

Town of Rowe
Board of Selectmen
Minutes

Thursday, March 12, 2026 – 5:00 PM
Rowe Town Hall, Meeting Room #1

BOARD OF SELECTMEN: Joanne Semanie, Ed Silva – Via Zoom Participation, Absent – Bill Baker
TOWN OFFICIALS: FinCom Dan Pallotta, Administrator Brooke Shulda
IN-PERSON AUDIENCE: None.

Call to Order: Chair Semanie called the meeting to order at 5:33 PM

Announcement of recording devices: No recording devices.

NOTE: Zoom complications delayed the meeting's start time.

New Business:

1. Shared Fire Chief Job Description – Review & Sign

The Select Board reviewed the shared Fire Chief job description and approved it. Since only one Select Board member was physically present to sign the description, it was decided that the Board would sign it during the 3/26 meeting.

Motion to Approve: Chair Semanie motioned to approve the shared Fire Chief job description as written. The motion, seconded by Selectman Silva, was approved. (Roll Call Vote: Joanne Semanie – Yes, Ed Silva – Yes, vote: 2-0-0)

2. Shared Fire Chief Job Advertisement – Review

The Select Board reviewed the shared Fire Chief job advertisement produced by Brian Duggan with Municipal Resources Inc., and suggested revisions provided by Sarah, the Town of Charlemont's Town Administrator, and Rowe's TA. They agreed that the suggested revisions should be reflected in the advertisement.

Motion to Approve: Chair Semanie motioned to approve the share Fire Chief Advertisement reflecting the suggested revisions. The motion, seconded by Selectman Silva, was approved. (Roll Call Vote: Joanne Semanie – Yes, Ed Silva – Yes, vote: 2-0-0)

3. Zoar Road Bridge over Sam Rice Brook – Letter to Residents

The Town Administrator put together a letter and detour map to Rowe residents, informing them of the upcoming bridge closure on Zoar Road over Sam Rice Brook. She wanted to ensure that residents are notified of this closure in advance. This letter will be sent directly to residents who reside on Zoar Rd and published in the April Goalpost. She will also inform all necessary entities.

Motion to Approve: Chair Semanie motioned to approve the letter and detour map to residents informing them of the upcoming bridge closure on Zoar Road over Sam Rice Brook as written. The motion, seconded by Selectman Silva, was approved. (Roll Call Vote: Joanne Semanie – Yes, Ed Silva – Yes, vote: 2-0-0)

4. Vacation Request

Chair Semanie reviewed and signed the vacation request submitted by Highway Superintendent Lance Larned.

Old Business:

1. Fire Chief Succession Plan – Refer to New Business #1 and #2.
2. Personnel Policy Manual – no update.
3. Town Clerk Job Description – Town Clerk Kevin Balawick informed the Town Admin that he would be help put the job description together.

FUTURE STM Items:

1. Yankee Road – Accept Easement Parcel(s) – no update. – This will likely be on the May ATM.

Ongoing Projects:

Road/Bridges:

Yankee Road: No update.

Zoar Rd. Bridge over Sam Rice Brook: Refer to new business #3.

Hazelton Road Culvert: no update.

Steel Brook Road Bridge: no update.

Cyrus Stage Road Bridge: no update.

Tunnel Road Bridge: no update.

Other Projects:

Oil Tank Removal: no update.

National Grid – 10W19: Possible design presentation during the 3/26 BOS meeting.

Warrants/Contracts:

1. Review and Sign Warrants - FY26 AP Warrant #17A and, AP, Payroll, Deduction & NBSU Warrants #18.

Chair Semanie reviewed and signed the FY26 AP Warrant 17A and the AP, PR, Deduction, & NBSU Warrants 18.

Mail:

1. None

Minutes:

1. February 05, 2026 – Meeting Minutes – Select Board – Approved but not signed. - TABLED
2. February 12, 2026 – Meeting Minutes – Select Board - TABLED

Future Meetings:

1. Thursday, March 26, 2026 – 5:00 PM – Select Board Meeting
2. Thursday, April 09, 2026 – 6:00 PM – Select Board Meeting
3. Thursday, April 16, 2026 – 6:00 PM – Joint Select Board/FinCom Meeting

Unforeseen Business (within preceding 48 hours): None.

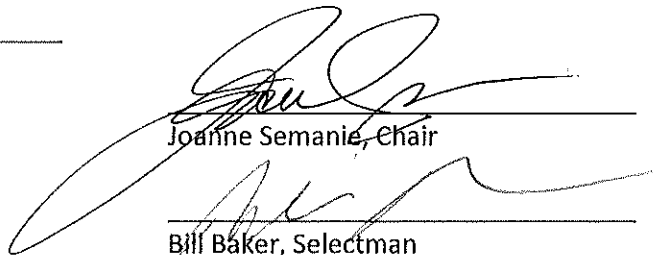
Adjournment: 5:41 PM

MOTION TO ADJOURN: Chair Semanie motioned to adjourn the meeting at 5:41 PM. The motion, seconded by Selectman Silva, was approved. (Roll Call Vote: Joanne Semanie – Yes, Ed Silva – Yes, vote: 2-0-0)

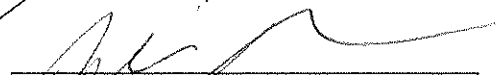
Respectfully Submitted,
Brooke E. Shulda, Town Administrator

Approval Date: April 2, 2026

Approved by:



Joanne Semanie, Chair



Bill Baker, Selectman

Ed Silva, Selectman

Documents:

1. Agenda for March 12, 2026
2. Shared Fire Chief Job Description
3. Shared Fire Chief Job Advertisement
4. Zoar Road Bridge over Sam Rice Brook – Letter to Residents
5. Vacation Request
6. February 05, 2025 – Meeting Minutes – Select Board – Approved but not signed
7. February 12, 2026 – Meeting Minutes – Select Board