



Town of Rowe
Board of Selectmen
Minutes

Thursday, October 09, 2025 – 6:00 PM
Rowe Town Hall, Meeting Room #1

BOARD OF SELECTMEN: Joanne Semanie, Marilyn Wilson, Bill Baker

FINANCE COMMITTEE: Dan Pallotta, Loretta Dionne, Wayne Zavotka, Jeff Bailey, Ed Silva

IN-PERSON AUDIENCE: Lenard Laffond,

ZOOM PARTICIPATION: Interim Treasurer Amy Lane-Carmody, Interim Collector Jodi Hollingsworth, Accountant Angela Garrity, unknown participant Kathleen Capstick, Greenfield Recorder Madison Schofield

TOWN OFFICIALS: Board of Assessors Chair Rick Williams, Constable Henry Dandeneau, Historic Commission Justine Krumm, School Committee Chair Susie Zavotka, Town Administrator Brooke Shulda

Call to Order: Chair Semanie called the meeting to order at 6:00 PM

Announcement of recording devices: None.

Noteworthy Announcements: None.

Appointments:

6:00 PM – Lenard Laffond - RE: Yankee Atomic Community Advisory Board Recommendation

Mr. Laffond joined the meeting to recommend Ellen Miller to take his place on the Yankee Atomic Community Advisory Board on behalf of the Town of Rowe.

MOTION TO APPOINT: Chair Semanie motioned to appoint Ellen Miller as the Yankee Atomic Community Advisory Board member for the Town of Rowe, effective immediately. The motion, seconded by Selectman Baker, was unanimously approved. (vote: 3-0-0)

*Mr. Laffond departed the meeting.

Board of Selectmen & Finance Committee Business

6:05 PM – Review, Vote Recommendations, & Finalize STM Warrant

In conjunction with the Finance Committee the Board of Selectmen and Assessors Chair Rick Williams reviewed each STM warrant articles. Please advise, the Town Administrator was in and out of the meeting while the articles were in discussion.

Article 01:

MOTION TO APPROVE: Chair Semanie motioned to approve Article 01 as written. The motion, seconded by Vice-Chair Wilson, was unanimously approved. (vote: 3-0-0)

Article 02:

MOTION TO APPROVE: Chair Semanie motioned to approve Article 02 as written. The motion, seconded by Vice-Chair Wilson, was unanimously approved. (vote: 3-0-0)

Article 03:

*The Town Administrator was currently out of the meeting room while Article 03 was in discussion.

The Finance Committee, Board of Selectmen, and Assessor's Chair were confused by the current wording of Article 03. They interpreted the wording as though the town was looking to raise and appropriate the FY24 variance of \$32,300.17, instead of raising and appropriating \$30,000.00 to fund the reconciliation of the FY24 and FY25 discrepancies. The article was meant to raise and appropriate \$30,000.00 to fund an auditor to reconcile the cash discrepancies for FY24 and FY25.

The Town Administrator reentered the meeting room at the end of the BOS vote, under the impression that they had voted on the article as written.

Article 04:

MOTION TO APPROVE: Chair Semanie motioned to approve Article 04 as written. The motion, seconded by Vice-Chair Wilson, was unanimously approved. (vote: 3-0-0)

Article 05:

MOTION TO APPROVE: Chair Semanie motioned to approve Article 05 as written. The motion, seconded by Vice-Chair Wilson, was unanimously approved. (vote: 3-0-0)

Article 06:

MOTION TO APPROVE: Chair Semanie motioned to approve Article 06 as written. The motion, seconded by Vice-Chair Wilson, was unanimously approved. (vote: 3-0-0)

6:35 PM – Discuss FY24 Variance – Discussed during STM Warrant Article 03.

*At approximately 6:30 PM, the Finance Committee, Rick Williams, Justine Krumm, and Susie Zavotka departed the meeting.

The Town Administrator left the meeting room to finalize the meeting warrant. Once the town admin returned with the newly revised warrant, she had the selectboard take a final review. It was then that they pointed out that the Finance Committee and Selectmen voted to REVISE article 03 to "raise and appropriate the sum of \$32,300.17 for the FY24 variance." The Town Admin explained that the article was not intended to raise and appropriate the FY24 variance but to fund an audit for FY24 and FY25, with hopes of finding the \$32,300.17 variance. She stated that to proceed with the audit, it needs to be funded at this STM. She then asked the selectboard if it was possible to add an additional article to the warrant to fund \$30,000.00 for the FY24 and FY25 audit. She proposed the following wording, which the board agreed to:

"To see if the town will vote to raise and appropriate the sum of \$30,000.00 to fund an auditing firm to reconcile FY24 & FY25 discrepancies, or take any action in relation thereto."

MOTION TO APPROVE: Chair Semanie motioned to approve the additional article as written

This additional article was now Article 04, pushing the original Article 04 to Article 05 and so forth.

The Selectboard signed the finalized STM warrant. Constable Henry Dandeneau signed and posted the meeting warrant at the main entrance and post office of the Town Hall and at the Transfer Station.

*Mr. Dandeneau departed the meeting.

Board of Selectmen Appointments:

6:45 PM - Financial Update with Town Accountant, Interim Treasurer, & Interim Collector

Town Accountant Angela Garrity, Interim Treasurer Amy Lane-Carmody, and Interim Collector Jodi Hollingsworth participated in the meeting to provide a brief update on the current operations and status of the Treasurer/Collector's office, highlighting ongoing initiatives, challenges, and future priorities.

One particular concern raised by the individuals was related to the Treasurer's current use of three different software programs to achieve a single goal. They emphasized that consolidating these into a unified system, specifically Vadar, could streamline operations and better align the Treasurer's objectives across the board. The Selectboard was all in agreement that this should be implemented in FY27.

Amy and Jodi highlighted the importance of initiating the interview process ahead of the upcoming winter months, citing concerns about travel to Rowe during winter as they both live quite a distance from town. They expressed their willingness to participate in the interview process and to offer some ongoing support.

*Angela Garrity, Amy Lane-Carmody, and Jodi Hollingsworth departed the meeting via Zoom.

New Business:

1. Oil Tank Removal Project – unused fuel

The Town Admin asked if the Selectboard had any ideas on what or how to utilize the estimated 6,000 gallons of unused fuel from the underground oil tank at the elementary school. A number of questions arose, and they stated they would send the Town Admin a list of ideas and questions on Monday following the meeting.

2. Treasurer/Collector/HR – Applicant Resumes
 - a. Establish hiring timeline – Discussed during 6:45 PM appointment.

The Town Admin provided the board with additional Treasurer/Collector/HR resumes received since the previous Selectboard meeting. And

FUTURE STM Items:

1. FY26 Mid-Year 20% Health Insurance Increase
2. Fire Chief Salary/Benefits
3. Oil Tank Removal Project (?)

Old Business:

1. Fire Chief Succession Plan – no update.
2. Personnel Policy Manual – no update.

Ongoing Projects:

Yankee Road: no update.

Tunnel Road Bridge: no update.

Zoar Rd. Sam Rice Brook Bridge: Awaiting MassDOT plan approval.

Hazelton Road Culvert: no update.

Cyrus Stage Bridge: no update.

Warrants/Contracts:

1. Chair Semanie Reviewed Warrants – FY26 Vendor, Payroll, & NBSU Warrants #6
2. Park Commission – FRCOG Admin Support Agreement RE: FY26 MVP Grant Contract

This agreement is entered into by the Franklin Regional Council of Governments and the Town of Rowe. Its purpose is to provide comprehensive administrative support to the Park Commission and the Park Manager in relation to the management and implementation of the FY26 MVP Grant.

MOTION TO APPROVE AND SIGN Agreement: Chair Semanie motioned to approve and sign the agreement between the Town of Rowe and the Franklin Regional Council of Government (FRCOG) as written. The motion, seconded by Selectman Baker, was unanimously approved. (vote: 3-0-0)

Mail:

1. All State Materials Group – Reviewed, no action required.
2. FEMA – Flood Pains Management Plan - TABLED

Minutes:

1. August 14, 2025 – Meeting Minutes
2. August 28, 2025 – Meeting Minutes
3. September 08, 2025 – Meeting Minutes
4. September 11, 2025 – Meeting Minutes
5. September 22, 2025 – Meeting Minutes

MOTION TO APPROVE AND SIGN: Chair Semanie motioned to approve and sign the meeting minutes from 8/14/2025, 8/28/2025, 9/08/2025, 9/11/2025, and 9/22/2025 as written. The motion, seconded by Vice-Chair Wilson, was unanimously approved. (vote: 3-0-0)

Unforeseen Business: None.

Future Meetings:

1. Tuesday, October 21, 2025 – 5:00 PM – Treasurer/Collector/HR Interviews
2. Thursday, October 23, 2025 – 6:00 PM
3. STM - Monday, October 27, 2025 – 6:00 PM
4. Thursday, November 06, 2025 – 6:00 PM

5. Thursday, November 20, 2025 – 6:00 PM

Citizen Comments: None.

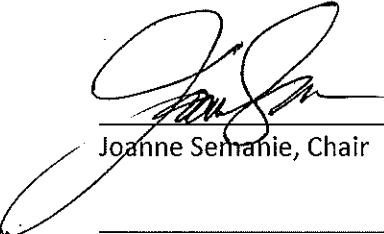
Adjournment: 8:37 PM

MOTION TO ADJOURN: Chair Semanie motioned to adjourn the meeting at 8:03 PM. The motion, seconded by Vice-Chair Wilson, was unanimously approved. (vote: 3-0-0)

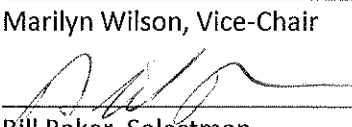
Respectfully Submitted,
Brooke E. Shulda, Town Administrator

Approval Date: November 20, 2025

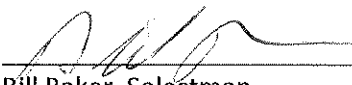
Approved by:



Joanne Semanie, Chair



Marilyn Wilson, Vice-Chair



Bill Baker, Selectman

Documents:

1. Agenda for October 09, 2025
2. STM Warrant for October 27, 2025
3. FY24 Variance Spreadsheet
4. Oil Tank Removal Project – Email Thread RE: unused fuel
5. Treasurer/Collector/HR Applicants
6. Park Commission - FRCOG Agreement RE: FY26 MVP Action Grant
7. MAIL: All State Materials Group
8. MAIL: FEMA – Flood Plains Management Plan
9. August 14, 2025 – Meeting Minutes
10. August 28, 2025 – Meeting Minutes
11. September 08, 2025 – Meeting Minutes
12. September 11, 2025 – Meeting Minutes
13. September 22, 2025 – Meeting Minutes