



Town of Rowe
FRANKLIN COUNTY
MASSACHUSETTS
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Settled as Myrifiold 1763 ▪ Incorporated as Rowe 1785

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Board of Selectmen

Town of Rowe

Policies

EMPLOYEE

New Employee Policy	Page 3
Purchasing Policy - Recycled Product	Page 4
Town Counsel Policy and Procedure	Page 5
Zoom Policy	Page 6

GENERAL

Code of Conduct	Page 5
Community Bulletin Board Policy	Page 7
Compassionate Community Policy	Page 7
Goal Post Policy	Page 8
Refuse Garden Policy	Page 8
Snow & Ice Mailbox Replacement Policy	Page 9
Sand/Salt Policy	Page 9
Town Wide Calling System Policy	Page 10
Work on Private Property Policy	Page 11

New Employees

New employees will complete an informal orientation session with a member of the Board of Selectmen and /or a designee. The employee will have the opportunity to complete necessary employment forms required by Federal and State Statutes. The Board of Selectmen and/or their designee will explain in general terms the rules and expectations and provide an overview of the pay and benefit packages offered by the Town. The employee will be responsible for reading and following the policies established within the policy manual, to include understanding their employment classification. In addition, new employees will be provided orientation and education specific to the equipment and tasks required of their new position.

Supervisors to all Departments must have all new employees cleared for employment by completing all necessary paperwork and submitting to the Town Treasurer before the employment start date. An applicant is not considered an employee of the Town of Rowe until paperwork is completed and submitted to the Treasurer's Office and cleared for work. They will, therefore, not be eligible to work for the town until cleared for employment by completing the following documentation:

FORMS	Part-Time	Full-Time
Employment Application	X	X
Supervisor Hire Letter – Start Date/Rate/Hours per Week	X	X
1-9 Employment Eligibility Form	X	X
W-4		
MA Employee's Withholding Exemption Certificate	X	X
Social Security Admin - FORM 1945	X	X
OBRA - (Part-time employees)	X	
Eligibility for Teacher's Retirement (Teachers Only)		X
Eligible for County Retirement FRRSMA (20 hours +)		X
FRRSMA New Member Enrollment Application (NMA)		X
CORI Check	X	X
Pre-Employment Drug Test - if Applicable (DPW ONLY)		X
Fingerprint - if Applicable (SCHOOL ONLY)	X	X
Direct Deposit Form & VOID CHECK	X	X
Personnel Policy Handbook (PPM) Signed Receipt	X	X

All employees will serve a three-month Introductory period, unless otherwise required. The probationary period allows time for the employee to learn the position as well as time for the supervisor to evaluate an employee's potential and performance. During the established probationary period, the town reserves

the right to terminate an employee with or without cause. An evaluation may be completed prior to completion of the period to notify the employee of their status (regular, terminated, or extended probation when applicable.)

Adopted this 28th day of October, 2021.

By the Town of Rowe Board of Selectmen

RECYCLED PRODUCT PURCHASING POLICY

Please adhere to when possible.

Whereas, the Town recognizes the need to make more efficient use of our natural resources and create markets for the materials collected in recycling programs; and

Whereas, the Town can support recycling activities by purchasing more products made of recycled materials when such products meet quality requirements and are available at reasonable prices and terms;

NOW, THEREFORE, be it resolved that the Town of Rowe adopt the following recycled product purchasing policy:

To the maximum extent practicable and consistent with the demands of efficiency and cost effectiveness, all Town employees with purchasing authority shall adhere to the following standards whenever possible:

1) All purchases of paper products, including but not limited to copy paper, stationery, envelopes, notepads, and file folders, shall meet a minimum of 30% post-consumer recycled content to meet the current state and federal minimum standards.

The decision not to procure recycled content paper products meeting this standard shall be based solely on a determination that the items are not available within a reasonable time period, or that items fail to meet reasonable performance standards, or are only available at an unreasonable price.

2) When purchasing office, custodial, and maintenance products or any other product(s) purchased by a Town employee for Town use, due consideration will be given to purchasing said product(s) in a form containing recycled-content material. Said recycled products must be competitively priced and of comparable quality, performance, and availability.

3) Town employees with purchasing authority shall become familiar with and utilize Massachusetts State Contracts for recycled products and make purchases through the state contract whenever feasible.

Adopted this 6th day of January, 2021.

By the Town of Rowe Board of Selectmen

TOWN COUNSEL POLICY AND PROCEDURE

All inquiries and contact with Town Counsel must first be approved by the Board of Selectmen. Should boards, committees and employees exhaust their own research and have the need for use of Town Counsel, contact Executive Secretary with the topic and questions for review by the Board of Selectmen. Following approval of the Board, Executive Secretary will contact Town Counsel, forward the written response to you and/or your Board or Committee. Executive Secretary maintains a reference file library of Town Counsel Responses that are dated and filed according to topic.

Adopted this 28TH day of October, 2021.
By the Town of Rowe Board of Selectmen

CODE OF CONDUCT FOR VISITORS

Purpose

The Town of Rowe seeks to provide efficient and effective services to residents, taxpayers, and visitors, expecting employees to conduct themselves professionally, with consideration and diplomacy towards all. The Town recognizes that employees expect to be treated with respect and civility by people doing business with the Town, ensuring the personal safety and security in an environment free from intimidation, threats, or violent acts.

Policy

The Town will not tolerate harassing conduct that affects employment conditions, that interferes unreasonably with an individual's performance or that creates an intimidating, hostile, or offensive work environment. Unsigned letters and anonymous communications will not be considered or reviewed.

The Town does not tolerate workplace violence, including the threat of violence by anyone who conducts business with the Town.

Complying with this **Code of Conduct** is required by all people doing business with Town employees. Violators who do not comply with this policy may be asked to leave the premises. **Repeated violations may result in permanent suspension of facility privileges.**

Expected Conduct

- **AVOID CAUSING DISTURBANCES OR DISRUPTIONS**
- **SHOW RESPECT FOR OTHERS, BUILDING FACILITIES, AND PERSONAL PROPERTY OF OTHERS**
- **USE COMMON COURTESY WHEN INTERACTING WITH OTHERS**
- **DO NOT ENGAGE IN ANY LEWD OR OFFENSIVE BEHAVIOR**
- **ANY FORM OF VIOLENCE IS PROHIBITED**
- **SMOKING, DRINKING ALCOHOL, OR APPEARING TO BE UNDER THE INFLUENCE OF ANY ILLEGAL SUBSTANCE IS PROHIBITED**

Adopted this 1st day of August, 2019.
By the Town of Rowe Board of Selectmen

ZOOM ACCOUNT POLICY USAGE

Summary

During the Covid-19 Pandemic, the town will maintain a user Account with zoom.us for the purpose of conducting remote video meetings. This policy is to clarify the use by town and private entities but is not intended to cover open meeting law requirements.

Definitions

Account: The zoom.us account paid for by the town.

Public Body: Any elected or appointed board, committee, commission, etc. or work group (i.e. the weekly Covid meeting group).

Official: Any member of a Public Body, town employee, or appointed/elected officer.

Administrative Staff: The Executive Secretary and Administrative Assistant to the Boards.

Rules

- Any Public Body may use the Account if the time slot is available. There is no requirement to use zoom, but the town will not be maintaining any accounts with other video conference providers (i.e. Google).
- Except in cases of emergencies, the Account will be booked on a first-come-first-serve basis, with no Public Body having any more “right” to use the Account than another. As a backup, the town does have a free phone-only call-in option.
- The Account may not be used if all members intend to only participate by phone and will instead use the conference call option.
- Meetings should be booked through the Administrative Staff before posting any public meetings if you are using the Account in case the time slot has already been taken.
 - All meeting postings must contain the URL of the meeting, the meeting ID, and the call-in number for those participating by phone. Agendas cannot point individuals to the town website for participation information, it must be on the posting itself.
- Except for executive sessions, meetings will not be given passwords. Attempts will be made by the Administrative Staff to use a designated meeting ID for consistency.
- Login credentials will be given to the chair of the Public Body that will be using the Account unless another Official is requested. It is preferred that the same Official host each meeting to limit the number of people accessing the Account.
 - Officials other than Administrative Staff are prohibited from changing the password, adding or deleting meetings, deleting recordings, or modifying any settings. Any Officials found in violation of this will have Account access revoked.
 - Officials are prohibited from using the Account other than to host a meeting of their Public Body- i.e. attendance at another Public Body’s meeting must be accomplished using your own personal account/login.
 - Officials are prohibited from sharing the login credentials with other members of a Public Body, except in cases of emergency (i.e. unexpected absence).
- Use by private entities is limited to non-profit groups, including but not limited to: The Rowe Fire Association, Rowe Historical Society, Rowe Community Church, Unitarian Church, etc.
 - Any use by a private entity will only be permitted if requested in advance.
 - Private use will be given the lowest priority and any public need will override a private use and does not fall under the first-come-first-serve policy.
 - If a member of the private body would otherwise have access to the login credentials through a town position, that person will be asked to host the meeting (as opposed to the head of the private organization or whoever will be running the meeting).

Enforcement

The Executive Secretary, or in his/her absence the Administrative Assistant, will be responsible for enforcing this policy. S/he may, at his/her discretion, waive or suspend certain portions of this policy on a case-by-case basis if determined to be in the best interests of the town. The Board of Selectmen will not be involved in managing, enforcing, or addressing any aspects of the use of this Account other than setting general policy.

ADOPTED this 23rd day of July, 2020.
By the Town of Rowe Board of Selectmen

COMMUNITY BULLETIN BOARD POLICY:

Bulletin Board in Town Hall Hallway Entrance

Space reserved for 'Official' type of town or government business
Limited to Community interest- events, notices and bulletins
Updated at beginning of each month
Submit to Executive Secretary

Bulletin Board Policy near Post Office

Space reserved for Services offered
Public interest events
Limit to 5 x 7 Size or smaller
Each item dated and posted for 60 days

ADOPTED this 15th day of February, 2015.
By the Town of Rowe Board of Selectmen

COMPASSIONATE COMMUNITY POLICY:

“Be it known, that the Town of Rowe is a compassionate community whose residents respect the rights, dignity, and integrity of its citizens and visitors. As a welcoming community, we celebrate diversity, honor privacy and safety and affirm and promote equality for all. And furthermore, to instruct the Town Clerk to send a copy of this Declaration to our Senators and Representatives in Congress and in the Massachusetts Legislature; the Governor of the Commonwealth; and to be posted at Town Building and on the Town website.”

ADOPTED this 8th day of May, 2017.
By the Town of Rowe Citizens at Annual Town Meeting

GOAL POST POLICY

The mission of the Goal Post is to inform the citizens of Rowe of the meetings and affairs of Town boards and committees. In addition, letters or articles of general interest which are non-political and non-religious in nature may be included as well as announcements of club events and religious services.

Reports from committees or boards must be simply stated information about topics under consideration. Reports of decisions should include reasons underlying the choice.

Submissions must be credited and signed. Submissions by a member of a board or committee must be signed with the writer's name as "for the committee [or board]".

Any submission after the posted deadline may be refused or included in the next issue if still timely.

Submissions that contain opinions about any action or proposed action of Town committees or boards or town officials, or any submission intended to influence political or religious views of readers may not be included. Any submission the editor feels may be controversial will be referred to the Board of Selectmen for review.

Unpaid advertising from Rowe residents or businesses or concerning property in town may be printed if space is available, at the discretion of the Goal Post Editor.

The above policy was adopted in order to prevent the Goal Post from being used to promote policy goals and agendas that may not represent the goals of Rowe voters or their elected boards and committees.

Approval of Goal Post content shall be at the discretion of the Goal Post Editor. This policy be amended at any time by the Board of Selectmen.

ADOPTED this 26th day of August, 2019

By the Town of Rowe Board of Selectmen

AMENDED this 28th day of October 2021

By the Town of Rowe Board of Selectmen

REFUSE GARDEN DEMOLITION WASTE POLICY:

Demolition Waste to be put into the Bulk waste dumpster will be restricting the amount allowed to one pickup bed load per month per resident. This will be at the discretion of the attendant.

Any large home improvement projects including roofing, siding, interior and exterior construction resulting in the need to dispose of quantities of material should be handled by the homeowner by renting a dumpster. The town bulk bin does not have the capacity to handle this material and was not intended for that purpose.

ADOPTED this 18th day of August 2021

By the Board of Health

SAND/SALT POLICY:

The Town of Rowe permits residents to remove sand and salt in reasonable quantities from the Town Garage. Use of salt and sand is for residential use only and may not be used for commercial, industrial, or non-profit purposes. Contractors providing services to the town may utilize town-provided sand and salt only for town-related work and may not use product for other projects. Residents found to be violating this policy will have their privileges suspended by the Board of Selectmen.

ADOPTED this 4th day of February, 2021
By the Town of Rowe Board of Selectmen

SNOW AND ICE MAILBOX REPLACEMENT POLICY:

Mailboxes installed in the Town right of way are placed at the owner's risk. Each mailbox installation should be sufficiently solid to withstand snow-clearing efforts by the Town. It is the responsibility of the owner of the mailbox to clear the snow around the mailbox to assure email delivery by the U.S. Postal Service. If the snow banks are too high to shovel, place a temporary box beside the road until the snow had melted enough to allow access to the mailbox.

The Town does not replace mailboxes if damaged by snow being discharged by the snowplow. The town only assumes responsibility if a Town plow comes into contact with the mailbox or post. The Town does not replace plastic mailboxes. Plastic mailboxes in cold weather become very brittle and are not well suited dot withstand this type of environment The Town also does not replace mailboxes that are in need of repair due to lack of maintenance, vandalism or have a spike-type support. Homeowners should check the condition of their mailbox and post before the ground freezes and make any necessary repairs. The Town will not be responsible for damage to any mailbox or post if the front of the box extends past the curb line and/or is within 6-inches from the curb line.

The Town will only replace mailboxes if the Town's plow came in contact with a well-maintained mailbox or post. The Highway Superintendent, or their designee, will inspect the reported damage to determine the cause of the damage to the mailbox and/or the post. If the Superintendent, or their designee, determines that the damage is a result of the Town plow hitting the mailbox or post, the Town staff will attempt to make the necessary repairs. If the mailbox or post is deemed non-repairable by the Highway Department Staff, the Homeowner may choose from one of the two options listed below:

- The Town will replace the damaged mailbox and/or post with a standard style metal mailbox and/or wood post,
- The Homeowner may opt to furnish and install their own mailbox and post and the Town will reimburse them up to \$100.00 towards the replacement.

Mailboxes to be fixed will be put on a list and repaired when the Highway Department is back on a regular schedule and all other weather-related priorities are completed. A Claim should be submitted to the Highway Superintendent immediately following the storm so that they can witness the damage and make their determination. Late Claims are difficult to verify and will likely be denied since the Highway Superintendent may not be able to adequately determine the cause of the damage.

ADOPTED this 5th day of February, 2018,
By the Town of Rowe Board of Selectmen

TOWN WIDE CALLING SYSTEM POLICY:

1. Purpose of Policy: To establish guidelines for proper use of the Town Wide Emergency Calling System.
2. Activation of the Town Wide Calling System shall occur solely at the discretion of the Town. Whenever use of the notification system is proposed, the Administrative Staff with oversight of the Board of Selectmen shall make a determination whether the request for call is warranted.
3. Although community members have the opportunity to not participate in this calling notification system, the Town strongly encourages all community members to be part of Group 1. (See Group Information Below)
4. The following town employees have the ability to access the Town Wide Calling System.
 - a. Executive Secretary & Administrative Assistant to the Boards
 - b. Board of Selectmen Chair
 - c. Emergency Management Director
 - d. Town Nurse
 - e. Town Clerk
5. Emergency/Town Notifications may include and are Time Sensitive
 - a. Extraordinary/Unanticipated Severe Weather Conditions
 - b. Natural Disaster Warnings
 - c. Road Closures with anticipated limited access as a result of scheduled construction
 - d. Criminal activities or missing person information that would affect the community
 - e. Power Outages if they will last more than 24 hours or greater
 - f. Non Routine Special Meeting Notices
 - g. Town Clerk Election and Voter Registration Information
 - h. Public Health Emergencies

- i. Refuse Gardens information or Closures
6. Social Event and other notification may include
- a. Town Relate (examples: Old Home Day, Library Event, Park Event, Council on Aging Events)
 - b. Historical Society or Rowe Community Church Event
 - c. Rowe School Events
7. Social Event and other notifications are to be made in a timely manner but not immediately. These notifications must be presented to the Administrative Staff by Monday at noon in written form for consideration. This allows ample time to review the call, call audience, call message and other pertinent information. Calls will typically take place on Thursday evenings at approximately 6:00 – 6:45 p.m.
8. Residents may opt to receive messages in the form of email only by contacting:
- townadmin@rowe-ma.gov

Adopted this 26th day of August, 2019
By the Town of Rowe Board of Selectmen
AMENDED this 28th day of October 2021
By the Town of Rowe Board of Selectmen

WORK ON PRIVATE PROPERTY

Town Employees, equipment or labor to assist citizens on their private property with projects is not permitted. This includes and is not limited to repair driveways and driveway culverts, clean chimneys, deliver gravel, remove trees. Work on private property is not permitted by law.

Cities and towns can spend only for public purposes. Public funds cannot be used for private purposes. Thus, cities and towns have the right to spend money for any purpose where the public good will be served, but not where the expenditure of money is directly for the private benefit of certain individuals. This Public Purpose Limitation principle is expressed in the Massachusetts Constitution. In addition, there is insurance liability, having employees perform work on private property and is not allowable.

ADOPTED this 18th day of October, 2018
By the Town of Rowe Board of Selectmen