



**Town of Rowe  
Board of Selectmen  
Minutes**

Thursday, March 27, 2025 – 4:00 p.m.  
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	

**IN-PERSON AUDIENCE:** No Audience.

**TOWN OFFICIALS:** Board of Assessors Chair Rick Williams, Police Chief Christopher Hyytinen

**ZOOM PARTICIPATION:** Vice-Chair Ed Silva

**TOWN ADMINISTRATOR:** Brooke Shulda

**Call to Order:** Chair Semanie called the meeting to order at 4:00 p.m.

**Announcement of recording devices:** None.

**Noteworthy Announcements:** None.

**APPOINTMENTS:**

4:00 PM – Board of Assessors

1. Veteran’s Services – Adoption of tax exemption clauses #1 and 22J

Chair Rick Williams attended the Board of Selectmen’s meeting to review the proposed veteran’s tax exemption clauses: 22I and 22J. Chair Williams informed the BOS that these clauses would affect five residents. He explained that clause 22I would raise exemption benefits for any veterans who are at least 10% partially disabled by a COLA amount each year, and clause 22J would allow the town to adopt a one-time percentage increase of anywhere from 1% to 100%. He also explained that three of the five veterans affected are classified under 22E, meaning they are 100% disabled. This exemption would not necessarily impact their exemption benefits, as the town already has extremely low tax rates, and their taxes do not exceed the amounts they are billed.

The Board of Assessors recommend adding both clauses 22I and 22J to the Annual Town Meeting warrant for residents to vote on.

The Board of Selectmen were entirely on board with adding both clauses 22I and 22J to the Annual Town meeting warrant.

2. Assessment Services Order Form

Chair Williams briefly reviewed the 3-year contract agreement between the Town and Catalis Software company for assessment services with the Board of Selectmen.

**MOTION TO APPROVE AND SIGN: Chair Semanie motioned to approve and sign the 3-year contract between Catalis Software Company and the Town of Rowe RE: the Assessment for Services on behalf of the Board of Assessors as written. The motion, seconded by Selectman Baker, was unanimously approved. (Roll Call Vote: Joanne Semanie – yes, Bill Baker – yes, Ed Silva – yes)**

3. Municipal Capital Stabilization Fund Override

**MOTION TO INCREASE CAPITAL STABILIZATION FUND: Chair Semanie motioned to increase the Capital Stabilization fund by 2.5% for Fiscal Year 2026. The motion, seconded by Selectman Baker, was unanimously approved. (Roll Call Vote: Joanne Semanie – yes, Bill Baker – yes, Ed Silva – yes)**

4:20 PM – Police Chief

1. Review of Updated Cruiser Quotes

Police Chief Christopher Hyytinen attended the meeting to discuss updated quotes for cruisers and to inform the Board of Selectmen (BOS) of his intention to proceed with the purchase of a Chevy Silverado truck instead of a Chevy Tahoe. Chief Hyytinen presented several compelling reasons why a truck would be more beneficial for the community. He particularly emphasized the impact of weather and the potential storms that the town has experienced over the past several years.

The BOS all agreed that purchasing a truck as the new police vehicle would make the most sense and are in full support of his decision.

**New Business:**

1. Park Commission – Woodlands Partnership Grant Extension Contract Amendment

**MOTION TO APPROVE & SIGN AMENDED CONTRACT: Chair Semanie motioned to approve and sign the contract amendment between the Town of Rowe and the Woodlands Partnership RE: extending the contract until June 30, 2026. The motion, seconded by Selectman Baker, was unanimously approved. (Roll Call Vote: Joanne Semanie – yes, Bill Baker – yes, Ed Silva – yes)**

**UNFORESEEN BUSINESS:** Park Commission – MVP Implementation Grant

This grant will help cover the costs of multiple things including but not limited to; the forestry project on Davis Mine Road, updates to the forest center website, an additional kiosk and trail markers for the new old growth habitat trail, as well as continuation of a project started with funding from the previous MVP grand around Aboriginal land rights., etc.

**MOTION TO APPROVE & SIGN GRANT APPLICATION: Chair Semanie motioned to approve and sign the MVP Grant Application on behalf of the Park Commission. The motion, seconded by Selectman Baker, was unanimously approved. (Roll Call Vote: Joanne Semanie – yes, Bill Baker – yes, Ed Silva – yes)**

2. Highland Through Trail – Review Town Council Contract Revisions

The Board of Selectmen agreed to the revisions proposed by KP Law for the agreement between the Town of Rowe and the Franklin Land Trust regarding the Highland Through Trail.

**MOTION TO APPROVE AGREEMENT SUGGESTIONS: Chair Semanie motioned to approve the revisions suggested by KP Law regarding the Highland Through Trail agreement between the Town of Rowe and the Franklin Land Trust. The motion, seconded by Selectman Baker, was unanimously approved. (Roll Call Vote: Joanne Semanie – yes, Bill Baker – yes, Ed Silva – yes)**

3. Highway Department – Truck Bid(s)

Chair Semanie opened the sole bid submitted to the Town for a new truck for the Highway Department. The bid came from Central Dodge. The Board of Selectmen authorized the Town Administrator to proceed with ordering the vehicle.

4. Fire Department 2010 F550 Surplus Property – Truck Bid(s)

Chair Semanie opened the one bid submitted for the Fire Department's 2010 Ford F-550. The BOS authorized the Town Administrator to complete the bill of sale and transaction and all other required documentation related to the transfer of the vehicle.

5. ARPA Funding – Fire Department – Completion of Chassis

During a previous Annual Town Meeting (ATM), a revision was made to a project article concerning the fire department's request for \$340,000 to complete a fire truck chassis. The Finance Committee Chair stated that \$80,000 of this amount could be covered using American Rescue Plan Act (ARPA) funds, which would reduce the revised project cost to \$260,000. However, the \$80,000 allocation was not officially voted on during the town meeting. For these funds to be utilized, the Board of Selectmen (BOS) must formally vote on the matter.

6. Vacation Requests – Town Treasurer & Town Admin

Chair Semanie approved and signed both vacation requests.

**ATM/STM Business/Articles:**

1. Meeting Date – Monday, May 12, 2025, at 6:30 PM – To be discussed with FinCom
2. Budget Decisions
  - a. Accountant Salary – was not assigned grade/step

The Board of Selectmen assigned the Town Accountant to Grade P, Step 7, at \$48.46 per hour for FY2026. Please note that the Town Accountant will also receive a COLA increase once the BOS votes on the FY2026 COLA percentage increase.

**MOTION TO ASSIGN GRADE AND STEP: Chair Semanie motioned to assign the Town Accountant to Grade P, Step 7 on the Wage and Salary chart, at \$48.46 per hour. The motion, seconded by Selectman Baker, was unanimously approved. (Roll Call Vote: Joanne Semanie – yes, Bill Baker – yes, Ed Silva – yes)**

3. Proposed Bylaw Updates

- a. Veteran's Services – Adoption of tax exemption clauses 22I and 22J – please see 4:00 PM appointment. – will be added to ATM Warrant
- b. Planning Board - Zoning Bylaw Amendment Proposals – will be added to ATM Warrant
- c. Fire District Bylaws – TABLED - NOT READY FOR REVIEW
- d. FRCOG – Charter Amendment – will be added to ATM Warrant

**Old Business:**

1. Fire Chief Succession Plan – No update.
2. Personnel Policy Manual Review – Not Discussed.

**Road/Bridge Projects:**

- Yankee Road: No update.
- Hazelton Road Bridge: No update.
- Tunnel Road Bridge: No update.
- Cyrus Stage Bridge: No update.

**Warrants/Contracts:**

1. Chair Semanie did not review or sign FY25 Vendor & Payroll Warrant #19
2. Woodlands Partnership – Grant Extension Contract
3. MVP Implementation Grant Application

**Mail:**

1. National Grid – Annual Vegetation Maintenance

**Minutes:**

1. February 13, 2025 – Meeting Minutes – Budget Hearings/BOS Business - **TABLED**
2. February 27, 2025 – Meeting Minutes – BOS Business - **TABLED**
3. February 27, 2025 – Meeting Minutes – Budget Hearings – **TABLED**
4. March 13, 2025 – Meeting Minutes – BOS Business – **TABLED**
5. March 20, 2025 – Meeting Minutes – FY26 Budget Discussion - **TABLED**

**Citizen Comments:**

None

**Future Meetings:**

1. Joint Meeting - Board of Selectmen & Finance Committee - April 04, 2025, at 6:00 PM
2. Board of Selectmen’s Meeting – April 10, 2025 – Time to be determined
3. Board of Selectmen’s Meeting – April 17, 2025 – Time to be determined
4. Board of Selectmen’s Meeting – April 23, 2025 – at 4:00 PM

**Adjournment:** 5:13 PM

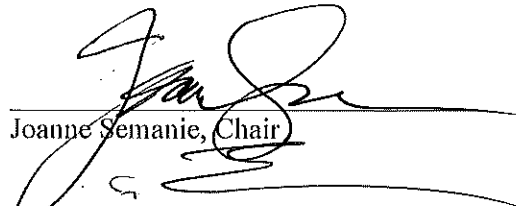
**MOTION TO ADJOURN: Chair Semanie motioned to adjourn the meeting at 5:13 PM. The motion, seconded by Selectman Baker, was unanimously approved. (Roll Call Vote: Joanne Semanie – yes, Bill Baker – yes, Ed Silva - yes)**


Respectfully Submitted,

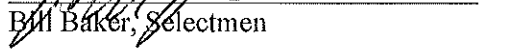
Brooke E. Shulda, Town Administrator

Approval Date: April 10, 2025

Approved by:

  
Joanne Semanie, Chair

  
Ed Silva, Vice-Chair

  
Bill Baker, Selectmen

**Documents:**

1. Agenda for February 27, 2025
2. Franklin Land Trust Agreement/Revisions
3. FRCOG Fuel Bid Participation Agreement
4. Veteran's District Hero's Act Clause Information
5. Planning Board – Proposed Bylaw Amendments
6. FRCOG – Charter Amendment
7. MAIL: Animal Inspector Nomination
8. February 13, 2025, Meeting Minutes - Budget Hearing/BOS Business
9. February 27, 2025, Meeting Minutes – BOS Business
10. February 27, 2025, Meeting Minutes – Budget Hearings