record retention and information request purposes, including but not limited to the following:

- Position-specific Certifications
- Position-specific Licenses
- Documentation submitted by any Rowe employee or department to any outside agency or organization related to employee certifications, licensure, or trainings
- Employee performance reviews
- Medical leave/FMLA documentation
- Hire/dismissal letters
- Job descriptions
- Discipline and/or complaints of record
- Payroll/HR documentation (e.g., I-9, W-4, CORI, etc. Refer to town Treasurer for complete list)
- Any other documentation not listed above regarding any position or employee within the Town of Rowe

Please work with the administrative staff in the town hall to provide these records in a reasonable timeframe, and please provide all new records continually as they are generated. These records will be retained according to the Rowe Employee Handbook and will be handled according to applicable privacy and public records law.”

Following review the memo was approved by the Board.

FY24 Appointments for Town Clerk

Town Clerk made recommendations for the Election Clerks and Wardens.

MOTION TO APPOINT: Chair Sokol made a motion to appoint the following upon recommendation of the Town Clerk:

		Appointed	Term ending date
Election Clerk	Loretta Dionne	7/6/2023	6/30/2024
Election Teller	Christine Bailey	7/6/2023	6/30/2024
Election Teller	Jeffrey Bailey	7/6/2023	6/30/2024
Election Teller	Paul McLatchy Jr.	7/6/2023	6/30/2024
Election Teller	BJ Roche	7/6/2023	6/30/2024
Election Teller	Susan Tomlinson	7/6/2023	6/30/2024
Election Teller	Daniel Wessman	7/6/2023	6/30/2024
Election Teller	Dana Williams	7/6/2023	6/30/2024
Election Teller	Susan Williams	7/6/2023	6/30/2024
Election Clerk	Margaret Pallotta	7/6/2023	6/30/2024

Election Warden	Ramon Sanchez	7/6/2023	6/30/2024
Election Warden	Loretta Dionne	7/6/2023	6/30/2024

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

FY24 Appointment Request Library Commissioners:

The Library Commissioners requested an appointment to serve in the vacated position due to the resignation of Lauren Werner.

MOTION TO APPOINT: Chair Sokol made a motion to appoint Kathleen Atwood to serve on the Library Trustees due to a resignation. The motion, seconded by Vice-Chair Semanie, was accepted. (vote: 2-0-0)

Letter of Support – Woodlands Partnership Grant Application

Board of Selectmen reviewed a proposed letter of support for the grant application the Park Commission is putting forward for a FY24 Grant.

MOTION TO SUPPORT GRANT: Chair Sokol made a motion to support the FY24 Woodlands Partnership Implementation Grant application. The motion, seconded by Vice-Chair Semanie, was accepted. (vote: 2-0-0)

Town Hall Copier Usage

There was discussion about the Goal Post Editor’s difficulty printing the recent issue due to the copier malfunctioning. Options were discussed to: - purchase a new machine, lease a used machine, lease a new machine. Town Administrator said the current machine was 7 years old and, most likely, needs to be replaced. It was agreed to look into the costs related to leasing and purchasing and finding service willing to come to Rowe.

Future Meetings:

At the next meeting on July 20, 2023, it was agreed to interview the last candidate for the Facilities Manager position. Chair Sokol said he would be unavailable on August 3rd.

Adjournment:

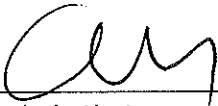
MOTION TO ADJOURN: Chair Sokol made a motion to adjourn the meeting at 8:30 P.M. The motion, seconded by Vice-Chair Semanie, was accepted. (Vote: 2-0-0)

Respectfully Submitted,

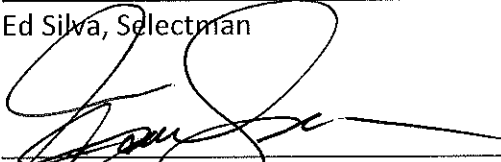
Janice Boudreau, Executive Secretary

Approval Date: *JULY 20, 2023*

Approved:



Chuck Sokol, Chair

Ed Silva, Selectman


Joanne Semanie, Vice-Chair

Documents:

1. Agenda for July 6, 2023
2. Facilities Manager Employment Applications
3. Town Clerk Appointment Requests
4. Library Trustees Appointment Request
5. Support Letter EEOA
6. Town Administrator Office Updates