

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

February 24, 2020

Meeting held at Town Hall, 139 Main Street, Rowley, MA  
6:30 p.m.

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

**PUBLIC ATTENDEES:** See Attendance Sheet in minutes binder.

### **CALL MEETING TO ORDER**

Chairman Pierce called the meeting to order at 6:31 p.m.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **EXECUTIVE SESSION**

- To conduct strategy sessions in preparation for negotiations with nonunion personnel, Susan Bailey, and to conduct contract negotiations with Susan Bailey – G.L.c.30A §21(a)(2)

Chairman Pierce called for a motion to go in executive session to conduct strategy sessions in preparation for negotiations with nonunion personnel, Susan Bailey, and to conduct contract negotiations with Susan Bailey because an open session will have a detrimental effect on the negotiating position of the Board of Selectmen pursuant to State Open Meeting Law G.L. c. 30A, Section 21(a)(2) and to return to open session. Joe Perry so moved, Deana Ziev second, all in favor – aye roll call: Cliff Pierce – aye; Joe Perry – aye; Deana Ziev – aye; Dave Petersen – aye. Bob Snow – ABSENT

Executive Session opened at 6:33 p.m., and open session resumed at 6:52 p.m.

**6:50 p.m. APPOINTMENT** Caroline Jean, Rowley Veterans Association to discuss the following:

- Entertainment License Application filed by the Rowley Veterans Association, 19 Bradford Street, for a two-person band to play in the first floor bar/lounge area on February 28, 2020 from 7:00 p.m. to 10:00 p.m.
- Entertainment License Application filed by the Rowley Veterans Association, 19 Bradford Street, for a two-person band to play in the first floor bar/lounge/game room area on March 14, 2020 from 7:00 p.m. to 10:00 p.m.

Chairman Pierce read the following:

*The attached two 1-day Entertainment Licenses submitted by the RVA have been circulated to relevant Town Departments for review. The Fire Chief, Building Inspector and Health Services Coordinator did not have any comments. The comments from the Police Chief and Town Planner are attached.*

Pierce read the comments from Chief Dumas and said the Town Planner has the same concerns. Caroline Jean said they will keep the door and windows closed to keep the heat in as well.

Deana Ziev made a motion to approve the Entertainment License applications submitted by the Rowley Veterans Association, Joe Perry second, all in favor – aye (4-0). Bob Snow - ABSENT

### **GENERAL BUSINESS**

1. Letter from Troop #15 Scoutmaster George Pacenka regarding invitation to attend the Eagle Scout Court of Honor Ceremony for Connor Perley

Chairman Pierce read the letter. Eagan said the Board of Selectmen will present a Proclamation to Connor at the March 9, 2020 meeting. Joe Perry said he will go to this ceremony to honor Connor.

### **NEW BUSINESS**

1. Discuss response to Request for Proposals for the Lease of Land for Wireless Communications Facility

Chairman Pierce read the following:

*Attached is a memo from Debbie regarding the response to the RFP. The one response we received was not responsive to the RFP and therefore the Board of Selectmen must vote to reject the proposal.*

*Going forward, Debbie outlined four possible options for the Board to consider. Page 2 of memo.*

*If the Board wishes to have more time to contemplate these, we can put it on a future meeting agenda. The current lease with SBA expires at the end of October 2020.*

Pierce said the year one price in the proposal response was \$30,000, which was below the \$35,000 in the RFP.

Dave Petersen made a motion to reject the proposal received, Joe Perry second, all in favor – aye (4-0). Bob Snow - ABSENT

Eagan said there are options for the reissuance on page two.

Dave Petersen made a motion to reissue the RFP with the minimum price of \$35,000, Deana Ziev second, all in favor – aye (4-0). Bob Snow - ABSENT

**7:00 p.m. APPOINTMENT** Kostantinos Baltopoulos of Car and Truck Exchange, Inc. for a transfer of a Class II Dealer's License issued to Frank Iovanella and James Price, Inc. d/b/a Carlines at 185 Newburyport Turnpike

Chairman Pierce read the following:

*The Board of Selectmen has issued a Class II license that expires on January 1, 2021 as follows (copy of license attached):*

- 185 Newburyport Turnpike – Frank Iovanella of James Price Inc. d/b/a Car Lines  
42 car limit

*Mr. Baltopoulos plans to lease the 185 Newburyport Turnpike property, and has provided us with the attached Assignment and Assumption of Lease Agreement between James S. Price Inc. and Car and Truck Exchange, Inc for 185 Newburyport Turnpike. He is requesting the same car limit of 42 as Carlines is approved for. He has provided the required completed application, \$25,000 used car dealer's bond, Worker's Compensation Affidavit and \$200 application fee.*

*If approved the following steps will be taken:*

1. *Amy will prepare a new license for Kostantinos Baltopoulos of Car and Truck Exchange, Inc. for 185 Newburyport Turnpike, which will be ready for signature tomorrow afternoon*
2. *Mr. Iovanella will need to turn in his license for 185 Newburyport Turnpike before the new license at 185 Newburyport Turnpike is released to Mr. Baltopoulos.*

Joe Perry made a motion approve this transfer, Deana Ziev second, all in favor – aye (4-0). Bob Snow - ABSENT

## **NEW BUSINESS**

2. Review proposal from Merrimack Valley Planning Commission for planning assistance on the Town's Municipal Vulnerability Plan

Chairman Pierce read the following:

*Debbie, Natalie, and Amy are now working on the Municipal Vulnerability Preparedness planning program. The State has provided funds to the Town to hire a consultant to assist the Town in completing the Municipal Vulnerability Preparedness planning process and to secure the Town's designation as an "MVP" community eligible for funds for implementation of measures to reduce the Town's vulnerability.*

*The Merrimack Valley Planning Commission is a Certified MVP Provider and has extensive knowledge of the Town. We worked with the MVPC on the Town's Multi-Hazard Mitigation Plan. Debbie is asking the Board of Selectmen for approval to hire MVPC to work with the Town on the Municipal Vulnerability Preparedness plan.*

*MVPC will be assisting the Town in the four core tasks that need to be completed:*

- *Task 1 – Prepare for workshops*
- *Task 2 – Conduct workshops*
- *Task 3 – Package workshop outcomes and generate final report*
- *Task 4 – Provide technical assistance on the next steps to take*

*The Project must be completed by the end of this May (May 2020). The MVPC costs for this work is \$15,000 and will be paid for by the State through the MVP Planning Program.*

*Debbie requests the Board to approve the MVPC Proposal for this work.*

Joe Perry made a motion approve the MVPC Proposal for this work, Deana Ziev second, all in favor – aye (4-0). Bob Snow - ABSENT

3. Notice from the Rowley Municipal Lighting Plant regarding FY 20 Payment In Lieu Of Taxes to the Town of Rowley

Chairman Pierce read the notice from the Rowley Municipal Light Plant.

Dave Petersen made a motion approve the FY20 Payment In Lieu of Taxes from the Rowley Municipal Light Department, Joe Perry second, all in favor – aye (4-0). Bob Snow - ABSENT

**7:05 p.m. APPOINTMENT** Gino Tzortzis, David Jaquith, and Josephine and Dana Bornstein to discuss the following:

- Gino Tzortzis d/b/a Route 1 Auto Sales Application for a Class II Dealer's License at 264 Newburyport Turnpike
- Gino's Collision Center, Inc, 274 Newburyport Turnpike Class II Dealer's License renewal documents
- D & D Auto Sales, 274 Newburyport Turnpike Class II Dealer's License renewal documents

Chairman Pierce read the following:

*The Board of Selectmen needs to take action on each of the three bulleted items, which have details on page two of this memo.*

*Background information on Class II Licenses on land owned by Gino Tzortzis: 264 – 274 Newburyport Turnpike*

*There are three existing Class II Dealer's licenses and one additional license being applied for on land owned by Gino Tzortzis, which spans three lots from 264 – 274 Newburyport Turnpike.*

*Because Frank noted that there appears to be overlap in parking spaces used by the various businesses, Gino was asked to provide a map of all three of his properties that clearly shows the parking spots used by each Class II Dealer licensed at his properties. David Jaquith prepared the map that is in the Chairman's packet. Mr. Jaquith's map does not clearly indicate the parking spaces for the 80 cars allowed on the license issued to D&D Auto Sales. He said he thinks there is room for 60 cars for sale, and 5 cars for visitors.*

*Below is a summary of the current and proposed licenses at these properties:*

| <i>Business Name</i>                              | <i>Address</i>                          | <i>Number of Cars limit</i> | <i>License expiration date</i>      |
|---|---|-----------------------------|-------------------------------------|
| <i>JR Reyes Transportation &amp; Truck Center</i> | <i>264 Newburyport Turnpike (Rear)</i>  | <i>10</i>                   | <i>1/1/2021</i>                     |
| <i>D&amp;D Auto Sales</i>                         | <i>274 Newburyport Turnpike</i>         | <i>80</i>                   | <i>2/29/2020</i>                    |
| <i>Gino's Collision Center, Inc.</i>              | <i>274 Newburyport Turnpike</i>         | <i>8</i>                    | <i>2/29/2020</i>                    |
| <i>Route 1 Auto Sales</i>                         | <i>264 Newburyport Turnpike (Front)</i> | <i>10</i>                   | <i>application for license only</i> |

*The Selectmen voted to renew the license for JR Reyes through 1/1/21 on 2/10/20.*

Petersen asked for an explanation of the number of cars at D&D. Dana Bornstein said he is confused; there is an existing license for 80 years that has been in effect for many years. He said there has been no issue with space and compliance, and he is confused why this is a problem now. He said he bases his inventory on an 80 car limit. Petersen said there is confusion with the multiple addresses and the multiple Class II licenses. He said the Board is trying to get a handle on these after the State Police came in. He said the process is being tightened up this year. Dana Bornstein said 80 cars have fit comfortably and 60 cars is alarming because it is 25% of his inventory. He said his temporary license expires on February 29<sup>th</sup>. Pierce said either the cars fit or they don't and the past approval doesn't matter. He said it doesn't appear that 80 cars can fit on the allotted area. Petersen said we can okay the 80 cars and Bornstein should follow up with Frank about where the 80 cars can go. Gino said if there is not enough space, they can rearrange things.

Joe Perry made a motion to approve 80 car limit renewal for D&D Auto with the stipulation for the license holder to meet with Frank, Dave Petersen second, all in favor – aye (4-0). Bob Snow – ABSENT

Dave Petersen made a motion to approve the 8 car limit renewal for Gino's Collision Center Joe Perry second, all in favor – aye (4-0). Bob Snow – ABSENT

Joe Perry made a motion to approve a new license with a 10 car limit for Gino Tzortzis d/b/a Route 1 Auto Sales Application for a Class II Dealer's License at 264 Newburyport Turnpike, Dave Petersen second, all in favor – aye (4-0). Bob Snow – ABSENT

**7:10 p.m. to 7:15 p.m. PUBLIC COMMENT**

Dick Cummings said he would like to alert the Board about the site relocation for G Mello. He said Rowley is blessed with a high water table, a new school, fire station, police station and water treatment plant. He said the new transfer station being proposed in Georgetown is in the water resource district and the capacity of the new station will be increased ten times the current facility's capacity. He said vehicles will come from Beverly and Salem across Route 133. He said this is a public safety issue and a scheduling issue with the bus routes. He said this is a scenic coastal byway, which didn't approve 18 wheelers. He requested that the Selectmen talk to the Georgetown Board of Selectmen about this issue. He said Rowley provided Georgetown with 4 million gallons of water after their undescribed water contamination issues, now Georgetown is proposing this transfer station over the water district.

Ziev asked if Mello is closing the current transfer station. Cummings said the DEP requested that the facility have an enclosed building, and Mello is proposing to expand the capacity from 50 to 300 tons. He said the Georgetown Board of Selectmen advocated against this plan and suggested National Way as a proposed site. He said Mello didn't pursue this and chose this other site. Pierce asked if this is in zone 2. Cummings said he doesn't know, and a number of concerned residents asked him to present this information to the Rowley Board of Selectmen. Ziev said the water is a big issue. Cummings said this won't happen immediately. Pierce said we have no leverage over Georgetown. Cummings said he is asking for a joint meeting between the Georgetown and Rowley Boards of Selectmen. He said Mello is not a town entity, they are a commercial business. Pierce said the Board will take this under advisement. Cummings said he wants to be on the record that he brought this to the Selectmen's attention.

**7:15 p.m. APPOINTMENT** Conservation Agent Brent Baeslack to discuss the following:

- FY 21 Conservation Commission Department Budget
- State Wetlands Protection Act Notice of Intent Filing Fee Account Authorization Request

Conservation Agent Brent Baeslack said he has provided the budget worksheets and the letter about the NOI money. He said the NOI money is used for administration and enforcement of the Wetlands Protection Act, and the Conservation Department Secretary devotes 6 of the 16 total hours to the Wetlands Protection Act weekly. He said he is looking for authorization of using NOI money for this purpose. He said he is maintaining his expense budget of \$2,050. He said they perform active stewardship activities for the trail systems in town, including Hunsley Hills and the Dodge Reservation, with assistance from the Open Space Committee. Pierce said the Dodge Reservation trails look really nice. Petersen said this budget looks good.

Deana Ziev made a motion to approve the FY21 Conservation Commission Department budget, Dave Petersen second, all in favor – aye (4-0). Bob Snow – ABSENT

Dave Petersen made a motion to approve the State Wetlands Protection Act Notice of Intent Filing Fee Account Authorization Request for \$5,613, Joe Perry second, all in favor – aye (4-0). Bob Snow – ABSENT

Bernie Cullen asked if he can comment on the information presented by Dick Cummings. Eagan said that was under Public Comment. Pierce said we can put that on the agenda for another time.

**7:30 p.m. APPOINTMENT** Harbormaster Bill DiMento to discuss the following:

- 2020 Harbor Fee Increase
- FY 21 Harbormaster Department Budget

This appointment was rescheduled for the next Selectmen's meeting.

**OLD BUSINESS**

1. Review supplemental Class II Dealer's License documents for Thomas Boucher d/b/a Boucher's Automotive Machine Shop, Inc. at 239 Haverhill Street

Thomas Boucher said he has had this license since 1983, he has been a good neighbor, has kept the lot clean, and he doesn't know why the Selectmen are taking his license away. Pierce said you are not using the license. Boucher said they may use it in the future even if he isn't using it now. Pierce asked when was the last time the license was used? Boucher said 2018. Perry said he doesn't see a reason why this shouldn't be renewed. Petersen said the 25 car limit is a lot and he doesn't recall seeing any cars for sale there in the last 10 years. He said holding the license but not selling cars is not the intent of the law. He said the car limit should be reduced to 5 from 25, and Boucher should try to sell a couple cars per year. He said the property is immaculate. Boucher said his business is building engines. Petersen said the limit should be set for five cars now, and this can be increased in the future. Boucher said he would like to keep his license in force.

Joe Perry made a motion to renew this license with a 5 car limit, Deana Ziev second, all in favor – aye (4-0). Bob Snow – ABSENT

2. Review draft Board of Selectmen report for the Annual Town Report and photographs

Chairman Pierce read the following:

*Last year, the Board discussed having a picture of the completed Police and Fire Stations project on the Town Report cover for 2019. Does the Board still wish to show this project on the cover?*

*Inside the report, we include additional pictures from the past year. Some suggestions are:*

- *Additional photos of the completed Fire Station and Police Station projects and Ribbon Cutting event*
- *Photos of the completed Pine Grove School renovation project and Grand Opening event*
- *Photo from the Proclamation presentation to Bob Merry*

*Does the Board have any other photos that it would like included within the Town Report?*

*Lastly, we have drafted the Selectmen's Report. Does the Board have any edits or comments on the draft report?*

Petersen said two separate photos should be put on the cover, since it is hard to get both buildings in one photo. He said maybe put one photo to the right and another to the left. The consensus of the Board was that the other photo suggestions are okay and the report looks good.

## **FY 21 BUDGETS**

- Information Services

Pierce said this budget is level funded.

Dave Petersen made a motion to approve this budget, Joe Perry second, all in favor – aye (4-0). Bob Snow – ABSENT

- Animal Control

Pierce said this budget shows an increase of 3.25% for wages.

Dave Petersen made a motion to approve this budget, Deana Ziev second, all in favor – aye (4-0). Bob Snow – ABSENT

- Board of Shellfish Commissioners

Pierce said this budget is level funded.

Joe Perry made a motion to approve this budget, Dave Petersen second, all in favor – aye (4-0). Bob Snow – ABSENT



- Hydrants

Pierce said this budget is level funded.

Joe Perry made a motion to approve this budget, Dave Petersen second, all in favor – aye (4-0). Bob Snow – ABSENT

- Streetlights

Pierce said this budget is increasing by 9.6%. Petersen said this is due to a mistake made last year.

Joe Perry made a motion to approve this budget, Dave Petersen second, all in favor – aye (4-0). Bob Snow – ABSENT

- Veterans Committee (formerly Memorial Day/Veterans Day)

Joe Perry made a motion to approve this budget, Deana Ziev second, all in favor – aye (4-0). Bob Snow – ABSENT

## **MINUTES**

- January 27, 2020

Dave Petersen made a motion to approve the minutes of January 27, 2020, Joe Perry second, all in favor – aye (4-0). Bob Snow – ABSENT

## **ANNOUNCEMENTS**

- Town Meeting will be held on Monday, May 4, 2020 at 7:00 p.m. at the Pine Grove School
- Eastern Essex Veterans Board of Directors Meetings are now being video-recorded and shown on Rowley Community Media
- Vacancies:
  - 1) One vacancy on the Zoning Board of Appeals Associate seat;
  - 2) One vacancy on the Open Space Committee; and
  - 3) Several vacancies on the Rowley Cultural Council

Interested residents should send a letter of interest to the Board of Selectmen or call the Selectmen's Office at 948-2372

## **7:45 p.m. APPOINTMENT** Fire Chief James Broderick to discuss:

- FY 21 Fire Department Budget
- FY 21 Rowley Emergency Management Agency Budget
- Station Shift Coverage Plan

Chief Broderick said in the Fire Department budget, wages have increased according to the guidelines for a total increase of 6.17% in wages. He said expenses have increased

by 1.10% or \$1,821. He said they have not been in the station for a full year yet, the bills are close to what they expected them to be, and these expenses may be reduced next year after they have a full year of data. He said they have hired Lexipol to do their policy and procedures manual and there is a \$4,000 annual cost to subscribe to keep those policies and procedures up to date. Petersen said this is a pleasant surprise with the unknowns of the new station. Broderick said there were some issues at first with the heating, but now it is okay and they will only heat and cool the rooms they are using.

Broderick said the REMA budget has been level funded. He said the \$1,782 in savings for the internet at the old station has been put towards REMA equipment maintenance. He said there were two emergency incidents last year where they used the Police's public relations vendor Gilfoil. He said this vendor set up a staging area and helped them to develop talking points for these two incidents. He said they couldn't have done this without the help of the vendor. He said this vendor can update the Fire Department website and Facebook page, which they now have nobody to do. He said he is asking for \$4,918 to hire this vendor, and it will give them four press releases per month. Petersen said the Town is growing and it has worked well with the Police and Water Departments over the past several years, so we may want to look at doing this Town wide. Petersen asked if the \$2,250 cost for the website design is a one time charge. Broderick said yes. Petersen said the Town is launching a new website and the Fire Department can coordinate with the Town on this. Eagan said employees will be training on the new website next week, and the Fire Department can have a page on the Town's website. She said the employees will be trained on how to maintain their own page, and it will be more user friendly than the current website. She said if the Fire Department doesn't want to have a page on the new website, then the link to their external website will launch when you click on that department. Broderick said their website is old and not up to date. He said they don't have time to keep this information fresh along with their Facebook and Twitter pages. Ziev asked who manages their Facebook page. Broderick said the staff does, but it is not up to date because they don't have the time to do it.

Perry said his concern is about when the department will be moving to a double shift. Broderick said they have four firefighters and a Fire Chief, and if they go to a double shift they will only have two firefighters. He said NFPA guidelines for safe and adequate staffing calls for four firefighters to be working at once, and under OSHA there is a rule for two in and two out. He said if someone takes a day off, that leaves one person. He said he can fill in for some but not all shifts, since he has Department Head work to do. He said on a call, one person can't do anything, and two people can't do much. He said they wouldn't be able to go to mutual aid calls with only two people. He said he and the two Captains have five weeks of vacation and one week of personal time each, and the two full-time firefighters have two weeks of vacation each. He said combined they have 4.5 months of paid time off during the year. He said there is not mandatory overtime in the union contract. He said the Call Firefighters have other full-time jobs, so there are not a lot of options. Ziev said when the two additional firefighters were proposed, wasn't it proposed to extend coverage hours into the evening? Broderick said he doesn't recall that and it was about having two people ready to step into the Captain roles when the

current Captains retire. He said at least four people are needed per truck in order to do anything safely. He said they have been doing things with two people for the past 22 years, but that isn't right. He said it would cost time for them to enter a building on fire if they have to wait for others to arrive on scene. He said in a cardiac arrest, it takes six to eight people to get the patient out of the house. He said we need more than five people to run two shifts. Ziev asked if staffing plans were discussed before. Petersen said scenarios were presented. He asked if a call comes in after 4:00 p.m., do they all report to the station and wait until there are four people to go on the call? Broderick said yes, and they are having issues getting four people to show up. Ziev said with the staff of five during the days currently, do more call firefighters respond to calls during the day? Broderick said maybe. He said they are only paid when they show up to a call, and it isn't consistent. Ziev asked if there is an option to pay people on call a stipend. Broderick said Georgetown pays people a \$50 stipend to be on call, and then pays them when they go to a call. He said last year they hired two call firefighters, but lost three. He said he has outlined five possible plans in the letter prepared for the Board. Pierce said this should be tabled for two weeks so the Board can read the letter. Petersen said when we hired the two full-time firefighters, we were hoping for expanded coverage, and the thought was to hire one more full time firefighter at some point. He said the call firefighters are less available now and maybe we should look to hire two more firefighters. He said this seems to be the only solution to expand the hours of the Fire Station and also for the safety of the firefighters. Broderick said the shortage of call firefighters is a nationwide problem. He said the Town could apply for SAFER grants, which are competitive. He said under the grant the Federal Government would pay for the whole salary of new firefighters, then the Town would need to pay after that. He said the Selectmen would need to issue a letter that if grant funds are used for this purpose, that the Town agrees to follow through and keep these additional staff after the grant funding is gone. Petersen said it is imperative to have two shifts for five days per week and the only way it looks like we can do this is to add two additional firefighters.

**8:00 p.m. APPOINTMENT** Cemetery Commissioner David Petersen to discuss the following:

- FY 21 Cemetery Department Budget
- Proposed Cemetery articles for the Annual and Special Town Meetings

Dave Petersen left the Selectmen's table and sat in the audience at 8:18 p.m. Petersen said the Cemetery's needs are increasing too. He said the wages on Form 1 are increasing from \$32,500 to \$50,843, which includes an additional fulltime employee who will be split between the Highway and Cemetery departments. He said the expense budget is increasing 51% from \$6,800 to \$10,300. He said their lawnmowers have been running for six months due to a lack of the dry season, and they have twelve acres of grass. He reviewed the increased costs on Form 3. He said they want to be proud of the maintenance of the Cemetery, they have been running on a shoe string and they are still being frugal. He said they have completed Issues and Options forms. He read the form section about the hiring of the new employee. He said without increased hours, he doesn't see how they can continue to maintain the Cemetery like they did last

year. He said this Cemetery is one of the most historic in the State. He said Patrick Snow is agreeable for a twenty hour person laborer, and the split works well. Pierce said this sounds reasonable. Perry said the value you get for the money is worth it and this is reasonable.

Petersen summarized the Town Meeting articles as follows:

- Change to the Cemetery bylaw about full bodies in vaults
- Requesting \$10,000 in free cash for trimming trees
- \$9,000 from Sales of Lots and Graves for a new lawn mower. They have two walk behind mowers from 2003 and 2006, which they want to sell and buy zero turn mowers
- The newest Cemetery section needs two roads for vehicles and hearses, which will be paid out of the Cemetery accounts and no additional Town money will be used.

Joe Perry made a motion to approve the Cemetery budget, Deana Ziev second, all in favor – aye (3-0). Bob Snow – ABSENT Dave Petersen – ABSTAINED

Bernie Cullen said he has had success with wheeled trimmers that takes the strain off the back. Tom Corden asked what the trade-in value is for each mower. Petersen said \$350 each. Bryan DiPersia asked if the last time mowers were purchased was in 2003 and 2006. Petersen said we have two zero turn mowers and we need three.

## **ADJOURN**

Chairman Pierce called for a motion to adjourn. Joe Perry so moved, Deana Ziev second, all in favor – aye (4-0). Bob Snow – ABSENT

Meeting adjourned at 8:35 p.m.

Respectfully submitted,  
Amy Lydon  
Assistant Town Administrator

## **ATTACHMENTS:**

1. Written Executive Session Motion
2. Memo from Amy Lydon to Board of Selectmen regarding RVA 1-day Entertainment Licenses on agenda for February 24, 2020, including two attached applications
3. Letter from Troop #15 Scoutmaster George Pacenka regarding invitation to attend the Eagle Scout Court of Honor Ceremony for Connor Perley

4. Meeting memo regarding New Business #1: Discuss response to Request for Proposals for the Lease of Land for Wireless Communications Facility, including attached memo and attachments
5. Meeting memo regarding 7:00 p.m. Appointment: Kostantinos Baltopoulos of Car and Truck Exchange, Inc. for a transfer of a Class II Dealer's License issued to Frank Iovanella and James Price, Inc. d/b/a Carlines at 185 Newburyport Turnpike
6. Class II license issued to Car Lines
7. Application package for a new license submitted by Kostantinos Baltopoulos of Car and Truck Exchange, Inc.
8. Meeting memo regarding New Business #2: Review proposal from Merrimack Valley Planning Commission for planning assistance on the Town's Municipal Vulnerability Plan
9. Proposal from Merrimack Valley Planning Commission for planning assistance on the Town's Municipal Vulnerability Plan
10. Notice from the Rowley Municipal Lighting Plant regarding FY 20 Payment In Lieu Of Taxes to the Town of Rowley
11. Meeting memo regarding 7:05 p.m. Appointment: Gino Tzortzis, David Jaquith, and Josephine and Dana Bornstein to discuss the following:
12. Gino Tzortzis d/b/a Route 1 Auto Sales Application for a Class II Dealer's License at 264 Newburyport Turnpike
13. Gino's Collision Center, Inc, 274 Newburyport Turnpike Class II Dealer's License renewal documents
14. D & D Auto Sales, 274 Newburyport Turnpike Class II Dealer's License renewal documents
15. Application package from Gino Tzortzis d/b/a Route 1 Auto Sales
16. Comments from Kirk Baker on application from Gino Tzortzis d/b/a Route 1 Auto Sales
17. Comments from Frank Marchegiani on application from Gino Tzortzis d/b/a Route 1 Auto Sales
18. Comments from Brent Baeslack on application from Gino Tzortzis d/b/a Route 1 Auto Sales
19. Letter sent to Gino Tzortzis regarding Class II Renewal 2020 for Gino's Collision Center
20. Completed Used Car Dealer License Inspection Form for Gino's Collision Center
21. Memo from Frank Marchegiani dated February 5, 2020 regarding Gino's Collision Center
22. Proof of car sales submitted by Gino's Collision Center
23. Memo from Amy Lydon regarding D&D Auto Sales, including attachments
24. Map prepared by David Jaquith showing car parking layout for Gino's properties
25. Board of Selectmen Public Comment Policy
26. Public Comment memo submitted by Richard Cummings
27. FY 21 Conservation Commission Department Budget
28. Letter from Brent Baeslack regarding State Wetlands Protection Act Notice of Intent Filing Fee Account Authorization Request
29. Memo from Harbormaster Bill DiMento regarding 2020 Harbor Fee Increase

30. FY 21 Harbormaster Department Budget
31. Meeting memo regarding Old Business #1: Review supplemental Class II Dealer's License documents for Thomas Boucher d/b/a Boucher's Automotive Machine Shop, Inc. at 239 Haverhill Street
32. Class II license issued to Boucher's Automotive Shop
33. Completed Used Car Dealer License Inspection Form for Boucher's Automotive Shop
34. Letter sent to Boucher's Automotive Shop regarding Class II Renewal 2020
35. Meeting memo regarding Old Business #2: Review draft Board of Selectmen report for the Annual Town Report and photographs
36. Draft Board of Selectmen report for the Annual Town Report and photographs
37. FY 21 Information Services Department Budget
38. FY 21 Animal Control Department Budget
39. FY 21 Shellfish Commissioners Department Budget
40. FY 21 Hydrants Budget
41. FY 21 Streetlights Budget
42. FY 21 Town of Rowley Veterans Committee Budget
43. Draft minutes of January 27, 2020
44. FY 21 Fire Department Budget
45. FY 21 Rowley Emergency Management Agency Budget
46. Fire Departments Station Shift Coverage Plan
47. FY 21 Cemetery Department Budget
48. Proposed Cemetery articles for the Annual and Special Town Meetings