



**Town of Rowe
Board of Selectmen
Minutes**

Thursday, August 01, 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: Park Commissioner Hannah Poplawski
ZOOM PARTICIPATION: NONE

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

Noteworthy Announcements: Chair Semanie informed the board of 2 resident passings: Christine Tower and Helen Shields.

New Business:

1. FY2025 Wage and Salary Letter(s)
 - Highway Superintendent
 - Treasurer/Collector
 - Police Chief
 - Fire Chief
 - Town Administrator

MOTION TO APPROVE AND SIGN: Chair Semanie motioned to approve and sign the written Wage & Salary Letter to department heads. The motion, seconded by Selectmen Baker, was unanimously approved. (vote: 3-0-0)

2. Vacation Request(s)
 - BOH/Assessors Clerk – Christine Bailey requests to take FY24 vacation time after the September deadline. Both boards, BOH and Assessors, have approved this request.

MOTION TO APPROVE: Chair Semanie motioned to approve Christine Bailey's vacation request. The motion, seconded by Vice-Chair Ed Silva was unanimously approved. (vote: 3-0-0)

- Town Administrator (pending) – The Town Administrator is no longer requesting any additional time off.

3. Zoning Board of Appeals – Appointment – Kim Gabert

MOTION TO APPOINT: Chair Semanie motioned to appoint Kimberly Gabbert to the Zoning Board of Appeals. The motion, seconded by Selectmen Baker, was unanimously approved. (vote: 3-0-0)

4. FRCOG – New Selectmen Member Workshop – TA informed Selectmen of the FRCOG new member workshop, but coincidentally, it is scheduled on a Selectboard meeting night. TA contacted FRCOG member, Bob Dean, who will attempt to record said workshop.

Old Business:

1. Fire Chief Succession Plan – BOS Chair Semanie, Public Safety Admin Asst. Shippee & TA Shulda attended a meeting on Thursday, July 25, 2024, at @10:30am. Chair Semanie briefly discussed the next steps in moving forward with the proposed fire district between Rowe and Charlemont. She also discussed the many issues small towns will be facing if the new OSHA regulations are put in place.
2. Audit – Roselli, Clark & Associates Auditing Firm will be at Town Hall on August 07 & 08

3. Annual Employee Reviews and Plan – The Treasurer will be sending out personnel policy review forms to department heads on Tuesday, September 03, with a deadline of Monday, September 30. TA and BOS Chair Semanie will be conducting department head reviews in September, the date and time is not finalized.
4. Accountant Job Description – Finalized and ready for review. TABLED

Road/Bridge Projects:

Yankee Road: No update.

Cyrus Stage Bridge: TA informed Selectmen of the awarded contractor, Davenport Trucking, LLC.

Tunnel Road Bridge: No update.

Hazelton Road Bridge: Discussed:

- Detail rate for Police presence during survey and boring – will need to request funding at STM
- TA presented the following plan:
A public hearing will be held once the engineer has developed a final plan. The following individuals will be included/invited to said hearing:

<u>Public Officials:</u>	<u>Non-Public Officials:</u>	<u>Abutting Property Owners:</u>
Board of Selectmen	Gill Engineering	Ronald & Rosemary Gordon
Planning Board, Chair	MassDOT Representative	Lockwood Reed
Police Chief	State Police (dependent)	
Highway Superintendent		
Town Administrator		

Prior to the public hearing, the TA will work with Town Counsel to generate a letter to an angry abutter informing him or her that the town will take necessary action should he or she become disruptive or disturb the Hazelton Road bridge project. The abutter(s) will be informed of the public hearing and requested to join, during which he or she will be allowed to ask questions or raise any concerns regarding the replacement of the said bridge.

MOVING FORWARD: Vice-Chair Silva requested TA request all engineering firms incorporate Police detail costs within plans.

Warrants/Contracts:

1. Chair Semanie reviewed Fiscal Year 2025 Warrants 03
2. Park Commission: Woodlands Partnership – Through Trail Grant

MOTION TO ACCEPT & SIGN: Chair Semanie motioned to accept and sign the Woodlands Partnership Through Trail Grant of \$50,000.00. The motion, seconded by Selectmen Baker, was unanimously approved. (vote: 3-0-0)

Unforeseen Business:

1. Park Commission: Woodlands Partnership Implementation Grant

MOTION TO ACCEPT AND SIGN: Chair Semanie motioned to accept and sign the Woodlands Partnership Implementation Grant of \$12,840.00 for Demonstration Forest signage and the purchase of booklets for the beach kiosk booklet design for the “Old Growth Interpretive Trail”. The motion, seconded by Vice-Chair Ed Silva, was unanimously approved. (vote: 3-0-0)

Mail:

NONE

Minutes:

1. Board of Selectmen Minutes – June 18, 2024
2. Board of Selectmen Minutes – June 20, 2024

MOTION TO APPROVE MINUTES: Chair Semanie motioned to approve and sign the June 18, 2024 minutes and the June 20, 2024 minutes as written. The motion seconded by Selectmen Baker was approved. (vote: 2-0-1)

3. Board of Selectmen Minutes – July 18, 2024

MOTION TO APPROVE MINUTES: Chair Semanie motioned to approve and sign the July 18, 2024 minutes as written. The motion, seconded by Vice-Chair Silva was approved. (vote: 2-0-1)

Citizen Comments:

NONE

Future Meetings:

- Thursday, August 15, 2024
- Thursday, August 29, 2024
- Thursday, September 12, 2024

Adjournment: 7:16pm

MOTION TO ADJOURN: Chair Semanie motioned to adjourn the meeting at 7:16pm. The motion, seconded by Vice-Chair Silva was approved. (vote: 3-0-0)

Respectfully Submitted,

Brooke E. Shulda, Town Administrator

Approval Date: 8/29/2024

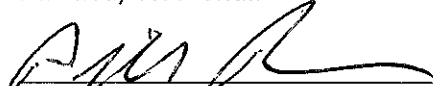
Amended On: 8/29/2024

Approved by:



Joanne Semanie, Chair

Ed Silva, Vice-Chair



Bill Baker, Selectmen

Documents:

1. Agenda for August 01, 2024
2. FY2025 Wage and Salary Compensation Letters
3. Vacation Request(s)
4. Gill Engineering Guardrail Photo
5. Board of Selectmen Minutes – June 18, 2024
6. Board of Selectmen Minutes – June 20, 2024
7. Board of Selectmen Minutes – July 18, 2024