

MINUTES OF THE BOARD OF SELECTMEN

July 11, 2022

Town Hall, 139 Main Street, Rowley, MA

5:00 p.m.

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

CALL MEETING TO ORDER

Chairman Snow called the meeting to order at 5:03 p.m. He said the meeting is being audio and video recorded by Rowley Community Media.

PLEDGE OF ALLEGIANCE

Cliff Pierce led the Pledge of Allegiance.

EXECUTIVE SESSION

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

Chairman Snow called for a motion to go into Executive Session to conduct strategy sessions in preparation for negotiations with nonunion personnel, Pamela Jacobson, and to conduct contract negotiations pursuant to State Open Meeting Law G.L.c.30A §21(a)(2), and to conduct strategy sessions in preparation for negotiations with nonunion personnel, Mark Emery, and to conduct contract negotiations pursuant to State Open Meeting Law G.L. c. 30A, Section 21(a)(2) and to return to open session. Cliff Pierce so moved, Deana Ziev second, all in favor – roll call vote: Bob Snow – aye, Joe Perry – aye, Christine Kneeland – aye, Cliff Pierce – aye, Deana Ziev – aye.

Executive Session opened at 5:05 p.m. and adjourned at 6:05 p.m. Open Session resumed at 6:08 p.m.

OPEN SESSION

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

Sharon Emery of Warehouse Lane submitted a complaint regarding people from the Briar Barn Inn parking along Independent Street on the weekends. She said this is limiting the parking available for the Farmer's Market attendees.

6:05 p.m. APPOINTMENT Conservation Agent Brent Baeslack to discuss the following:

- Vandalism and encroachment issues on Town-owned land at 191 Main Street in regulated wetlands

- Danielsville Open Space Residential Development project open space protection method

Vandalism and encroachment issues on Town-owned land at 191 Main Street in regulated wetlands

Chairman Snow read the following:

The Board was informed in May of vandalism and destruction of municipal land near the basketball court and Pine Grove School. Conservation Agent Brent Baeslack visited the site and found not only the destruction, but also what appears to be encroachment. The Police Department conducted an investigation. A Police Report (redacted) is attached.

Conservation Agent Brent Baeslack said that he received a call from the Rowley Police Department around May 17, 2022 about this land and he advised the Officer that this is general municipal property and to call the Board of Selectmen's office. He said he also received a voicemail from Ms. Rita of the Parker River Community Preschool, he returned her voicemail and never heard back from her. He provided the Board with a copy of a map of the area which is the existing conditions plan that was submitted to the Conservation Commission for the Pine Grove School project. He said all of the vandalism activities took place within the 100' buffer zone, in the pond or in the forested wetlands. He provided color photos to the Board and described his observations as follows:

- There are three well trodden pathways originating from behind the Congregational Church, from the back of the Parker River daycare and Hammond Street. The paths are compacted and no shrubbery is growing.
- A stone camp fire ring
- A tree with its' bark peeled off
- Downed tree trunks positioned in a triangle possibly for seating, totaling 300 to 500 feet of packed dirt
- Planks placed over the river to the pond, and pallets in pond

Baeslack said Officer Raffi investigated this and told him that the preschool uses this area for a lunch area. He said this has never been permitted, and he hasn't seen a request to use this space, and no plan shows this area as a program or activities area. He said these wetland areas have been negatively impacted and there is a safety concern because this is not a supervised area. He said the Town of Rowley hasn't authorized the use of this area, and there are liability questions. He said he recommends that the Board send a letter to the preschool to cease all activities in this area due to the damage caused and due to liability and safety issues. He said he also recommends that a communication be sent to the Pine Grove School to request that they dissuade students from using the area as a cut-through. Ziev asked if anyone confirmed or witnessed that the preschool is using this area. Kneeland said if they are using it, she thinks it is for nature walks and not for fires. Sharon Emery said the path from the Church has been there as long as she can remember and the debris could be from the skating rink. Baeslack said he issued permitting to Stu Dalzell for work related

to the skating rink and this is much worse than when that work was done. He said the fencing looks like it may have been from the preschool. Snow asked if we need enforcement and signs. Baeslack said he leaves that up to the Board of Selectmen. He said the one historic path was okay, but programmatic use of the area should be discontinued.

Pierce said we should send a letter to the preschool. Kneeland said a letter should be sent to Pine Grove School as well. Snow said we should install signage. Baeslack said the debris should be picked up. Eagan said there are regulated wetlands on Town property and the vandalism issues need to be addressed. She said the area is now on a police patrol advisory. She said we can send letters to the preschool and Pine Grove School alerting them about Baeslack's observation and asking them to cease any activities they may be having on the property. She said we can also ask them to dissuade students from walking on the paths. Baeslack said "No Public Access" signs can be placed at intersections on the paths.

Deana Ziev made a motion to send a letter to Parker River Community Preschool and the Pine Grove School requesting that they do not use the area and to install signage, Christine Kneeland second, all in favor - aye (5-0).

Danielsville Open Space Residential Development project open space protection method

Baeslack introduced Daniel Shinnick as the Chairman of the Conservation Commission and he provided the Board with a map. He said the pink rectangle shows the tax lien property. He said the map shows the Boardwalk with trails within the dedicated open space. He said the Conservation Commission issued an Order of Conditions that included the open space being under the care and custody of the Conservation Commission. He said the appeal period for the Order of Conditions has passed, and the applicant is requesting to amend the order so that rather than granting the open space to the Town, to have a homeowners association own the open space and have a conservation restriction on the open space. He said these are two ways to conserve open space, and a third method is to deed the land to an environmental non-profit group with a conservation restriction held by the Town. Pierce said Town Counsel Tom Mullen suggested that we ask the developer why they are requesting this change. Baeslack said we haven't heard back from the developer about this. Baeslack said they are looking for the Board of Selectmen's opinion on the method used by the Conservation Commission to preserve this open space. He said the conservation restriction process is more involved, it has to be approved by the State, and it is the Town's obligation to monitor and enforce the conservation restriction. He said a document needs to be created to detail items such as allowed and prohibited uses and easements. He said this work is normally done when the permit is issued, but they were told at that time that the land would be granted to the Town. Pierce said his opinion is to follow the usual process to convey land to the Conservation Commission and if the developer has a problem with this they need to provide reasons. Snow and Perry agreed with Pierce.

Jill Mann said she represents the current land owner, Ted Spiros. She said the initial owner did the Order of Conditions without professional help. She said the reason they are requesting this change is because the new land owner wants to integrate all of the open space from his properties in a global plan. Pierce asked Mann to put this in a letter and we can refer this to the Town's attorney. Mann said she will issue the letter. Baeslack said deeding this area to the Conservation Commission provides protection under Article 97, but protection of the land can be achieved through any of the three methods. Daniel Shinnick said they are here tonight because this project was given concessions, such as the right of way conveyance, and the deeding of this land may have been part of a concession. Pierce said this will be referred to the Town's attorney.

Baeslack asked if the Board of Selectmen have an opinion on the preferred method of conservation. He said the Conservation Commission issued a permit, and because it wasn't appealed it can stand, but they don't want an adversarial relationship with the developer. He said if they had known the developer wanted to use a conservation restriction, they would have already had this drafted and reviewed. He said they are looking for guidance about if the Board of Selectmen wants to support the Conservation Commission's decision. Snow asked the developer to send a letter to the Board of Selectmen and we will send it to Town Counsel for review. Mann said the bylaw is unclear on who makes the decision and it may be the Planning Board's prerogative. She said they will do the letter and what is in the best interest of the community.

6:20 p.m. APPOINTMENT Water Superintendent Robert Gray and Board of Water Commissioners Chairman Mark Emery for an update on the Dodge Road water main replacement project

Water Superintendent Robert Gray provided the Board with a map showing the areas where the pipe is being replaced. He said the installation of the water main will help with water quality and fire prevention. He said PVC pipe is available, it doesn't rust and will save \$600,000 to \$700,000 in material costs. He said the project started today and they were given very little time to send out communications about the project. He said they will be mobilizing and setting up a staging area first, and they had a construction meeting and will cover all the bases. He said they will have police details, the road will be one way with signage installed on both ends that traffic is open to local traffic only. He said they will notify impacted people if the water is being shut off. He said the project will take three months. Eagan said the Selectmen voted to use ARPA funds to pay for this water infrastructure project. Gray said their next project will be Kittery Avenue. Perry asked if Emily Lane will be affected. Gray said no. He said the residences on that road will be accessible. Snow said this pipe has been around for a while since 1949. Water Commissioner Mark Emery said the engineer surveyed the whole town and water mains were suggested for this location. Gray apologized for the late notice about this project. He said they are also putting in curb gates while doing this project so that they won't have to dig up the road if there is a future issue. Snow asked if all residences are being notified. Gray said yes, via door hangers, letters and they are providing phone numbers for people to call with any questions.

6:30 p.m. APPOINTMENT Frank and Shirley Todd and Brook Todd of Todd's Riverview Farm at 275 Main Street to discuss request to modify Flea Market License

Chairman Snow read the following:

Frank and Shirley Todd are requesting to modify their current Flea Market License. The license currently provides the following:

Days and Hours of Operation: Saturday, Sunday, Holidays 4:30 a.m. to ? (end time is missing and the Board of Selectmen should clarify this)

Principle Commerce: antiques, collectibles, pre-owned goods

Estimated Customer Base: 500 – 700

Available Parking: plan on file

Sanitary Facilities: in house (1) field (3)

Food and Beverage Providers: Brook Todd

First Aid Facilities: kit

Fire Suppression Equipment: YES – 2 hydrants on street; fire extinguishers in house and barn; Keane Fire and Safety (inspected annually)

Business Certificate on file with Town Clerk: YES

Mr. and Mrs. Todd are asking to modify three sections of the current license requirements as stated above.

Brook Todd said they were before the Board for an Entertainment License recently, and that event went well. He said for their Flea Market License they are looking to remove holidays and to add Thursdays and Fridays. He said Thursdays would be for Farmer's Markets and Fridays will be for auto part flea markets. He said the Fridays for this season will be July 22, August 12, September 2 and September 30, depending on weather. He said to the Principle Commerce items they would like to add crafts, plants and farm produce. He said for food and beverage they would like to be able to have food trucks on Friday nights and they would like the ability to allow other establishments to cook if they no longer wish to. He said there are nine holidays from April – November and eight Fridays, so they don't think this is an expansion.

Eagan said in the updated meeting memo, the comment from the Town Planner is that Ken Ward needs to decide if they need a special permit for this. She said the new flea market overlay district applies to new businesses only. She said the Town Planner said that Ken Ward needs to decide if this is an expansion of a non-conforming use. She said Ward hasn't been able to communicate this yet, but it doesn't seem to be an expansion if they are swapping days. She said the options are to table this to July 25th after Ward and Todd discuss this, or to conditionally approve these changes upon Ward's review. Pierce said he is not in favor of a conditional approval. Todd asked if they can do a one-day license for July 22nd which comes before the next Selectmen's meeting. Snow said he agrees with Pierce not to do a conditional approval, and the applicant should go back to Ward and come back before the Board on July 25th.

Eagan asked the Board if they have any concerns about adding any of the items or allowing food trucks. Eagan read the Health Director's concerns as follows:

Hi Debbie,

The Health Department needs to know who at Todd Farm will be responsible for checking if a food truck (or any other food vendor) is permitted in Rowley and how that will be confirmed before it shows up for an event.

Thank you,

Frank

Frank Marchegiani, R.S. / Health Director

She said the Highway Surveyor and Fire Chief didn't have any concerns. She said the Town Planner and Police Chief questioned the traffic patterns on business / working days. Ziev said she loves the additions and said the Farmer's Market will bring in business. Sharon Emery said she is a neighbor and there were no issues with traffic during the previous Friday event. Perry said the changes being requested are reasonable and this should be approved.

Christine Kneeland made a motion to approve the changes requested for the Principle Commerce items, Joe Perry second, all in favor - aye (5-0).

Deana Ziev made a motion to approve food trucks / subletting the food to another food business, with Board of Health approval, Joe Perry second, all in favor - aye (5-0).

Ziev asked about the end time. Todd said they generally end at 5:00 p.m., and on Fridays they plan to run from 2:00 p.m. to dusk.

Deana Ziev made a motion to set the hours to 4:30 a.m. to dusk year round, Joe Perry second, all in favor - aye (5-0).

GENERAL BUSINESS

1. Road Opening Permit Application from National Grid to open 22 Warehouse Lane for a gas leak repair

The Board did not have any questions or comments on this application.

2. Issue Proclamation for Mason A. Mysliwy for achieving rank of Eagle Scout

Chairman Snow read the following:

Troop 15 Scoutmaster George Pacenka is requesting the Board to issue a proclamation for Nathan S. Elwell for achieving the rank of Eagle Scout. (See attached.) The proclamation will be presented to Nathan at an upcoming Scout event.

Chairman Snow read the proclamation into the record.

Deana Ziev made a motion to issue the proclamation, Christine Kneeland second, all in favor - aye (5-0).

3. Letter of resignation from Library Adult Services Assistant Elizabeth Urbanczyk

Chairman Snow read the following:

Elizabeth Urbanczyk has submitted her resignation. Her last day is July 31, 2022. The Board needs to vote to accept her resignation.

Cliff Pierce made a motion to accept this resignation with regrets, Deana Ziev second, all in favor - aye (5-0).

4. Letter of resignation from Health Nurse Carolyn D'Amato

Chairman Snow read the following:

Carolyn D'Amato has submitted her resignation. Her last day is July 29, 2022. The Board needs to vote to accept her resignation.

Cliff Pierce made a motion to accept this resignation with regrets, Christine Kneeland second, all in favor - aye (5-0).

5. Request from Highway Surveyor Patrick Snow to appoint Robert Diehl to the position of Highway Foreman & Tree Foreman

Chairman Snow read the following:

The Board needs to vote to appoint Robert Diehl to the vacant position of Highway Foreman & Tree Foreman.

Deana Ziev made a motion to appoint Robert Diehl to the vacant position of Highway Foreman & Tree Foreman, Cliff Pierce second, all in favor - aye (5-0).

6. Request from Fire Chief Mark Emery to appoint Fire Captain Cooper Carifio and Fire Lieutenant Matthew Harney as Assistant Forest Fire Wardens

Chairman Snow read the following:

With the promotion of Mark Emery to Chief and the retirement of Captain Ron Merry, the two positions of Assistant Forest Fire Warden are vacant. The Fire Department has traditionally had two members appointed as "Assistant Forest Fire Warden."

The Board needs to vote to appoint Fire Captain Cooper Carifio and Fire Lieutenant Matthew Harney to the position of Assistant Forest Fire Warden.

Joe Perry made a motion to appoint Fire Captain Cooper Carifio and Fire Lieutenant Matthew Harney to the position of Assistant Forest Fire Warden, Deana Ziev second, all in favor - aye (5-0).

7. Approve Council on Aging donations

Chairman Snow read the following:

COA Director Ellie Davis has provided the Board with the attached sheets showing monetary donations to support the COA programs. In accordance with State law, G.L. c.44 §53A, the Board needs to vote to approve these donations.

Deana Ziev made a motion to accept these donations, Christine Kneeland second, all in favor - aye (4-0). Joe Perry - ABSTAINED

8. Approve Police Department donation

Chairman Snow read the following:

Police Chief Scott Dumas has provided the Board with the attached sheet showing a monetary donation to the Police Department. In accordance with State law, G.L. c.44 §53A, the Board needs to vote to approve this donation, which will be deposited into the Police Department donations account.

Joe Perry made a motion to accept this donation, Christine Kneeland second, all in favor - aye (4-0). Deana Ziev - ABSTAINED

NEW BUSINESS

1. Discuss Affordable Housing Trust

Chairman Snow read the following:

The May 2, 2022 Annual Town Meeting voted to approve Article #39, which authorizes the Board of Selectmen to vote, sign, and approve a declaration of trust, and to appoint no less than five trustees to oversee the trust. The trust will be used for the creation of affordable housing in the Town. Debbie has discussed the steps the Board needs to follow to set up the trust with Town Counsel Tom Mullen.

First Step

Tom says that the Board needs to first appoint five trustees, one of whom shall be a member of the Board of Selectmen (or designee) and another member who shall be the Town Administrator (or designee). With the exception of the Town Administrator, the trustees must be residents of the Town. Debbie strongly recommends that the Board

vote to appoint the Treasurer/Collector of the Town. Treasurer/Collector Karen Summit has extensive experience dealing with trusts and she is also a resident. Additionally, the Planning Board expressed interest in having a Planning Board member serve as a trustee.

Trustees

1 member - Selectman

1 member - Town Administrator

1 member - Treasurer/Collector – suggested by Debbie

1 member - Planning Board member – requested by the Planning Board

1 member - ?

If the Board agrees to appoint the Treasurer and a Planning Board member as trustees, the Board will then need to determine how to fill the fifth trustee seat. Some ideas include recruiting a member of another Town board, such as the Zoning Board of Appeals, Board of Health, Council on Aging, etc. or posting the opening and inviting Town residents to send a letter of interest to the Board. Trustees serve for two years and may be re-appointed at the discretion of the Board of Selectmen.

Second Step

Once the Board has appointed the five trustees, the Board of Selectmen and Trustees must all sign the trust instrument, prior to recording it.

Deana Ziev made a motion to appoint as trustees: Cliff Pierce from the Board of Selectmen trustee, Deborah Eagan Town Administrator and Karen Summit Treasurer/Collector, Cliff Pierce second, all in favor - aye (5-0).

The consensus of the Board was to request that the Planning Board nominate a member and to post a notice about the fifth vacancy, which can also be added to the announcements on the Selectmen's meeting agenda.

2. Discuss letter from Kelly Corbett regarding speeding traffic concerns and safety measures on Route 1A in the downtown area

Chairman Snow read the following:

Upon receipt of the letter the Board received from Ms. Corbett, Debbie asked Police Chief Scott Dumas and Highway Surveyor Patrick Snow for assistance in dealing with traffic and safety issues on Main Street in the downtown area. Route 1A (Main Street) is a State road under the control of the Massachusetts Department of Transportation.

Chairman Snow has asked Chief Dumas and Patrick to attend the meeting for this discussion.

Some of the concerns are:

- Crosswalks need to be re-painted

- *Cones be placed in the center of the crosswalks with flashing lights*
- *Trees growing over signs to alert drivers of speed changes*
- *Speeding*
- *Vehicles parking on Main Street with car doors open*
- *Safety measures at the intersection of Main Street and Hammond Street and Church Street*

Since receipt of this letter, Chief Dumas and Patrick Snow were able to get MDOT to paint the crosswalks on Friday, July 8.

Some of the thoughts that Chief Dumas and Patrick Snow have in response to the concerns in the letter are as follows:

Good morning Debbie,

As you know, 1A is a State road and the speed limit is dictated by them. Through a citizen lead effort recently, they were able to lower it from 40-35 in the stretch from the Perley Ave through the Commons, where it then goes to 30 MPH through the downtown. The group had asked for it to be 30 but could only achieve the 5 mph reduction unfortunately. As for our presence, we have an active patrol advisory in the area which is done almost daily. We can certainly look at a stronger message with our enforcement. I spoke with Mass DOT this morning and they will try to get out there tomorrow to paint the crosswalks. If they are unable they will do it next week after the holiday. As an aside, I was further advised that section of 1A is scheduled for re-paving which hopes to be done by the fall. In regards to a flashing speed sign, I was granted approval at Town meeting to purchase two more of those signs. My intent is to permanently mount two and keep two mobile. I was just speaking with Chairman Snow the other day about permanently mounting one in the downtown area because of the increased motor and pedestrian traffic, so this letter is timely.

I will keep you posted on the crosswalk painting.

Scott A. Dumas |Chief of Police

Rowley, Massachusetts

Hi Debbie,

The Highway Department could order and place a removable pedestrian sign in the middle of the cross walk by the bakery/post office during the spring, summer and fall season. My only concern is the sign could be an obstruction for traffic turning left onto 1A northbound from Central Street.

Patrick Snow

Highway Surveyor/Tree Warden

Rowley Highway Department

How does the Board wish to proceed with these concerns?

Chief Dumas said he sympathizes with these issues and with the person who wrote the letter. He said they have consistent patrol advisories in this area and we are limited in

what we can do since Route 1A is a State road, but through a citizen led effort, the speed limit in the area has been reduced. He said the crosswalks have been painted and they can start issuing tickets rather than warnings. He said they have two electronic speed signs in the pipeline and they can put one downtown. He said now that the crosswalks are more visible, hopefully people will pay attention to them. He said the road will be getting repaved and it will be repainted at that time. He said MassDOT was very responsive and came out right away. Ziev asked if cars are allowed to park on Route 1A. Dumas said under State law you cannot park on Route 1A, but the road is wide enough for it. He said they can paint the areas 20 feet from the corners to prevent people from parking there.

Kneeland said Kelly Corbett is here and asked if she would like to say anything. Corbett thanked the board for taking her letter seriously, explained what happened during the accident she was in and said she doesn't want to see anything happen to a kid in this area. Perry said this is a tough situation. Snow said the speed radar signs should be put up. Kneeland asked about putting in speed bumps. Highway Surveyor Patrick Snow said it is a State road, so the Town can't put speed bumps in. He said they could order a crosswalk sign like the one in front of Pine Grove School, but this may impede large cars when turning in this area. Snow thanked Patrick Snow, Chief Dumas and Kelly Corbett for coming in to discuss this issue.

FY 22 BUDGET TRANSFERS

1. Request from Principal Assessor Sean McFadden to transfer funds from Assessors Expense to Assessors Administrative Assistant Wages
2. Request from Treasurer Collector Karen Summit to transfer funds from Assistant Tax Collector/Administrative Assistant to Treasurer/Collector Expenses
3. Request from Town Clerk to transfer funds from Assistant Town Clerk Wages to Election Expense
4. Request from Town Administrator to transfer funds from Selectmen's Expense to Town Hall Expense
5. Request from Town Administrator to transfer funds from Selectmen's Expense to Town Hall Annex Expense
6. Request from Town Administrator to transfer funds from Selectmen's Expense to Animal Control Officer Expense
7. Request from the Zoning Board of Appeals to transfer funds from Health & Life Insurance to Zoning Board of Appeals Expense
8. Request from Police Chief Scott Dumas to transfer funds from Police Department Wages to Police Department Expenses
9. Request from Fire Chief Mark Emery to transfer funds from the Fire Department Wages to the Fire Department Expenses
10. Request from Library Director Pamela Jacobson to transfer funds from Library Department Wages to Library Department Expenses

Chairman Snow read the following:

We have ten G.L. c.44 §33B(b) transfers on the agenda. These transfers require a vote of the Board of Selectmen and Finance Committee. Does the Board wish to approve these transfers? The Board can vote to approve them under one motion and vote. (They will be signed after the meeting.)

11. Request from Principal Assessor Sean McFadden to transfer funds from Assessors Expense to Assessors Administrative Assistant Wages
12. Request from Treasurer Collector Karen Summit to transfer funds from Assistant Tax Collector/Administrative Assistant to Treasurer/Collector Expenses
13. Request from Town Clerk to transfer funds from Assistant Town Clerk Wages to Election Expense
14. Request from Town Administrator to transfer funds from Selectmen's Expense to Town Hall Expense
15. Request from Town Administrator to transfer funds from Selectmen's Expense to Town Hall Annex Expense
16. Request from Town Administrator to transfer funds from Selectmen's Expense to Animal Control Officer Expense
17. Request from the Zoning Board of Appeals to transfer funds from Health & Life Insurance to Zoning Board of Appeals Expense
18. Request from Police Chief Scott Dumas to transfer funds from Police Department Wages to Police Department Expenses
19. Request from Fire Chief Mark Emery to transfer funds from the Fire Department Wages to the Fire Department Expenses
20. Request from Library Director Pamela Jacobson to transfer funds from Library Department Wages to Library Department Expenses

Cliff Pierce made a motion to approve all ten transfers, Christine Kneeland second, all in favor - aye (4-0). Deana Ziev - ABSTAINED

MINUTES

- Executive Session May 23, 2022

Joe Perry made a motion to approve the Executive Session minutes of May 23, 2022, Cliff Pierce second, all in favor - aye (4-0). Deana Ziev - ABSTAINED

- June 27, 2022

Deana Ziev made a motion to approve the minutes of June 27, 2022, Christine Kneeland second, all in favor - aye (5-0).

ANNOUNCEMENTS

1. The Rowley Water Department announces that a water main project on Dodge Road will begin on Monday, July 11. A new water main will be installed from Haverhill Street to the intersection of Dodge Road and Daniels Road, while a replacement main will be installed at both ends of Emily Lane, at the Dodge Road and Daniels Road intersections. The project intends to extend the water supply in anticipation of

future growth, and to connect to fire hydrants that will be installed. Contractor Granese and Sons, Inc., of Salem, will work Monday-Friday, 7 a.m. to 3:30 p.m., through about Oct. 19. Residents of Dodge Road, Daniels Road, and Emily Lane, and emergency vehicles will have full access during the project. Signs informing motorists about the project will be placed at both ends of Dodge Road. Roads will not be closed, though motorists may expect delays in the area. Rowley Police will provide traffic control during work hours. The Water Department expects minimal interruption of water service, and will notify homeowners in advance of any scheduled outage.

Residents with questions are asked to call the Water Department Office at 978-948-2640, or the Water Superintendent's Office at 978-989-2735.

The Town of Rowley and Rowley Water Department thank residents for their cooperation and patience while work is ongoing.

2. The Board of Selectmen wishes to remind residents now that the warm weather is upon us, that dog owners must restrain their dogs from running at large outside of their own private property.
3. The Town has the following board vacancies:
 - **Council on Aging**
 - **Conservation Commission**
 - **Open Space Committee**
 - **Rowley Cultural Council**Interested residents should send a letter of interest to the Board of Selectmen. Position is open until filled.
4. The MBTA has announced that there are new commuter rail, subway, and bus summer service schedule changes. Please go to [mbta.com/schedules](https://www.mbta.com/schedules) for more information.
5. The Rowley Board of Health would like to remind residents and employees that although COVID-19 cases are minimal right now, some towns have seen outbreaks in populations where close contact is inevitable. We recommend that residents continue to be cautious in resuming their day-to-day activities.

ADJOURN

Deana Ziev made a motion to adjourn, Cliff Pierce second, all in favor - aye (5-0).

Meeting adjourned at 8:01 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Written Executive Session motion
2. Meeting memo regarding 6:05 p.m. Appointment: Conservation Agent Brent Baeslack to discuss the following: Vandalism and encroachment issues on Town-owned land at 191 Main Street in regulated wetlands; Danielsville Open Space Residential Development project open space protection method
3. Email correspondence regarding Vandalism Update Unsanctioned alteration (clearing) at 191 Main Street (Map 25, Parcel/Lot 40) Pine Grove School Town of Rowley
4. Twelve photos of damage to land at 191 Main Street
5. Rowley Police Department Incident Report regarding vandalism at 191 and 181 Main Street
6. Highlighted map from Brent Baeslack showing wetland areas, damaged areas and paths in land located at 191 Main Street
7. Memo from Brent Baeslack regarding Danielsville Open Space Residential Development project open space protection method
8. Email from Brent Baeslack to James Decoulas regarding request for amendment for Order of Conditions
9. Email from Brent Baeslack regarding Danielsville Open Space Residential Development project open space protection method
10. Plan of Land for Danielsville OSRD Concept Plan
11. Plan of Land for Danielsville OSRD Conservation Access Plan
12. Plan of Land for Danielsville OSRD Concept Plan – larger size and highlighted from Baeslack at meeting
13. Plan of Land for Danielsville OSRD Conservation Access Plan– larger size and highlighted from Baeslack at meeting
14. Meeting memo regarding 6:20 p.m. Appointment: Water Superintendent Robert Gray and Board of Water Commissioners Chairman Mark Emery for an update on the Dodge Road water main replacement project
15. News release from Water Department about Dodge Road water main replacement project
16. Map provided by Robert Gray showing proposed water main route
17. Updated meeting memo regarding 6:30 p.m. Appointment: Frank and Shirley Todd and Brook Todd of Todd's Riverview Farm at 275 Main Street to discuss request to modify Flea Market License
18. Request from Frank and Shirley Todd and Brook Todd of Todd's Riverview Farm at 275 Main Street to modify Flea Market License
19. Email from Brook Todd with request to modify Flea Market attached
20. Current Flea Market License issued to Todd's Riverview Farm at 275 Main Street
21. Renewal application for calendar year 2022 from Todd's Riverview Farm at 275 Main Street
22. Comments from Police Chief regarding request to modify Flea Market License at 275 Main Street
23. Comments from Fire Chief regarding request to modify Flea Market License at 275 Main Street

24. Comments from Town Planner regarding request to modify Flea Market License at 275 Main Street
25. Comments from Highway Surveyor regarding request to modify Flea Market License at 275 Main Street
26. Comments from Health Director regarding request to modify Flea Market License at 275 Main Street
27. Flea Market, Transient Business and Auction Bylaw
28. Rowley Protective Zoning Bylaw Section 7.1.2 (d)
29. Massachusetts General Law Chapter 40A section 6
30. Original meeting memo regarding 6:30 p.m. Appointment: Frank and Shirley Todd and Brook Todd of Todd's Riverview Farm at 275 Main Street to discuss request to modify Flea Market License
31. Meeting memo regarding General Business #1: Road Opening Permit Application from National Grid to open 22 Warehouse Lane for a gas leak repair
32. Road Opening Permit Application from National Grid to open 22 Warehouse Lane for a gas leak repair
33. Meeting memo regarding General Business #2: Issue Proclamation for Mason A. Mysliwy for achieving rank of Eagle Scout
34. Proclamation for Mason A. Mysliwy for achieving rank of Eagle Scout
35. Request from George Pacenka to issue Proclamation for Mason A. Mysliwy for achieving rank of Eagle Scout
36. Meeting memo regarding General Business #3: Letter of resignation from Library Adult Services Assistant Elizabeth Urbanczyk
37. Letter of resignation from Library Adult Services Assistant Elizabeth Urbanczyk
38. Meeting memo regarding General Business #4: Letter of resignation from Health Nurse Carolyn D'Amato
39. Letter of resignation from Health Nurse Carolyn D'Amato
40. Meeting memo regarding General Business #5: Request from Highway Surveyor Patrick Snow to appoint Robert Diehl to the position of Highway Foreman & Tree Foreman
41. Request from Highway Surveyor Patrick Snow to appoint Robert Diehl to the position of Highway Foreman & Tree Foreman
42. Meeting memo regarding General Business #6: Request from Fire Chief Mark Emery to appoint Fire Captain Cooper Carifio and Fire Lieutenant Matthew Harney as Assistant Forest Fire Wardens
43. Request from Fire Chief Mark Emery to appoint Fire Captain Cooper Carifio and Fire Lieutenant Matthew Harney as Assistant Forest Fire Wardens
44. Meeting memo regarding General Business #7: Approve Council on Aging donations
45. Email from Ellie Davis regarding donations
46. List of COA donations dated 6/29/22
47. Email from Ellie Davis regarding Donation
48. List of COA donations dated 7/5/22
49. Meeting memo regarding General Business #8: Approve Police Department donation
50. Letter from Chief Dumas regarding Donation Check

51. Meeting memo regarding New Business #1: Discuss Affordable Housing Trust
52. Article 39 of May 2, 2022 Town Meeting Warrant regarding affordable housing trust
53. Email correspondence with Town Counsel Tom Mullen regarding Affordable Housing Trust Fund
54. Declaration of Trust document
55. Meeting memo regarding New Business #2: Discuss letter from Kelly Corbett regarding speeding traffic concerns and safety measures on Route 1A in the downtown area
56. Letter from Kelly Corbett regarding speeding traffic concerns and safety measures on Route 1A in the downtown area
57. Comments from Police Chief about letter from Kelly Corbett regarding speeding traffic concerns and safety measures on Route 1A in the downtown area
58. Comments from Highway Surveyor about letter from Kelly Corbett regarding speeding traffic concerns and safety measures on Route 1A in the downtown area
59. Meeting memo regarding FY 22 Budget Transfers
60. FY 22 Budget Transfer Request from Principal Assessor Sean McFadden to transfer funds from Assessors Expense to Assessors Administrative Assistant Wages
61. FY 22 Budget Transfer Request from Treasurer Collector Karen Summit to transfer funds from Assistant Tax Collector/Administrative Assistant to Treasurer/Collector Expenses
62. FY 22 Budget Transfer Request from Town Clerk to transfer funds from Assistant Town Clerk Wages to Election Expense
63. FY 22 Budget Transfer Request from Town Administrator to transfer funds from Selectmen's Expense to Town Hall Expense
64. FY 22 Budget Transfer Request from Town Administrator to transfer funds from Selectmen's Expense to Town Hall Annex Expense
65. FY 22 Budget Transfer Request from Town Administrator to transfer funds from Selectmen's Expense to Animal Control Officer Expense
66. FY 22 Budget Transfer Request from the Zoning Board of Appeals to transfer funds from Health & Life Insurance to Zoning Board of Appeals Expense
67. FY 22 Budget Transfer Request from Police Chief Scott Dumas to transfer funds from Police Department Wages to Police Department Expenses
68. FY 22 Budget Transfer Request from Fire Chief Mark Emery to transfer funds from the Fire Department Wages to the Fire Department Expenses
69. FY 22 Budget Transfer Request from Library Director Pamela Jacobson to transfer funds from Library Department Wages to Library Department Expenses
70. Draft minutes of June 27, 2022