



Town of Rowe
Board of Selectmen
Minutes

Friday, May 23, 2025 – 9:00 AM
Rowe Town Hall, Meeting Room #1

Position	Name	P	A
Chair	Joanne Semanie	x	
V-Chair	Marilyn Wilson	x	
Selectmen	William Baker	x	

IN-PERSON AUDIENCE: None
ZOOM PARTICIPATION: Park Commission Chair Laurie Pike
TOWN ADMINISTRATOR: Brooke Shulda

Call to Order: Chair Semanie called the meeting to order at 9:00 AM
Announcement of recording devices: None.
Noteworthy Announcements: None.

New Business:

1. Board of Selectmen Composition/Reorganization

Selectmen Semanie, Baker, and Wilson all agreed that Joanne Semanie should remain Chair, and that Marilyn Wilson will take on the role as Vice-Chair.

MOTION TO ORGANIZE BOARD: Chair Semanie motioned to remain as Chair for the Board of Selectmen. The motion, seconded by Selectman Wilson, was unanimously approved. (vote: 3-0-0)

MOTION TO ORGANIZE BOARD: Chair Semanie motioned to have Marilyn Wilson take on the role of Vice-Chair. The motion, seconded by Selectman Baker, was unanimously approved. (vote: 3-0-0)

2. Open Meeting Law Guide & Certificate of Receipt

Selectmen Semanie, Baker, and Wilson received the open meeting law guide and signed the certificate of receipt acknowledging they have received and reviewed the guide.

3. FRCOG Fuel Bids

This year, the fuel bid was submitted to the Town and anticipated to be returned to FRCOG within 36 hours. This timeframe was insufficient for the Board of Selectmen to convene a public meeting to decide on a fixed rate and vendor for the upcoming fiscal year. Consequently, the town had no alternative but to accept the rack price plus markup for heating oil, diesel fuel, and gasoline.

Heating Oil: Mirabito - \$0.327
Diesel Fuel: Sandri - \$0.769
Gasoline: Sandri - \$0.817

Selectman Baker proposed that if we encounter this situation again, it might be advisable for the Town Administrator to email the Board of Selectmen with her vendor's recommendation. This will ensure that the Town secures the fixed-rate fuel pricing and does not overlook any other important decisions that could lead to cost savings or benefits for the Town. He also reminded the Selectmen to avoid using 'reply all' when responding to such emails, emphasizing the need to comply with the Open Meeting Law.

4. Park Commission – Forest Management Contract RE: Davis Mine Road Slash wall Project

Park Commission Chair Laurie Pike attended the meeting to answer any questions the BOS might have about the Davis Mine Road Slash Wall project before signing the project contract. She clarified that this service initiative aims to showcase ways to protect regenerating trees and understory plants from deer browsing in Massachusetts. The project will create an approximate 4-acre patch cut, maintaining reserves along both sides of the Davis Mine trail. A substantial slash wall will then be constructed around the

eastern 2 acres of this patch to prevent deer access while the area develops into a mixed hardwood forest with some pine and spruce.

This is a contract agreement between the Town of Rowe and Pantermehl Land Clearing

MOTION TO SIGN CONTRACT: Chair Semanie motioned to sign the contract between the Town of Rowe and Pantermehl Land Clearing as written. The motion, seconded by Vice-Chair Wilson, was unanimously approved. (vote: 3-0-0)

*Please note that Laurie Pike departed the meeting at 9:27 AM.

5. FY2026 Cost of Living Adjustment Letter/Wage and Salary Letters

The Board of Selectmen examined the Cost-of-Living Adjustment (COLA) letter prepared by the Town Administrator. They asked the Town Administrator to modify the letter by changing the 1% to 0%. During the meeting, the Town Administrator implemented the change, and the Board of Supervisors subsequently approved and signed the letter.

MOTION TO APPROVE & SIGN: Chair Semanie motioned to approve and sign the Cost-of-Living Adjustment letter to employees as written. The motion, seconded by Selectman Baker, was unanimously approved. (vote: 3-0-0)

Wage & Salary Letter(s)

The Board of Selectmen reviewed the wage and salary letters prepared by the Admin Assistant for the following positions: accountant, treasurer/collector, fire chief, police chief, highway superintendent, and town administrator. The BOS agreed that the wage and salary letters were ready for approval and signing.

MOTION TO APPROVE & SIGN: Chair Semanie motioned to approve and sign the wage and salary letters for the accountant, treasurer/collector, fire chief, police chief, highway superintendent, and town administrator as written. The motion, seconded by Vice-Chair Wilson, was unanimously approved. (vote: 3-0-0)

6. Proposed Special Town Meeting Warrant Finalization Meeting Date

The Town Administrator proposed a joint meeting with the Board of Selectmen and the Finance Committee on Friday, May 30, 2025, at 9:00 AM. The BOS agreed with that date and time.

Old Business:

1. Fire Chief Succession Plan – Chair Semanie briefly touched base on this topic to bring Vice-Chair Wilson up to speed on the plan.
2. Personnel Policy Manual Review – The Town Administrator emphasized the importance of updating the personnel policy.

Road/Bridge Projects:

Yankee Road: No update.

Hazelton Road Bridge: No update.

Tunnel Road Bridge: Meeting with Rep. Blais' office on Tuesday, June 10, 2025, at 10:00 AM.

Cyrus Stage Bridge: No update.

Warrants/Contracts:

1. Chair Semanie reviewed and signed FY25 Vendor & Payroll Warrants #24
2. Park Commission – Davis Mine Slash Wall Project Contract – Please refer to #4 under “New Business”.

Mail:

1. None

Unforeseen Business:

1. Records Management Consultant – Suzanne Vight

MOTION TO APPOINT: Chair Semanie motioned to appoint Suzanne Vight as the Records Management Consultant. The motion, seconded by Selectman Baker, was unanimously approved. (vote: 3-0-0)

Minutes: TABLED

1. Meeting Minutes - April 23, 2025
2. Meeting Minutes – May 02, 2025
3. Meeting Minutes – May 08, 2025

Citizen Comments:

None

Future Meeting:

1. Friday, May 30, 2025, at 9:00 AM
2. Thursday, June 05, 2025, at 6:00 PM
3. Tuesday, June 10, 2025, at 10:00 AM – Rep. Blais’ Office RE: Tunnel Road Bridge
4. Thursday, June 19, 2025, at 6:00 PM – Holiday – This date will be discussed at the June 5 meeting.

Adjournment: 10:15 AM

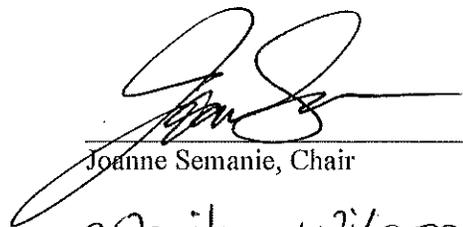
MOTION TO ADJOURN: Chair Semanie motioned to adjourn the meeting at 10:15 AM. The motion, seconded by Selectman Baker, was unanimously approved. (vote: 3-0-0)

Respectfully Submitted,

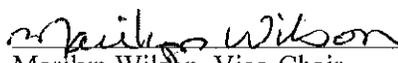
Brooke E. Shulda, Town Administrator

Approval Date: June 05, 2025

Approved by:



Joanne Semanie, Chair



Marilyn Wilson, Vice-Chair



Bill Baker, Selectmen

Documents:

1. Agenda for May 22, 2025
2. Open Meeting Law Guide and Certificate of Receipt
3. FRCOG Fuel Bids
4. Park Commission – Forest Management Contract
5. Wage and Salary Compensation Letter from BOS
6. Employee Wage and Salary Compensation Letters
7. Compensatory Time Request
8. Compensatory Time Agreement
9. Vacation Request
10. April 23, 2025 – Meeting Minutes
11. May 02, 2025 – Meeting Minutes
12. May 08, 2025 – Meeting Minutes