



Town of Rowe
Board of Selectmen
Minutes

Thursday, August 15, 2024 – 6:00 pm
Rowe Town Hall, Meeting Room #1

<u>Position</u>	<u>Name</u>	<u>P</u>	<u>A</u>
Chair	Joanne Semanie	x	
V-Chair	Edward Silva	x	
Selectmen	William Baker	x	

IN-PERSON AUDIENCE: Planning Board Chair Matthew Stine, Constable Henry Dandeneau
ZOOM PARTICIPATION: NONE

Call to Order: Selectmen Semanie called the meeting to order at 6:00 pm
Announcement of recording devices: NONE
Noteworthy Announcements: NONE

Unforeseen Business:

1. Matt Stine – attended the Selectboard meeting to discuss the following:
 - Planning Board Budget – utilization of Town Counsel

MOTION TO ALLOW: Chair Semanie motioned to allow the Planning Board the utilization of the “Legal Expenses” account fund regarding any Planning Board legal business. The motion, seconded by Vice-Chair Silva was unanimously approved. (vote: 3-0-0)

- K.P. Law Training Sessions – requested TA to explore training opportunities
- Town Projects and Tree Hearings – Matt questioned whether or not tree hearings will be conducted on behalf of any upcoming projects. The TA explained that the engineer or contractor would usually contact the PB or TA regarding any forthcoming hearings that need to be held.
- Informed BOS about the Accessory Dwelling Units (ADU’s) State Law that may overrule any Town bylaws in place. Matt assured the BOS that the PB will conduct more research on this law.

2. Hazelton Road Residence – Complaint

On Thursday, August 01, 2024, the Town Administrator received a formal complaint regarding more than 2 unregistered vehicles at a resident's residence. The complaint was forwarded to the Board of Health, which requested the opinion of Randy Crosier with FRCOG. Randy referred this complaint to the Board of Selectmen, who would need to allow the TA permission to contact Jim Hawkins with FRCOG to initiate a site visit. There was a brief discussion on whether it would be necessary to enforce all property owners in town in violation of this bylaw or enforce the bylaw on a complaint basis. It was decided that the BOS would deal with any residence in breach on a “complaint” basis. The selectmen requested that the TA contact FRCOG to initiate a site visit.

3. Vacation Request – Town Administrator – Selectmen approved, and Chair Semanie signed the request.

New Business:

1. Presidential Primary Warrant: Chair Semanie, Vice-Chair Silva, Selectmen Baker, and Constable Henry Dandeneau signed the warrant, which Mr. Dandeneau posted at the three required posting locations.

2. Updated Job Descriptions:

- Town Accountant
- Highway Superintendent

Vice-Chair Silva requested that the TA make revisions and specifications within the HWY Superintendent job description. The TA will then provide the job descriptions to the department heads

for review and approval. Once the department head approves them, they will be presented to the BOS for official approval.

4. Proposed Joint Meeting Date with School Committee: BOS proposed a joint meeting date of Thursday, September 26, 2024, at 6:00pm. The TA will contact the School Committee, Superintendent, and Principal of the proposed date.
5. Department Head Review Letter: The TA presented the proposed letter to department heads regarding annual reviews. Reviews will be conducted with Chair Semanie and the TA on Thursday, September 12, 2024, starting at 9:00 a.m. Department heads will be required to review themselves before the assigned meeting date, and comparisons will be made within each meeting. The Selectmen approved the letter drafted by the TA.

Human Resources Discussion: Vice-Chair Silva requested the Treasurer investigate potential outsourced HR services as the Town does not have a specific HR department.

6. Elected Department Head/Employee Review: The TA presented the proposed letter to elected departments strongly recommending annual employee reviews be conducted.

MOTION TO APPROVE: Chair Semanie motioned to approve the letter to Elected Departments regarding Employee reviews as written. The motion seconded by Vice-Chair Silva was unanimously approved. (vote: 3-0-0)

7. Library Feasibility Study: Vice-Chair Silva briefly discussed the feasibility study and window repair conversations with Finance Committee Chair Dan Pallotta and Library Director Molly Lane.

Old Business:

1. Fire Chief Succession Plan – Next meeting with the Town of Charlemont will be held on Thursday September 05, 2024, at 10:00am.
2. Audit – Roselli, Clark & Associates Auditing Firm – Reports and recommendations will be sent once the audit is completed.
3. Annual Employee Reviews and Plan—Vice-Chair Silva recommended that each employee review themselves in addition to the review the Department head will conduct for each employee.

Road/Bridge Projects:

Yankee Road: no update.

Cyrus Stage Bridge: The Selectmen agreed to allow CD Davenport utilization of the mailroom as an office during the project's construction phase.

Tunnel Road Bridge: No update.

Hazelton Road Bridge: The Selectmen shared the picture of the steel-backed timber rail provided by Gill Engineering. TA informed Selectmen that she keeps a diary of contact/complaints on the non-cooperative abutter.

Warrants/Contracts:

1. Chair Semanie reviewed Fiscal Year 2025 Warrants 04.

Mail:

1. Notice to Abutters: A public hearing will be held at a date and time decided by the Town of Rowe Conservation Commission seeking to remove, fill, dredge, or alter an area subject to protection under M.G.L. Ch. 131 §40 and Regulations.

Minutes:

1. Board of Selectmen Minutes – August 01, 2024

MOTION TO APPROVE: Chair Semanie motioned to approve the written August 01, 2024 meeting minutes as written. The motion seconded by Selectmen Baker was unanimously approved. (vote: 3-0-0)

Citizen Comments:

NONE

Future Meetings:

Thursday, August 29, 2024

Thursday, September 12, 2024

Thursday, September 29, 2024

Adjournment: 8:10pm

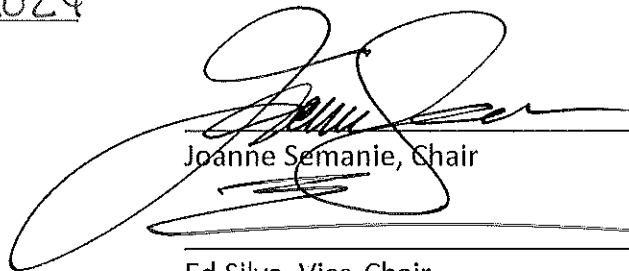
MOTION TO ADJOURN: Chair Semanie motioned to adjourn the meeting at 8:10pm. The motion, seconded by Vice-Chair Silva, was unanimously approved. (vote: 3-0-0)

Respectfully Submitted,

Brooke E. Shulda, Town Administrator

Approval Date: August 29, 2024

Approved by:



Joanne Semanie, Chair

Ed Silva, Vice-Chair



Bill Baker, Selectmen

Documents:

1. Agenda for August 15, 2024
2. Presidential Primary Warrant
3. Town Accountant – Job Description
4. Highway Superintendent – Job Description
5. Department Head Review – Email Draft
6. Elected Dept. Head/Employee Review Letters
7. Notice to Abutters – Pond Road
8. Hazelton Road Bridge - Steel-Backed Timber Rail, Picture
9. Board of Selectmen Minutes – August 01, 2024
10. Hazelton Road Complaint