



Town of Rowe  
**Board of Selectmen Minutes**  
Thursday, June 8, 2023–5:30 p.m.  
**Joint Meeting with Cemetery Commission**  
At the North Cemetery off Ford Hill Road  
**Board of Selectmen Minutes**  
Resume meeting at 6:00 p.m.  
In Person at Rowe Town Hall – Meeting  
Room 1 or via Remote Participation

---

**At the North Cemetery at 5:30 p.m.:**

**Board of Selectmen:** Vice-Chair Joanne Semanie, Selectman Silva  
**Present:** Executive Secretary Janice Boudreau, Administrative Assistant Brooke Shulda  
**Cemetery Commission:** Jim Williams, Jay Williams

**Call to Order:** Vice-Chair Joanne Semanie called the meeting to order at 5:41 P.M.

Jim Williams showed the land that belonged to him that he had worked on to add to the North Cemetery since the cemetery had no plots available. He and Jay Williams have cleared an area, took out trees and stumps to provide additional plots for a cremation cemetery since the land has a great deal of ledge and would enable cremation plots to be available. The Board reviewed the property and agreed it would make a great addition to the North Cemetery. The next step would be to have the landowner survey the land that would be subdivided for final approval and to provide a final deed for the town to purchase the land.

The meeting with the Cemetery Commission ended at 5:53 P.M.

**Board of Selectmen:** Chair Charles Sokol, Vice-Chair Joanne Semanie, Selectman Silva  
**Present:** Executive Secretary Janice Boudreau, Administrative Assistant Brooke Shulda  
**Audience:** Dan Pallotta, Rosie Gordon (via Remote), Treasurer Terry Green (via Remote)

**Call to Order:** Chair Sokol called the meeting to order at 6:00 P.M.

Announcement of recording devices- One

**6:00 pm Meeting with Finance Committee Chair Dan Pallotta**

Line Item Transfers:

Finance Committee Chair Dan Pallotta said that the Board of Selectmen should review the Line Item transfers for approval unless transferring from salary to operations, then Finance Committee should be involved.

Safety Complex Roof:

Dan reported taking over the re-roofing bidding project for Fire Chief. He asked an architectural firm to produce the specifications for the project. He would then work with the town to put out the bid to be completed this year.

**MOTION TO SIGN PROPOSAL: Chair Sokol made a motion to sign the Dietz & Company proposal for services and fees DD-CA Services for the Rowe Safety Complex re-roofing project. The motion, seconded by Selectman Silva, was approved. (Vote: 3-0-0)**

**APPOINTMENT: 6:30 p.m.:** Applicant Treasurer Position

The Board of Selectmen interviewed Stacy Abuisi, a candidate for the Treasurer/Collector position.

Ms. Abuisi left the meeting at 7:38 P.M.

The Board agreed to have Terry Green's last day of work be June 18, 2023.

**MOTION TO OFFER POSITION: Following discussion, Chair Sokol made a motion to offer Stacy Abuisi the position of Treasurer/Collector starting at Grade L/ Step 7. The motion, seconded by Vice-Chair Semanie, was unanimously accepted. (Vote: 3-0-0)**

Vice-Chair Semanie agreed to contact her on Friday to discuss the offer.

**Future Meetings:**

At the next meeting on June 22, 2023, it was agreed to interview candidates for the Facilities Manager position.

**Minutes:**

Board of Selectmen Minutes May 4, 2023:

Board of Selectmen Minutes May 23, 2023:

**MOTION TO APPROVE MINUTES: Chair Sokol made a motion to approve the Minutes of May 4, 2023 and May 23, 2023 as written. The motion, seconded by Selectman Silva, was unanimously accepted. (Vote: 3-0-0)**

**BOARD OF SELECTMEN BUSINESS:**

**Ongoing Projects:**

Policy Updates and Review:

Police Policies Review Submissions:

**MOTION TO DELAY: Chair Sokol made a motion to delay approving the police policies until further review and editing. The motion, seconded by Vice-Chair Semanie, was unanimously accepted. (vote: 3-0-0)**

Road/Bridge Projects: Yankee Road Project/ Ford Hill Road Bridge/ Cyrus Stage Road Bridge:

Ms. Boudreau reported completing the MassWorks application and Ms. Shulda completed the Small Bridge Grant application for Phase I for the Hazelton Road Culvert for \$100,000.00 for the engineering and once completed, could apply for the culvert repair for at least \$ 500,000.00.

Tunnel Road Bridge Discussion:

There was nothing new to discuss.

**New Business:**

FY24 Appointments:

The Board of Selectmen reviewed appointments for the FY24 (2023-2024):

**MOTION TO APPOINT: Chair Sokol made a motion to appoint the following the following for FY24 for One-year appointments:**

POSITION	APPOINTMENT	TERM START	TERM END
Animal Control Officer	Ramon Sanchez	7/1/2023	6/30/2024
Animal Control Officer, Relief	Henry Dandeneau	7/1/2023	6/30/2024
Animal Inspector	Ramon Sanchez	7/1/2023	6/30/2024
Carl Nilman Scholarship Fund	Carol Lively	7/1/2023	6/30/2024
Constable (Appointed)	Robert Beaumier	7/1/2023	6/30/2024
DPW Superintendent	Lance Larned	7/1/2023	6/30/2024
Emergency Management Director	Dennis Annear	7/1/2023	6/30/2024
Emergency Management Director, Assistant		7/1/2023	6/30/2024
FCCIP Representative	Janice Boudreau	7/1/2023	6/30/2024
Fence Viewer	Edward Silva	7/1/2023	6/30/2024
Fence Viewer	Charles Sokol	7/1/2023	6/30/2024
Field Driver	Edward Silva	7/1/2023	6/30/2024
Field Driver	Charles Sokol	7/1/2023	6/30/2024
Fire Chief - Interim	Doug Annear	7/1/2023	6/30/2024
Forest Fire Warden	Brandon Sprague	7/1/2023	6/30/2024
FRCOG Council Representative	Janice Boudreau	7/1/2023	6/30/2024
FRCOG Council, Alternate Rep.	Brooke Shulda	7/1/2023	6/30/2024
HCGIT Representative, Alternate	Brooke Shulda	7/1/2023	6/30/2024
Keeper of the Dams	Henry Dandeneau	7/1/2023	6/30/2024
Keeper of the Dams, Alternate	Julie Shippee	7/1/2023	6/30/2024
		7/1/2023	6/30/2024
Measurer of Wood, Bark, and Lumber	Robert Rice	7/1/2023	6/30/2024
Measurer of Wood, Bark, and Lumber	Thomas Danek	7/1/2023	6/30/2024
		7/1/2023	6/30/2024
Woodlands Partnership of NE Mass Rep.	Hannah Poplawski	7/1/2023	6/30/2024
		7/1/2023	6/30/2024
Police Officer - Special	Francis Noyes	7/1/2023	6/30/2024
Police Officer - Part-time- Reserve	Christopher Hyytinen	7/1/2023	6/30/2024
Police Officer - Part-time- Reserve	Francis Noyes	7/1/2023	6/30/2024
Superintendent of Pest/Elm Disease Control	Lance Larned	7/1/2023	6/30/2024
Town Counsel	KP Law	7/1/2023	6/30/2024
Tree Warden	Lance Larned	7/1/2023	6/30/2024
Veterans Burial Agent	John Magnago	7/1/2023	6/30/2024
Committees/Boards	Incumbent	7/1/2023	6/30/2024
Beautification Committee, Chair (NSN)	Cindy Stetson	7/1/2023	6/30/2024
Beautification Committee (NSN)	Dawn Beaumier	7/1/2023	6/30/2024

Beautification Committee (NSN)	Myra Carlow	7/1/2023	6/30/2024
Beautification Committee (NSN)	Ann Greico	7/1/2023	6/30/2024
Beautification Committee (NSN)	Virginia Gary	7/1/2023	6/30/2024
Beautification Committee (NSN)	Danielle Beaumier	7/1/2023	6/30/2024
Council on Aging	Ashley Manners Boyd	7/1/2023	6/30/2024
Council on Aging	Brooke Shulda	7/1/2023	6/30/2024
Council on Aging	Donna Butzke	7/1/2023	6/30/2024
Council on Aging	BJ Roche	7/1/2023	6/30/2024
MLP Manager	David Dvore	7/1/2023	6/30/2024
Wired West Delegate	David Dvore	7/1/2023	6/30/2024
FCSWMD Representative	Dan Poplawski	7/1/2023	6/30/2024
Coop. Public Health Service Oversight Board	Herb Butzke	7/1/2023	6/30/2024

**THE MOTION TO APPOINT, SECONDED BY VICE-CHAIR SEMANIE WAS UNANIMOUSLY ACCEPTED. (Vote: 3-0-0)**

Job Description Town Administrator and Succession Planning:

There was discussion about establishing a 'flow chart' for accountability and emphasize who was the oversight person for each department. It was agreed to post the Administrative Assistant position and have Janice train Brooke whenever possible, for succession. The Job Description Tabled until a later date.

**MOTION TO APPOINT: Selectman Silva made a motion to appoint Brooke Shulda for the position of Interim Town Administrator until the retirement of Janice Boudreau at Grade J/Step 1. The motion, seconded by Vice-Chair Semanie, was unanimously accepted. (Vote: 3-0-0)**

There was discussion about establishing yearly reviews for positions in late Fall, prior to budget planning.

Website Updates/Consolidation of Files:

Ms. Boudreau and Ms. Shulda discussed whether the Board agreed that the website had an excessive amount of meeting minutes. Following discussion, it was agreed to leave it to 2 years of Minutes.

Work at Home Policy – Review:

Tabled until a later date

Financial Policy – Review:

Ms. Boudreau asked if the Board of Selectmen was in agreement with the policy established by the Treasurer/Collector not to accept cash of any kind. Following discussion, it was agreed to encourage payment with check, money order, and online, however, to accept cash as well.

**Warrants/Contracts:**

Review Warrants FY23 W25 & FY23 PW25:

Vice-Chair Semanie reviewed the Warrants and found everything in order.

Long View Forest Project Engagement Form:

The Park Commission received a grant opportunity to plant additional trees from the from the New England Forestry Foundation and Woodlands Partnership EOEEA Grant.

**New Business:**

Board Review Roles – FY24 Priorities & Election of Officers

There was discussion about the roles of the Board for the FY24 year. Selectman Silva said that he thought that Chuck Sokol had done such a great job in the role of Chair, that he would like to see him continue in that role for the coming year. All were in agreement. Vice-Chair Semanie said she intended to take a stronger roll in the coming year.

**Adjournment:**


**MOTION TO ADJOURN: Chair Sokol made a motion to adjourn the meeting at 8:50 P.M.. The motion, seconded by Vice-Chair Semanie, was unanimously accepted. (Vote: 3-0-0)**

Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date: *JUNE 22, 2023*

Approved:

  
\_\_\_\_\_  
Chuck Sokol, Chair

\_\_\_\_\_  
Ed Silva, Selectman  
  
\_\_\_\_\_  
Joanne Semanie, Vice-Chair

**Documents:**

1. Agenda for June 8, 2023
2. Line-Item Transfers
3. Board of Selectmen Minutes May 4, 2023
4. Board of Selectmen Minutes May 23, 2023
5. Long View Forest Project Engagement Form
6. Treasurer Candidate Resumes
7. Town Administrator Job Description
8. Long View Forest Project Engagement Form
9. Executive Secretary Updates 6-8-23