



Town of Rowe
Board of Selectmen
Minutes

Thursday, November 07, 2024 – 6:00 pm
Rowe Town Hall, Meeting Room #1

Position	Name	P	A
Chair	Joanne Semanie	x	
V-Chair	Edward Silva	x	
Selectmen	William Baker	x	

TOWN ADMINISTRATOR: Brooke Shulda
IN-PERSON AUDIENCE: Greenfield Recorder Maddison Schofield
ZOOM PARTICIPATION: KP Law Katie Klien, Long View Forest Alex Barrett

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

6:00 pm Appointment – K.P Law Katie Klein RE: Tunnel Road Bridge

K.P. Law's Katie Klein joined the meeting at 6:00 PM to discuss the Town's next steps regarding the Tunnel Road Bridge. Currently, the bridge is believed to be owned by Pan Am Railroad. However, according to the MassDOT GIS map, at least half of the bridge (on the Rowe side of the river) is marked as accepted by the Town, though no town meeting articles have been found to support this claim. Katie recommended that the Town conduct thorough due diligence to explore the possibility of acquiring the bridge. Katie informed the Board of Selectmen (BOS) that she spoke with a MassDOT representative who stated that MassDOT has funds available to support the repair/reconstruction or replacement of the bridge, should the town be interested in acquiring it.

The town administrator will need to conduct additional research on property owners surrounding the bridge and contact the railroad company to discuss the town's potential interest in acquiring the bridge. The TA will also contact Pam Marcees with MassDOT regarding the possible funding for the bridge and to further discuss locking these funds in.

Selectmen Semanie will contact the Town of Florida regarding the status of the Florida side of Tunnel Road Bridge and the ownership of a small parcel in question on that side of the bridge.

New Business:

- ~~1. Franklin County Solid Waste Management District (FCSWMD) – Springfield MRF 5-Year Contract Extension – to be handled by the Board of Health.~~
2. Forest Cutting Plan

Brief Description: The Massachusetts Forest Cutting Practices Act requires the improvement, maintenance, and protection of forest lands to conserve water, prevent floods and soil erosion, improve air and water quality, and provide a continuing and increasing supply of forest products.

Brief Objective: Long-term Forest Management – “Produce immediate and maximize long-term income from harvesting activity, maintain or enhance wildlife habitat, improve recreational opportunities, protect soil and water quality or produce forest specialty products such as maple syrup.”

At the time of the meeting, it was stated that the Forest Cutting Plan Notice of Intent is NOT a contract to do the work; it is a plan for DCR to sign off on and approve, and the plan meets their requirements.

MOTION TO APPROVE & SIGN: Chair Semanie motioned to approve and sign the Forest Cutting Plan Notice of Intent FROM the Department of Conservation and Recreation, as written. The motion seconded by Selectmen Baker was unanimously approved. (vote: 3-0-0)

3. Library Feasibility Committee – Appointments – Sarah Stine, Ed Silva, Kathy Atwood, Abby Lively, Justine Krumm

MOTION TO APPOINT: Chair Semanie motioned to appoint Sarah Stine, Ed Silva, Kathy Atwood, Abby Lively, and Justine Krumm to the Library Feasibility Committee for a 1-year term, effective immediately. The motion, seconded by Selectmen Baker, was unanimously approved. (vote: 3-0-0)

4. Town Administrator—Annual Review—Each Selectman went over their review in detail of how they believe the town administrator is doing in her role.

Old Business:

1. Fire Chief Succession Plan – not discussed.

Road/Bridge Projects:

Yankee Road:

The HUD federal funding guidelines require that the Town’s authorized signatory, Chair Semanie, create and maintain a DRGR portal for signing and uploading documents related to the Yankee Road project. I have consulted with town counsel, who advised that the Board of Selectmen could consider a vote to designate the Town Administrator as the authorized signatory for the HUD federal funding. This designation will allow the Town Administrator to sign and upload the necessary documents into the DRGR grant system. Additionally, it will relieve Chair Semanie of the responsibility of creating and maintaining her own DRGR portal for these tasks.

MOTION TO DESIGNATE: Chair Semanie motioned to designate the Town Administrator Brooke Shulda as the authorized signatory legal representative for the Town of Rowe to sign contracts and other legally binding documents related to the Yankee Road HUD federal funding. The motion seconded by Vice-Chair Silva was unanimously approved. (vote: 3-0-0)

Tunnel Road Bridge:

See 6:00 pm appointment.

Hazelton Road Bridge:

No update.

Cyrus Stage Bridge:

No update.

Potential FY25 STM Items:

1. Historic Commission – Bylaws
2. PD – Cruiser - POTENTIAL

Warrants/Contracts:

1. Chair Semanie reviewed FY25 Vendor & Payroll Warrant #10
2. FCSWMD Contract
3. Forest Cutting Plan – Notice of Intent
4. HUD Funding – Authorized Signatory Listing

Mail:

None

Minutes:

1. October 09, 2024, Minutes

MOTION TO APPROVE: Chair Semanie motioned to approve and sign the October 09, 2024, minutes as written. The motion, seconded by Selectmen Baker, was approved. (vote: 2-0-1)

2. October 28, 2024, Minutes

MOTION TO APPROVE: Chair Semanie motioned to approve and sign the October 28, 2024, minutes as written. The motion, seconded by Vice-Chair Silva was approved. (vote: 2-0-1)

3. October 31, 2024, Minutes

MOTION TO APPROVE: Chair Semanie motioned to approve and sign the October 31, 2024, minutes as written. The motion, seconded by Vice-Chair Silva was approved. (vote: 2-0-1)

Unforeseen Business:

None.

Citizen Comments:

None.

Future Meetings:

Thursday, November 21, 2024, at 6:00 pm

Thursday, December 05, 2024, at 6:00 pm

Thursday, December 19, 2024, at 6:00pm

Adjournment: 8:03 pm

MOTION TO ADJOURN: Chair Semanie motioned to adjourn the meeting at 8:03 pm. The motion, seconded by Selectmen Baker was unanimously approved. (vote: 3-0-0)

Respectfully Submitted,


Brooke E. Shulda, Town Administrator

Approval Date: November 21, 2024


Approved by:



Joanne Semanie, Chair



Ed Silva, Vice-Chair



Bill Baker, Selectmen

Documents:

1. Agenda for November 07, 2024
2. FCSWMD 5-Year Contract Extension
3. Forestry Cutting Plan
 - a. A PDF version of the online filing
 - b. A PDF of Supplemental Section – Alex Barrett’s Narrative
 - c. A map of the project area
 - d. A locus map showing the project area
 - e. An appointment of Agent form
4. Town Administrator Annual Review Documents

- a. Performance Appraisal Form
 - b. Job Description – reviewed & revised 10/28/2024
 - c. Town of Rowe Organization Chart
5. Contractor Authorized Signatory Listing