



**Town of Rowe  
Board of Selectmen  
Minutes**

Monday, October 28, 2024 – 6:00 pm  
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:** Finance Committee Chair Daniel Pallotta, Police Chief Christopher Hyytinen, Bill Semanie

**ZOOM PARTICIPATION:** Greenfield Recorder Maddison Schofield, Roselli Clark & Associates Tony Roselli,  
Board of Assessors Chair Rick Williams

**Call to Order:** Vice-Chair Silva called the meeting to order at 6:10pm

**Announcement of recording devices:** NONE

**Noteworthy Announcements:** NONE

**New Business:**

1. Police Cruiser: Professional Opinion - Bill Semanie attended the meeting to present his professional opinion regarding the town's police cruiser. Considering the vehicle's long history and the ongoing issues with the newer model, he recommended investigating its trade-in or auction value. Additionally, he suggested obtaining quotes for a new cruiser that includes a lifetime warranty. Mr. Semanie also advised implementing a new maintenance policy that is based on hours of operation rather than mileage.

Finance Committee Chair Daniel Pallotta believes ARPA funds may be used toward the purchase of a new cruiser. Mr. Pallotta also recommended researching new cruisers with MHC, Plymouth County Bid.

2. Roselli Clark & Associates – Tony Roselli joined the meeting via Zoom at 6:35 PM. He discussed a variety of longstanding accounting and treasurer issues and provided insights on how the town can improve and avoid these problems in the future. Tony is scheduled to meet with the Town Administrator, Administrative Assistant, Accountant, and Treasurer on Thursday, November 7, to help implement updated practices for managing the accounts and funds.
3. Town Administrator – Annual Review - TABLED

**Old Business:**

1. Fire Chief Succession Plan – not discussed.
2. Audit – Roselli, Clark & Associates Auditing Firm – please see above.

**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 counsel, who advised that the Board of Selectmen should 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.

Tunnel Road Bridge:

Briefly informed the Selectmen about the emergency services meeting held last Thursday, which included the public safety administrator, Fire Chief, and Police Chief. A State police officer and two dispatchers also attended the meeting.

Hazelton Road Bridge:

The November 04, 2024, site visit has been postponed and will be rescheduled at a later date.

Cyrus Stage Bridge:

Not discussed.

**Potential FY25 STM Items:**

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

**Warrants/Contracts:** None.

**Mail:** None

**Minutes:** None.

**Unforeseen Business:**

1. BOA - The Board of Assessors Chair, Rick Williams, joined the meeting at 7:30 to inform the Selectmen that the assessors are prepared to schedule the FY2025 Tax Classification Hearing and have reached an agreement with Great River Hydro. During the Tax Classification Hearing, the Selectmen will review and sign the agreement documents between the Town and Great River Hydro. It was decided to schedule two identical meetings in case one gets canceled: Thursday, October 31, 2024, and Friday, November 1, 2024, both at 11:00 AM.

**Citizen Comments:** None.

**Future Meetings:**

- Thursday, October 31, 2024, at 6:00 pm
- Thursday, November 07, 2024, at 6:00 pm
- Thursday, November 21, 2024, at 6:00 pm

**Adjournment:** 7:55 pm

**MOTION TO ADJOURN: Vice-Chair Silva motioned to adjourn the meeting at 7:55 pm. The motion, seconded by Selectmen Baker was approved. (vote: 2-0-0)**

Respectfully Submitted,

Brooke E. Shulda, Town Administrator

Approval Date: November 07, 2024

Approved by:

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Joanne Semanie, Chair

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Ed Silva, Vice-Chair

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Bill Baker, Selectmen

**Documents:**

1. Agenda for October 28, 2024
2. Audit Documents
3. Town Administrator – Annual Review, Job Description