



**Town of Rowe**  
**Board of Selectmen**  
**Minutes**

Thursday, September 12, 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:** Police Chief Christopher Hyytinen  
**ZOOM PARTICIPATION:** NONE

**Call to Order:** Selectmen Semanie called the meeting to order at 6:01 pm  
**Announcement of recording devices:** NONE  
**Noteworthy Announcements:** NONE

**New Business:**

1. Police Chief – Cruiser Repair

Police Chief Hyytinen attended the meeting to discuss Police Cruiser problems. Chief Hyytinen explained to the Selectmen that the 2019 Chevy Tahoe motor had previously been blown and is currently awaiting approval for diagnosis. McGovern recommended to approve the diagnosis. Chief Hyytinen expressed that Public Safety Admin Julie Shippee had gathered all documents on the vehicle, including maintenance and repair records, and has been avidly reaching out to the dealership that sold the car to the town. Selectmen told Chief Hyytinen to proceed with the diagnosis, to see if the dealer is willing to back the issue, and to begin the research process on a new cruiser. As a collaborative effort, Chief Hyytinen and PSA Julie Shippee will meet with the TA at 10 am on Monday to contact the dealer directly.

2. FRTA Representative Appointment – TA to be appointed as Representative, TN to be appointed as designee

**MOTION TO APPOINT: Chair Semanie motioned to appoint the Town Administrator Brooke Shulda as the FRTA Advisory Board representative and to appoint Town Nurse Rachel Lewis as the alternate FRTA designee. The motion, seconded by Vice-Chair Silva, was unanimously approved. (vote: 3-0-0)**

3. School Committee Joint Meeting – Final Discussion Topics

The Selectmen reviewed the discussion topics list and decided to remove and add topics. They also decided to hold another meeting prior to the September 26 Joint meeting to address the final topics of discussion.

4. Resignations: Conservation Commission, OSRP

Letter(s) of Resignation for Conservation Commission and Open Space and Recreation Committee

5. Library Feasibility Study

The TA read aloud a letter to BOS submitted by Library Director Molly Lane requesting proper channels be followed prior to the creation of a board or committee.

6. Planning Board Appointment – Letter of Recommendation for Appointment

**MOTION TO APPOINT: Chair Semanie motioned to appoint Meg Pallotta to the Planning Board, effective immediately. The motion, seconded by Selectmen Baker, was unanimously approved. (vote: 3-0-0)**

7. Evergreen Tree Planting/Tree Removal

The town administrator requested the BOS's opinion on removing the large evergreen tree from the center common and replacing it with a smaller tree that would be more accommodating for an annual tree lighting ceremony. The

Selectmen agreed to the tree removal (if deemed necessary) and suggested the Highway Department could do the removal. The removal of the large tree is tentative.

### **Old Business:**

1. Fire Chief Succession Plan –Thursday, September 05, 2024, at 10:00 am was canceled due to participation matters. A new date and time have not yet been set.
2. Audit – Roselli, Clark & Associates Auditing Firm – BOS request TA to follow up on audit status.
3. Annual Employee Reviews and Plan—Chair Semanie and TA will conduct Department Head reviews on Thursday, September 12th, beginning at 10:00a.m.
4. Accountant Job Description - During the Accountant Check-in/Review, the accountant job description was not discussed. BOS request TA to follow-up.

### **Road/Bridge Projects:**

#### Yankee Road:

TA received a construction phase proposal from Lamson Engineering Firm. The TA emailed the firm questions regarding the proposal but did not hear back from the firm before the meeting. TA will follow up on the email.

#### Cyrus Stage Bridge:

TA informed the Selectmen of an upcoming site visit with the engineering firm and Davenport construction company to discuss the next steps of this project. The site meeting will be held on Thursday, September 19, at 10 a.m.

#### Tunnel Road Bridge:

TA briefly discussed ongoing concerns.

Hazelton Road Bridge: No updates, no discussion.

### **Potential FY25 STM Items:**

1. Planning Board – ADU
2. Historic Commission – Bylaws
3. PD – Cruiser - POTENTIAL

### **Warrants/Contracts:**

1. Chair Semanie reviewed Fiscal Year 2025 Warrants 05.

### **Mail:**

None

### **Minutes:**

1. Board of Selectmen Minutes – August 29, 2024 – TABLED

### **Unforeseen Business:**

1. Cultural Council Appointment – Letter of Recommendation

**MOTION TO APPOINT: Chair Semanie motioned to appoint Jane Kaufman to the Cultural Council, effective immediately. The motion, seconded by Selectmen Baker, was unanimously approved. (vote: 3-0-0)**

2. Fire Department – Letter of Resignation

### **Citizen Comments:**

NONE

**Future Meetings:**

Wednesday, September 18, 2024  
Thursday, September 26, 2024  
Thursday, October 10, 2024  
Thursday, October 24, 2024

**Adjournment:** 8:06pm

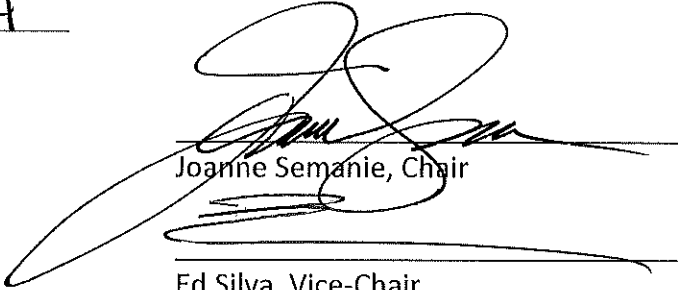
**MOTION TO ADJOURN: Chair Semanie motioned to adjourn the meeting at 8:06pm. The motion, seconded by Vice-Chair Silva, was unanimously approved. (vote: 3-0-0)**

Respectfully Submitted,

Brooke E. Shulda, Town Administrator

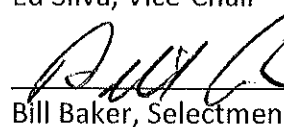
Approval Date: 9/26/2024

Approved by:



Joanne Semanie, Chair

Ed Silva, Vice-Chair



Bill Baker, Selectmen

**Documents:**

1. Agenda for September 12, 2024
2. FRTA Rep/Designee Letter
3. Joint Meeting – Final Discussion List
4. Resignation Letters
5. Planning Board – Letter of Recommendation
6. Lamson Engineering Construction Phase Proposal

**Town Admin Take-Aways:**

1. PD Cruiser – connect with PC and PSA to join dealer phone call
2. Research Municipal AAA options
3. Audit Follow-up
4. Accountant Job Description Follow-up
5. Lamson Engineering Follow-up
6. Research Employee Exit Interviews