

MINUTES OF THE BOARD OF SELECTMEN MEETING

December 9, 2013
Meeting held at Town Hall

MEMBERS PRESENT: Chairman Robert Snow, Vice Chairman Robert Merry, Clerk Joseph Perry, Jack Cook, David Petersen (Town Administrator Deborah Eagan, Assistant Town Administrator Amy Lydon)

PUBLIC ATTENDEES: Peter Lomas – Agricultural Committee, George Pacenka - Agricultural Committee, Brent Baeslack – Conservation Agent, James Broderick – Fire Chief

CALL MEETING TO ORDER

Chairman Robert Snow called the meeting to order at 7:03 p.m. He said the meeting is being video and audio taped.

PLEDGE OF ALLEGIANCE

Brent Baeslack, Conservation Agent, led the Pledge of Allegiance.

CHAIRMAN'S COMMENTS

Chairman Snow said he and Vice Chairman Merry went to the Wreaths Across America service in Topsfield today and it was very interesting. Merry said it was a very moving ceremony. He said this year the convoy stopped at Pine Grove School to greet the kids there and a major theme of this event is to teach people to never forget their service people. He said the kids were waving their flags and it was a great time. He said last year the Town dedicated the wreath it received to Bob Hale. He said this year the Town will dedicate the wreath to Corporal Roy M. Marr, who is another veteran who was killed in action during World War II.

Merry read the following:

Corporal Roy Marr entered the service of his country on July 24, 1943 and received his training at Fort Knox, Kentucky. Upon completion of basic training, he was assigned to the 83rd Armored and Mechanized Defense Unit (ARMD) RCN – BN.

In December of 1944, Corporal Marr was listed as missing in action. By September of 1945, he was officially listed as killed at the Battle of the Bulge in Belgium, while engaged in action against hostile forces on December 24, 1944.

In April 1949 Corporal Marr was laid to rest in his home town of Rowley with full military honors. The flag that draped his casket was presented to his mother by military escort Sergeant Howard Merry, my uncle.

Bob Snow left the room at 7:06 and returned with the wreath given to the Town of Rowley at 7:07. Merry said this is the same wreath that is brought to Arlington National Cemetery. Snow said the convoy included groups such as the Patriot Riders, Gold Star Mothers, State Policemen and the Governor of Maine and his wife, who both traveled by motorcycle. Snow said George Patton's daughter accepted a wreath which will be placed on Patton's tank in Hamilton.

Merry said Marr was first listed as missing in action, then was listed as killed in action and three years later his body was returned. Merry said he guesses that Marr was given a battlefield burial before he was returned to Rowley. Merry read the following quote from the Wreaths Across America website written by Pierre Claeysens:

"To be killed in war is not the worst that can happen. To be lost is not the worst that can happen...to be forgotten is the worst."

Dave Petersen asked for a moment of silence for the veterans lost in battle and their mothers.

Snow said Senator Tarr gave a wonderful speech. George Pacenka said the Rowley Grange sponsored and put together the meal served at the ceremony. Snow said the food was great and appreciated by all.

7:05 – 7:15 p.m. CITIZEN QUERY

Citizen's Query opened. Joseph Perry said he is a member of the Community Preservation Committee and he thinks the Selectmen should thank the state legislators for helping the towns to receive additional funding of \$25,000,000 this year. He said Rowley normally receives a 30% match from the state, but this year received a 100% funding match from the state. He said the Selectmen should send a letter to Senator Tarr and Representative Hill to thank them for their working on getting this funding.

Snow said Citizen's query will be extended for ten additional minutes because it opened late, and will be closed at 7:25.

7:15 p.m. Appointment – Agricultural Commission Chairman George Pacenka to discuss options for well at community garden

Chairman Snow said, "George Pacenka is looking for a practical way to provide water to the Community Garden on the Town's Bradstreet Property. The Town's Community Garden is widely used by a cross-section of the Town's population – from young people to elderly people. Because the land is protected as Article 97 Conservation Land there is no ability to install structures on the land. He would like to discuss options with the Board of Selectmen in preparation for a town meeting article in the spring."

Pacenka said this was discussed about one month ago and as discussed he contacted the Parks & Recreation Committee and the well behind Pine Grove School doesn't have the capacity for the existing needs, so it will not be able to fill the needs at the Community Gardens. He said the Conservation Agent said a well can't be built on the community garden land. He said a well can be built on the future cul-de-sac at the edge of the roadway leading to the future affordable housing development, which is Town owned land. He said other than that, there aren't many options. He said Sabatini has been great in allowing them to use his well, but they are really imposing, especially once the whole house is rented. He said they did receive CPC funding to tie into the Pine Grove well, which won't satisfy their need for water.

Conservation Agent Brent Baeslack introduced himself and said he is representing the Conservation Commission even though they are not aware that he is present for this discussion. He said the conservation restriction has not been culminated, but building infrastructure is usually prohibited by a conservation restriction, so building a well could possibly pose a conflict. He said there are also concerns about being saddled with the maintenance and testing of the well. He said if the well is placed on the side of the cul-de-sac, the road may be paved eventually, and the well head would need to be protected if the area is used as a turn-around for vehicles. He asked if it would be an option to dig another well on the Parks & Recreation parcel for both groups to share since the existing well isn't sufficient.

Snow asked how deep the Pine Grove well is. Pacenka said the well behind Bradstreet Farm is three hundred feet deep. He said the quote to dig a new well is \$21,000 and they will dig until they hit the vein of water, and a well yielding ten gallons per minute should be sufficient for their needs. Pacenka said he thinks the well behind Pine Grove School is also three hundred feet deep.

Petersen said a temporary solution should be considered until the needs of the ball fields being built at Bradstreet are known. He said he would hate to spend the money to drill a well before those needs are known and at the Girl Scouts property there was a hose that traveled a long distance to feed a water fountain at the ball field there. Pacenka said the well was put in at Eiras field because the cost for metered water the first year was \$7,500. He said the plan for the ball fields does show a possible well.

Snow asked how often the water will be tested. Eagan said this will be non-potable water and doesn't need to be tested, but signage needs to be posted indicating that it is non-potable water. She said the well will need electricity as well. Petersen said that will be expensive, and we should look at a temporary surface line. Cook asked when the water is needed and how many gallons are needed. Pacenka said March through October, and it is hard to estimate the gallons needed because it depends on how much rainfall there is. Cook said metered water may cost less than you would think.

Merry said the Bradstreet and Pine Grove wells both go down three hundred feet, and the new proposed well for the ball fields is not too far away from the existing two wells. He said there is no guarantee that the wells will provide the capacity needed. He said

the Water Department said they could temporarily provide water for the gardens when this issue was first brought up. Pacenka said they could provide a temporary seasonal water line for \$3,500.00. Merry said at some point the affordable housing development will trigger a water main being brought down the driveway. He said he thinks we should pay the \$3500 for a temporary above ground line for the upcoming season, and then either tie into the new well or the water line brought in for the housing development.

Peter Lomas said the \$21,000 estimate for the well was for a five hundred feet deep well, and did not include electricity or the well house. Cook said the temporary line seems to be the way to go, it will guarantee that they have water, and the bill for the Cemetery is less than \$500 per year. Pacenka said they have \$1,000 in funds from a recent grant to offset the cost to propagate the gardens. Eagan said we need to iron out who would pay for the water. She asked if it would be paid from donations received into the Agricultural Commission's revolving fund.

Petersen said the majority of the funding will be needed next fiscal year. He said the Agricultural Commission should get a price from the Water Department for the seasonal line and we can ask for funding at the Special Town Meeting in the spring. He said the \$1,000 grant money can be used as seed money, and then the rest of the funding can be built into next year's budget.

Dave Petersen made a motion to authorize Pacenka to approach the Water Board to get a price and to report back to the Selectmen in two to three weeks the cost, involvement and their Committee's available funds, Jack Cook second, all in favor – aye (5-0).

Pacenka thanked the Board and said he will set up an appointment to be on the Water Board's meeting agenda.

7:05 – 7:15 p.m. CITIZEN QUERY

Citizen's query was closed. There were no additional citizen's queries.

7:30 p.m. Appointment – Conservation Commission Agent Brent Baeslack to discuss 710 Haverhill Street acceptance of land - **POSTPONED**

7:45 p.m. Appointment – Fire Chief James Broderick to discuss probationary call manual and update on ladder truck

Chairman Snow said, "The Board of Selectmen needs to review Chief Broderick's probationary call manual. If the Board is satisfied with the manual, the Board needs to vote to approve it, so the Chief can implement it as part of the Fire Department's Probationary Call Training Program. The Chief will also provide an update on his research into a replacement ladder truck."

Snow asked if the Board has all read the training program manual (COPY ATTACHED). There were no negative responses. Fire Chief Broderick read through the nine chapter titles of the manual. He said there has always been an unwritten policy, with some pieces written down, but the manual defines it better and puts it all into one document. He asked the Board if there were any questions on the manual. Snow said this manual spells out all of the requirements, pay, personnel policies, safety and training to the probies. Broderick said it also spells out the expectations and said there are two levels of firefighters, one and two, and when they successfully pass the Fire Academy, they will be certified. He said the test they have to pass at the end of the Academy is now built into their training at the Academy. Snow asked if there is a minimum age requirement. Broderick said he thinks it is eighteen. Petersen said he may want to confirm that in the general laws. Snow asked how recruiting is going. Broderick said not good, it is hard to recruit and retain and they are in dire need of new people. He said on average, firefighters leave five years after they join. Cook asked how many call firefighters there are and Broderick said eighteen. Petersen asked if there is a document associated with the six month evaluation outlined on page three. Broderick said he plans to use a customized form of the evaluation form used by the Personnel Board. Perry said he thinks the manual is excellent and lays out the policy and requirements. Petersen said he recommends that the evaluation form be added to the manual. Eagan said as the Personnel Officer, she recommends that the form to be used be approved by the Personnel Board. Petersen asked Broderick to create the evaluation form and present it to the Personnel Board. Eagan said she can help Broderick tailor the form for this position.

Dave Petersen made a motion to adopt the Rowley Fire Department Recruit Firefighter Orientation and Training Program manual, Jack Cook second, all in favor – aye (5-0).

Broderick gave the Board packets regarding ladder truck models (COPY ATTACHED). He said there are four models in the packet that all have one hundred foot ladders. He said the Sutphen is a midmount, sits low and it very long. He said the Ferrara is a rear mount, sits higher and is 39 feet, 2.5 inches long. He said the Smeal is a rear mount and is 42 feet long. He said the E-One is a rear mount, has one rear axle opposed to two as the other models have, which allows for tighter maneuvering, and this truck would be able to get everywhere in town.

He said the Ferrara model is similar to the trucks being built for the New York City Fire Department. He said the E-One model will fit into the station height wise, but the kitchen wall will need to be removed to fit it in length wise. Snow asked how much the renovation will cost and Broderick said \$22,000. He said the base prices on the MAPC cooperative bid, which expires at the end of this year, are approximately Sutphen: \$683,000; Ferrara: \$649,000; Smeal: \$678,000; E-One: \$689,000. Broderick said the E-One truck costs about \$700,000 including the options they would like to have. Snow asked if anything is salvageable on the old truck. Broderick said the ladder pipe and equipment on it are, but the ground ladders would need to be replaced because they are more than twenty years old. Snow said the E-1 pump engine price was \$413,000, E-3 was a 2002 and just under \$400,000. Petersen asked what the difference is between the dual and single axles. Broderick said the single axle E-One is not designed to hold a pump, so the extra axle is not needed to hold the weight of a pump. Petersen asked how the current ladder truck was damaged. Broderick said he doesn't know, he wasn't at the fire when it was damaged, but it wasn't malicious. Petersen asked what type of training is provided on the ladder truck. Broderick said there have been three classes on that truck, and they will have another class on the new truck to review it and learn the proper operation and how to use an aerial ladder. He said only a handful of people will be able to operate it. Petersen asked if there is ongoing training. Broderick said EVOK is done every three years as recommended, every five years they participate in a ladder operations class, and do other training a couple of times per year. Petersen said the last truck was damaged either due to an issue with the equipment or the staff was not properly trained on how to use it. Broderick said that truck should have already been retired, so it is possible that the damage was due to equipment failure.

Snow asked Broderick which model he recommends. Broderick said E-One because it can get around town better than the other models. Snow asked why a ladder truck is needed. Broderick said we need it to pour water on top of fires in buildings that are over three stories high and for houses located off the street. Cook asked what the price of this model is. Broderick said about \$700,000. Petersen asked if it fits in the station. Broderick said the renovation, including asbestos removal and moving plumbing, will cost \$22,000 to \$23,000. Merry said the station converted to gas, so the chimney being removed is no longer needed. Petersen said we pay the Fire Association about \$9,000 per year for the station and asked if they have put any money into the station. He asked if we can sit down with them to discuss paying for the renovation. Broderick said we can sit down with them and ask. Petersen asked how the plans for a new station are coming along. Broderick said he is working on a final draft and will hopefully have it done this week.

Snow asked Broderick to speak to the Association and come back before the Board in January with additional information such as how long it will take to get the truck once it is ordered, and information on the options they would like to add to the truck. Petersen asked him to look into financing options. He said this may be tough to sell with the other big ticket items coming up. Snow said Broderick should come into the January 6, 2014 meeting. Eagan said she can get together with Broderick to review the financing options.

GENERAL BUSINESS

1. Liquor License renewals

Chairman Snow said, " Rowley Country Club has submitted a request to change the starting time that they sell beer and wine from 11:00 a.m. daily to 10:00 a.m. Monday through Saturday, with the starting time on Sunday remaining at 11:00 a.m. The Board should vote on this request before voting on the renewal applications."

Merry asked if there have been any complaints about the operation at the Rowley Country Club. Eagan said we haven't received any with respect to the liquor license and its operation, and that the Selectmen would have been notified if a complaint had been received. She said this request for hours is consistent with times granted to other liquor license holders in Town.

Joseph Perry made a motion to approve the change in hours for the Rowley Country Club, Jack Cook second, all in favor – aye (5-0).

Snow said, "The following have submitted complete liquor license renewal applications for calendar year 2014. Taxes, light and water bills are paid."

Snow read the following list of Section 12 Restaurant renewals below.

SECTION 12 RESTAURANTS

ROWLEY VETERANS ASSOC
SPUD'S
ROYAL ORCHID
THE AMERICAN BARBECUE
OFF THE VINE
BRADFORD TAVERN
EL TAPATIO
ROWLEY COUNTRY CLUB

19 BRADFORD STREET
255 NEWBURYPORT TURNPIKE
303B HAVERHILL RD
5 RAILROAD AVE
150 NEWBURYPORT TURNPIKE
85-89 BRADFORD STREET
300 NEWBURYPORT TURNPIKE
235 DODGE ROAD

Dave Petersen made a motion to approve the liquor license renewals for the Section 12 Restaurants, Jack Cook second, all in favor – aye (5-0).

Snow read the following list of Liquor Store and Convenience store renewals below.

LIQUOR STORES AND CONVENIENCE STORES

GALBRO, INC d/b/a ROUTE I LIQUORS	174 NEWBURYPORT TURNPIKE
ROWLEY LIQUORS/GEORGE DAGRAS	144 NEWBURYPORT TURNPIKE
ROWLEY ENTERPRISES d/b/a	
SKIP'S COUNTRY STORE	801 HAVERHILL STREET
EZEE LLC	300 NEWBURYPORT TURNPIKE

Joseph Perry made a motion to approve the liquor license renewals for the liquor and convenience stores, Jack Cook second, all in favor – aye (5-0).

2. Class II Dealer License renewals

Chairman Snow read the following:

The following owners have submitted Class II Dealers license renewals for calendar year 2014.

Applications are complete for the list below, and taxes, light and water bills are paid.

<i>Darya Litvinava</i>	<i>Auto Imports Unlimited, Inc</i>	<i>357 Main St</i>
<i>Donald Savory & Mark Savory</i>	<i>Bay Road Auto Sales</i>	<i>56 Newburyport Tnpk</i>
<i>Donald Savory & Mark Savory</i>	<i>Bay Road Auto Sales</i>	<i>588 Main Street</i>
<i>Thomas Boucher</i>	<i>Boucher's Automotive Machine Shop, Inc</i>	<i>239 Haverhill St</i>
<i>Tim Slattery</i>	<i>Camping World Leasing</i>	<i>274 Newburyport Tnpk</i>
<i>Frank Iovanella and James Price</i>	<i>Car Lines</i>	<i>185 Newburyport Tnpk</i>
<i>Gino Tzortzis</i>	<i>Gino's Collision Str., Inc.</i>	<i>274 Newburyport Tnpk</i>
<i>Fred Hardy</i>	<i>Hardy's Auto Body</i>	<i>68 Bradford St</i>
<i>Mark Ouellette</i>	<i>M & J Foreign Cars, Inc.</i>	<i>415 Newburyport Tnpk</i>
<i>Dale and Roy Ducrow</i>	<i>Rowley Auto Brokers</i>	<i>27 Cross St</i>
<i>Josephine Bornstein</i>	<i>D&D Auto Sales</i>	<i>185 Newburyport Tnpk</i>
<i>William Pierce</i>	<i>Willy P's Classics</i>	<i>266 Haverhill St (rear)</i>
<i>Tim Watkins</i>	<i>Precision Auto d/b/a Precision Volvo</i>	<i>60 Main Street</i>

Dave Petersen made a motion to approve the renewal of the Class II Dealers licenses read by Chairman Snow, excluding the two licenses for Donald and Mark Savory, Jack Cook second, all in favor – aye (5-0).

Dave Petersen made a motion to approve the renewal of the two Class II Dealers licenses for Donald and Mark Savory, Jack Cook second, all in favor – aye (4-0). Bob Merry - RECUSED

Eagan said Bill Cuddy brought in his required proof of the \$25,000 bond today.

Dave Petersen made a motion to approve the renewal of the Class II Dealers license for William Cuddy of Hamilton Enterprises, 264 Newburyport Turnpike, Joseph Perry second, all in favor – aye (5-0).

Eagan said Lockhart's hasn't provided the bond and has some outstanding bills, but the Board can conditionally approve his license if they wish to. Petersen said given that he owes taxes, the approval should be put off for a week or two.

3. Class III Dealer License renewals

Chairman Snow read the following:

The following owners have submitted Class III Dealer's license renewals for calendar year 2014.

1. Rowley Auto Parts Michael Bontos 164 Boxford Road Rowley, MA

This applicant has provided a completed application and the \$200.00 renewal fee. There is an outstanding tax bill of \$7,595.26 for this business.

2. Rowley Auto Salvage, Inc. Donald & Mark Savory 588 Main Street Rowley, MA

All water, light and tax bills have been paid for this business.

Petersen said the renewal for Rowley Auto Parts should be postponed because of the money owed.

Dave Petersen made a motion to approve the renewal of the Class III Dealers license for Rowley Auto Salvage, Inc., Donald & Mark Savory, 588 Main Street Rowley, MA, Jack Cook second, all in favor – aye (4-0). Bob Merry - RECUSED

4. Auto Auction Permit renewals

The following owners have submitted auto auction license renewals for calendar year 2014.

- Rowley Auto Parts Michael Bontos 164 Boxford Road Rowley, MA

This applicant has provided a completed application and the \$100.00 renewal fee. There is an outstanding tax bill of \$7,595.26 for this business.

Petersen said the renewal for Rowley Auto Parts should be postponed because of the money owed.

5. Proclamation for Carolyn Peabody

Chairman Snow read the proclamation for Carolyn Peabody (COPY ATTACHED).

Joseph Perry made a motion to sign the proclamation, Jack Cook second, all in favor – aye (5-0).

The Selectmen signed the proclamation.

Snow said we wish Carolyn all the best and thanked her for her years of service to the COA. He said there is a brunch at the COA in her honor tomorrow from 10:30 - 12:00.

OLD BUSINESS

1. State reimbursement for special US Senate election

Chairman Snow read the following:

The Town has received \$3,662 from the state to offset the cost of the special US Senate election. Town Accountant Sue Bailey is recommending the funds be posted as a FY 13 General Fund receipt and close it to Free Cash. Debbie agrees with Sue.

The Board of Selectmen needs to vote authorize the funds be posted to the General Fund.

Tue 12/3/2013 12:00 PM

Deb

The Town has received \$3,662.00 from the State to offset the costs of the Special US Senate election. The DOR has issued guidelines on how the Town can apply the proceeds, with the approval of the Board of Selectmen (see page 1 of the attached DOR letter):

(1) Apply the proceeds to reduce any impending FY13 deficit in the budget from which expenditures for the special election were paid;

(2) Apply the proceeds to reimburse a budget (e.g., the reserve fund) from which FY13 funds were transferred for the special election expenses that were paid; or,

(3) Record the proceeds as a general fund receipt for FY13, and close it to free cash

I recommend that we follow option(3): post the funds to the General Fund and close it to Free Cash.

Sue Bailey

Town Accountant

Dave Petersen made a motion to authorize that the funds be posted to the General Fund, Jack Cook second, all in favor – aye (5-0).

2. Update on Leslie Road traffic

Chairman Snow said, " In response to concerns from a Leslie Road resident about traffic on Leslie Road, the Highway Department has installed several signs on Leslie Road. The signs say "Speed Limit 25 MPH – Strictly Enforced" "Children" "Do Not Drink and Drive" and "Speed Checked by Radar" signs. Additionally, the Police Department has reported that since November 1, 2013, they have stopped three vehicles for speeding on Leslie Road.(EMAILS FROM HIGHWAY SURVEYOR AND POLICE CHIEF ATTACHED)"

Snow said the signs that the Highway Surveyor put up are clearly visible, and there is a police presence on the road. Petersen said this road is patrolled fairly regularly, and that is all that can be done at this point. Snow said the Board will revisit this topic in the future if necessary.

NEW BUSINESS

1. Discuss Farmer Winery Pouring License

Chairman Snow read the following:

The ABCC has notified the Town that Mill River Winery must obtain a Farmer Winery Pouring Permit from the Board of Selectmen. The Legislature passed a law last summer requiring farmer-wineries, such as Mill River, to obtain a new Farmer Winery Pouring Permit if the establishment provides or charges for wine samples. The ABCC has informed the Town that farmer-wineries in the Town must cease and desist providing/selling wine samples until they have obtained a "Farmer Series Pouring Permit." The ABCC issues the Farmer Winery (non-pouring) Permit directly to the farmer. The Town is the licensing authority for the Farmer Series Pouring Permit.

To address this situation:

- 1) *The Board of Selectmen needs to vote on the new Farmer Series Pouring Permit Application process. The process follows the state requirements the Town has for other alcohol licenses.*

- 2) *The Board of Selectmen needs to set a fee structure for the renewal of the new permit. The application fee is set by the state and payment is made directly to the ABCC. This will be effective in 2015.*
- 3) *The Board of Selectmen needs to send a letter to Mill River Winery informing them of the ABCC's directive to the Town as stated above and a copy of the Farmer Series Pouring Permit application.*

Eagan said the renewal fee charged by the Town would be effective for the 2015 renewal, and the fee for the application is \$200 payable to the ABCC. Perry asked if this license is required in addition to their liquor license. Eagan said farmer wineries have been handled directly by the ABCC in the past, but a new law was passed this summer requiring them to obtain a pouring permit. She said proving samples is considered pouring and the ABCC indicated that some local licensing authorities are treating this new license like they treat a beer/wine pouring license. She said Rowley currently has issued only one beer/wine pouring license.

Petersen suggested charging \$100 for this Farmer Series Pouring Permit since they aren't making money off the samples, they are running a nice operation at no cost to the Town. Snow said he agrees, but said if another business pays more money for a pouring permit, will they question why. Petersen said this is a farmer winery and it is different than serving at a bar or restaurant. Snow said he wants to look at all aspects of this to avoid problems. Eagan said this fee wouldn't kick in until one year from now. Eagan said this permit would allow them to pour and charge for glasses of wine. Merry said this would allow them to pour on premises full glasses of wine, and the only other business in Town allowed to do this is the Rowley Country Club, and they pay \$850 annually to the Town for their license. Cook said they are selling bottles of wine and feels they should pay the fee that package stores, such as Skip's, pays. Perry asked if there is a fee for their regular license. Eagan said the ABCC regulates farmer wineries and charges them \$40 annually. She said this is the Town's first involvement with farmer wineries, and once they open a bottle, whether they charge for the sample or not, the ABCC said they must cease and desist until they have this farmer series pouring permit. She said they need to have two permits - one to sell bottles and one to give out samples. Eagan said package stores are allowed under the law to give out samples without a pouring license, and the ABCC said most towns are charging the same fee for the farmer winery pouring permits as they charge for a beer and wine pouring license. Petersen said the intent of the winery is to sell bottles of wine to be taken home rather than selling wine on premises. Eagan said the Rowley Country Club has a place to sit and offers food. Petersen said since the winery would only be serving wine, they can be charged half the cost of a beer and wine pouring permit. Eagan said the application process for this farmer winery pouring permit is just as rigorous as the application for the other types of alcohol pouring licenses. Snow said if they are just pouring wine, we can charge them half of the \$850 fee paid for a beer and wine pouring permit. Eagan said the Board can take up setting the fee at another time, and address the other two items.

Dave Petersen made a motion to approve the new Farmer Series Pouring Permit application process (COPY ATTACHED), Bob Merry second, all in favor – aye (5-0).

The Board of Selectmen tabled setting a fee structure for the renewal of the new permit. Merry suggested a review of the actual costs for the various types of licenses and to set reasonable fees that cover the Town's cost to do the work.

Joseph Perry made a motion to send a letter to Mill River Winery informing them of the ABCC's directive to the Town as stated above and a copy of the Farmer Series Pouring Permit application, Bob Merry second, all in favor – aye (5-0).

MINUTES

- November 25, 2013

Jack Cook made a motion to approve the minutes from November 25, 2013, Joseph Perry second, all in favor – aye (5-0).

- November 25, 2013 Executive Session

Joseph Perry made a motion to approve the minutes from November 25, 2013 Executive Session, Jack Cook second, all in favor – aye (5-0).

ANNOUNCEMENTS

- Chairman Snow read the Food Pantry's holiday hours (MEMO ATTACHED)
- The Town has the following vacant seats: Conservation Commission, Zoning Board of Appeals Associate two open seats, two fence viewer positions, and wood lumber bark inspector
- Battery recycling box located at the Town Hall

Chairman Snow called for a motion to go into Executive Session for the purpose of discussing strategy with respect to litigation because an open meeting may have a detrimental effect on the litigating of the Town and to not return to open session. Jack Cook so moved, Joseph Perry second, all in favor – roll call vote: Robert Merry – aye, David Petersen – aye, Robert Snow – aye, Jack Cook – aye Joseph Perry – aye.

Open meeting adjourned at 9:26 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Rowley Fire Department Recruit Firefighter Orientation and Training Program manual
2. Packet given out to Board from Chief Broderick regarding ladder truck models
3. Proclamation for Carolyn Peabody
4. Email from Highway Surveyor Ron Keefe regarding new signage on Leslie Road
5. Email from Police Chief Barker regarding speeding tickets
6. Draft Farmer Series Pouring Permit Application process
7. Memo regarding Food Pantry's holiday hours