

Town of Rowe  
Joint Meeting  
Finance Committee & Board of Selectmen  
Minutes  
Thursday, March 28, 2024 – 6:00 pm  
Rowe Town Hall, Meeting Room #1

**Board of Selectmen:** Chair Charles Sokol, Vice-Chair Joanne Semanie, Selectmen Ed Silva  
**Finance Committee:** Daniel Pallotta, Marilyn Wilson, Loretta Dionne, Wayne Zavotka, Sue Gleason (Absent)  
**Town Officials:** Town Administrator Brooke Shulda  
**Audience:** Kathy Atwood (Lib. Trustee)  
**Zoom:** Rosie Gordon, Robert Ide (Nat. Grid Rep)

**Call to Order:** Vice-Chair Semanie called the meeting to order at 6:00 pm.

**Announcement of recording devices:** NONE

**Noteworthy Announcements:** NONE

## Finance Committee:

1. FY25 General Budget Final Recommendations
  - School Committee – reviewed and discussed revised budget.
  - Fin Com voted to have recommendations remain the same as voted in the prior Fin Com meeting.
2. Insurance Increase Discussion
  - TA discussed insurance cost increase
3. Reviewed & Recommended Capital Improvement/Special Project Requests
  - Park Commission, Library, Fire Dept., Elementary School, Town Hall

## Board of Selectmen Business: 7:26pm

### New Business:

1. Board of Registrars – Appointment – Kevin Balawick & Brittany Sprague

**MOTION TO APPOINT:** Chair Sokol made a motion to appoint Kevin Balawick and Brittany Sprague as members of the Board of Registrars, effective immediately, term ending June 30, 2024. The motion, seconded by Vice-Chair Semanie was unanimously approved. (vote: 3-0-0)

2. 2023 BOS Report – Review Draft – Vice-Chair Semanie reviewed and requested minor changes be made.
3. FY25 Budget Recommendations – BOS votes on each article once warrant articles are finalized.
4. Traveler's Bond Application – TA will remain bonded as assistant treasurer for FY2025.
5. National Grid Letter of Support – Nat. Grid representative Bob Ide joined the meeting to share and explain with the Selectboard a potential grant proposal opportunity that would benefit National Grid and the Town of Rowe. National Grid provided a letter template and has requested the Town of Rowe's support.

**MOTION TO SUPPORT:** Chair Sokol moved to approve the Town Administrator's signing and sending a support letter for National Grid's potential grant opportunity. The motion, seconded by Vice-Chair Semanie was unanimously approved. (vote: 3-0-0)

### Old Business:

1. Fire Chief Succession Plan: not discussed.

2. Police Department Succession Plan: **not discussed.**
3. Town Administrator Job Description – **decided to wait until next year.**
4. 2022 Audit – **Accountant Dave Fierro spoke with Tom Scanlon, Tom requested FY2024.**
5. Town Line Sign – **not discussed.**
6. Safety Complex – Exterior Paint – **estimate given to Fin Comm and BOS for review.**

**2024 ATM/STM Articles:**

1. Police Department Succession Plan – **not discussed.**
2. Town Clerk – Appointed vs. Elected – **not discussed.**
3. Gracy House Funding – Stabilization of Structure – **not discussed.**
4. Fire/EMS District – **not discussed.**
5. North Cemetery Donation Compensation – **briefly discussed.**
6. Highway Department – RFP – Roadside Mowing – **discussed by Ed Silva.**
7. Library - Feasibility Study –**see above.**
8. Board of Health – **Opioid Stabilization Fund**
9. Accountant Requested Article – **not discussed.**

**Road/Bridge Projects:**

Yankee Road: should receive an updated estimate by April 15.

Cyrus Stage Bridge: **No discussion.**

Ford Hill Bridge: **No discussion.**

Tunnel Road Bridge: **Chair Sokol signed the reiterated letters.**

**Warrants/Contracts:**

1. Vice-Chair Semanie reviewed **FY24 Vendor & Payroll Warrants #17, 18 and 19**
2. FRCOG Fuel Bid Contract

**MOTION TO SIGN CONTRACT: Chair Sokol made a motion to sign the FRCOG Fuel Bid Contract for FY2025’s heating oil, gasoline, and diesel fuel. The motion, seconded by Vice-Chair Semanie was unanimously approved. (vote: 3-0-0)**

3. Tax Map Maintenance Proposal

**MOTION TO SIGN PROPOSAL: Chair Sokol made a motion to sign the Tax Map Maintenance Proposal on behalf of the Board of Assessors. The motion, seconded by Vice-Chair Semanie was unanimously approved. (vote: 3-0-0)**

**Unforeseen Business:**

1. Police Chief – Detail Letter – Chief Shippee submitted a letter to the BOS regarding current and future detail shifts.

**MOTION TO ACCEPT: Chair Sokol made a motion to accept the letter submitted by Police Chief, Julie Shippee, regarding current and future detail shifts. The motion, seconded by Vice-Chair Semanie was unanimously approved. (vote: 3-0-0)**

**Mail:**

1. National Grid – Sideline Vegetation Management

**Minutes:**

1. Board of Selectmen Minutes – March 14, 2024

**MOTION TO APPROVE: Chair Sokol made a motion to approve the March 14, 2024, minutes as written. The motion, seconded by Vice-Chair Semanie was approved. (vote: 2-0-1)**

**Citizen Comments:**

None

**Future Meetings:**

Thursday, April 11, 2024, at 6:00pm – Board of Selectmen  
Monday, April 22, 2024, at 10:00am – Board of Selectmen  
Thursday, April 25, 2024, at 6:00pm – Board of Selectmen  
Thursday, May 09, 2024, at 6:00pm – Board of Selectmen

**Adjournment: 8:15 pm**

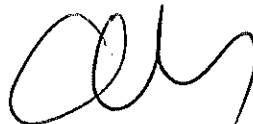
**MOTION TO ADJOURN: Chair Sokol made a motion to adjourn the meeting at 8:15pm. The motion, seconded by Vice-Chair Semanie was approved. (vote: 3-0-0)**

Respectfully Submitted,

Brooke Shulda, Town Administrator

Approval Date:

Approved:



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Chuck Sokol, Chair

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Ed Silva, Selectman

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Joanne Semanie, Vice-Chair

**Documents:**

1. Agenda for March 28, 2024
2. Fuel Bid Contract
3. Tax Map Maintenance Proposal
4. FY25 Budget Documents
5. FY25 Insurance Increase Spreadsheet
6. 2023 BOS Report – DRAFT
7. National Grid – Letter of Support
8. National Grid – Annual Vegetation Maintenance
9. Board of Selectmen Minutes – March 14, 2024