



**Town of Rowe**  
**Board of Selectmen**  
**Minutes**

Thursday, December 04, 2025 – 5:00 PM  
Rowe Town Hall, Meeting Room #1

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**BOARD OF SELECTMEN:** Joanne Semanie, Bill Baker

**TOWN OFFICIALS:** Police Chief Christopher Hyytinen, Town Administrator Brooke Shulda

**ZOOM PARTICIPATION:** None

**IN-PERSON AUDIENCE:** None

**Call to Order:** Chair Semanie called the meeting to order at 5:00 PM

**Announcement of recording devices:** None.

**Noteworthy Announcements:** None.

**New Business:**

1. HVAC Unit Roof

The Town Administrator (TA) informed the Selectmen that a small roof or structure will be needed to shield the outside condenser of the new heating and cooling system located on the exterior of the Town Hall. Since the condensers are directly under the Town Hall roof, falling snow and ice are likely to damage them. She explained the original plan to install the condensers at the east end of the building, avoiding the roof, but Jamrog made changes because they had to comply with building code. She mentioned that she and Admin Assistant Donna Buzke have been gathering estimates from local contractors to solve this problem.

2. Treasurer/Collector – QDS Transition Costs

Treasurer/Collector Jakob Voelker sent the Town Administrator an email informing her of the costs associated with switching from the Collector software QDS to Vadar. Jakob explained that QDS charges up to \$9,000 per data pull and stated that they need to conduct two data pulls: the first for testing and initial setup, and the second just before the complete transition. Since this expense was not budgeted for in FY26, he believes there are sufficient funds within the treasurer/collector budget to cover the first pull, but he may need to run his budget into a deficit to complete the second pull. He suggested utilizing Free Cash once certified since there will be a Special Town meeting held for the unexpected Health Insurance increase, or possibly a tapping into the Reserve Fund. The Town could be looking at an overall cost of \$18,000 to complete this transition. Meanwhile, Vadar requires no fee for this transition process.

Chair Semanie requested that the TA add this item to the agenda for the future Special Town Meeting. She stated that she will inform the Finance Committee of this cost at their joint meeting at 6:00 PM.

**FUTURE STM Items:**

1. FY26 Mid-Year 20% Health Insurance Increase
2. Yankee Road – Parcel Donations
3. QDS Transition Costs - \$18,000

**Old Business:**

1. Fire Chief Succession Plan – The Town Admin will coordinate a meeting at the beginning of January.
2. Personnel Policy Manual – no update.
3. Cliff Swallow – Point of Contact Letter

Park Manager Briel Gibson informed the Town Admin that Cliff Swallow specialist Mara Silver will not be renewing her insurance for the upcoming year, and as a result, she will not be able to use ladders on town buildings to place the artificial nests on the Soule barn. Park Manager Gibson is uncertain about Ms. Silver's plans for the cliff swallow project moving forward.

The point-of-contact letter has been placed on hold at this time.

**Ongoing Projects:**

Yankee Road: The Town Admin informed the Selectboard that the Franklin Regional Council of Governments (FRCOG) has agreed to assist her with managing the project and assist in keeping track of the three grants associated with it. She explained that Bob Dean

Tunnel Road Bridge: no update.

Sam Rice Brook Bridge: no update.

Hazelton Road Bridge: no update.

Steele Brook Road Bridge: The Town Administrator informed the Selectboard that Steele Brook Road Bridge was rated in fair condition during its most recent inspection. Additionally, the MassDOT Bridge Inspector contacted her and recommended that she begin exploring applications for MassDOT bridge grants to initiate the engineering phase for replacing the bridge.

Cyrus Stage Bridge: no update.

Oil Tank Removal: no update.

National Grid – 10W19: no update.

Town Hall Heating/Cooling System: Please refer to New Business #1.

**Warrants/Contracts:**

1. Chair Semanie Reviewed Warrants - FY26 Vendor, Payroll, Deduction & NBSU Warrants #11

**Mail:**

1. None.

**Unforeseen Business:**

1. Historic Commission Appointment

Historic Commission member Justine Krumm wrote a letter to the Selectboard formally nominating Jocelyn Brown Hall to be appointed to the Rowe Historic Commission.

**MOTION TO APPOINT: Chair Semanie motioned to appoint Jocelyn Hall Brown to the Rowe Historic Commission. The motion, seconded by Selectman Baker, was approved. (vote: 3-0-0)**

2. New Police Cruiser Update

Police Chief Christopher Hyytenin joined the meeting at 5:30 pm to provide a brief update on the status of the new police cruiser delivery. He explained that he will need to drive the current cruiser to Shrewsbury, MA, approximately 115 miles from Rowe, to have the radios removed and installed in the new cruiser. He expressed concerns about whether the current cruiser would reach its destination without breaking down or experiencing safety issues. The Chief informed the Selectmen that he has researched towing options and received an estimate of \$750. However, this cost exceeds the available budget and is therefore not feasible. Chair Semanie inquired whether AAA could perform the towing, noting that the town does not currently have AAA membership. There was a brief discussion about whether a personal AAA membership would cover towing for a municipal vehicle.

**Minutes:**

1. October 21, 2025 – Meeting Minutes

**MOTION TO APPROVE & SIGN: Chair Semanie motioned to approve and sign the October 21, 2025, meeting minutes as written. The motion, seconded by Selectman Baker, was approved. (vote: 2-0-0)**

**Future Meetings:**

1. Thursday, December 18, 2025 – 6:00 PM
2. Thursday, January 15, 2026 – 5:00 PM
3. Thursday, January 15, 2026 – 6:00 PM
4. Thursday, January 22, 2026 – 6:00 PM

**Citizen Comments:** None.

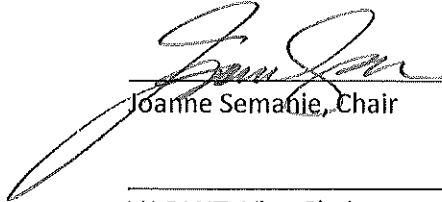
**Adjournment:**

The Selectboard did not formally adjourn the meeting, as they had a scheduled joint meeting following this meeting with the Finance Committee at 6:00 PM. The meeting continued into the joint meeting, and the adjournment details can be found in the minutes of the Joint Selectboard and Finance Committee meeting, dated 12/04/2025.

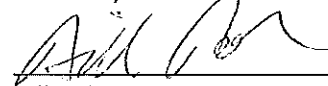
Respectfully Submitted,  
Brooke E. Shulda, Town Administrator

Approval Date: 12/18/2025

Approved by:

  
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Joanne Semanick, Chair

VACANT, Vice-Chair

  
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Bill Baker, Selectman

**BOS Documents:**

1. Agenda for December 04, 2025
2. Treasurer/Collector – QDS Transition Costs Email
3. 2026 BOS Meeting List
4. October 21, 2025 – Meeting Minutes