

MINUTES OF THE BOARD OF SELECTMEN

June 5, 2023

Town Hall, 139 Main Street, Rowley, MA

6:00 p.m.

MEMBERS PRESENT: Chairman Cliff Pierce; Vice Chairman Christine Kneeland; Clerk Deana Ziev; Robert Snow; Sheri David (Town Administrator Deborah Eagan; Assistant Town Administrator Amy Lydon)

CALL MEETING TO ORDER

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

PLEDGE OF ALLEGIANCE

Bob Snow led the Pledge of Allegiance.

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

Sharon Emery of 11 Warehouse Lane said the Rowley Volunteer Fire Protection Association, Inc. is inviting the Board of Selectmen to Fireman's Sunday on June 18th at the Fire Station, when the Fire and Police memorial will be dedicated. She said she hopes one Selectman can place a wreath on the stone. Pierce thanked Emery for the invitation.

Terri Davidson said she sent Eagan an email about the plastic bag agenda item. She said she would like the Board to consider in the reminded letter to retailers to ask Market Basket to offer customers cardboard boxes like they did before the pandemic. She said repetition is the key to get the message about the plastic bag bylaw out and said the plastic bag coalition is at the Board's service to help with this.

GENERAL BUSINESS

1. Approve Council on Aging donations

Chairman Pierce read the following:

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

Christine Kneeland made a motion to approve this donation, Bob Snow second, all in favor – aye (5-0).

2. Letter of resignation from Full-time Firefighter Graeme Potter

Chairman Pierce read the following:

Full-time Firefighter Graeme Potter has resigned from his position. The Board needs to vote to accept this resignation.

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

3. Letter of resignation from Probationary Call Firefighter Elder Adonis Lynch

Chairman Pierce read the following:

Probationary Call Firefighter Elder Adonis Lynch has resigned from his position. The Board needs to vote to accept this resignation.

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

4. Request from Fire Chief Mark Emery to lift the hiring freeze for the position of Full-time Fighter

Chairman Pierce read the following:

With the resignation of Full-time firefighter Graeme Potter, Chief Emery is requesting the Board lift the hiring freeze so that he can fill this opening in the Fire Department. Letter is attached.

Bob Snow made a motion to lift the hiring freeze for the position of fulltime firefighter, Deana Ziev second, all in favor – aye (5-0).

5. Request from Library Director Pamela Jacobson to lift the hiring freeze for the position of part-time Library Technician

Chairman Pierce read the following:

Pam is asking the Board to lift the hiring freeze so that she can fill the Library Technician position. Letter is attached.

Deana Ziev made a motion to lift the hiring freeze for the position of part-time Library Technician, Bob Snow second, all in favor – aye (5-0).

6. Request from Treasurer/Collector Karen Summit to appoint Karen O'Donnell as Assistant IT Coordinator starting July 1, 2023

Chairman Pierce read the following:

Karen is requesting the Board to do the following:

- 1) To appoint Karen O'Donnell as an "Assistant IT Coordinator" effective July 1, 2023 to replace Susan Bailey who is retiring at the end of this month, and*
- 2) To assign the \$1,000 IT Coordinator stipend to Karen O'Donnell for this work*

Bob Snow made a motion to appoint Karen O'Donnell as an "Assistant IT Coordinator" effective July 1, 2023 to replace Susan Bailey who is retiring at the end of this month, and assign the \$1,000 IT Coordinator stipend to Karen O'Donnell for this work, Sheri David second, all in favor – aye (5-0).

7. Notice from the Northeast Massachusetts Mosquito Control and Wetlands Management Director on aerial application to control mosquito larvae on coastal salt marshes and upland habitat

Chairman Pierce read the following:

The State Mosquito Control District will be conducting helicopter applications of the biological larvicide, VectoBas12AS, to control mosquito larvae over salt marshes in Rowley, along with other communities in the area. Applications will be conducted as necessary during daylight hours from June 3rd to June 10th, 2023.

Bob Snow made a motion, Christine Kneeland second. The vote was not completed.

NEW BUSINESS

1. Discuss Veterans Field parking issues

Chairman Pierce read the following:

Chairman Pierce, Parks and Recreation Committee Chairman David Zizza, Debbie, and Amy met with Michael Harney last week to discuss the deed restriction on the parcel of land he sold the Town in 1999 for use as active recreation. The deed restricts parking on the land and currently a portion of this parcel is being used as a parking area for Pine Grove School staff and for attendees at the sporting activities at Veterans Field.

This parking area can fit about 20 cars and is needed for both the school and the Parks and Recreation fields. We discussed how much the Town needs this area to be available for parking. Mr. Harney understands this point and is willing to have the restriction for the parking as listed in the deed removed.

We also discussed how the sale of his land led the Board of Selectmen to purchase the adjacent two parcels to form what is now called "Veterans Field." Back in the late 1990s, a developer was interested in building townhouses on this land. Mr. Harney explained that he pre-empted that potential development by selling the back part of his

property to the Town to be used exclusively for recreational purposes. The parcel is 55,658 square feet.

Chairman Pierce and Chairman Zizza feel that to demonstrate the Town's appreciation to Mr. Harney for selling this crucial parcel of land to the Town and for lifting this deed restriction, we should consider re-naming the field "Harney Field" and install a bench or plaque on the field.

Both Chairman Pierce and Chairman Zizza discussed naming the Bradstreet park land parcel (Parcel C) which has the newly-created educational nature trails, "Veterans Park." They feel that this parcel is more conducive to having a plaque or bench to honor the Town's veterans near the entryway to the nature trails.

Chairman Pierce is asking the Board to consider the following votes:

- 1) Authorize Debbie to work with Town Counsel on amending the deed to remove the parking lot restriction
- 2) Re-name Veterans Field to Harney Field
- 3) Work with the Parks and Recreation on installing a bench or plaque at Harney Field dedicating the field to Michael and Jane Harney
- 4) Naming and dedicating the Bradstreet land active recreation park land parcel, known as "Parcel C", Veterans Park", and to work with the Parks and Recreation Committee and Open Space Committee on installing a plaque or bench near the educational nature trails.

Pierce said this is a really good resolution, otherwise we would have to remove parking spaces and this would create a significant problem. Ziev asked if we could pave this area in the future. Eagan said the Board could discuss this and alert Mr. Harney about what they are thinking of doing. Ziev said this would help for people with mobility issues.

Deana Ziev made a motion to:

- 1) Authorize Debbie to work with Town Counsel on amending the deed to remove the parking lot restriction
- 2) Re-name Veterans Field to Harney Field
- 3) Work with the Parks and Recreation on installing a bench or plaque at Harney Field dedicating the field to Michael and Jane Harney
- 4) Naming and dedicating the Bradstreet land active recreation park land parcel, known as "Parcel C", Veterans Park", and to work with the Parks and Recreation Committee and Open Space Committee on installing a plaque or bench near the educational nature trails.

Christine Kneeland second, all in favor – aye (5-0).

2. Approve purchase of clay and field conditioner by Parks and Recreation Committee

Chairman Pierce read the following:

Parks and Recreation Committee Chairman David Zizza requests the Board to approve the purchase of clay and field conditioner for the infields at Eiras Park. Chairman Zizza says that they haven't performed a clay and conditioner treatment to the infields in a couple of years and the fields need this treatment. The product will be kept onsite for repairs throughout the year. The estimated cost is \$2,902.20 and this expense will be paid for out of the field maintenance account.

Does the Board approve of this expense?

Bob Snow made a motion to approve this expense, Deana Ziev second, all in favor – aye (5-0).

3. Personnel Plan language changes

Chairman Pierce read the following:

The Personnel Advisory Committee approved the changes as shown on the attached for Section B2-0 Stipends, Licenses, Uniform Reimbursements, Overtime and Shift Differentials, and to Appendix 24.

Could the Board please review these changes and if the Board is in agreement, please vote to approve the changes.

Pierce said these changes allow non-union dispatchers and sworn ranking officers to get the same stipends as the union personnel.

Christine Kneeland made a motion to approve these changes to the Personnel Plan, Bob Snow second, all in favor – aye (4-0). Deana Ziev - ABSTAINED

4. Set meeting schedule for July – September 2023

Chairman Pierce read the following:

The Board needs to set the meeting schedule for the upcoming months of July, August, and September. Below is a proposed schedule with meeting start times of 6:00 p.m.

Proposed Meeting Schedule July 2023 – September 2023

July 3– NO MEETING

July 10 – Meeting

July 17– NO MEETING

July 24 – Meeting

July 31– NO MEETING

August 7 – Meeting

August 14– NO MEETING

August 21 – Meeting

August 28– NO MEETING

September 4– NO MEETING – Labor Day holiday

September 11 – Meeting

September 18– NO MEETING

September 25 – Meeting

Snow said if it is too hot in the auditorium, we should move meetings to the Fire Station after giving notice about the new location.

Deana Ziev made a motion to approve the meeting schedule as presented, Bob Snow second, all in favor – aye (5-0).

5. Request from Anonymous Brewing LLC of 60 Main Street for a One-Day Entertainment License for live acoustic music indoors for fundraising event on June 10, 2023

Chairman Pierce read the following:

Chairman Pierce read the following:

The attached 1-day Entertainment License application has been submitted by Anonymous Brewing. They held a similar event last year, but last year it also included the outdoor area and a food truck. Attached is a copy of the license issued last year which lists the conditions of the approval. This application and the license issued last year has been circulated to relevant Town Departments for review.

These are the comments submitted by the Department Heads:

Police Chief: “According to their application they will have someone managing parking and crowd control. The Police Department has no concerns.”

Fire Chief: “The Fire Dept. does not have any concerns with this request as long as they have the same conditions.”

Health Director: “The Health Department does not have any concerns.”

Town Planner: “They are implementing our normal recommended precautions (on-site crowd manager) for these type of events. So I have no concerns regarding this request.”

ZBA: No Comments

Building Inspector: No comments submitted.

The parking for the events needs to conform with the parking spaces allocated to this business as detailed on the Planning Board site plan. The applicant should have an agreement with the property owner to utilize additional parking spaces not designated for his business if needed for these events.

Does the Board wish to approve this 1-Day Entertainment license with the following conditions:

1. Musical performances must be confined to indoors and garage bay doors must be closed during the performances per Planning Board approval.
2. For live entertainment, License holder must not exceed the occupancy limit for the building. The occupancy limit includes all staff, entertainers, and the public. Occupant load not to be exceeded.
3. The License holder must have a crowd manager on site during the event. Link for training and details: [Crowd Manager Regulations and Training Program/mass.gov](https://www.mass.gov/info-details/crowd-manager-regulations-and-training-program)
4. The parking for the event needs to conform with the parking spaces allocated to this business as detailed on the Planning Board approved site plan. The applicant should have an agreement with the property owner to utilize additional parking spaces not designated for his business if needed for this event.
5. People congregating outside is prohibited
6. The event manager should ensure that vehicular ingress/egress to the site is safe for both vehicles and pedestrians – **does the Board wish to require a police detail for traffic control?**
7. Parking on the street is prohibited and the event manager must watch for instances of street parking and to ask vehicle-owners to immediately move any street parked vehicles to the parking facilities behind the building.
8. Exits are to be free and clear at all times.
9. Amplified sound equipment to be used mindfully since this is a residential area.

Deana Ziev made a motion to approve the 1-Day Entertainment License with the conditions above but without a requirement for a police detail, Bob Snow second, all in favor – aye (5-0).

6. Application from PieMar, Inc. d/b/a as Off The Vine of 150 Newburyport Turnpike for Temporary Outdoor Seating and Liquor License Expansion as part of the State COVID Emergency Legislation

Chairman Pierce read the following:

Off the Vine has submitted the attached application for a temporary outdoor dining and liquor license expansion. Last year this business had a temporary outdoor license that included a portion of the parking lot. This year the application is for the patio area only in front of the restaurant.

The Fire, Inspection/Zoning Officer, Health, Police, Planning and ZBA did not have any concerns after reviewing this application. Town Planner Kirk Baker has submitted these comments:

Regarding Off the Vine I will note that the tables located outside directly adjacent to the front row parking (see pic below). The application asserts those tables have been there 20 years. Even so, I would note a safety hazard in that while there is a raised curb separating parked vehicles from pedestrian seating, that parking car bumpers can overreach curbing thus there is potential for a vehicle bumper to make contact with a person. I wonder if they should install wheel stops at least in front of the locations

The picture below could be old and wheel stops have since been installed, or perhaps there are wheel stops which are just not visible in the picture. If that's the case please disregard this concern.



Amy sent Kirk's comments to the applicant, and they sent the response below and the attached photos:

Hi Amy,

Thank you for getting back to me. I completely understand the concern from the town planner, but please let me explain why I don't think wheel stops would be necessary.

The picture they had on file doesn't accurately represent the distance from the curb to the table and chairs. On Friday I went out to the front of the restaurant to take new pictures, showing how far away the chairs would be from any car bumpers parked in the front. I even made sure to pull my car up as far as possible with the tires actually touching the curb. I then measured the distance from the front of that bumper to the back of one of the chairs, with the chair pulled out as if there was a customer sitting in it. That distance was a little more than 4 feet, which would cause no potential danger for anyone sitting outside.

The safety of our customers is extremely important to us and we would never jeopardize that. The sidewalk between the table and chairs and the front of the parked cars is always clear and is a fairly wide space, as that is how customers gain access in to the restaurant.

I will send the pictures I took in a separate email as they didn't attach in my first attempt. Hopefully this will be enough information to have the town grant us an outdoor liquor license.

Please let me know if you need any additional information, or if you don't receive the photos.

Thank you,

Greg Wick

Kirk and Chief Dumas reviewed the applicant's email and photos and had the following comments in response:

Good morning Amy,

I concur with Kirk's suggestion. I do not question Mr. Wick's sincerity as it pertains to the safety of his customers, the wheel stops however serve two purposes. The first, which is not required but strongly suggested, the wheel stops serve as a preventative measure of vehicles driving further than they are intended. Anytime you have vehicles pulling in where diners are seated is a dangerous situation. There is only a 3" curb in place and columns that do not appear to be structural. The second use for the wheel stop would be to assure compliance with an ADA requirement as outlined in the attached. There must be 36" of an accessible route on the sidewalk. Vehicles pulling too far forward could encroach in that area.

Scott A. Dumas

Hey Amy,

The Chief's response articulates the concern perfectly. Even with curbing a larger vehicle can encroach into a sidewalk area. As this sidewalk area is to be used for outdoor seating for families, I would suggest wheel stops be installed in those few spaces as a precaution to prevent such encroachment.

Thanks

Kirk

How does the Board wish to proceed with this application?

Pierce said he thinks Kirk's suggestion is a good one and it is backed by the Police Chief. Eagan said we received an email just before the meeting from Mr. Wick who wasn't aware that this was on the agenda and would have been here tonight if possible. She said Mr. Wick is trying to address the concerns.

Pierce called for a motion to approve this application with a condition that they install wheel stops. This vote was not completed.

David said she has concerns in addition to the wheel stops, which are only meant to prevent encroachment, and said there are absolutely no safety barriers there to protect patrons dining in the outdoor area in front of the restaurant. She said she did two site visits. She said last year outdoor tables were set up off to the side and were protected by boulders, and now the tables are twenty feet away from that area without any protection. She said moving motor vehicles towards people brings up many concerns, this is a dangerous situation, and she is unsure if there would be any liability to the Town or the Board of Selectmen if this was approved. Pierce asked if wheel stops would prevent a car from surging forward. David said no because they are only 3 inches tall and the curbing is less than 5 inches tall. She said the wheel stops are a tripping hazard. She said last year there was a local tragedy when a car drove into a farm stand. She said we hear daily about people confusing the brake and gas pedals, about distracted driving. She said there are tractor trailers in that parking lot and many cars going in and out to the gym. She said in this situation there are moving motor vehicles driving right up to where people are sitting, and she thinks there is about 30 inches of space there at most. She said this is problematic. Kneeland agreed and asked haven't they always had seating there. David said she can't speak about the past, and recommended bollards be installed, which are fairly inexpensive. Snow said you hear about accidents like this often in the State and anything we can do to prevent this would be good. Pierce said in Newburyport there are substantial barriers around the outdoor areas. Ziev said she wonders if the bollards would make the sidewalk not passable or ADA compliant, or impact their ability to use the space. Kneeland said bollards need to be spaced a certain amount of feet apart. David said it is up to the owner to reconfigure the tables, and the potential for disaster is there.

Pierce asked if the Board would like to approve this with a condition that bollards are installed with appropriate spacing. David said if the owner wants to speak to the Board, this could be tabled until June 26th.

Christine Kneeland made a motion to table this until June 26, 2023, Bob Snow second, all in favor – aye (5-0).

7. Application from Anonymous Brewing LLC of 60 Main Street for Temporary Outdoor Seating and Liquor License Expansion as part of the State COVID Emergency Legislation

Chairman Pierce read the following:

Anonymous Brewing has submitted the attached application for a temporary outdoor dining and liquor license expansion. Last year this business had a temporary outdoor license which expired on November 1, 2022.

The Fire, Inspection/Zoning Officer, Police, Planning and ZBA did not have any concerns after reviewing this application.

Town Planner Kirk Baker said, "For 60 Main Street they are proposing the same layout as the previous year which is located behind the building, so as long as there is oversight of the noise levels by the on-site manager to prevent any noise nuisance to the residential neighbors I have no issue with the request to temporary outdoor seating and ABC licenses under the Governor's order. I will note that their process for having permanent outdoor seating once the Governor's order expires is the same as that of Bradford Tavern (as their outdoor seating proposal is new and not grandfathered) meaning that without the emergency order they will need Planning Board SPR approval for the outdoor seating area before further renewal."

The Health Director said, "If food vendors or food trucks are on site at Anonymous Brewing they must be permitted through the Health Department. Proof of permitting in the Town of Rowley needs to be presented to the owner prior to any event."

- *Does the Board wish to approve this application with an expiration date of November 1, 2023?*
- *Does the Board wish to include the Health Director and Town Planner comments as conditions of this approval?*
- *If so, Debbie will sign the approved license as the Board authorized her to do in the past.*

Christine Kneeland made a motion to approve this temporary license with an expiration date of November 1, 2023, subject to the conditions of the Town Planner and Health Director, Bob Snow second, all in favor – aye (5-0).

Ziev asked if the outdoor area was behind the building. Kevin Moriarty responded "that's right."

8. Request from Water Superintendent Robert Gray to appoint Carrie Kennedy to the position of Water Department Accountant and to set the starting pay rate above the minimum hiring rate

Chairman Pierce read the following:

There are two requests from the Board of Water Commissioners under this agenda item which require Board of Selectmen approval:

- 1) To appointment Carrie Kennedy to the position of Water Department Accountant*
- 2) To set the starting pay rate at Step 7 of the position's pay grade of 7.*

Carrie currently serves in the position of Assistant Town Accountant. She has been selected by the Board of Water Commissioners as the finalist for the position of Water Department Accountant. She has some familiarity with the Water Department's accounting system. Please see attached memo from Personnel Officer Deb Eagan and letter from the Board of Water Commissioners Chairman Bernie Cullen and Water Superintendent Robert Gray.

Deana Ziev made a motion to appoint Carrie Kennedy to the position of Water Department Accountant and to set the starting pay rate at Step 7 of the position's pay grade of 7, Christine Kneeland second, all in favor – aye (5-0).

9. Discuss Town Accountant position
 - Job description
 - Lifting hiring freeze to post the position
 - Temporary assistance during transition

Chairman Pierce read the following:

Job Description

Debbie and Amy have been working with the Personnel Advisory Committee (PAC) on updating the job description for the Town Accountant position. Town Accountant Susan Bailey is retiring after 30+ years in the position. The PAC has approved the attached job description. This is a new job description and reflects the current duties that are required for this position. Some of the changes include: a 35-hour work week; having the position supervised by the Town Administrator, but continue to be appointed by the

Board of Selectmen; placing the position in a Pay Grade #13 in the Non-union Classification and Compensation Schedule; and knowledge of VADAR or similar general ledger accounting system. If the Board is in agreement, Debbie and the PAC respectfully request the Board to approve the job description and to authorize Chairman Pierce to sign it.

Hiring Freeze

If the Board approves the job description, Debbie requests the Board lift the hiring freeze so that she can post this position. Susan Bailey's last day is June 30, so it is crucial that the recruitment for a replacement get underway as soon as possible.

Temporary assistance during transition

Debbie feels that it may be necessary to have temporary accounting assistance after Susan leaves and prior to having her replacement appointed. Debbie is asking for authorization from the Board to either hire a person to work in the position and paid for out of the existing salary line or have a temporary person secured through an agency and paid for through the expense line.

Deana Ziev made a motion to approve the job description, Bob Snow second, all in favor – aye (5-0).

Bob Snow made a motion to lift the hiring freeze for this position, Christine Kneeland second, all in favor – aye (5-0).

Bob Snow made a motion to authorize Debbie to hire temporary assistance for this position, Deana Ziev second, all in favor – aye (5-0).

OLD BUSINESS

1. Discuss May 29, 2023 Memorial Day Parade

Chairman Pierce read the following:

For the first time in a few years, the Town held a Memorial Day Parade. The Parade was a success and many thanks go to the Town of Rowley Veterans Committee members, especially Chairman Bob Breaker, and the Parade Team.

Bob Snow, who is the Board's representative to the Veterans Committee, gave remarks to the attendees on behalf of the Town. Bob Snow will lead the discussion on this agenda topic.

The Ipswich Local News covered the parade and posted photos of the event on their website and in the newspaper.

Pierce said this was a wonderful event on a beautiful day. Snow said we couldn't have asked for anything better and there were a minimum of 500 people that attended, where

before COVID they had about 300 attendees. He said next year will be even better and we should all give Bob Breaker a pat on the back. He said this year they gave a coin to all the veterans and next year the coin will be a little different. He said Nick George was the Parade Marshall and he is about 93 years old and was wounded four times in battle. He said George is a Marine Sergeant and his uniform still fits him well. He said George knew many people and thanked them and it was a perfect day. Kneeland said 100% of the feedback has been positive except for the sound system which was difficult to hear, and hopefully that can be beefed up next year. Pierce said the day was like a Norman Rockwell painting. David said it was good that the Town employees who are veterans came, like Bob Diehl, Chief Barry and Sergeant MacMullen. Snow said Breaker did an outstanding job. Ziev asked if we should send Breaker a letter of thanks.

Deana Ziev made a motion to send a letter of thanks to Bob Breaker, Christine Kneeland second, all in favor – aye (5-0).

Snow said Breaker plans to have a session to review the event and people can send their feedback to the Board of Selectmen. Kneeland said John Reilly did a great job helping to conduct the ceremony as well. Sharon Emery said she wished the Fire and Police ceremonies were more included, but it was a wonderful day with the biggest parade that she can remember. Snow agreed.

2. Update on intersection on Route 1 and Central Street and Glen Street

Chairman Pierce read the following:

Work continues on the installation of the new traffic light at the intersection of Route 1 and Central Street and Glen Street.

Bob Snow has been working on this project and will provide the Board with an update.

Snow said they have been working on this for a long time and he will have a better update for the next meeting as he is waiting to hear from District 4 on what the completion date will be. He said there has been a lot of progress over the past two weeks and said people should use caution when going through the intersection, and to avoid it if they can.

3. PRS Group Contract Renewal for IT Services

Chairman Pierce read the following:

IT Coordinator Karen Summit requests the Board of Selectmen to renew the IT Services contract with PRS Group. FY 24 is the third and final year of the three-year contract.

Hi Debbie,

The PRS contract expires on June 30th and I would like to recommend that the Selectmen renew the contract for FY 24. We have been pleased with the service provided by PRS and wish to continue working with them in FY 24.

Can you please put this on the agenda for the June 5th meeting?

Thanks. Karen

Karen H. Summit

Treasurer/Collector CMMT/CMMC

If the Board is in agreement, then the Board needs to vote to approve the contract and to authorize Chairman Pierce to sign it. (It will be signed after the meeting.)

Christine Kneeland made a motion to approve this contract and to authorize Chairman Pierce to sign it, Bob Snow second, all in favor – aye (5-0).

4. Discuss sending a reminder to retail establishments that the Plastic Bag Restriction Bylaw goes into effect on September 8, 2023

Chairman Pierce read the following:

The Plastic Bag Restriction Bylaw goes into effect on September 8, 2023. Debbie sent out a reminder last year to retail establishments. She is asking the Board members if they would like her to send out the reminder again, with the effective date three months away. (See attached)

Pierce said there was a question earlier during Public Comment about Market Basket giving out cardboard boxes to customers. He said there is nothing in the Bylaw to restrict cardboard boxes.

Deana Ziev made a motion to send out another reminder, Christine Kneeland second, all in favor – aye (5-0).

FY 23 BUDGET TRANSFERS – GL c. 44 Section 33B

- Police Academy Tuition to Police Department Expenses
- Group Health Insurance to Police Department Wages
- Accounting Expenses to Assistant Town Accountant Wages

Christine Kneeland made a motion to approve the transfer request from Police Academy Tuition to Police Department Expenses, Bob Snow second, all in favor – aye (4-0). Deana Ziev – ABSTAINED

Bob Snow made a motion to approve the transfer request from Group Health Insurance to Police Department Wages, Christine Kneeland second, all in favor – aye (3-0). Deana Ziev – ABSTAINED; Sheri David - ABSTAINED

Bob Snow made a motion to approve the transfer request from Accounting Expenses to Assistant Town Accountant Wages, Christine Kneeland second, all in favor – aye (4-0). Deana Ziev – ABSTAINED

FY 24 RE-APPOINTMENTS

Open Space Committee one year term	Howard Vogel	6/30/2024
Open Space Committee one year term	Alyssa King Co-Chair	6/30/2024
Open Space Committee one year term	Russ Leibe	6/30/2024
Open Space Committee one year term	Janet Estella	6/30/2024
Historic District Commission/ Historical Commission	Frank Todd, Chairman	6/30/2024
Historic District Commission/ Historical Commission	Stephen Cabitt	6/30/2025
Historic District Commission/ Historical Commission	Holly Gagne	6/30/2024
Historic District Commission/ Historical Commission	Denzil Rice	6/30/2024
Historic District Commission/ Historical Commission	Priscilla Serafin - Alternate	6/30/2024
Information Technology Coordinator	Karen Summit	6/30/2024
Town of Rowley Veterans Committee	Robert Breaker Chairman, Registered Voter	6/30/2024
Town of Rowley Veterans Committee	William Kelly Vice Chairman, Registered Voter	6/30/2024
Town of Rowley Veterans Committee	Donald Dupray Clerk, Fire Dept. Representative	6/30/2024
Town of Rowley Veterans Committee	Carolyn Lynch, Police Dept. Representative	6/30/2024
Town of Rowley Veterans Committee	Jenny Penton, Registered Voter	6/30/2024
Town of Rowley Veterans Committee	Ronald Huth	6/30/2024
Personnel Advisory Committee	MaryAnn Levasseur - Resident Representative	6/30/2024

Call Fire Fighters <i>one year term</i>	James Chadbourne, Call Fire Lieutenant	6/30/2024
Call Fire Fighters <i>one year term</i>	Darcie Britner, Call Fire Lieutenant	6/30/2024
Call Fire Fighters <i>one year term</i>	Ron Agrella	6/30/2024
Call Fire Fighters <i>one year term</i>	Donald Duprey	6/30/2024
Call Fire Fighters <i>one year term</i>	Evan Fish	6/30/2024
Call Fire Fighters <i>one year term</i>	Vincent Gaudenzi	6/30/2024
Call Fire Fighters <i>one year term</i>	Charles Hazen, Jr.	6/30/2024
Call Fire Fighters <i>one year term</i>	Justin Haley	6/30/2024
Call Fire Fighters <i>one year term</i>	Dylan Merrill	6/30/2024
Call Fire Fighters <i>one year term</i>	Joseph R. Merry	6/30/2024
Call Fire Fighters <i>one year term</i>	Robert O'Leary	6/30/2024
Call Fire Fighters <i>one year term</i>	Frank Raimo	6/30/2024
Call Fire Fighters <i>one year term</i>	Brian Sculley	6/30/2024
Call Fire Fighters <i>one year term</i>	Robert Serino	6/30/2024
Call Fire Fighters <i>one year term</i>	London Spain	6/30/2024
Call Fire Fighters <i>one year term</i>	Jesse T Warren	6/30/2024
Call Fire Fighters <i>one year term</i>	Joseph Warren	6/30/2024
Call Fire Fighters <i>one year term</i>	Mark Winfrey	6/30/2024
Call Fire Fighters <i>one year term</i>	Laurence White	6/30/2024
Probationary Call Fire Fighters <i>one year term</i>	Sebastian Beuchelt	6/30/2024
Probationary Call Fire Fighters <i>one year term</i>	Alyssa Cayer	6/30/2024
Probationary Call Fire Fighters <i>one year term</i>	Blake Gondella	6/30/2024
Probationary Call Fire Fighters <i>one year term</i>	Andrew Krajeski	6/30/2024
Probationary Call Fire Fighters <i>one year term</i>	Ryan Smith	6/30/2024
Fire Chaplain	Robert M.J. Hagopian	6/30/2024
Forest Fire Warden & Superintendent of the Fire Alarm <i>one year term</i>	Mark Emery, Chief	6/30/2024
Forest Fire Warden & Superintendent of the Fire Alarm <i>one year term</i>	Cooper Carifio, Assistant	6/30/2024
Forest Fire Warden & Superintendent of the Fire Alarm <i>one year term</i>	Matthew Harney, Assistant	6/30/2024
Rowley Emergency Management Agency (REMA)	Mark Emery, Fire Chief/Emergency Management Director	6/30/2024

Rowley Emergency Management Agency (REMA)	Scott Dumas, Police Chief	6/30/2024
Rowley Emergency Management Agency (REMA)	Ellie Davis COA Director	6/30/2024
Rowley Emergency Management Agency (REMA)	Patrick Snow - Highway Surveyor	6/30/2024
Rowley Emergency Management Agency (REMA)	Frank Marchegiani - Health Agent	6/30/2024
Rowley Emergency Management Agency (REMA)	Deborah Eagan - Town Administrator	6/30/2024
Rowley Emergency Management Agency (REMA)	Matthew Brown - Light Plant Manager	6/30/2024
Rowley Emergency Management Agency (REMA)	Bob Gray - Water Superintendent	6/30/2024
Northern Essex Regional Emergency Planning Committee <i>one year term</i>	Mark Emery, Fire Chief/Emergency Management Director	6/30/2024
Northern Essex Regional Emergency Planning Committee <i>one year term</i>	Scott Dumas, Police Chief	6/30/2024
Northern Essex Regional Emergency Planning Committee <i>one year term</i>	Patrick Snow - Highway Surveyor	6/30/2024
Northern Essex Regional Emergency Planning Committee <i>one year term</i>	Deborah Eagan - Town Administrator	6/30/2024
Northern Essex Regional Emergency Planning Committee <i>one year term</i>	Ellie Davis COA Director	6/30/2024
Northern Essex Regional Emergency Planning Committee <i>one year term</i>	Matthew Brown - Light Plant Manager	6/30/2024
Northern Essex Regional Emergency Planning Committee <i>one year term</i>	Frank Marchegiani, Health Agent	6/30/2024
Northern Essex Regional Emergency Planning Committee <i>one year term</i>	Bill DiMento, Harbormaster	6/30/2024
Northern Essex Regional Emergency Planning Committee <i>one year term</i>	Robert Gray, Water Superintendent	6/30/2024
Parks and Recreation Committee <i>three year term</i>	David Zizza, Chairman	6/30/2026
Parks and Recreation Committee <i>three year term</i>	Kurt Annen, Secretary	6/30/2026
Parks and Recreation Committee <i>three year term</i>	Michael Quinn	6/30/2026
Parks and Recreation Committee <i>three year term</i>	Michael Killion	6/30/2026

Pierce read the names and positions on the June 5, 2023 revised agenda.

Bob Snow made a motion to reappoint the individuals on the June 5, 2023 revised agenda, Deana Ziev second, all in favor – aye (5-0).

FY 24 BOARD OF SELECTMEN APPOINTMENTS

1. Eastern Essex Veterans District Representative
2. Eastern Essex Veterans District Alternate Representative
3. Cannoneer
4. Community Preservation Committee
5. Massachusetts Bay Transportation Authority (MBTA) Representative
6. Merrimack Valley Planning Commission Representative
7. Merrimack Valley Planning Commission Alternate Representative
8. Merrimack Valley Regional Transit Authority Board Representative
9. Town of Rowley Veterans Committee
10. Zoning Review Committee Representative
11. Zoning Review Committee Representative
12. Northern Essex Regional Emergency Planning Agency (Chairman & Vice Chairman)
13. Rowley Emergency Management Agency (Chairman & Vice Chairman)
14. Personnel Advisory Committee

Snow said there are fourteen positions and he serves in five of them now, and asked that someone else take the Eastern Essex Veterans Representative role that he has been doing for twelve years. David said she would be honored to do this.

Deana Ziev made a motion to appoint the Selectmen representatives as follows:

- Eastern Essex Veterans District Representative – **Sheri David**
- Eastern Essex Veterans District Alternate Representative – **Bob Snow**
- Cannoneer – **Deana Ziev**
- Community Preservation Committee – **Cliff Pierce**
- Massachusetts Bay Transportation Authority (MBTA) Representative – **Bob Snow**
- Merrimack Valley Planning Commission Representative– **Bob Snow**
- Merrimack Valley Planning Commission Alternate Representative– **Bob Snow**
- Merrimack Valley Regional Transit Authority Board Representative – **Christine Kneeland**
- Town of Rowley Veterans Committee– **Bob Snow**
- Zoning Review Committee Representative – **Cliff Pierce**
- Zoning Review Committee Representative – **don't need a second representative**
- Northern Essex Regional Emergency Planning Agency - **Chairman Cliff Pierce & Vice Chairman Christine Kneeland**
- Rowley Emergency Management Agency- **Chairman Cliff Pierce & Vice Chairman Christine Kneeland**
- Personnel Advisory Committee – **Christine Kneeland**

Sheri David second, all in favor – aye (5-0).

MINUTES

- May 22, 2023

Deana Ziev made a motion to approve the May 22, 2023 minutes, Bob Snow second, all in favor – aye (5-0).

ANNOUNCEMENTS

1. The Water Department has been conducting hydrant flushing on dead-end streets on Tuesdays from 9 a.m. to 2 p.m. through Tuesday, June 13, 2023. For the schedule and additional information, please go to the Rowley Water Department website, www.rowleywater.com
2. The Treasurer/Collector of the Town of Rowley will be holding a sale of low value parcel pursuant to G.L. c. 60 Section 79 on Tuesday, June 20, 2023 at 10 a.m. in the Town Hall Auditorium. The land is 19,299 square feet of land, more or less, on Ellsworth Road and shown on Assessors Map 007 Lot 027. For more information, call the Treasurer/Collector's Office at 948-2631
3. The Board of Selectmen announces that a textile recycling bin has been placed in the rear parking lot of the Town Hall Annex at 39 Central Street. Residents can drop off a variety of textiles. Please see the Town website for the listing. All items must be dry, bagged and placed in the bin. Please do not leave items on the ground.
4. The Town has the following board vacancies:
 - **Conservation Commission**
 - **Council on Aging**
 - **Parks and Recreation Committee** as of July 1, 2023
 - **Open Space Committee** as of July 1, 2023
 - **Rowley Cultural Council**
 - **Zoning Board of Appeals – Alternate member**

Interested residents should send a letter of interest to the Board of Selectmen. Positions are open until filled.

ADJOURN

Christine Kneeland made a motion to adjourn, Bob Snow second, all in favor – aye (5-0).

Meeting adjourned at 7:08 p.m.

ATTACHMENTS:

1. Handout from Sharon Emery regarding Firemen's Sunday

2. Meeting memo regarding General Business #1: Approve Council on Aging donations
3. Council on Aging donation list
4. Meeting memo regarding General Business #2: Letter of resignation from Full-time Firefighter Graeme Potter
5. Letter of resignation from Full-time Firefighter Graeme Potter
6. Meeting memo regarding General Business #3: Letter of resignation from Probationary Call Firefighter Elder Adonis Lynch
7. Letter of resignation from Probationary Call Firefighter Elder Adonis Lynch
8. Meeting memo regarding General Business #4: Request from Fire Chief Mark Emery to lift the hiring freeze for the position of Full-time Fighter
9. Request from Fire Chief Mark Emery to lift the hiring freeze for the position of Full-time Fighter
10. Meeting memo regarding General Business #5: Request from Library Director Pamela Jacobson to lift the hiring freeze for the position of part-time Library Technician
11. Request from Library Director Pamela Jacobson to lift the hiring freeze for the position of part-time Library Technician
12. Meeting memo regarding General Business #6: Request from Treasurer/Collector Karen Summit to appoint Karen O'Donnell as Assistant IT Coordinator starting July 1, 2023
13. Request from Treasurer/Collector Karen Summit to appoint Karen O'Donnell as Assistant IT Coordinator starting July 1, 2023
14. Meeting memo regarding General Business #7: Notice from the Northeast Massachusetts Mosquito Control and Wetlands Management Director on aerial application to control mosquito larvae on coastal salt marshes and upland habitat
15. Notice from the Northeast Massachusetts Mosquito Control and Wetlands Management Director on aerial application to control mosquito larvae on coastal salt marshes and upland habitat
16. Meeting memo regarding New Business #1: Discuss Veterans Field parking issues
17. Map from Assessors Office for Veterans Field
18. Quitclaim Deed for Harney land sold to Town adjacent to Veterans Field
19. Photo of cars parked on Harney land sold to Town adjacent to Veterans Field
20. Meeting memo regarding New Business #2: Approve purchase of clay and field conditioner by Parks and Recreation Committee
21. Quote for clay and field conditioner from SiteOne
22. Meeting memo regarding New Business #3: Personnel Plan language changes
23. Redline changes to Personnel Plan Section B2-0
24. Redline changes to Appendix 24 of Personnel Plan
25. Meeting memo regarding New Business #4: Set meeting schedule for July – September 2023

26. Meeting memo regarding New Business #5: Request from Anonymous Brewing LLC of 60 Main Street for a One-Day Entertainment License for live acoustic music indoors for fundraising event on June 10, 2023
27. Application from Anonymous Brewing LLC of 60 Main Street for a One-Day Entertainment License for live acoustic music indoors for fundraising event on June 10, 2023
28. License issued to Anonymous Brewing LLC of 60 Main Street for a One-Day Entertainment License for live acoustic music indoors for fundraising event held on May 21, 2022
29. Updated meeting memo regarding New Business #6: Application from PieMar, Inc. d/b/a as Off The Vine of 150 Newburyport Turnpike for Temporary Outdoor Seating and Liquor License Expansion as part of the State COVID Emergency Legislation
30. Six photos submitted by Greg Wick for New Business #6
31. Original meeting memo for New Business #6
32. Application from PieMar, Inc. d/b/a as Off The Vine of 150 Newburyport Turnpike for Temporary Outdoor Seating and Liquor License Expansion as part of the State COVID Emergency Legislation
33. 2022 Temporary Outdoor Seating and Liquor License issued to Off The Vine of 150 Newburyport Turnpike
34. Meeting memo regarding New Business #7: Application from Anonymous Brewing LLC of 60 Main Street for Temporary Outdoor Seating and Liquor License Expansion as part of the State COVID Emergency Legislation
35. Application from Anonymous Brewing LLC of 60 Main Street for Temporary Outdoor Seating and Liquor License Expansion as part of the State COVID Emergency Legislation
36. Email from Kevin Moriarty regarding Outdoor Seating Guidelines, Narrative
37. Letter from Jennifer Souza regarding permission for Anonymous Brewing to use outdoor patio area
38. Photo of outdoor patio area at Anonymous Brewing
39. Map of outdoor patio area at Anonymous Brewing
40. 2022 Temporary Outdoor Seating and Liquor License issued to Anonymous Brewing
41. Meeting memo regarding New Business #8: Request from Water Superintendent Robert Gray to appoint Carrie Kennedy to the position of Water Department Accountant and to set the starting pay rate above the minimum hiring rate
42. Memo from Personnel Officer Deborah Eagan regarding New Hire Rate of Water Department Accountant
43. Request from Water Superintendent Robert Gray to appoint Carrie Kennedy to the position of Water Department Accountant and to set the starting pay rate above the minimum hiring rate
44. FY23 Compensation Schedule

45. FY24 Compensation Schedule
46. Section A7-3 of Personnel Plan
47. Meeting memo regarding New Business #9: Discuss Town Accountant position - Job description; Lifting hiring freeze to post the position; Temporary assistance during transition
48. Town Accountant Job Description approved by PAC 5/31/23
49. FY24 Nonunion Compensation Schedule
50. Meeting memo regarding Old Business #1: Discuss May 29, 2023 Memorial Day Parade
51. Meeting memo regarding Old Business #2: Update on intersection on Route 1 and Central Street and Glen Street
52. Meeting memo regarding Old Business #3: PRS Group Contract Renewal for IT Services
53. Agreement between Town of Rowley and PRS Group for 2023
54. Agreement between Town of Rowley and PRS Group for 2022
55. Agreement between Town of Rowley and PRS Group for 2021, including Request for Price Quotation submittal from PRS Group
56. Meeting memo regarding Old Business #4: Discuss sending a reminder to retail establishments that the Plastic Bag Restriction Bylaw goes into effect on September 8, 2023
57. Reminder sent in 2022 to retail establishments that the Plastic Bag Restriction Bylaw goes into effect on September 8, 2023
58. May 2, 2022 Annual Town Meeting Minutes excerpt regarding Plastic Bag Restriction General Bylaw
59. Meeting memo regarding FY23 Budget Transfers – GL c. 44 Section 33B
60. FY23 Budget Transfers – GL c. 44 Section 33B Police Academy Tuition to Police Department Expenses
61. FY23 Budget Transfers – GL c. 44 Section 33B Group Health Insurance to Police Department Wages
62. FY23 Budget Transfers – GL c. 44 Section 33B Accounting Expenses to Assistant Town Accountant Wages
63. Meeting memo regarding FY24 Re-Appointments
64. Meeting memo regarding FY24 Board of Selectmen Appointments
65. Memo from Amy Lydon regarding FY24 Board of Selectmen Appointments
66. Draft minutes of May 22, 2023