



**Town of Rowe  
Board of Selectmen**

**Minutes**

Thursday, January 02, 2025 – 6:00 p.m.  
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	

**TOWN ADMINISTRATOR:** Brooke Shulda  
**IN-PERSON AUDIENCE:** Police Chief Christopher Hyytinen  
**ZOOM PARTICIPATION:** None.

**Call to Order:** Chair Semanie called the meeting to order at 6:00 p.m.  
**Announcement of recording devices:** None.  
**Noteworthy Announcements:** None.

**6:00 PM APPOINTMENT:**

Police Cruiser Update: Police Chief Christopher Hyytinen joined the meeting at 6:00 p.m. to discuss proposals for a new police vehicle. He explained that when he requested a proposal from Liberty Chevrolet for a 2025 Chevy Tahoe, he was informed that the new Tahoe's do not come with four-wheel drive. As a result, he received a quote for a 2025 Chevy Silverado instead. However, while at the Greenfield dealership picking up the current cruiser, Mr. Hyytinen asked to look at the 2025 Tahoe's in stock. He discovered that, in fact, they do come with four-wheel drive. He expressed a preference for going with the Tahoe instead.

During the meeting, Mr. Hyytinen did not have the accurate information he requested regarding the value and trade-in value of the current cruiser. The company he contacted for this information has not responded, despite his follow-ups. The Board of Selectmen (BOS) has requested that he provide the final information no later than Thursday, January 9, as it is essential for the upcoming Special Town Meeting (STM). It was requested that the Town Administrator assist in this effort if Mr. Hyytinen does not receive a response from the company by Monday, January 6. It was requested that the Town Administrator assist in this effort if Mr. Hyytinen does not receive a response from the company by Monday, January 6.

There was a brief discussion about equipping the new cruiser and whether there would be any additional costs related to its purchase. Mr. Hyytinen mentioned that the new cruiser would come fully equipped, except for the removal of the radios from the current cruiser, which will be installed in the new vehicle. Additionally, a new maintenance plan was discussed and will be implemented for the new cruiser. The newly implemented maintenance plan will be based on hours of operation and fuel usage, as opposed to mileage.

Hazelton Road Culvert – Angry Abutter: Mr. Hyytinen provided the Board of Selectmen (BOS) with an update regarding the concerns of an upset resident at 48 Hazelton Road. He recounted the events that occurred during a recent site visit, during which New England Boring Consultants collected a bedrock sample at the culvert location. Mr. Hyytinen suggested that the BOS hold an informational session for the resident to help him understand the project better and emphasize that the culvert upgrade is necessary and mandated by the Massachusetts Department of Transportation (MassDOT).

Pine Hill Drive – Mr. Hyytinen raised concerns about vehicles parking in front of mailboxes on Pine Hill Drive, which interferes with mail delivery by the United States Postal Service (USPS). He emphasized that it is a federal law requiring all mailboxes to be accessible at all times for USPS purposes. Additionally, he noted that parked vehicles in this area hinder the highway department's ability to maintain the roadway properly and could create a safety hazard. The Board of Selectmen (BOS) suggested initially addressing this issue verbally with the residents of Pine Hill Drive. If the parking violations continue, a letter could then be drafted and sent to all residents in the area.

The discussion regarding Pine Hill Drive prompted a brief conversation about creating a new bylaw that would empower the Police Department to enforce regulations and issue citations for violations related to roadside parking during the winter season. The Town Administrator will seek information about similar bylaws from other towns that have implemented them. Chair Semanie mentioned she would notify the Planning Board about this discussion and request them to start examining it.

**Potential FY25 STM Items**

1. Transfer of Park Funds
2. Highway Dept. New Vehicle
3. Police Department – Cruiser
4. Oil Tank Removal

The Town Administrator asked the Board of Selectmen (BOS) to review the drafted Special Town Meeting warrant she had prepared. She mentioned that she has not yet received feedback from the town council regarding any necessary revisions but has followed up with them twice since submitting the draft. Additionally, she stated that she would check with Finance Committee Chair Dan Pallotta to see if he would like the Finance Committee to meet and vote on the meeting warrant before it receives approval from the BOS. To finalize the warrant approval, signing, and posting, she will coordinate a meeting (or possibly a joint meeting) for Thursday, January 9, 2025.

**New Business:**

1. Goal Post Distribution Proposal –
2. Park Commission Member Appointment –
3. 2024 BOS Annual Report Final Draft –
4. MassDEP Grant Contract –

**Old Business:**

1. Fire Chief Succession Plan – No update. Not Discussed
2. Personnel Policy Manual Review – The Town Administrator mentioned that there are numerous updates required in the personnel policy manual. She plans to address all of these updates simultaneously rather than spreading them out over time. She *hopes* to have a revised draft ready for the town’s town council to review by late spring.

**Road/Bridge Projects:**

Yankee Road: No update.

Hazelton Road Bridge: Please see the 6:00 p.m. appointment entry.

Tunnel Road Bridge: No update.

Cyrus Stage Bridge: No update.

**Warrants/Contracts:**

1. Chair Semanie was unable to review FY25 Vendor & Payroll Warrants #14
2. MassDEP Grant Contract

**UNFORESEEN CONTRACT:**

1. None

**Mail:**

1. National Grid – Yearly Operational Plan
2. Massachusetts Historical Commission

**Minutes:**

1. November 21, 2024, Minutes

**MOTION TO APPROVE & SIGN MINUTES: Chair Semanie motioned to approve and sign the November 21, 2024, meeting minutes as written. The motion, seconded by Selectmen Baker was unanimously approved. (Roll Call Vote: Joanne Semanie – yes, Bill Baker – yes, Ed Silva – yes)**

2. December 05, 2024, Minutes - TABLED

**Citizen Comments:**

1. None

**Future Meetings:**

1. Board of Selectmen’s Meeting – Thursday, January 09, 2025, time unknown

2. Joint BOS & Park Commission Meeting - Thursday, January 10, 2025, at 9:00 a.m.
3. Board of Selectmen's Meeting - Thursday, January 16, 2025, at 6:00 p.m.
4. Joint BOS & Fin Com Meeting - Thursday, January 30, 2025, at 6:00 p.m.

**Adjournment:** 7:31 PM

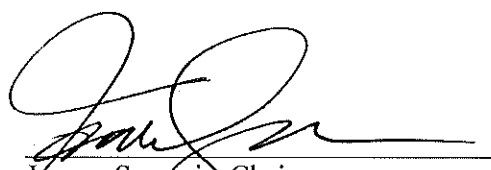
**MOTION TO ADJOURN: Chair Semanie motioned to adjourn the meeting at 7:31 AM. The motion, seconded by Selectmen Baker was unanimously approved. (Vote: 3-0-0)**

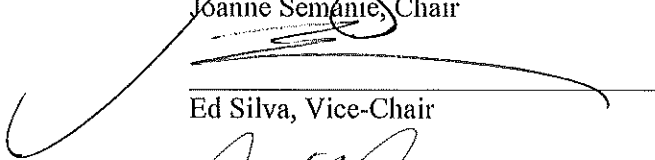
Respectfully Submitted,


Brooke E. Shulda, Town Administrator

Approval Date: January 16, 2025

Approved by:

  
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Joanne Semanie, Chair

  
\_\_\_\_\_  
Ed Silva, Vice-Chair

  
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Bill Baker, Selectmen

**Documents:**

1. Agenda for December 20, 2024
2. Tri-State Fire Mutual Aid Inc. Agreement
3. DEP Buy Recycled Policy
4. Open Meeting Law Guide & Certificate of Receipt
5. Personnel Policy Manual
6. Infrastructure Updates from the TA
7. November 21, 2024, Minutes
8. December 05, 2024, Minutes