

MINUTES OF THE BOARD OF SELECTMEN

March 22, 2021

Recorded from Town Hall, 139 Main Street, Rowley, MA

1:00 p.m.

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

CALL MEETING TO ORDER

Chairman Pierce called the meeting to order at 1:02 p.m. He read the following:

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting, but every effort will be made to allow the public to view and listen to the open session portion of the meeting in real time. Persons who wish to do so are invited to watch the open session portion of the meeting on Rowley Community Media TV / listen live on the RCM page on the Town's website at www.townofrowley.net or join the meeting from your computer, tablet or smartphone by using the link: <https://global.gotomeeting.com/join/161553397> an also dial in using your phone by calling +1 (224) 501-3412 and using access code 161-553-397. In the event that live transmission proves infeasible, an audio or video recording, transcript or other comprehensive record of the open session portion of the meeting will be made available on the Town's website as soon as possible.

1:00 p.m. APPOINTMENT Conservation Agent Brent Baeslack and Highway Surveyor Patrick Snow to discuss Highway Department Facility stormwater project

Conservation Agent Brent Baeslack asked Town Administrator Deborah Eagan to display the photos he supplied from the site visit. He said the inspection of municipal facilities found that the outlet from a catch basin at the rear of the Highway Department Garage is discharging into the Ox Pasture Brook. He said the outfall from this catch basin has eroded the stream bank and we have a circular pool situation. He said this should be addressed. He said catch basins are designed to capture deposits into a basin to be cleaned out, but this catch basin is doing the opposite – it is discharging sediments and transporting them to the stream. He said he met with CEI to get a proposal for this work. He said this will be a cooperative effort between the Light Department and the Town/Highway Department, as there is a slope in the rear of the Light Department and towards the catch basin. He said there are adequate funds in the stormwater management budget to start this project with CEI, and he is looking for the Board's support to have him approach the Light Department to ask for their cooperation with this project. Pierce said the CEI proposal is for \$18,000 to be split between the Highway Department (\$10,000) and the Light Department (\$8,000). Pierce called for a motion to authorize CEI to do this work. The vote was not completed.

Petersen asked if there is a cost for the remediation work needed, and if this can be covered in next year's budget. Baeslack said we need CEI to do this work to come up with an estimate for the work needed to correct the issue. He said this proposal will allow us to get quotes for the work that needs to be done. He said Patrick Snow said the Highway Department can help with the soil work. Petersen said the Highway Department consists mostly of a gravel parking lot, and asked if there is only one catch basin on the whole site. Baeslack said the engineer will look at the whole site, and they may add another stormwater infiltration area next to the storage shed.

Dave Petersen made a motion to approve the contract with CEI, and to ask the Light Department to share the cost, Bob Snow second, all in favor, roll call vote— Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

GENERAL BUSINESS

1. Request from Board of Cemetery Commissioners and Highway Surveyor Patrick Snow to appoint Samuel Spinhirn to the position of Unskilled Laborer for the Cemetery Department & Highway & Department

Dave Petersen said this position has been open since late July, and Sam seems to be a good candidate.

Joe Perry made a motion to appoint Samuel Spinhirn to the position of Unskilled Laborer for the Cemetery Department & Highway & Department, Bob Snow second, all in favor, roll call vote— Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Deana Ziev – aye. Dave Petersen – ABSTAIN

2. Request from Board of Cemetery Commissioners to lift the hiring freeze for Summer Seasonal laborers

Bob Snow made a motion to lift the hiring freeze for Summer Seasonal laborers, Joe Perry second, all in favor, roll call vote— Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Deana Ziev – aye. Dave Petersen- RECUSED.

NEW BUSINESS

1. Discuss FY 22 Parks and Recreation Committee Budget

Chairman Pierce read the following:

The Selectmen need to set the FY 22 Parks and Recreation Committee budget.

Attached are two versions of the FY 22 budget, one showing a "level" fund request, and one with the expense line blank. Committee members Joe Haley, David Zizza, and Tim Southall are expected to be on the meeting call today to discuss the budget.

The FY 21 expenditures through February 28, 2021 is \$38,310.11 and there is \$12,527.89 remaining.

Additionally, the Parks and Recreation/Board of Selectmen Facilities Revolving Fund had a balance of \$35,865, as of February 28, 2021. The expenditure cap on this fund is \$30,000. The revenue in this account comes from sport league user fees.

Petersen said last year the maintenance expense P&R budget was increased since they didn't anticipate getting as many user fees due to COVID, however they got \$20,000 in user fees. He said if this budget is level funded, with the \$35,000 in the revolving fund account, they should have more than enough money. David Zizza said we can revisit this next year, as they do expect higher maintenance costs, but this is fine for this year.

Dave Petersen made a motion to approve a level funded Parks & Recreation FY22 budget, Deana Ziev second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

Zizza thanked the Town and the Board of Selectmen for the support of the projects that have been approved.

2. Discuss FY 22 Treasurer/Collector Budget

Chairman Pierce read the following:

We are in a unique situation this year because the position of Treasurer/Collector is transition from an elected position to an appointed position effective May 12, 2021.

The Selectmen voted to accept the job description and pay range as recommended by the Personnel Advisory Committee, during the March 8, 2021 meeting. The position has been posted and the closing date is March 23, 2021.

Debbie and Karen have prepared a FY 22 Treasurer/Collector budget for review by the Board of Selectmen. Debbie consulted with Dave Petersen, who is the Selectmen's Representative to the Personnel Advisory Committee, on the amount that should be budgeted for the Treasurer/Collector Salary in FY 22. Dave recommended that the salary be budgeted at Grade #14 Step 7, which is \$95,388. Please see Form 2 of the attached budget package. The Board needs to discuss the proposed budgeted salary.

Petersen said the Personnel Advisory Committee recommends the salary for the Treasurer/Collector based on last year's salary, giving a 2.5% increase, and placing her on the non-union compensation schedule \$95,388.

Dave Petersen made a motion to approve the Treasurer/Collector's FY22 salary, Bob Snow second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

Pierce continued:

Karen Summit is at the meeting today to also discuss the other components of her proposed budget. She is requesting an increase in the Treasurer/Collector Departmental Expense line due to increases costs relating to online permits, payroll services, and postage. This request is outlined in the Issues and Options Form.

After the discussion on the budget, if the Board is in agreement to move forward with the budget and/or any adjustments to it, the Board will need to vote by roll call.

Joe Perry made a motion to approve the Treasurer/Collector's FY22 budget, Dave Petersen second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

3. Discuss zoning articles

Chairman Pierce said the Planning Board will hold a public hearing and then submit these articles for the Town Meeting Warrant. He said the first article changes the size for accessory structures from 1,500 square feet to 800 square feet; the second article addresses the zoning for proposal from Harborlight for affordable housing on Route 1 creating an overlay district and amending the Retail Village Overlay District to include the Route 1 area; and the third article is to allow outdoor cultivation of marijuana in the outlying district on parcels four acres or larger, with a 5,000 square foot area for cultivation.

OLD BUSINESS

1. Discuss basketball court project

Chairman Pierce read the following:

Last Wednesday, an onsite kick-off meeting was held with Chris Huntress for this project. Town Representatives in attendance were Bob Snow, Debbie, Amy, Conservation Agent Brent Baeslack, and Parks & Recreation Committee representatives Joe Haley, Tim Southall and David Zizza.

The plan is to expand the current 85' by 46' basketball court with a larger 94' by 60' court, which includes a 5' out of bounds area around the playing area. The existing asphalt will be pulverized, regraded and compacted, and blended in with the new material added along the edges. There will be four inches of new asphalt installed and a non-skid surface will be applied, rather than a painted surface. Huntress sent us the construction plans and preliminary cost estimated. (See attached.)

The following timetable was discussed:

- *Huntress to send specifications by Wednesday March 24, 2021 to be reviewed by Conservation, Parks & Recreation and Selectmen*

- *Go out to bid as soon as plans are approved, with work to start once school is out at the end of June*
- *Construction will take approximately four weeks*

The following issues were discussed at the meeting:

1. *There appears to be encroachment onto Town property by the preschool next to the basketball court. The existing information shows different areas of encroachment. The as-built plan prepared for the PGS project by Williams Sparages Engineering indicates encroachment closer to the boundary next to the basketball court. (See attached.) The aerial map supplied by the Assessor's Office shows encroachment into the wooded area closer to the wetlands. (See attached.) Could the Board authorize us to reach out to the engineer from Williams Sparages who prepared the As-built plan and ask them to locate or install steel rods to mark the boundary? Both Chris Huntress and Brent Baeslack recommend this. Brent said that we should get the front boundary by Main Street marked and the corner boundary near the end of the fence in the back section of the area.*
2. *There is a light pole which wasn't shown on the PGS project as-built plan that needs to be relocated because its current location is within the proposed expanded court playing area. Could the Board authorize us to reach out to the Light Department to request this?*
3. *The new non-skid surface cannot be plowed, and to prevent damage to it will require the use of plastic snow shovels or a snow blower with a plastic shield to be used. The engineer said the ideal situation would be to let snow melt and not remove it. The school has used this area as a meeting place in their evacuation plans. Does the Board wish to ask the Principal to find an alternate location to use during periods when the court is snow covered, or require that plastic shovels/snow blower with a plastic shield be used once the new court is complete?*
4. *The parking lot across from the court would be ideal for the staging area for the project this summer. We will coordinate this with PGS.*

Dave Petersen made a motion to authorize the staff to reach out to Williams Sparages Engineering, or to hire a new engineer and ask them to locate/install steel boundary markers, using the legal expense line to pay for this work, Bob Snow second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

Pierce said regarding the snow removal, the ideal situation is to let it melt. Petersen said the area would require a huge snowblower or multiple passes to clear the snow, and he recommends that the snow be allowed to melt. Ziev agreed. Perry said we should request that Pine Grove find a new area to use. Petersen said this needs to be discussed before we do the construction. He suggested that Bob Snow, the Police Chief, and the Fire Chief call the Principal to discuss this so that everyone is on the same page.

Dave Petersen made a motion to authorize Bob Snow, the Police Chief and the Fire Chief to meet with the Pine Grove School Principal to discuss a solution to the evacuation area at Pine Grove School, Deana Ziev second, all in favor, roll call vote— Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

Dave Petersen made a motion to authorize Bob Snow, the Police Chief and the Fire Chief to meet with the Pine Grove School Principal to discuss using the parking lot as a staging area for the project, Bob Snow second, all in favor, roll call vote— Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

Bob Snow made a motion to authorize the staff to reach out to the Light Department to ask them to move the light pole, Deana Ziev second, all in favor, roll call vote— Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

1:30 p.m. APPOINTMENT Terri Davidson to discuss ballot question concerning banning plastic bags

Terri Davidson said she is here along with Paul Change and David Miller from the Rowley Plastic Bag Reduction Coalition. She said they made a presentation two weeks ago to the Board, and they knew they were too late for this year's Town Meeting, and were surprised and appreciative when Selectman Petersen recommended a non-binding referendum question on this year's ballot. She said they have a few questions they are looking for clarification about, before the coalition's meeting tonight.

Davidson asked, what a non-binding referendum question is, if it is different than a binding question, and if they could have a binding question. Pierce said a non-binding question is used to gauge the interest of the community on an item. He said a bylaw change needs to be passed at Town Meeting. He said the results of the non-binding question may influence the Board of Selectmen or the Town about pursuing a bylaw. He said a Citizen's Petition requires 10 to 20 signatures; the group would develop the text of the bylaw; it requires that a certain number of registered voters sign off on it; and it must be submitted by the second Selectmen's meeting in February to make it onto the ballot. He said the signatures can be collected anytime, and should be submitted with the bylaw. Petersen said when a bylaw is written by the group submitting the Citizen's Petition, it has to go into the exact form that was signed off on, and it can't be changed once it has been signed off on, so the text is needed before signatures are requested. Miller asked if the Town could review the bylaw before it is circulated for signatures. Pierce said he is willing to personally review it first, and he recommended circulating it to as many people as possible when drafting it. He said if there is a mistake in the format, it can't be adopted. He said if the bylaw is from the Board of Selectmen, it can be amended from the floor at Town Meeting. Petersen said the Town Clerk will provide them with the petition form, and they get the signatures, and then the Town Clerk certifies the signatures. He said he hopes after the non-binding referendum question

that the group works with the Board of Selectmen who can hold a public hearing and information sessions to get the input of many people. He said the ballot question will be this May, and the coalition should look at a variety of proposals and after the election, start working on the bylaw. Paul Change said they aren't trying to skirt the Board of Selectmen, but are just trying to understand the options and procedures. He said they will present this information tonight and will let it be known that the Board of Selectmen would prefer to be involved rather than doing this via a Citizen's Petition. Pierce said he would like this to be done via a Citizen's Petition as it indicates that they have substantial support and that this isn't being pushed by the Board of Selectmen, but either way is fine. He suggested that they get a copy of the Town Meeting bylaw, which is part of the Town's General Bylaws, get a sample bylaw for the plastic bags, adapt it to Rowley, do outreach, present it to the businesses and then collect signatures. Snow said he agrees with Pierce. Ziev said she had technical difficulty and was disconnected for a short time. She said a non-binding referendum question gets the idea out, generates support and raises awareness. She said then they can do the Citizen's Petition rather than submitting this through the Board of Selectmen. Pierce said the non-binding question has no legal effect on anything, and after it they would either do a Citizen's Petition or a bylaw through the Board of Selectmen. Davidson said the Board seems evenly split between a non-binding question and Citizen's Petition. Petersen said we should definitely do the ballot question, then whichever way the ballot goes, we should work together. He said it is the Selectmen's decision to put this on the ballot or not. Pierce said the Board would like to have the non-binding ballot question. Perry agreed. Davidson said they would like to use the proposed State bill wording of a plastic bag reduction bylaw, rather than using the word "ban". Pierce said the ballot wording needs to be finalized by the next Selectmen's meeting. Davidson said they will discuss this at their meeting tonight.

OLD BUSINESS

2. Discuss May 3, 2021 Town Meeting location

Chairman Pierce read the following:

Due to continued COVID restrictions, the Board has been discussing the possibility of holding the Town Meeting inside the Triton High School Auditorium or having it outside under a tent. The Pine Grove School is not large enough to set up chairs six feet apart for 100 attendees. The most chairs that we could get into the All Purpose Room is about 60. Town Moderator Joan Petersen will be calling in for this agenda item.

Debbie has learned that the Town of Newbury will be using the Triton Auditorium this year for their Town Meeting, which will be held at the end of April.

Triton Superintendent Brian Forget indicated that the Triton High School Auditorium is available on the evening of May 3, 2021. He confirmed that the HVAC system has been overhauled. He sent the message below to Debbie:

Hi Debbie,

Yes, we can make that work! Chris Walsh will add that to our MLSchedules system and be in touch with any details.

As far as the HVAC, yes we did complete a full overhaul of the entire school to ensure all the systems were maximizing air exchange. We have 4 changes per hour at a minimum, and majority of spaces are much higher. I can find the rating from the assessment done afterwards for the auditorium, but I believe it was well above that minimum 4 ACH. Do you want an exact reading for the room?

Thanks,

Brian

While this is not an ideal situation, what does the Board wish to do on the location?

Also, last year, the Board voted to set the time for Town Meeting at 6:30 p.m. What time does the Board want to start the Town Meeting?

Lastly, the Board and Town Moderator voted to reduce the quorum, which was allowed under special legislation due to the COVID emergency. Town Counsel Tom Mullen has confirmed that the Selectmen can do this if they wish. The Board and Town Moderator would have to follow the same process as last year, which is as follows:

Debbie:

Yes, under Mass. Acts of 2020, c. 92, s. 7, the Selectmen may reduce the quorum for any town meeting held during the state of emergency which was declared on 3/10/20. That state of emergency continues to exist.

Please note that the steps are as follows:

- 1. The board must publish notice of its intention to consider an adjustment of town meeting quorum requirements not less than 7 days before the vote of the board. (The statute doesn't say so expressly, but I recommend that the notice be published in a newspaper of general circulation in the town.)*
- 2. The selectmen must vote on the number of voters necessary to constitute a quorum at the noticed meeting, which may be as low as 10% of the number otherwise required.*
- 3. The selectmen must act "in consultation and with the approval of the town moderator."*
- 4. The town clerk must notify the attorney general of the adjusted quorum requirement. The statute says she must do this "not less than 10 days after the vote of the select board." That doesn't make sense and is probably a typo. I recommend that the notice be given within 10 days after the selectmen vote.*

Thanks.

Tom

What would the Board and Town Moderator like to do this year on the following Town Meeting item?

- 1) Location*
- 2) Start time*
- 3) Quorum*

Snow said by the end of April, there will be a dramatic increase in the number of inoculations, and he thinks it will be safe enough to hold the meeting inside at Triton. Pierce agreed and said by May 3rd, things will be much better than they are now, and he is in favor of using Triton auditorium. He said we are still under space limits, so we can't use Pine Grove School. Ziev and Perry agreed.

Bob Snow made a motion to hold Town Meeting at the Triton High School auditorium on May 3, 2021 at 6:30 p.m., Joe Perry second, all in favor, roll call vote— Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

Ziev said she thinks that the quorum should be lowered again, because people still may not wish to attend Town Meeting. Moderator Joan Petersen said we can lower it to 50, but not lower it as much as we did before. She said we need to conduct the business of the Town for the next fiscal year. She said people are still hesitant, and last year 80 people came with the quorum being lowered to 30. She said we can inform people about the upgrade to the HVAC system, and some people have been vaccinated. Pierce said with a quorum of 40, there is still some risk, and we don't want to have to sit around and wait for the quorum. Snow said the vaccine is 98% effective, which is better than the regular flu shot. Joan Petersen said everyone will still need to wear masks and follow the protocols. Ziev said she is willing to help set up the auditorium for the meeting.

Deana Ziev made a motion to reduce the quorum for Town Meeting to 40, Bob Snow second, all in favor, roll call vote— Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

Dave Petersen said just because the quorum has been reduced doesn't mean that we don't want people to come, and he said it would be great if 80 – 100 people came to Town Meeting. He said it is critical for people to participate and vote at Town Meeting. Eagan said she recommends that the Board not vote on this now. She said we need to publish a notice in the newspaper and have a joint meeting with the Moderator as required in the emergency legislation to reduce the quorum. She said the same process needs to be followed as last year.

Deana Ziev made a motion to rescind the vote to reduce the quorum for Town Meeting to 40, Bob Snow second, all in favor, roll call vote— Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

A date of April 5, 2021 was agreed to for the joint meeting with the Town Moderator to discuss reducing the quorum.

3 Discuss roadway into the Bradstreet property

Pierce said he had sticker shock at the estimated cost of \$950,000 for engineering, permitting and construction for the roadway into the Bradstreet property, and said this is too much money to ask for from the CPC. He said we could request engineering money and explore ways to reduce the construction costs working with the Planning Board to see if some of the requirements can be waived. Perry said the cost is way too high to ask the CPC. Pierce said we can ask for a lower amount for engineering from the CPC. He said the estimate of \$90,000 included bidding and construction administration. Petersen suggested asking for \$50,000 from the CPC for engineering costs.

Dave Petersen made a motion to request \$50,000 from the CPC to cover engineering costs for this project, Joe Perry second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

4. Discuss Historic District Commission project applications and meeting

Chairman Pierce read the following:

The Community Preservation Committee approved the three projects pertaining to Town Hall and the Annex:

- *Town Hall Handicap Replacement*
- *Annex Slate Roof*
- *Annex First Floor Window Replacement*

The CPC instructed us that we must file applications with the Historic District Commission for these projects. Sara Bourque from the HDC contacted Debbie and told her that she would schedule them for the HDC's March 25 meeting.

Natalie has been pulling together the documents that the HDC has requested pertaining to these projects for the March 25 meeting. (See attached.) We will need a Selectman to attend the March 25 remote HDC meeting with Debbie/Natalie.

On another note, regarding the Bradstreet road project, Sara alerted Debbie to the two stone gateposts that flank the entryway to the current "driveway" into the property. The Historical Commission (not the HDC) holds a Historic Preservation Restriction on the property and, if the road construction requires alternation or removal of the gateposts, the Selectmen would need to get permission from the Historical Commission. This is something to keep in mind, if the road project goes forward and is funded.

Pierce said he will attend this meeting.

5. Discuss Special Town Meeting article for Green Communities Projects

Chairman Pierce read the following:

In February, Debbie, Natalie and Amy met with Neal Duffy, Regional Coordinator Green Communities and Jennifer Hughes, Environmental Program Manager, Merrimack Valley Planning Commission, for an update on the Town's designation as a Green Community.

Neal explained that the Designation Grant is a reimbursable grant that is released to the Town incrementally as projects are applied for, and reviewed and approved by the Green Communities staff, and completed. The Board of Selectmen may wish to consider funding an appropriation at the Special Town Meeting with some funding that could be used to pay vendors for the chosen projects if the reimbursement money has not yet been released to the Town by the State. Without an appropriation, we won't have any funds to make payments to the vendors, because the reimbursement won't be made until the work starts.

The Green Community Designation Grant announcements should be made soon, and Rowley's estimated designation grant amount is \$136,000. Debbie is suggesting we appropriate \$50,000 as project "start-up funds" at the Special Town Meeting, with the understanding that these funds will be reimbursed through the Designation Grant process.

Please vote via roll call if the Board wishes to set up a Special Town Meeting appropriation with \$50,000 or another amount of money to cover the timing issue that may occur as a result of this grant being structured as a reimbursable grant.

Petersen asked where the designation grant funds will go. Eagan said they will go into an account set up by the Town Accountant. Petersen asked if \$50,000 for this appropriation could be added into that account. Eagan said she will need to look into the wording of the article with the Town Accountant and Town Counsel.

Dave Petersen made a motion to appropriate \$50,000 at the Special Town Meeting to cover the timing issue from the reimbursable Green Communities designation grant, Bob Snow second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

6. Discuss Open Space Residential Development density bonus payments

Chairman Pierce read the following:

At last week's meeting, the Board discussed the proceeds of the OSRD payments and the process for using these funds. We have \$172,500 from two developments – Twin Hill Farms - \$22,500 and Falcon Ridge - \$150,000. The Board allocated \$44,000 for the Town Hall Veterans Memorial Project and discussed allocating funds for the Conservation Commission to be used for trails.

Town Hall Veterans Memorial Project

After the meeting, Debbie spoke with Bob Breaker about the project funding because the estimate was \$44,600 and the vote didn't include a contingency amount. Debbie and Bob are recommending that the amount be increased to \$50,000 to cover costs relating to unforeseen situations. Any unexpended project funds can be re-purposed for future projects.

Conservation Commission Properties – Trails and improvements

Debbie spoke with Brent who would be greatly appreciative to have funds from the OSRD payments to be used for improving the open space areas under the Conservation Commission. Their recommendation is to allocate \$20,000 for improvements to Conservation Commission properties. Brent provided examples of where the funds would go: construction of a new trail from the field inside the Dodge Reservation to the new abutting conservation land that will be deeded to the ConCom as part of the Falcon Ridge development; the purchase and installation of ten new benches for the Dodge Reservation; a new sign for the Hunsley Hill property; a new kiosk for the Hunsley Hill property; a new kiosk for the Boxford Road Pingree Farm property; and repair to the Boxford Road Pingree Farm property sign.

Balance of Funds

Amy suggested we ask Town Counsel Tom Mullen if we could transfer the balance of the funds at Town Meeting to the Capital Stabilization Fund. Tom said "yes" we can do that. This will give us more time to research projects over the next 6 to 9 months in preparation for the 2022 Town Meeting.

Summary

If the Board is agreement with this plan, Debbie suggests the following:

- 1) Re-vote the STM warrant article for the Town Hall Veterans Memorial Project with a \$50,000 appropriation
- 2) Vote to have an article on the STM warrant to appropriate \$20,000 for improvements to the Conservation Commission properties
- 3) Vote to have an article on the STM warrant to appropriate \$122,500 to the Capital Stabilization Account

All votes need to be by roll call.

If the Board decides not to go with this plan, at the end of the fiscal year, after the books close, the OSRD payment funds will be considered "revenue" and be certified by the DOR as part of the Town's "Free Cash" amount, which will then be available for use in the FY 23 budget.

Dave Petersen made a motion to appropriate \$50,000, up from \$44,600 for the Town Hall Veterans Memorial project to include a contingency amount, Bob Snow second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

Petersen said in the future we should ask Sara Bourque to incorporate an update to the Star Garden as well and turn the maintenance over to the Veterans Committee. Pierce said that is a good idea.

Joe Perry made a motion to appropriate \$20,000 for improvements to Conservation Commission properties as outlined above, Dave Petersen second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

Bob Snow made a motion to appropriate the balance of \$122,500 to the Capital Stabilization fund, Dave Petersen second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

ANTIQUE LICENSE RENEWALS

- Salt Marsh Antiques, 224 Main Street
- Bargain Hut Realty Trust, 280 Main Street
- Manzo Salvage, 586 Main Street
- Todd's River View Farm LLC, 275 Main Street

Chairman Pierce read the following:

The current Antique Licenses are in force until May 1, 2021. Please vote via ROLL CALL on the following renewals until May 1, 2022. All light, water and tax bills are current for all renewals.

Dave Petersen made a motion to approve the four Antique/Junk licenses, Bob Snow second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

FY 22 BUDGETS

- Triton Regional School District

Pierce said the increase to this budget from last year is \$124,523 or 1.13%, which is well below the increases in prior years.

Bob Snow made a motion to approve the FY22 Triton Regional School District budget, Joe Perry second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

- Whittier Vocational-Technical High School

Pierce said there is a decrease to this budget.

Bob Snow made a motion to approve the FY22 Whittier Vocational-Technical High School budget, Joe Perry second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

- North Shore Agricultural & Technical School District

Pierce said there is a 6.8% increase of \$9,340 to this budget.

Bob Snow made a motion to approve the FY22 North Shore Agricultural & Technical School District budget, Deana Ziev second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

- Shellfish Commissioners

Bob Snow made a motion to approve the FY22 Shellfish Commissioners, Deana Ziev second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

MINUTES: March 8, 2021 and March 15, 2021

Dave Petersen made a motion to approve the March 8, 2021 minutes, Joe Perry second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

Bob Snow made a motion to approve the March 15, 2021 minutes, Dave Petersen second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Dave Petersen – aye; Deana Ziev – aye. Joe Perry – ABSTAIN

ADJOURN

Chairman Pierce called for a motion to adjourn. Bob Snow so moved, Deana Ziev second, all in favor – aye- roll call vote – Bob Snow – aye; Cliff Pierce – aye; Dave Petersen – aye; Deana Ziev – aye. Joe Perry – ABSENT

Meeting adjourned at 2:30 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting memo regarding 1:00 p.m. Appointment: Conservation Agent Brent Baeslack and Highway Surveyor Patrick Snow to discuss Highway Department Facility stormwater project
2. Meeting memo regarding 1:30 p.m. Appointment: Terri Davidson to discuss ballot question concerning banning plastic bags
3. Meeting memo regarding General Business #1: Request from Board of Cemetery Commissioners and Highway Surveyor Patrick Snow to appoint

Samuel Spinhirn to the position of Unskilled Laborer for the Cemetery
Department & Highway & Department

4. Meeting memo regarding General Business #2: Request from Board of Cemetery Commissioners to lift the hiring freeze for Summer Seasonal laborers
5. Meeting memo regarding New Business #1: Discuss FY 22 Parks and Recreation Committee Budget
6. FY22 Parks & Recreation Budget level-funded
7. FY22 Parks & Recreation Budget expenses blank
8. Meeting memo regarding New Business #2: Discuss FY 22 Treasurer/Collector Budget
9. FY 22 Treasurer/Collector Budget package
10. Meeting memo regarding New Business #3: Discuss zoning articles
11. Three draft Zoning articles submitted by Town Planner Kirk Baker
12. Meeting memo regarding Old Business #1: Discuss basketball court project
13. Email from Chris Huntress with 75% plans and preliminary cost estimate attachments for basketball court project
14. Existing Conditions aerial map for basketball court project
15. PGS As-Built Plan showing boundary for basketball court project
16. PGS As-Built Plan for basketball court project
17. Assessor's map showing parcel 25-41 next to basketball court
18. Meeting memo regarding Old Business #2: Discuss May 3, 2021 Town Meeting location
19. Meeting memo regarding Old Business #3: Discuss roadway into the Bradstreet property
20. Proposal from Meridian Associates for Bradstreet Lane Engineering Amendment #1
21. Proposal from Meridian Associates for Bradstreet Lane Engineering Proposal
22. Email from Douglas Reed of Meridian Associates regarding Bradstreet Road
23. Bradstreet Farm Property Rights Plan of Land prepared by Meridian Associates, Sheets 2 and 3
24. Existing Conditions Plan for Bradstreet property prepared by Meridian Associates
25. Meeting memo regarding Old Business #4: Discuss Historic District Commission project applications and meeting
26. Email from Sara Bourque regarding Historic Design Review
27. Meeting memo regarding Old Business #5: Discuss Special Town Meeting article for Green Communities Projects
28. Meeting memo regarding Old Business #6: Discuss Open Space Residential Development density bonus payments
29. Meeting memo regarding Antique/Junk Dealer License Renewals
30. Meeting memo regarding FY22 Budgets
31. FY22 budget for Triton Regional School District
32. FY22 budget for Whittier Vocational-Technical High School
33. FY22 budget for North Shore Agricultural & Technical School District
34. FY22 budget for Shellfish Commissioners
35. Draft minutes of March 8, 2021
36. Draft minutes of March 15, 2021

