



Town of Rowe
Board of Selectmen Minutes
Wednesday, August 31, 2023 – 6:00 p.m.
Rowe Town Hall, Meeting Room #1

Board of Selectmen: Vice-Chair Joanne Semanie, Selectmen Ed Silva
Via Zoom Participation: Chair Charles Sokol – joined at 6:06pm
Present: TA Janice Boudreau, Interim TA Brooke Shulda
Audience: None

Call to Order: Vice-Chair Semanie called the meeting to order at 6:04 P.M.

Announcement of recording devices- started recording meeting at 6:36pm

Noteworthy Announcements: None

BOARD OF SELECTMEN BUSINESS:

New Business:

Treasurer/Collector: Policy Updates –

1. Treasurer/Tax Collector made suggestions to update the Personnel Policy within the following sections:

ADD TO: Section One – “Definitions” – On-Call Employee who is considered “on-call” but does not work regular hours for the town. An employee who is on-call status is not required to remain in a fixed location. An on-call employee is not eligible for benefits and on-call wages are not pensionable.

ADD TO: Section One – “Subsection” – “Regular Part-Time Employee”, An employee who regularly works *two or more* part-time positions which combined equal 20 or more hours per week is considered a regular part-time employee and is eligible for benefits.

MOTION TO APPROVE: Vice-Chair Semanie made a motion to approve the proposed addition of an “On-Call” definition under “Section One, Definitions”, as well as the proposed addition of “Regular Part-Time Employee,” under “Section One, Subsection”. The motion seconded by Selectmen Silva was unanimously approved. (roll-call vote: 3-0-0)

Brief discussion on the legality of on-call hours when overtime occurs. Vice-Chair Semanie will follow up with Treasurer/Collector for review.

2. FRTA Advisory Board Member – Appointment

MOTION TO APPOINT: Vice-Chair Semanie made a motion to appoint Interim Town Administrator as the FRTA Advisory Board Member on behalf of the Town of Rowe. The motion, seconded by Selectmen Silva, was unanimously approved. (vote: 3-0-0)

3. **Special Municipal Employee Disclosure – Dan Poplawski**

- Selectmen reviewed the “Disclosure by Special Municipal Employee of Financial interest in a Municipal Contract” form stating, Dan Poplawski is the representative for the County Solid Waste Management District Board on behalf of the Town of Rowe. This form was not signed by Selectmen due to the form being filled out incorrectly. Selectmen request Administration to request a corrected form for review at the next Selectmen’s meeting.

Old Business:

Planning Board Discussion & Appointments:

Due to the lack of members and participants on the Planning Board, Selectmen discussed possible ways to deal with Planning Board requests when requests are made. The possibility of two of the three selectmen (one of which is already a Planning Board member) can be appointed to fill these positions should a request be made. Selectmen Semanie and Silva are willing to fill these vacancies, but only if necessary. Interim Town Administrator suggested submitting an article in the Goal Post highlighting these vacancies hoping residents will show interest in fulfilling these vacant positions. An article will be submitted for the October Goal Post and will be presented to the Selectmen for approval.

Ongoing Projects:

Road/Bridge Projects:

Yankee Road: Town Administrator confirmed the decision of funding will either be approved or denied by December of this year.

Ford Hill Bridge: Change Order – Selectmen **TABLED** the approval of the Change Order. Selectmen Silva will be following up with Gill Engineering to further discuss the funds needed for the Change Order.

Cyrus Stage Bridge: Waiting for Final Plans from Mass DOT.

Town Administrator Updates:

1. **Town Hall Copier:**

Interim Town Administrator informed Selectmen WR Baker Corp will continue to work closely with the Town of Rowe as we move forward with a new copier machine.

Warrants/Contracts:

1. Review Warrants FY24 Vendor W04 & FY24 Payroll W04 – Vice-Chair Semanie reviewed Vendor Warrant 04 and will be reviewing Payroll Warrant 04, Monday September 04, 2023.

Vice-Chair Semanie will follow up with Accountant and Treasurer to ensure the Warrants are available for approval prior to each Selectmen’s meeting.

Minutes:

1. Board of Selectmen Minutes August 17, 2023

MOTION TO APPROVE MINUTES: Vice-Chair Semanie made a motion to approve the Board of Selectmen’s minutes as written for the August 17, 2023, meeting. Seconded by Selectmen Silva the minutes were accepted. (vote: 2-0-1)

Future Meetings:

The next Board of Selectmen's Meeting will take place on Thursday, September 14, 2023, at 6:00p.m.


Adjournment:

MOTION TO ADJOURN: Vice-Chair Semanie made a motion to adjourn the meeting at 6:54 P.M. The motion, seconded by Selectmen Silva, was unanimously accepted. (roll call vote: 3-0-0)


Respectfully Submitted,
Brooke Shulda, Interim Town Administrator

Approval Date:

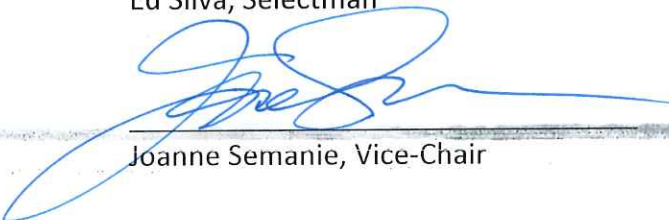
Approved:



Chuck Sokol, Chair



Ed Silva, Selectman



Joanne Semanie, Vice-Chair

Documents:

1. Agenda for August 31, 2023
2. Board of Selectmen Minutes August 2, 2023
3. Treasurer/Collector – Personnel Policy Suggestions
4. FCWMD Request – Dan Poplawski
5. FRTA Appointment Request
6. Ford Hill Road Bridge – Change Order
7. Ford Hill Road Bridge - Expenses
8. Town Administrator Office Updates