



Town of Rowe
Board of Selectmen
Minutes

Thursday, July 30, 2026 – 6:00 PM
Rowe Town Hall, Meeting Room #1

BOARD OF SELECTMEN: Joanne Semanie, Ed Silva, ABSENT – Bill Baker

TOWN OFFICIALS: Finance Committee Chair Dan Pallotta (joined at 6:40 PM), Town Administrator Brooke Shulda

AUDIENCE: None.

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

Announcement of recording devices: No recording devices.

New Business:

1. Grasshoppers
2. NBSU Shared NBSU Expenses – Intermunicipal Agreement

The requested update to include a 30-day payment upon receipt of invoice was incorporated into the agreement.

MOTION TO APPROVE AGREEMENT: Chair Semanie moved to approve the Intermunicipal Agreement for shared Northern Berkshire School Union (NBSU) expenses between the Town of Rowe and the other NBSU participating towns, as written. The motion, seconded by Selectman Silva, was approved. (vote: 2-0-0)

MOTION TO AUTHORIZE: Chair Semanie moved to authorize the Town Administrator as the authorized signer of Northern Berkshire School Union (NBSU) shared expenses intermunicipal agreements between the Town of Rowe and other participating NBSU towns. The motion, seconded by Selectman Silva, was approved. (vote: 2-0-0)

3. Assistant Town Clerk Appointment

The Town Clerk requested that the Selectboard appoint Kevin Balawick as assistant Town Clerk for a one-year term.

MOTION TO APPOINT: Chair Semanie motioned to appoint Kevin Balawick as the Assistant Town Clerk effective immediately, with a term ending June 30, 2027. The motion, seconded by Selectman Silva, was approved. (vote: 2-0-0)

4. Food Safety Certification Class Email

The Town Administrator proposed sending two to three employees to a food safety training session organized by the Franklin Regional Council of Governments as a precautionary measure in case the town experiences another storm event requiring shelter operations. The board concurred with the suggestion and expressed their support.

5. FY26 Vacation Extension Request

The Selectboard reviewed the FY26 vacation extension request submitted by the Assessors and Board of Health Clerk, Christine Bailey. Both appointing boards (Assessors and Health) pre-approved the request, and it was brought to the Selectboard for final approval.

MOTION TO APPROVE AND SIGN: Chair Semanie motioned to approve and sign Christine Bailey's FY26 vacation extension request. The motion, seconded by Selectman Silva, was approved. (vote: 2-0-0)

6. Vacation Request

Chair Semanie signed the submitted vacation request.

7. Library Trustee Request

The Library Trustees formally requested permission from the Selectboard to utilize the common area on the second floor of the Town Hall during the upcoming library addition and renovation project, scheduled to commence this fall. The proposed use of the space is anticipated to last approximately six months. Only limited items will be required for the space, ensuring that the library maintains its CWMARS membership. The board agreed to permit the library to use the requested space.

MOTION TO PERMIT: Chair Semanie motioned to give the library permission to utilize space within the Town Hall to keep the library operational during the library addition and renovation project. The motion, seconded by Selectman Silva, was approved. (vote: 2-0-0)

Old Business: No discussion.

1. Fire Chief Succession Plan: no update.
2. Shared EMS Services: next meeting scheduled for Wednesday, 8/19, at 1 pm.
3. Shared Police Services: next meeting scheduled for Friday, 8/14, at 1 pm.
4. Personnel Policy Manual: in progress, no update.
5. Public Shade Tree Policy: in progress, no update.
6. Non-Resident Appointments to Boards/Committees/Commissions Bylaw
7. Right-of-Way Bylaw

Ongoing Projects:

Roads/Bridges:

Yankee Road: Preliminary design proposal.
Zoar Rd. Bridge over Sam Rice Brook: project complete; bridge has been reopened to two-lane traffic.
Hazelton Road Culvert: update available.
Steel Brook Road Bridge: no update.
Cyrus Stage Road Bridge: project completed; bridge is now open.
Sibley Road Bridge: no update.
Tunnel Road Bridge: no update.

Other Projects:

Oil Tank Removal: The Town Administrator informed the board that the project is nearly complete, with a punch list of remaining duties.

National Grid – 10W19: The board reviewed the conditional tree list and National Grid's responses. The board agreed to have the Tree Warden move forward with properly posting the listed trees and requested that the Town Administrator communicate the request.

Warrants/Contracts:

1. Review and Sign Warrants - FY27 AP Warrant #01A and AP, Payroll, Deduction & NBSU Warrants #02.

Chair Semanie reviewed and signed the warrants.

Mail:

1. PVC – End User Class Settlement Notice – briefly discussed.

Minutes:

1. 4/09/2026 Meeting Minutes

MOTION TO APPROVE AND SIGN: Chair Semanie motioned to approve and sign the April 09, 2026, meeting minutes as written. The motion, seconded by Selectman Silva, was approved. (vote: 2-0-0)

Future Meetings:

1. Thursday, August 13, 2026 – 6:00 PM
2. Thursday, August 27, 2026 – 6:00 PM
3. Thursday, September 10, 2026 – 6:00 PM

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

Adjournment: 7:00 PM

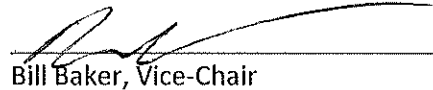
MOTION TO ADJOURN: Chair Semanie motioned to adjourn the meeting at 7:00 PM. The motion, seconded by Selectman Silva, was approved. (vote: 2-0-0)

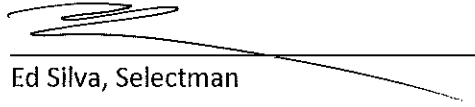
Respectfully Submitted,
Brooke E. Shulda, Town Administrator

Approval Date: 8/27/2026

Approved by:


Joanne Semanie, Chair


Bill Baker, Vice-Chair


Ed Silva, Selectman

Documents:

1. Agenda for July 30, 2026
2. NBSU Shared NBSU Expenses – Intermunicipal Agreement
3. Assistant Town Clerk Appointment Request
4. Food Certification Class Email
5. FY26 Vacation Time Extension Request
6. Vacation Request
7. Library Trustee Request Letter
8. Yankee Road – Preliminary Design Proposal
9. 1019W1 Conditional Tree List and Responses
10. MAIL: PVC End User Class Settlement Notice
11. Meeting Minutes – 4/09/2026