

Town of Rowe
Joint Meeting
Finance Committee & Board of Selectmen
Minutes
Thursday, March 14, 2024 – 3:00 pm
Rowe Town Hall, Meeting Room #1

Board of Selectmen: Chair Sokol, Vice-Chair Semanie, ABSENT Selectmen Ed Silva
Town Officials: Town Administrator Brooke Shulda
Audience: Arthur Corarito
Zoom: David Dvore

Call to Order: Chair Sokol called the meeting to order at 3:05 pm.

Announcement of recording devices: NONE

Noteworthy Announcements: NONE

Board of Selectmen Business:

Dell Road Letter:

Arthur Corarito expressed concern regarding the conditions of Dell Road. Dell Road is a dirt road and, over the past several years, has worsened with each mud season. He raised concern regarding the heavy traffic and suggested the Town may want to limit the tonnage allowed to travel on the road. He has requested the Town to investigate different ways on how to maintain road for the future and if there is any way to keep the road from worsening year to year.

New Business:

1. **96 Ford Hill Road** – briefly discussed the current situation of the building and actions taken thus far by FRCOG.
2. **Wired West Agreement & Broadband Grand Fund Options** – David Dvore explained the updated agreement and very few minor changes. The selectmen were made aware that their vote is not required to approve such agreement. He also informed Selectmen of the Broadband grant funds that the Town will receive soon and the different options for which the funding can be utilized.

4:00pm Police Department Succession Plan:

Selectmen Sokol and Semanie, TA Shulda, and PD Staff, Shippee, and Hyytinen reviewed and discussed the proposed drafted job descriptions for FY2025. A few minor changes were requested, and a few things were requested to be added or removed from each description. Chief description: The "Compensation and Detail Work" portion was requested to be removed, but the wording that requires "all attempts were made" was kept. There was brief discussion regarding hours for each position, but no decisions were made.

Tunnel Road Bridge Response—Following an incident over the past weekend, TA Shulda reached out to the Town Council requesting a reiterated letter to residents residing on the lower part of Tunnel Road across Tunnel Road Bridge as a reminder of the services that are no longer offered by the Town due to the severity of the Bridge.

3. **National Grid** – Critical Facilities List – It was decided the Broadband hut needs to be added to this list. Speaking of National Grid, TA asked Selectboard how they felt about LED Streetlighting. The Selectboard stated they would like to see the conversion happen in town but to ensure that the lights are directly facing downward.

4. **Fire Department** – New Truck Invoice & delivery discussion. TA was informed to speak with the Town Accountant and Town Treasurer on how to proceed with the Invoice.
5. **Franklin Land Trust D2R2 Bike Ride** – Letter of Concern from Fire Chief, Dennis Annear
6. **Gracy House Reorganization** – Re-Establish GHC as Historical Commission & Re-Appoint all GHC members as Historical Commission Member.

MOTION TO RE-ESTABLISH COMMITTEE: Chair Sokol made a motion to Re-established Gracy House Committee to Historical Commission. The motion, seconded by Vice-Chair Semanie was approved. (vote: 2-0-0)

MOTION TO APPOINT: Chair Sokol made a motion to appoint Susie Zavotka, Walt Quist, Jay Williams, Matthew Stine, Joanne Semanie and Paul Graziano as members of the Historical Commission, effective immediately. The motion, seconded by Vice-Chair Semanie was approved. (vote: 2-0-0)

7. **FY2025 Mileage Reimbursement**

MOTION TO SET MILEAGE RATE: Chair Sokol made a motion to set FY2024 mileage reimbursement rate at \$0.67 per mile, effective March 14, 2024. The motion, seconded by Vice-Chair Semanie was approved. (vote: 2-0-0)

8. **Capital Stabilization – Vote**

MOTION TO APPROVE: Chair Sokol made a motion to approve the 2.5% increase of the Municipal Capital Stabilization for FY2025, equaling \$228,240.00. The motion, seconded by Vice-Chair Semanie was approved. (vote:2-0-0)

9. **Cultural Council Appointment – Vice-Chair – Felicity Pickett**

MOTION TO APPOINT: Chair Sokol moved to appoint Felicity Pickett as a member of the Cultural Council, effective immediately. The motion, seconded by Vice-Chair Semanie was approved. (vote: 2-0-0)

10. **Election Worker Appointments – Ashalyn Duval and Matthew Stine**

MOTION TO APPOINT: Chair Sokol motioned to appoint Ashalyn Duval and Matthew Stine as Election Workers, effective immediately, year-end June 30, 2024. The motion, seconded by Vice-Chair Semanie was approved. (vote: 2-0-0)

Old Business:

1. Fire Chief Succession Plan: Selectmen Semanie and TA briefly discussed prior meeting topics.
2. Police Department Succession Plan: see above.
3. Town Administrator Job Description – add to General Bylaws.
4. 2022 Audit – no discussion.
5. Town Line Sign – on backorder.
6. Safety Complex – Exterior Paint – no discussion.

2024 ATM/STM Articles:

1. Police Department Succession Plan – **SEE ABOVE**
2. Town Clerk – Appointed vs. Elected – **TABLED**
3. Gracy House Funding – Stabilization of Structure - **TABLED**
4. Fire/EMS District – **TABLED**
5. North Cemetery Donation Compensation – **TABLED**
6. Highway Department – RFP – Roadside Mowing - **TABLED**
7. Library - Feasibility Study – no discussion.
8. Board of Health – Opioid Stabilization Fund
9. Accountant Requested Article – Establish an article to fund capital stabilization of 2.5% greater than the prior year. **SEE ABOVE**

Road/Bridge Projects:

Yankee Road: Selectmen Semanie and TA Shulda met with Lamson Engineering to review construction plans and establish an estimated date on when TA should receive updated project estimate. Engineering firm set a date of April 15.

Cyrus Stage Bridge: No discussion.

Ford Hill Bridge: No discussion.

Tunnel Road Bridge: Chair Sokol signed the reiterated letter put together by Town Council as a reminder of the 2017 and 2023 letters sent to homeowners residing on Lower Tunnel Road about the services the Town no longer offers due to the conditions of the bridge.

Warrants/Contracts:

1. Vice-Chair Semanie reviewed FY24 Vendor & Payroll Warrants #17
2. FRCOG Elevator Contract:

MOTION TO APPROVE CONTRACT: Chair Sokol motioned to approve the Elevator Bid Contract Agreement with FRCOG for FY25-FY27. The motion, seconded by Vice-Chair Semanie was approved. (vote: 2-0-0)

Mail/Unforeseen Business:

1. National Grid – Sideline Vegetation Management
2. Dell Road Resident Letter – See Above

Minutes:

1. Board of Selectmen Minutes – February 15, 2024

MOTION TO APPROVE: Chair Sokol made a motion to approve the February 15, 2024, minutes as written. The motion, seconded by Vice-Chair Semanie was approved. (vote: 2-0-0)

2. Board of Selectmen Minutes – February 29, 2024

MOTION TO APPROVE: Chair Sokol made a motion to approve the February 29, 2024, minutes as written. The motion, seconded by Vice-Chair Semanie was approved. (vote: 2-0-0)

Citizen Comments:

None

Future Meetings:

Thursday, March 28, 2024, at 6:00pm – Joint Meeting – Finance Committee/Board of Selectmen

Thursday, April 11, 2024, at 6:00pm – Board of Selectmen

Thursday, April 25, 2024, at 6:00pm – Board of Selectmen

Thursday, May 02, 2024, at 6:00pm – Board of Selectmen

Adjournment: 5:33 pm

MOTION TO ADJOURN: Chair Sokol made a motion to adjourn the meeting at 5:33pm. The motion, seconded by Vice-Chair Semanie was approved. (vote: 2-0-0)

Respectfully Submitted,

Brooke Shulda, Town Administrator

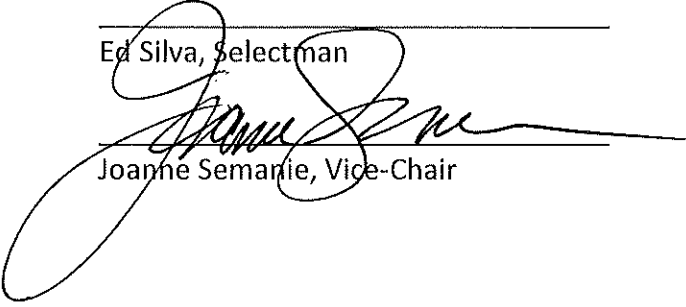
Approval Date: March 28, 2024

Approved:



Chuck Sokol, Chair

Ed Silva, Selectman



Joanne Semarie, Vice-Chair

Documents:

1. Agenda for March 14, 2024
2. PD/EMAA – Job Descriptions
3. Wired West – Draft Agreement
4. MLP – CAF II Grant Email
5. National Grid – Crit. Facilities List
6. FRCOG – Elevator Contract
7. FD – New Truck Invoice & Delivery Proposal
8. FD – Franklin Land Trust D2R2 - written letter of Concern
9. TA Vacation Request
10. MAIL: National Grid – Sideline Vegetation Management
11. MAIL: Letter from Residents on Dell Road
12. Board of Selectmen Minutes – February 15, 2024
13. Board of Selectmen Minutes – February 29, 2024