

## **MINUTES OF THE BOARD OF SELECTMEN**

December 5, 2022

Town Hall, 139 Main Street, Rowley, MA

6:00 p.m.

**MEMBERS PRESENT:** Chairman Robert Snow; Vice Chairman Joseph Perry; Clerk Deana M.P. Ziev; Christine Kneeland (Town Administrator Deborah Eagan; Assistant Town Administrator Amy Lydon) Cliff Pierce - ABSENT

### **CALL MEETING TO ORDER**

Chairman Snow called the meeting to order at 6:00 p.m. He said the meeting is being audio and video recorded by Rowley Community Media.

### **PLEDGE OF ALLEGIANCE**

Christine Kneeland led the Pledge of Allegiance.

### **6:00 p.m. TO 6:05 p.m. PUBLIC COMMENT**

There were no public comments.

### **GENERAL BUSINESS**

1. Request from Marine Corps Reserve to place Toys for Tots drop off box at Town Hall

Chairman Snow read the following:

*Brian Brunault of the Marine Corps Reserve is asking to place a Toys for Tots drop off box at Town Hall. The Board needs to vote to approve this request.*

Christine Kneeland made a motion to approve this request, Deana Ziev second, all in favor - aye (4-0). Cliff Pierce - ABSENT

2. Letter of resignation from Library Technician Lorraine Jewkes

Chairman Snow read the following:

*The Board needs to vote to accept Lorraine Jewkes resignation from the position of Library Technician.*

Joe Perry made a motion to accept this resignation, Deana Ziev second, all in favor - aye (4-0). Cliff Pierce - ABSENT

3. Letter of retirement from Full-time Dispatcher/Communications Specialist Pamela Lutes

Chairman Snow read the following:

*The Board needs to vote to accept Pamela Lutes notice of retirement resignation from the position of Full-time Dispatcher/Communications Specialist.*

Christine Kneeland made a motion to accept Pamela Lutes' notice of retirement resignation, Joe Perry second, all in favor - aye (4-0). Cliff Pierce - ABSENT

4. Approve Police Department donation

Chairman Snow read the following:

*Police Chief Scott Dumas has received a donation in the amount of \$1,000 for the Police Department.*

*In accordance with State law, G.L. c.44 §53A, the Board needs to vote to approve this donation.*

Snow read the letter from Chief Dumas regarding the donation.

Joe Perry made a motion to accept this donation, Christine Kneeland second, all in favor - aye (4-0). Cliff Pierce - ABSENT

5. Request from Town Clerk Catie McClenaghan to appoint Mario Leslie to the position of Election Teller

Chairman Snow read the following:

*The Board needs to vote to appoint Mario Leslie to the position of Election Teller.*

Christine Kneeland made a motion to appoint Mario Leslie to the position of Election Teller, Deana Ziev second, all in favor - aye (4-0). Cliff Pierce - ABSENT

6. Request from Town Clerk Catie McClenaghan to appoint Timothy Young as a Temporary Board of Registrars member

Chairman Snow read the following:

*Town Clerk Catie McClenaghan is requesting the Board to appoint Timothy Young as a "Temporary" Board of Registrar member. He will be filling in at the December 7, 2022 State Election Recount for Representative in the Second Essex Representative District. One of the registrars is unavailable to attend the recount and the Town is allowed to appoint a temporary replacement of the same political party as the missing member for an event such as this.*

Deana Ziev made a motion to appoint Timothy Young as a Temporary Board of Registrars member, Joe Perry second, all in favor - aye (4-0). Cliff Pierce - ABSENT

## **NEW BUSINESS**

1. Discuss Massachusetts School Building Authority Pine Grove School Post Occupancy Evaluation

Chairman Snow read the following:

*Triton Regional School District Superintendent Brian Forget has notified the Board of Selectmen that the MSBA will be assessing the performance of the Pine Grove School following the school building renovation project. As part of the assessment process, the MSBA has developed an assessment module, Module 9 – Post Occupancy Evaluation (POE), to better understand if completed projects in the MSBA grant program are operating as intended and performing as designed. Part of that process is to gain feedback via an on-line survey. Superintendent Forget is welcoming the Board of Selectmen to offer feedback on the project through the general survey that was sent to the Pine Grove School families. Also, if the Board is interested, Superintendent Forget has indicated that the MSBA has other surveys that are geared to other Pine Grove School community groups, such as administration, educators, maintenance staff, etc. that the Board may want to see.*

*Do the Board of Selectmen members wish to participate in the general survey or any other surveys? Alternatively, does the Board wish to nominate some of the Board members to complete the survey? The survey can be completed online. A printed survey form is included in this packet.*

*Attached for the Board's reference are the following:*

- 1) *Email message from Superintendent Forget to Debbie and the Selectmen*
- 2) *MSBA Module 9 Post Occupancy Evaluation document*
- 3) *MSBA Systems Post Occupancy Online Survey*

Perry, Kneeland and Snow said they will participate in this. Ziev said she has already completed the survey as a parent of a student. Eagan said she will send the link for the survey to the Board and let Superintendent Forget know who will be completing it.

Bernie Cullen of 283 Wethersfield Street asked if there will be an opportunity to review the survey feedback as he sees this as a learning experience for the future Middle/High Scholl project, and asked who would compile the data. Snow said he imagines this will be a public document. Kneeland read the conclusion of Superintendent Forget's email and said the MSBA will compile the information. Cullen said the Board can request the raw data and not just the summary report. Snow said we will look into this and get back to Cullen.

2. Discuss request from Triton Regional School Superintendent Brian Forget for a member of the Board of Selectmen from one of the three Towns in the Triton School District to serve on the Triton Administration collective bargaining negotiations team

Chairman Snow read the following:

*Vice Chairman Joe Perry was contacted by Triton Superintendent Brian Forget recently to inform him that the School Committee is asking if one of the Selectmen from one of the three Towns in the District would like to serve on the School Committee's collective bargaining. This individual will serve as a representative of the three Towns.*

*Joe Perry will lead the discussion on this agenda item.*

Perry said the contract is up for renegotiation, and this has already begun. He said three years ago, Cliff Pierce said he wouldn't mind doing this if Neil Harrington didn't want to continue as the representative. He said Harrington is now running for office and not available to continue at this time and the three Towns are being asked for a representative. Kneeland said she would be interested in serving as the representative if nobody else is interested.

Joe Perry made a motion to appoint Christine Kneeland to serve as a representative of the three Towns on the Triton Administration collective bargaining negotiations team, Deana Ziev second, all in favor - aye (4-0). Cliff Pierce - ABSENT

3. Discuss December 8, 2022 Triton District Communications Committee meeting and discussion on Triton High School and Middle School Renovation Project Feasibility Study

Chairman Snow read the following:

*Vice Chairman Joe Perry is the Town's representative to the DCC. He has been closely following the progress with the Triton High School and Middle School building needs.*

*Joe Perry will lead the discussion on this agenda item.*

Perry said he toured the building after a major storm from the basement to the top floor and there was water knee deep in the basement and the gym area had water on the walls. He said there was water pouring through the roof and the classrooms were very wet. He said the school needs work. He said at the District Communications Meeting in November, they were told that the School Committee has the \$1,500,000 for the feasibility study and won't be asking the Town for this funding. He said we are waiting to see if we are chosen by the MSBA, and there are 25 projects still in the running. He said we should hear from the MSBA by the end of December. He said the reimbursement rate could be 55%, there is a lot of work to be done, and the estimate for the repairs is \$63,000,000.

Ziev asked when the gym was added on and said she thinks it is fairly new. Perry said he thinks it was renovated in 2000. Kneeland said she believes it was 1998 or 1999. Eagan said in FY19, the debt exclusion override for the gym project was paid off.

Perry said the December DCM meeting has been cancelled until January. He said that meeting will be held at Triton, and the school budget meetings will be starting as well.

Bernie Cullen said Perry said he experienced walking through a flood event at the school and this sounds like a major issue. He said the renovation project will take five to ten years and the School Committee needs to plan to preserve the current structure. He said a lot of equipment is at risk and will need to be replaced if it isn't protected. He asked why the basic issues are not being taken care of. Kneeland said she is sure they are doing something to preserve the building or otherwise Board of Health would come in. Cullen said Triton's repair record is not stellar.

Snow asked who else was on the tour with Perry. Perry said Forget, the High and Middle School Principals, Chris Walsh, several members of the School Committee, and representatives from the Newbury and Salisbury Boards of Selectmen. Eagan asked if an insurance claim was filed. She said normally a company like Servpro would come in and strip the walls to the studs. She said there would be an issue with the occupancy permit, and electrical issues with water in the building up to someone's knees. Perry said it took a while to clean up and he was shocked with the amount of water. He said he thinks they made minor repairs to the roof. He said the \$1,500,000 will be used to determine the amount of repairs needed.

Snow said we need to ask Brian Forget and Chris Walsh to come into a meeting and update the Board about what is going on with the building, and how that incident was handled. Kneeland agreed. Perry said the storm was last spring or early fall.

4. Set Board of Selectmen meeting schedule from January through March

Chairman Snow read the following:

*The Board needs to set the meeting schedule for the upcoming months of January, February, and March. Below is a proposed schedule with meeting start times of 6:00 p.m.*

**Proposed Meeting Schedule January 2023 – March 2023**

*January 2 – NO MEETING NEW YEAR'S DAY HOLIDAY*

*January 9*

*January 16 – NO MEETING MARTIN LUTHER KING JR. DAY HOLIDAY*

*January 23*

January 30 – NO MEETING

February 6

February 13

February 20 - NO MEETING PRESIDENT'S DAY HOLIDAY

February 27 – (tentative start date for FY24 budget reviews)

March 6 – NO MEETING (Meeting to be scheduled if necessary)

March 13

March 20 – NO MEETING (Meeting to be scheduled if necessary)

March 27

Christine Kneeland made a motion approve the meeting schedule as presented, Deana Ziev second, all in favor - aye (4-0). Cliff Pierce - ABSENT

5. Discuss the Massachusetts Interlocal Insurance Association Unemployment Services Program

Chairman Snow read the following:

*The Town's insurance carrier, MIIA, is now offering a new Unemployment Program at no charge. MIIA, as part of the Massachusetts Municipal Association, is aware of the unique situations that municipalities fall under through the Division of Unemployment Assistance Reimbursable Unit and has created a program that is geared to municipalities. This new service is designed as a risk management and training program for members. MIIA feels that there are connections between claims, such as worker's compensation or liability claims that can be related to unemployment claims.*

*Debbie and her staff will continue to have oversight over all unemployment claims, but the staff at MIIA will take over the responsibility of processing claims and filing the time-sensitive reporting requirements pertaining to claims. Debbie feels that this service will be a benefit to the Town. She is requesting the Board's authorization to enroll in the MIIA Unemployment Services Program.*

Kneeland said this is a good idea, Perry agreed. Snow said it is time consuming to do this work by the office staff.

Christine Kneeland made a motion to authorize Debbie to enroll in the MIIA Unemployment Services Program, Deana Ziev second, all in favor - aye (4-0). Cliff Pierce - ABSENT

6. Request from Rowley Municipal Lighting Plant General Manager Matt Brown to use Merrimack Valley Planning Commission Local Technical Assistance hours to update Geographic Information Systems Circuit maps

Chairman Snow read the following:

*RMLP General Manager Matt Brown is requesting to use three MVPC LTA hours to update the circuit maps to show the Falcon Ridge subdivision, Summer Street conversion, and some other new homes and projects that have been completed in the Town.*

*Could the Board please vote to authorize Matt Brown to use three of the Town's LTA hours for this work, and to authorize Chairman Snow, who serves as the Town's MVPC representative to sign the LTA form?*

Joe Perry made a motion to Matt Brown to use three of the Town's LTA hours and to authorize Chairman Snow to sign the LTA form, Christine Kneeland second, all in favor - aye (4-0). Cliff Pierce - ABSENT

### **OLD BUSINESS**

1. Update on Town Hall first floor heating, ventilation, and air conditioning (HVAC) system conversion project

Chairman Snow read the following:

*At the last meeting on November 21, 2022, the Board decided on the shadowbox fence enclosure for the exterior HVAC unit, which will be located in the back of the building in the corner next to the basement entryway.*

*Debbie tried to get the Certificate of Appropriateness application on to the December 1, 2022 Historic District Commission meeting agenda. Unfortunately, due to the timing of the Board's decision on November 21, 2022, we were too late to make the HDC agenda requirements because the application needs to be filed with the Town Clerk not less than 14 days before the date of the HDC meeting and all direct abutters have to be notified of the application. Debbie and Natalie are now preparing the application for the HDC January 5, 2023 meeting agenda.*

*Because of Debbie's concern with this delay, combined with her concerns over the reliability of our current heating system boiler, she believes that we should go out to bid with the Selectmen's preferred HVAC unit enclosure plan (wood shadowbox fence design) this month, once the engineer finalizes the plans and specifications and the Green Communities Program gives the approval.*

*Therefore, Debbie is respectfully seeking the Board's approval to go out to bid with the specifications based on the shadowbox fence style HVAC enclosure, without the HDC approval. She will set the deadlines for the filed sub-bids and general bids after the January 5 HDC meeting, so that we will have time to issue an addendum if we need to change the specifications per the HDC. Bidding this contract before the HDC meeting is not the normal process, but the greater risk is continuing to delay this project because of the condition of the existing boiler that services the first floor of Town Hall. We are running the boiler everyday now, because the cold temperatures have settled in. We*

*need to fill it with water manually almost daily. Debbie feels that this project needs to move forward and this approach still give us the opportunity to issue an addendum to the bid, should the HDC want changes.*

Snow said we need to move this project forward.

Joe Perry made a motion to move this project forward, Christine Kneeland second, all in favor - aye (4-0). Cliff Pierce - ABSENT

## **LICENSE RENEWALS**

### **1. Liquor License Renewals**

- Rowley Veterans Association, Inc. 19 Bradford Street
- 255 Newburyport Turnpike Rowley LLC (Blue Boat) 255 Newburyport Turnpike
- Nippon Tepatiganon, T.J. Thai, Inc., d/b/a Royal Orchid 303B Haverhill Street
- The Great American Barbecue d/b/a The American Barbecue 5 Railroad Avenue
- Piemar, Inc. d/b/a Off the Vine 150 Newburyport Turnpike
- Cabales, Inc. d/b/a El Tapatio 300 Newburyport Turnpike
- BNR Rowley LLC, d/b/a Bradford Tavern 87 Haverhill Street
- Galbro, Inc. d/b/a Route 1 Liquors 174 Newburyport Turnpike
- Rowley Liquors Inc., d/b/a Rowley Liquors 144 Newburyport Turnpike
- Grape Island Inc., d/b/a Mill River Winery 498 Newburyport Turnpike
- Rowley Enterprises, Inc. d/b/a Skip's Country Store 801 Haverhill Street
- Andy Sunny Inc. d/b/a Rowley Convenience Smoke Shop 21 Main Street
- Briar Barn Inn, LLC, d/b/a Briar Barn Inn 101 Main Street
- Anonymous Brewing, LLC d/b/a Anonymous Brewing 60 Main Street

Chairman Snow read the following:

*The following establishments have submitted their 2023 liquor license renewal applications. The premises have been inspected, if applicable, and all Town taxes, Water Department bills and Light Department bills have been paid. These renewal applications are ready to be voted on tonight and can be voted on in one (1) motion:*

- *Rowley Veterans Association, Inc. 19 Bradford Street*
- *Nippon Tepatiganon, T.J. Thai, Inc., d/b/a Royal Orchid 303B Haverhill Street*
- *The Great American Barbecue d/b/a The American Barbecue 5 Railroad Avenue*
- *Piemar, Inc. d/b/a Off the Vine 150 Newburyport Turnpike*
- *Cabales, Inc. d/b/a El Tapatio 300 Newburyport Turnpike*
- *Galbro, Inc. d/b/a Route 1 Liquors 174 Newburyport Turnpike*
- *Rowley Liquors Inc., d/b/a Rowley Liquors 144 Newburyport Turnpike*
- *Grape Island Inc., d/b/a Mill River Winery 498 Newburyport Turnpike*
- *Rowley Enterprises, Inc. d/b/a Skip's Country Store 801 Haverhill Street*

- *Andy Sunny Inc. d/b/a Rowley Convenience Smoke Shop 21 Main Street*
- *Briar Barn Inn, LLC, d/b/a Briar Barn Inn 101 Main Street*
- *Anonymous Brewing, LLC d/b/a Anonymous Brewing 60 Main Street*

Deana Ziev made a motion to renew the liquor licenses as just read by Chairman Snow, Christine Kneeland second, all in favor - aye (4-0). Cliff Pierce – ABSENT

Bernie Cullen said the Blue Boat is still vacant. Ziev said the Board hasn't gotten to that renewal yet.

Snow continued:

*The following two application renewals have pending issues:*

- 1) **255 Newburyport Turnpike Rowley LLC (Blue Boat)** 255 Newburyport Turnpike: *This business renewed their liquor license in 2022, but never picked up the 2022 license or used it because they planned to undergo renovations to their building over this past year. The owners have since closed the restaurant and it hasn't been open since the fall of 2021. Amy asked the ABCC if the Board can continue to renew a license for a restaurant that hasn't been in operation for about a year. ABCC Deputy Director Ryan Melville responded, "Your board can request the licensee appear before the board to identify their intentions. If they wish to renew your board can renew them based on what the licensee expects to do but with a timeline on the record." Amy asked the applicant to provide a statement in writing about what they expect to do, and the following was provided:*

*To the Rowley Board of Selectmen,*

*We are renewing our liquor license for Rowley (Spud's) with the intent of transferring the license to the new buyer of the 255 Newburyport Turnpike property in the upcoming months of 2023. The sale of the property is pending on the transfer of the license. If you have any further questions, please feel free to reach out to me at (978) 559-9835.*

*Thank you,  
Synergy Restaurant Group  
Corey Matthews*

*How does the Board wish to proceed? These are options for the Board to consider:*

- A) *Hold off on any action on this renewal tonight and request the Blue Boat owners to attend the December 19, 2022 meeting to discuss the timeline of the forthcoming sale and make a decision at that time on the renewal application.*

*B) Approve the 2023 renewal to Blue Boat with a condition that the renewal is for a set timeline that coincides with the sale. For example, the Board could vote to approve the license renewal tonight for a period six months from January 1, 2023 to June 30, 2023, and if the sale is not completed by June 30, 2023, the license will expire. If the owners need an extension beyond June 30, 2023, they can be required to meet with the Board at least 30 days prior to June 30, 2023, to discuss the need to extend the deadline. If the Board does consider this option, but is also concerned about the effect this decision will have on the Town's Section 12 all alcohol pouring license quota, please note that the Town will still have six (6) all alcohol on-premises licenses available should any other businesses wish to apply for this type of license.*

*C) Approve the 2023 renewal with no conditions for another year.*

Eagan said today we received a call from the prospective buyer's attorney and they are working on having a closing. She said the attorney made inquiries about the current liquor license and discussed what they are looking to do in the future. She said we aren't aware of a specific date.

Deana Ziev made a motion to hold off on any action on this renewal tonight and request the Blue Boat owners to attend the December 19, 2022 meeting to discuss the timeline of the forthcoming sale and make a decision at that time on the renewal application, Joe Perry second, all in favor - aye (4-0). Cliff Pierce – ABSENT

Snow continued:

*BNR Rowley LLC, d/b/a Bradford Tavern 87 Haverhill Street: The Bradford Tavern has not yet received the required annual certificate of inspection from the Building Inspector and the Fire Chief. This renewal application will have to be held until the December 19 meeting. The owners were told that they must resolve any outstanding facility issues in connection with the annual inspection prior to December 19.*

## **2. Flea Market License Renewals**

- Starr P. Todd d/b/a Todd Farm LLC 283 Main Street
- Sandra A. Hamel d/b/a Sandy's Flea 31 Main Street
- Frank and/or Shirley Todd d/b/a Todd's River Farm, LLC 275 Main Street

Chairman Snow read the following:

*There are no overdue taxes, water or electric balances for these applicants.*

### **1. Starr P. Todd d/b/a Todd Farm LLC 283 Main Street**

*Please note that the street address for Todd Farm LLC is 285 Main Street, not 283 Main Street. The Assessor confirmed that this address was changed in FY20 as noted on the attached property card.*

*Please vote to renew this license with the corrected address of 285 Main Street.*

**2. Sandra A. Hamel d/b/a Sandy's Flea 31 Main Street**

*We are awaiting the Worker's Compensation Affidavit from Sandra Hamel, and will not release the license until it is received.*

*Please vote to renew this license which will not be released until the Worker's Compensation Affidavit is submitted.*

Deana Ziev made a motion to renew these two Flea Market Licenses with the conditions listed, Christine Kneeland second, all in favor - aye (4-0). Cliff Pierce – ABSENT

Snow continued:

**1. Frank and/or Shirley Todd d/b/a Todd's River Farm, LLC 275 Main Street**

*This renewal is not ready for tonight.*

**MINUTES**

- November 21, 2022

Christine Kneeland made a motion to approve the minutes of November 21, 2022, Deana Ziev second, all in favor - aye (4-0). Cliff Pierce – ABSENT

- November 21, 2022 – Executive Session

The approval of these minutes was held until the next meeting.

**ANNOUNCEMENTS**

1. The Town of Rowley Veterans Committee is sponsoring a Wreaths Across America event on December 17, 2022 at 10:00 a.m. in the Rowley Cemetery in which remembrance wreaths will be laid on the graves of approximately 700 veterans. Volunteers are needed. For more information on the event please go to the News and Notices section on the homepage on the Town's website, [www.townofrowley.net](http://www.townofrowley.net)
2. The Town continues to be in a drought status. Please check the Town's website for the latest information or call the Rowley Water Department at 978-948-2640 for more information.

3. The Board of Selectmen announces that a textile recycling bin has been placed in the rear parking lot of the Town Hall Annex at 39 Central Street. Residents can drop off clothing, shoes, linens, sheets, pillows, blankets, hats, duffle bags, belts, gloves, towels, draperies, handbags, tablecloths, bathrobes, and stuffed animals. All items must be dry, bagged, and placed into the bin. Please do not leave items on the ground.
4. The Town has the following board vacancies:
  - **Council on Aging**
  - **Conservation Commission**
  - **Open Space Committee**
  - **Rowley Cultural Council**
  - **Zoning Board of Appeals – Alternate member**Interested residents should send a letter of interest to the Board of Selectmen. Positions are open until filled.

### **ADJOURN**

Deana Ziev made a motion to adjourn, Christine Kneeland second, all in favor - aye (4-0). Cliff Pierce – ABSENT

Meeting adjourned at 6:50 p.m.

Respectfully submitted,  
Amy Lydon  
Assistant Town Administrator

### **ATTACHMENTS:**

1. Meeting memo regarding General Business #1: Request from Marine Corps Reserve to place Toys for Tots drop off box at Town Hall
2. Meeting memo regarding General Business #2: Letter of resignation from Library Technician Lorraine Jewkes
3. Letter of resignation from Library Technician Lorraine Jewkes
4. Meeting memo regarding General Business #3: Letter of retirement from Full-time Dispatcher/Communications Specialist Pamela Lutes
5. Letter of retirement from Full-time Dispatcher/Communications Specialist Pamela Lutes
6. Meeting memo regarding General Business #4: Approve Police Department donation
7. Letter from Chief Dumas regarding Police Department donation
8. Meeting memo regarding General Business #5: Request from Town Clerk Catie McClenaghan to appoint Mario Leslie to the position of Election Teller
9. Email from Assistant Town Clerk Janet Peabody to appoint Mario Leslie to the position of Election Teller
10. Meeting memo regarding General Business #6: Request from Town Clerk Catie McClenaghan to appoint Timothy Young as a Temporary Board of Registrars member

11. Email from Assistant Town Clerk Janet Peabody to appoint Timothy Young as a Temporary Board of Registrars member
12. District-Wide Recount Order
13. Meeting memo regarding New Business #1: Discuss Massachusetts School Building Authority Pine Grove School Post Occupancy Evaluation
14. Email from Brian Forget regarding MSBA Follow Up Survey
15. MSBA Module 9 Post Occupancy Evaluation Document
16. MSBA Systems Post Occupancy Online Survey
17. Meeting memo regarding New Business #2: Discuss request from Triton Regional School Superintendent Brian Forget for a member of the Board of Selectmen from one of the three Towns in the Triton School District to serve on the Triton Administration collective bargaining negotiations team
18. Meeting memo regarding New Business #3: Discuss December 8, 2022 Triton District Communications Committee meeting and discussion on Triton High School and Middle School Renovation Project Feasibility Study
19. Meeting memo regarding New Business #4: Set Board of Selectmen meeting schedule from January through March
20. Meeting memo regarding New Business #5: Discuss the Massachusetts Interlocal Insurance Association Unemployment Services Program
21. Information regarding Massachusetts Interlocal Insurance Association Unemployment Services Program
22. Meeting memo regarding New Business #6: Request from Rowley Municipal Lighting Plant General Manager Matt Brown to use Merrimack Valley Planning Commission Local Technical Assistance hours to update Geographic Information Systems Circuit maps
23. Request for Local Technical Assistance Form
24. Meeting memo regarding Old Business #1: Update on Town Hall first floor heating, ventilation, and air conditioning (HVAC) system conversion project
25. Meeting memo regarding 2023 Annual Liquor License Renewals – Updated Memo
26. Meeting memo regarding Flea Market License Renewals – Updated Memo
27. Assessors property card for 285 Main Street
28. Draft minutes of November 21, 2022