



Town of Rowe
Board of Selectmen Minutes
Wednesday, August 17, 2023 – 6:00 p.m.
Rowe Town Hall, Meeting Room #1

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

Call to Order: Vice-Chair Semanie called the meeting to order at 6:05 P.M.

Announcement of recording devices- None

Noteworthy Announcements: None

BOARD OF SELECTMEN BUSINESS:

New Business:

1. Town Organization Chart Letter to Department Heads – re: Town Administrators Oversight: Vice-Chair Semanie and Selectmen Silva reviewed the draft letter generated by Town Administrator.

MOTION TO ACCEPT LETTER: Vice-Chair Semanie made a motion to accept the Town Organization Chart Letter to Department Heads. Seconded, by Selectmen Silva the motion was accepted. (vote: 2-0-0)

Selectmen requested to have letter and chart sent to Dept. Heads the following week.

2. Town Bylaw Review - Article III Section E: the Selectboard reviewed article III section E and requests that the Town Administrator make minor modifications. Section E: "The following officers for the town shall be appointed by the Board of Selectmen:". The following modifications shall be added or change in job titles:

ADD: Treasurer/Collector, Accountant & MLP

CHANGE TITLE: From Selectmen's Administrative Clerk – to – Town Administrator

**please note – this modification will be voted on by residents at the next town meeting*

MOTION TO MODIFY: Vice-Chair Semanie made a motion to have Town Administrator modify Article III Section E in the Town Bylaws. Seconded by Selectmen Silva the motion was approved. (vote: 2-0-0)

3. Hire Letters: Vice-Chair Semanie and Selectmen Silva clarified Town Administrator has the authority to generate a hire letter and assign wages to the following positions – Administrative Assistant, Facilities Maintenance Manager and Custodian.

Old Business:

Planning Board Discussion & Appointments:

MOTION TO TABLE: Vice-Chair Semanie made a motion to table the Discussion and Appointments of the Planning Board until Chair Sokol can attend. Seconded by Selectmen Silva, the motion was accepted. (vote:2-0-0)

Police Department:

Officer Noyes' Bridge Academy Updates: Post informed me a letter of exemption will be sent to the Charlemont Police Department at the end of August with his completed credentials and the number of patrol hours he needs to complete January 01, 2027.

Selectmen Silva requested the Town Administrator speak with Chief Shippee regarding Police Log entries.

Ongoing Projects:

Road/Bridge Projects:

Yankee Road: Brief discussion regarding funds for this project. Selectmen Silva requested the Town Administrator to confirm current funds available and ensure the extension of funds needed to complete this project.

Ford Hill Bridge:

Cyrus Stage Bridge:

Town Administrator Updates:

1. Town Hall Copier:

Presented Estimates from Baker Office Supply and NBM. Brief discussion regarding pros and cons within both companies. More information is needed before proceeding with a decision.

2. Personnel Improvement Plan/Employee Penalty Retention:

- Reviewed, needs modification
- ADD: 2 people MUST be a part of PIP

3. Personnel Policy Discussion: Selectmen and Town Administrator briefly discussed part-time and on-call hours re: health insurance. Selectmen request Town Administrator invite Treasurer/Tax Collector to next Selectboard meeting to review personnel benefit policies.

Warrants/Contracts:

1. Review Warrants FY24 W02 & FY24 PW02, FY24 W03 & FY24 PW03:

2. Farmland of Local Importance Designation: is the recognition of additional farmland soils with evidence of suitability for crops. This helps the USDA's Natural Resources Conservation Service recognize all land in Rowe that qualify as important farmland.

MOTION TO SIGN DESIGNATION: Vice-Chair Semanie made a motion to sign the Farmland of Local Importance Designation Letter. Seconded by Selectmen Silva, the motion was approved. (vote: 2-0-0)

3. FRCOG – Fire Truck Refurbishment Bid: is the contract between the Town and FRCOG to conduct a bid on the refurbishment of a chassis for one of the Town Fire Trucks.

MOTION TO SIGN CONTRACT: Vice-Chair Semanie made a motion to approve and sign the bidding contract on the Fire Truck refurbishment between FRCOG and Town of Rowe. Seconded by Selectmen Silva was approved.

4. Clinician Co-Responders Services Agreement: “a police-based, pre-arrest diversion program that prevents individuals with a mental illness from being arrested when community based mental health treatment is more appropriate”.

MOTION TO ACCEPT CONTRACT: Vice-Chair Semanie made a motion to accept the Clinician Co-Responders Services Agreement. Seconded by Selectmen Silva the motion was accepted. (vote: 2-0-0)

Minutes:

1. Board of Selectmen Minutes June 14, 2023
2. Board of Selectmen Minutes July 20, 2023
3. Board of Selectmen Minutes August 2, 2023

MOTION TO ACCEPT MINUTES: Vice-Chair Semanie made a motion to accept the Board of Selectmen’s minutes as written from June 14, July 20, and August 02. Seconded by Selectmen Silva all minutes listed were accepted. (vote: 2-0-0)

Future Meetings:

The next Board of Selectmen’s Meeting will take place on Thursday, August 31, 2023, at 6:00p.m.

Adjournment:

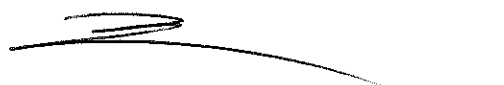
MOTION TO ADJOURN: Vice-Chair Semanie made a motion to adjourn the meeting at 7:25pm P.M. The motion, seconded by Selectmen Silva, was accepted. (Vote: 2-0-0)

Respectfully Submitted,
Brooke Shulda, Interim Town Administrator

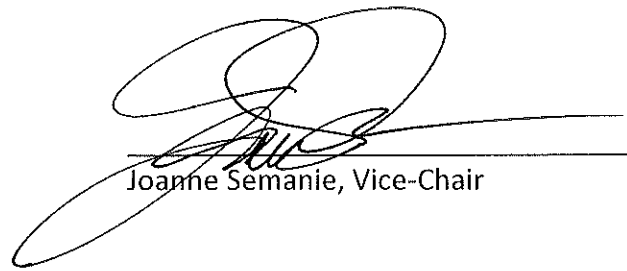
Approval Date:

Approved:

Chuck Sokol, Chair



Ed Silva, Selectman



Joanne Semanie, Vice-Chair

Documents:

1. Agenda for August 17, 2023
2. Board of Selectmen Minutes June 14, 2023
3. Board of Selectmen Minutes July 20, 2023
4. Board of Selectmen Minutes August 2, 2023
5. Clinician Co-Responder Services Agreement
6. Farmland of Local Importance for Town of Rowe
7. FRCOG - Special Services Agreement
8. Draft Letter to Town Dept. Heads re: Town Administrator Oversight due to Town Organization Change
9. Public Request Email – Police Department
10. Planning Board Mail
11. Treasurer/Collector – Personnel Policy Suggestions
12. Town Administrator Office Updates