

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

Tuesday, July 22, 2025 – 8:30 AM

Rowe Town Hall, Meeting Room #1 & Via Remote Participation

<u>Position</u>	<u>Name</u>	<u>P</u>	<u>A</u>
Chair	Joanne Semanie	x	
V-Chair	Marilyn Wilson	x	
Selectmen	William Baker	x	

**IN-PERSON AUDIENCE:** None.

**ZOOM PARTICIPATION:** None.

**TOWN OFFICIALS:** Highway Superintendent Lance Larned, Town Administrator Brooke Shulda

**Call to Order:** Chair Semanie called the meeting to order at 8:33 AM

**Announcement of recording devices:** NONE

**Noteworthy Announcements:** NONE

**Discussion with Highway Superintendent**

1. Retiree sick time/vacation buyout – The Board of Selectmen asked for clarification regarding an upcoming retiree's sick time and vacation buyout. Highway Superintendent Lance Larned said that the retiree plans to use his 4 weeks of vacation before his scheduled retirement on August 21. Larned also clarified that the retiree would receive a 25% sick time buyout based on his total accrued sick leave.
2. Revised Heavy Equipment Operator Job Description – Chair Semanie informed Larned that there have been some updates to the highway workers' job descriptions. The revised version now includes laborer responsibilities, so workers are not limited to only operating heavy equipment. The job title is now listed as Heavy Equipment Operator/Laborer.
3. Highway Department Job Vacancy – The BOS and HWY Superintendent voiced concerns about the licensing requirements for the vacant position. They worry that the pool of qualified applicants will be limited due to the need for a CDL and Hoisting license. They are concerned about finding someone in time to train them for the winter months. Larned mentioned that the CDL requirement means the candidate must be able to operate a truck with a manual transmission. It was also briefly noted that, if necessary, they would be willing to train a candidate to obtain a hoister's license.
4. February 2025 Windstorm Clean-up – Superintendent Larned had FRCOG solicit bids for tree and debris cleanup after the February windstorm. Two companies expressed interest in the tree removal work. Larned stated he would contact Northern Tree Service, Inc., to get an estimate and involve the BOS and Town Administrator to keep everyone informed.

The HWY Superintendent and the BOS believe residents might push back about trees and debris not cleaned up outside the town right-of-way after the windstorm. Chair Semanie will draft a letter to inform residents that cleanup will only cover within the town's right-of-way, and any trees or debris on private property are the landowner's responsibility.

5. Road Preservation – HWY Superintendent Larned noted that previous road sealant applications have been problematic, often being torn up by plow trucks and causing windshields to break. Because of this, he is reluctant to apply sealants to road cracks but will do so if the BOS requests. Vice-Chair Wilson recommended further research on the matter.

6. Required Trainings – The Town Administrator stated that MIIA, the Town’s insurance provider, offers several free safety training sessions specifically for Highway Departments. These trainings keep highway workers current on safety regulations relevant to their roles. She also noted that completing these trainings contributes to rewards that benefit the town. Superintendent Larned was informed that, going forward, attending these trainings is mandatory and they may be coordinated with other departments if relevant.
7. Current Summer Projects – Selectmen Baker requested HWY Superintendent Larned to list off their current summer projects they are currently working on:
  - a. Tree clean-up
  - b. Roadside mowing
  - c. Ditches on dirt roads
  - d. Annual equipment maintenance

**Unforeseen Business:**

NONE

**Citizen Comments:**

NONE

**Future Meetings:**

Not discussed.

**Adjournment:** 9:57 AM

**MOTION TO ADJOURN: Chair Semanie motioned to adjourn the meeting at 9:57 AM. The motion, seconded by Vice-Chair Wilson, was unanimously approved. (vote: 3-0-0)**


Respectfully Submitted,

Brooke E. Shulda, Town Administrator

Approval Date: July 31, 20

Approved by:

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Joanne Semanie, Chair

  
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Marilyn Wilson, Vice-Chair

  
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Bill Baker, Selectmen

**Documents:**

1. Agenda for July 22, 2025