



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

Thursday, June 04, 2026 – 6:00 PM  
Rowe Town Hall, Meeting Room #1

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

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

**OPEN SPACE & RECREATION COMMITTEE:** Aaron Poulin, Justine Krumm, Mass Audubon – Aaron Nelson via Zoom Participation

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

**Announcement of recording devices:** No recording devices.

**INTERVIEWS:**

Town Clerk

1. 6:00 PM – Candidate 01
2. 6:15 PM – Candidate 02

Highway Department – Heavy Equipment Operator/Laborer

1. 6:30 PM – Candidate 01
2. 6:45 PM – \*Candidate 02 Canceled Interview Appointment

Highway Superintendent, Lance Larned, actively participated in the Heavy Equipment Operator and Laborer job interview with Candidate 01. Relevant questions were asked throughout the interview, and they were answered satisfactorily, demonstrating a strong background and motivation for the open position.

After discussion, the board felt confident in Candidate 01's experience and skills in fulfilling the heavy equipment operator and laborer position in the Highway Department. All three Selectboard members were in favor of offering the Highway Department's heavy equipment operator and laborer position to Candidate 02 at the same rate of pay that the previous position holder left off at. The board requested that the Town Administrator prepare an offer letter with an effective start date of July 01, 2026.

*MOTION TO OFFER POSITION: Chair Semanie motioned to offer the Highway Department Heavy Equipment Operator and Laborer position to Eric Vazques, starting at the same rate as the previous position holder, and if accepted, with an effective start date of July 1, 2026. The motion, seconded by Selectman Baker, was unanimously approved. (vote: 3-0-0)*

Town Clerk

1. 7:00 PM – Candidate 03

**APPOINTMENTS:**

7:15 PM – Open Space and Recreation Committee (OSRC) – Tunnel Road Land Acquisition, Approval of Acceptance of Deed

OSRC members Justine Krumm and Aaron Poulin attended the meeting to request that the Selectboard sign and approve the "Acceptance of Deed" for the Tunnel Road land acquisition. Each board member reviewed the provided deed, and all three expressed their support for approval. Since the deed required notarization, it was agreed that Chair Semanie would sign the deed on the following Monday, June 8th, in the presence of the Treasurer/Collector, who is a public notary.

*MOTION TO ACCEPT AND SIGN: Chair Semanie motioned to accept the Tunnel Road Land deed as written, and to sign the deed in the presence of a public notary on June 8, 2026. The motion, seconded by Selectman Silva, was unanimously approved. (vote: 3-0-0)*

Ms. Krumm and Mr. Poulin informed the board that a dedication ceremony would take place at the Tunnel Road site on June 8th at 4 PM.

**INTERVIEW:**

Town Clerk

1. 7:30 PM – Candidate 04

The current Town Clerk, Kevin Balawick, actively participated in the Town Clerk interviews with the Selectboard and Town Administrator. In each interview, candidates were asked whether or not they had prior experience in municipal government, budget management, computer skills, and staff supervision, as well as their self-direction and motivation to learn the role, given the limited training available should they be offered the position.

While each Candidate demonstrated strengths, the board determined that Candidate 02 had a solid understanding of the responsibilities associated with the Town Clerk position. Additionally, Candidate 02 brings valuable experience from a previous role in another municipality and a background relevant to this position's duties. All three Selectboard members were in favor of offering the Town Clerk position to Candidate 02. The board requested that the Town Administrator prepare an offer letter with a starting date of the position of July 01, 2026.

*MOTION TO OFFER POSITION: Chair Semanie motioned to offer the Town Clerk position to Margaret Pallotta, with an annually fluctuating stipend based on the election cycle year, and if accepted, with an effective start date of July 1, 2026. The motion, seconded by Selectman Baker, was unanimously approved. (vote: 3-0-0)*

**New Business:**

1. Annual Select Board Reorganization

It was decided that Joanne Semanie would remain Chair and that Bill Baker would take on the role as Vice-Chair.

2. Board of Health – *To consider and approve the exemption request from Christine Bailey pursuant to the Conflict of Interest Law, G.L. c.268A, §20(d), relative to Ms. Bailey's financial interest as a member of the Board of Health while continuing to serve as the Board of Health Clerk.*

*MOTION TO APPROVE: Chair Semanie moved to approve the exemption request submitted by Christine Bailey pursuant to the Conflict of Interest Law, G.L. c.268A, §20(d), relative to Ms. Bailey's financial interest as a member of the Board of Health while continuing to serve as the Board of Health Clerk. The motion, seconded by Selectman Silva, was unanimously approved. (vote: 3-0-0)*

3. Town Clerk Appointment – For the remainder of FY26

*MOTION TO APPOINT: Chair Semanie moved to appoint Kevin Balawick to remain as the Town Clerk for the remainder of fiscal year 2026, effective term end date June 30, 2026. The motion, seconded by Selectman Silva, was unanimously approved. (vote: 3-0-0)*

4. Library Feasibility Study Committee – Request to change from “Feasibility Committee” to “Building Committee”, and to reappoint existing members

*MOTION TO ACCEPT AND APPOINT: Chair Semanie moved to accept the Library Feasibility Committee request to change the committee from “Library Feasibility Committee” to “Library Building Committee”, and to appoint the members of the Library Feasibility Committee to the Library Building Committee; Abby Lively, Sarah Stine, Kathy Atwood, Justine Krumm, and Ed Silva, as requested. The motion, seconded by Selectman Silva, was unanimously approved. (vote: 3-0-0)*

5. Review, Approve, and Sign: Exit Interview Policy and Procedure/Exit Interview Survey Questionnaire

*MOTION TO ACCEPT AND SIGN: Chair Semanie moved to accept and sign the Exit Interview Policy and Procedure/Exit Interview Survey Questionnaire as written. The motion, seconded by Vice-Chair Baker, was unanimously approved. (vote: 3-0-0)*

6. Job Descriptions: Review, Approve, and Sign

- Heavy Equipment Operator/Laborer – Question regarding the definition of “On-Call” hours - **TABLED**
- Seasonal Spare Plow Truck Driver

*MOTION TO ACCEPT AND SIGN: Chair Semanie moved to accept and sign the Seasonal Spare Plow Truck Driver job description as written. The motion, seconded by Vice-Chair Baker, was unanimously approved. (vote: 3-0-0)*

7. Draft – School/Transfer Station Snow Removal Contract

Following discussions regarding winter plowing at the Elementary School and Transfer Station, the board has determined that the Highway Department will resume responsibility for snow removal at the transfer station. Consequently, a snow removal contract is unnecessary.

8. FY27 Wage and Salary Letter

*MOTION TO ACCEPT: Chair Semanie moved to accept the Fiscal Year 2027 Wage and Salary Letter as written. The motion, seconded by Vice-Chair Baker, was unanimously approved. (vote: 3-0-0)*

9. FY27 Mileage Rate

*MOTION TO ACCEPT: Chair Semanie moved to accept the Fiscal Year 2027 Mileage reimbursement rate of \$0.725 per mile. The motion, seconded by Selectman Silva, was unanimously approved. (vote: 3-0-0)*

10. Vacation Time Clarification(s)

The Town Administrator requested the Selectboard's assistance in clarifying an employee's vacation entitlement, as the employee was previously employed by the Town through the elementary school for several years before their current position. Since the Town and School maintain separate personnel policies related to paid time off (PTO), this situation lacks clear guidance. The Town Administrator recommended that the Board adhere to the Town's personnel policy and update it to explicitly address such scenarios, thereby providing clarity and consistency for future cases.

11. Vacation Requests/FY26 Vacation Time Extension Request

Chair Semanie signed the vacation request forms submitted.

The Town Administrator requested that the board allow her to carry over her unused FY2026 vacation time, totaling 59 hours, for use by August 31, 2026, as provided in the Town Personnel Policy.

*MOTION TO ACCEPT AND SIGN: Chair Semanie moved to accept and sign the request to carry over 59 vacation hours from FY26 to FY27 (to be used by 8/31/2026) as requested by the Town Administrator. The motion, seconded by Selectman Baker, was unanimously approved. (vote: 3-0-0)*

**Old Business:**

1. Fire Chief Succession Plan: in progress - assessments are proposed to begin on Monday, June 22, or Tuesday, June 23.
2. Town Clerk Succession Plan: in progress.
3. Personnel Policy Manual: in progress, no update.
4. Public Shade Tree Policy: in progress, no update.

**Ongoing Projects:**

Roads/Bridges:

Yankee Road: the Town Administrator continues to work with the engineer on the required Wetlands Protection Act documentation.

Zoar Rd. Bridge over Sam Rice Brook: no update.

Hazelton Road Culvert: no update.

Steel Brook Road Bridge: no update.

Cyrus Stage Road Bridge: no update.

Sibley Road Bridge: update available, refer to "Mail" #1.

Tunnel Road Bridge: no update.

Other Projects:

Oil Tank Removal: update available.

National Grid – 10W19: in progress – Pole Hearing scheduled for 6/18, Tree Hearing scheduled for 6/25, BOS determination of Tree Hearing tentatively scheduled for 6/30.

**Warrants/Contracts:**

1. Review and Sign Warrants - FY26 AP, Payroll, Deduction & NBSU Warrants #23, and AP Warrant #22A.

**Mail:**

1. MassDOT – Bridge – Sibley Road over Pelham Brook

**Minutes:**

1. April 16, 2026 - Meeting Minutes
2. May 11, 2026 – Meeting Minutes

*MOTION TO APPROVE AND SIGN: Chair Semanie moved to approve and sign the meeting minutes for April 16, 2026, and May 11, 2026, as written. The motion, seconded by Selectman Baker, was unanimously approved. (vote: 3-0-0)*

**Future Meetings:**

1. Thursday, June 18, 2026 – 6:00 PM
2. Tuesday, June 30, 2026 – 6:00 PM
3. Thursday, July 16, 2026 – 6:00 PM
4. Thursday, July 30, 2026 – 6:00 PM

**Unforeseen Business (within the preceding 48 hours):** None.

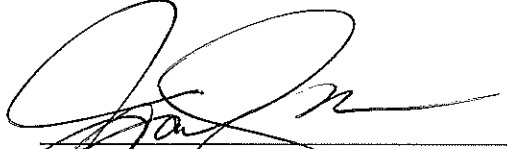
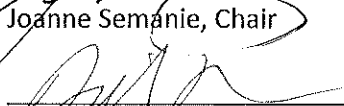
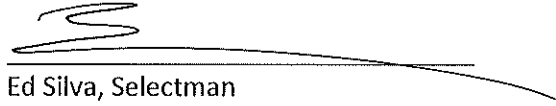
**Adjournment: 9:06 PM**

*MOTION TO ADJOURN: Chair Semanie motioned to adjourn the meeting at 9:06 PM. The motion, seconded by Selectman Silva, was unanimously approved. (vote: 3-0-0)*

Respectfully Submitted,  
Brooke E. Shulda, Town Administrator

Approval Date: 8/13/2026

Approved by:

  
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Joanne Semanie, Chair  
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Bill Baker, Vice-Chair  
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Ed Silva, Selectman

**Documents:**

1. Agenda for June 4, 2026
2. Town Clerk Job Applications and Resumes (3)
3. Highway Department Job Applications and Resumes (2)
4. Tunnel Road Land Acquisition – Deed & Approval of Acceptance of Deed
5. Board of Health Member – Disclosure by Special Municipal Employee
6. Library Email Thread – Request to update Committee Name and Reappointment(s)
7. Exit Interview Policy and Procedure/Exit Interview Questionnaire
8. Job Descriptions: Heavy Equipment Operator/Laborer and On-Call Seasonal Spare Driver
9. Draft – School/Transfer Station Snow Removal Contract
10. FY27 Wage and Salary Compensation Letter
11. FY27 Mileage Form
12. Vacation Requests/Vacation Extension Request
13. MAIL: MassDOT
14. April 16, 2026 – Meeting Minutes
15. May 11, 2026 – Meeting Minutes