



**Town of Rowe
Board of Selectmen
Minutes**

Monday, September 08, 2025 – 3:00 PM

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

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

IN-PERSON AUDIENCE: None.

ZOOM PARTICIPATION: Police Officer Francis Noyes

TOWN OFFICIALS: Town Clerk Kevin Balawick, Town Administrator Brooke Shulda

Call to Order: Chair Semanie called the meeting to order at 3:01 PM

Announcement of recording devices: NONE

Noteworthy Announcements: NONE

1. Debt Renewal

Broadband/Road Paving Debt Renewal – The total amount of Debt Renewal due September 11, 2026, \$385,000.00.

Total Amount of Loan Authorized: \$2,710,000.00

Amount of Previous New Issues of this Loan: \$2,550,000.00

Paydowns on this Issue: \$395,000.00

Amount of this Issue: \$825,000.00

Balance of this Loan Unissued: \$160,000.00

Rate of Interest: 3.850%

MOTION TO APPROVE AND SIGN: Chair Semanie motioned to approve and sign the Broadband and Road Paving Debt Renewal documents as written. The motion, seconded by Vice-Chair Wilson, was approved. (vote: 2-0-0)

* It should be noted that Town Clerk Kevin Balawick attended the meeting to seal and sign the debt renewal documentation.

Warrants/Contracts:

1. Chair Semanie Reviewed Warrants – FY26 Vendor, Payroll, & NBSU Warrants #5.

Upon review of the vendor and payroll warrants, Chair Semanie observed multiple bill schedules and timesheets that were not signed by the department heads or employees. She directed the administration to send out a department-wide and employee-wide email immediately, emphasizing the necessity for all departments to sign these documents.

Unforeseen Business:

1. The Town Administrator provided a brief update to the Board of Selectmen (BOS) on the ongoing development of the treasurer/collector/HR job description. Additionally, she informed the BOS that she has been in contact with Unibank and other vendors concerning the separation of duties and responsibilities related to the current treasurer/collector position.

Citizen Comments:

NONE

Future Meetings:

Not discussed.

Adjournment: 3:34 PM

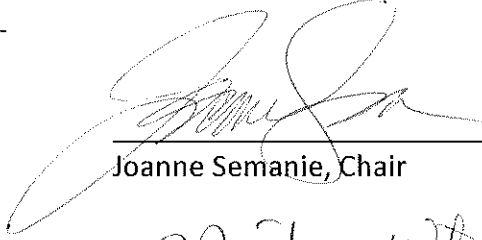
MOTION TO ADJOURN: Chair Semanie motioned to adjourn the meeting at 3:34 PM. The motion, seconded by Vice-Chair Wilson, was approved. (vote: 2-0-0)

Respectfully Submitted,

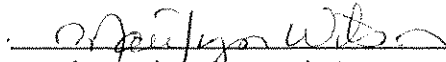
Brooke E. Shulda, Town Administrator

Approval Date: _____

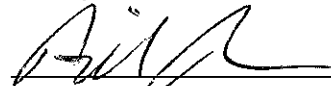
Approved by:



Joanne Semanie, Chair



Marilyn Wilson, Vice-Chair



Bill Baker, Selectmen

Documents:

1. Agenda for September 08, 2025
2. Debt Renewal Documents