



Town of Rowe  
**Board of Selectmen Minutes**  
Wednesday, August 02, 2023 – 6:00 p.m.  
Rowe Town Hall – Second Floor Common Area

**Board of Selectmen:** Vice-Chair Joanne Semanie, Selectmen Ed Silva  
**Absent:** Chair Charles Sokol  
**Present:** Town Administrator Janice Boudreau, Interim Town Administrator Brooke Shulda  
**Audience:** None

**Call to Order:** Vice-Chair Semanie called the meeting to order at 6:01 P.M.

Announcement of recording devices- None

Noteworthy Announcements: None

**BOARD OF SELECTMEN BUSINESS:**

**Town Administrator Job Description/Town Organization Chart Updates:**

**Town Administrator Job Description:**

Selectmen Semanie and Silva reviewed the updated/amended Town Administrator’s job description. Amendments are as followed;

- “Town Administrator oversees the provision of personnel services to the Town employees, including recommending hiring, training, and disciplining of employees including the Custodian, Facilities Maintenance Manager and Administrative Assistant. The Town Administrator provides direct supervision of all staff appointed by the Board of Selectmen including Town Accountant, Treasurer/Tax Collector and acts as a liaison with Police Chief, Fire Chief, Highway Superintendent and MLP Manager.”

**MOTION TO ACCEPT: Vice-Chair Semanie made a motion to approve the Town Administrator Job Description as amended. The motion, seconded by Selectmen Silva was accepted. (vote 2-0-0)**

**Town Organization Chart:**

Selectmen Semanie and Silva reviewed the updated Town Organization Chart, explained above in the Town Administrator job description. The Chart will be used to reference the direct supervision the Town Administrator has in overseeing the above-listed departments.

**MOTION TO ACCEPT: Vice-Chair Semanie made a motion to accept the Updated Town Organization Chart as written. The motion, seconded by Selectmen Silva, was accepted. (vote 2-0-0)**

**Town Administrator DSL Recommendation:**

“While a job description outlines the specific responsibilities, qualification and expectations of the town administrator position, a bylaw provides a legal framework that formally establishes the role and its authority within a towns governance structure.”

Selectmen Semanie and Silva gave the okay to prepare an article to submit in the next town meeting, whether special or annual, for town residents to vote in.

**NOTE:** It was requested by Selectmen Semanie and Silva to research and develop an employee corrective action plan consisting of the following:

- Employee Disciplinary Warning Form and Record Keeping
- Employee Performance Improvement Plan

### **Town Clerk:**

The Board of Selectmen would like to begin the process of making the position of Town Clerk and appointed position rather than an elected one.

As an elected position, the town has no control of Town Clerk business or what he/she does on a day-to-day basis. Electing this position risks getting an individual based on personality or popularity and may be under qualified or unmotivated. This makes it difficult to hold the person in the position accountable should a potential problem arise.

Making this an appointed position would allow the Selectboard to interview and select the most qualified candidate and allow them to base their decision on qualifications, professionalism, and experience. This would require the individual to

### **Old Business:**

Planning Board Discussion & Appointments - Tabled

### **Ongoing Projects:**

#### **Policy Updates and Review: Police Policies Review Submissions**

Upon discussion with Chief Julie Shippee, it was brought to my attention, after 30 days of submitting an updated Police Policy to the Board of Selectmen, if not reviewed within the 30 days these policies are accepted as written. Also known as, Strong Chief. Please refer to Chapter 41 Section 97A (attached). Moving forward this topic will be removed from future meeting agendas.

#### **Road/Bridge Projects: Yankee Road Project/ Ford Hill Road Bridge/ Cyrus Stage Road Bridge:**

Nothing further to discuss at this time.

### **Town Administrator Updates:**

#### **1. Admin Assistant Interview Evaluations:**

As discussed above, voted in by the Board of Selectmen, the Town Administrator now had the authority to; hire, fire or take disciplinary action as needed for the position of Administrative Assistant. Town Administrator, and Interim Town Administrator provided 3 Interview Evaluations along with a recommendation to the Board of Selectmen.

#### **2. Town Hall Copier:**

Brief discussion on printer replacement research.

#### **3. Custodian Replacement:**

As discussed above, the Town Administrator was granted permission by the Board of Selectmen to hire, fire or take disciplinary action as needed for the custodial position. Following discussion, the Town Administrator and Interim Town Administrator informed Selectmen Semanie and Silva of who we would like to fill this position.

**Warrants/Contracts:**

Review Warrants FY24 W02 & FY24 PW02:

**Future Meetings:**

The next Board of Selectmen's Meeting will take place on Thursday, August 17, 2023, at 6:00p.m.

**Adjournment:**

**MOTION TO ADJOURN: Vice-Chair Semanie made a motion to adjourn the meeting at 7:18pm P.M. The motion, seconded by Selectmen Silva, was accepted. (Vote: 2-0-0)**

Respectfully Submitted,  
Brooke Shulda, Interim Town Administrator


Approval Date: **Thursday August 17, 2023**

Approved:

\_\_\_\_\_  
Chuck Sokol, Chair

  
\_\_\_\_\_

Ed Silva, Selectman

  
Joanne Semanie, Vice-Chair

**Documents:**

1. Agenda for August 2, 2023
2. BOS Minutes for July 20, 2023
3. Administrative Assistant Interview Evaluations
4. Town Administrator Job Description
5. Town Administrator DSL Recommendation
6. Planning Board Mail
7. Town Organization Chart 2007
8. Town Organization Chart Draft
9. J Boudreau – Vacation Request
10. Larned – Vacation Request
11. Trinity Solar Request
12. Town Administrator Office Updates