

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

May 17, 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 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](http://www.townofrowley.net) or join the meeting from your computer, tablet or smartphone by using the link: <https://global.gotomeeting.com/join/167268445> or also dial in using your phone by calling +1 (872) 240-3412 and using access code 167-268-445. 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.

Chairman Pierce called the meeting to order at 1:01 p.m.

### **RE-ORGANIZATION OF THE BOARD**

- Chairman
- Vice Chairman
- Clerk

Bob Snow made a motion to nominate Cliff Pierce as Chairman, Deana Ziev seconded, all in favor, roll call vote— Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

Pierce said he has been the Chairman for three years and he will do it a fourth year, but he hopes it will be his last year.

Cliff Pierce made a motion to nominate Deana Ziev as Vice Chairman, Joe Perry seconded, all in favor, roll call vote— Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

Deana Ziev made a motion to nominate Bob Snow as Clerk, Dave Petersen seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

## **GENERAL BUSINESS**

### **1. Approve donations to the Rowley Public Library**

Chairman Pierce read the following:

*Library Director Pam Jacobson has provided the Board with the attached list of donations, which consists of monetary donations to support the Library programs. In accordance with State Law, State law, G.L. c.44 §53A, the Board needs to vote by roll call to approve these donations.*

Pierce read the list of donations.

Dave Petersen made a motion to accept these donations, Deana Ziev seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

### **2. Request from Girl Scouts Troop Leader Jane White to use Town Common for Girl Scouts Bridging and Awards Ceremony on June 11, 2021 from 7:00 p.m. to 8:00 p.m. with a rain date of June 13, 2021 at 4:00 p.m.**

Chairman Pierce read the following:

*Girl Scout Troop Leader Jane White is requesting to use the Town Common for a Bridging and Awards Ceremony on June 11, 2021 from 7:00 p.m. to 8:00 p.m. with a rain date of June 13, 2021 at 4:00 p.m.*

*This request has been reviewed by the following departments: Fire, Health, Highway, and Police.*

*The Fire and Highway Departments have no concerns. The Health Department states the following:*

*Hi Debbie,*

*The Health Department does not have any concerns about this event. The expected number of people is below the current allowed number of 150 people for an outdoor gathering in a public setting. Social distancing should also be practiced for the safety of all attending.*

*Thank you,*

*Frank*

*The Police Department has no concerns, except, that Chief Dumas is asking the Selectmen to ask the event organizers to park as many vehicles as possible at the Town Hall parking lot.*

*If the Board is in agreement to approve this request, with the conditions as follows:*

- the gathering not exceed 150 people*
- social distancing be practiced*
- the organizers be requested to have as many vehicles as possible parked at the Town Hall*

*please vote by roll call.*

Dave Petersen made a motion to approve this event with the three conditions as outlined above, Bob Snow seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Cliff Pierce – aye. Deana Ziev – ABSTAINED

**1:10 p.m. APPOINTMENT** Robert Souza to discuss application for a Class II Used Vehicle Dealer's License for 60 Main Street

Chairman Pierce read the following:

*Mr. Souza is the new owner of 60 Main Street. He is applying for a Class II Dealer's License for 13 used cars for sale.*

*This location previously was occupied by Precision Auto, which had a Class II Dealer's License providing for 15 used vehicles for sale. Sixty Main Street falls under two ZBA decisions from 1991 and 1995 and an approved ZBA-site plan, all of which are attached. These decisions pre-date the Town's current zoning and were issued at a period of time in which used car sales were not permitted in the Central District. Under the Town's current zoning bylaws, used car sales are permitted in the Central District with a special permit issued by the Board of Selectmen and a site plan approved by the Planning Board. The ZBA written decisions did not specify the number of cars that could be for sale. The ZBA approved site plan shows two locations where the cars must be parked on the site. If the Board grants the license, it must require the cars to be sold in the locations shown the site plan, which are highlighted in the attachment.*

*Because this site has potential for other commercial/residential uses, if Mr. Souza decides to use the other building for commercial purposes that fall under the current zoning bylaws, he may have to abandon his non-conforming use rights and apply to the Board of Selectmen for a special permit to sell the used cars and to the Planning Board for a site plan approval. See attached email from Town Counsel Tom Mullen.*

Pierce said there are two small areas on the left side of the property for used cars to be parked and there is sufficient room for 13 cars, so it seems this application can be approved.

Abutter Dan Szczepanski asked what the definition of a Class II license is. Eagan said a Class II license allows for the sale of used cars, a Class I allows for the sale of new cars and a Class III is for junk vehicles. Szczepanski asked if the Class II license allows for the sale of commercial vehicles, such as dump trucks. Eagan said it allows for used vehicle sales, and we would have to look this up. Szczepanski said if it allows for this, the space to do so is still limited to two small areas for parking. Szczepanski said there is a long history at this property, 30 years ago work was done to define what types of vehicles were allowed, and boats were allowed.

John Nardello of 52 Main Street said he is an abutter present at the remote meeting. Eagan said she doesn't think boats are included. Pierce said they need to follow the ZBA decision which allows for used cars, so boats aren't included. Robert Souza said he has been present at the remote meeting and he has heard the discussion. Pierce said the 13 car limit is consistent with the ZBA decision and if they want to increase the number, they need to go to the ZBA, or if they want a different use, such as retail, they need to go to the Board of Selectmen and the Planning Board. Souza said the previous Class II license was for 16 cars, and his application is for 13 cars. He said he is satisfied with the 13 cars, they will be parked on one side only, and he runs a nice clean operation. He said he has been operating in Somerville for 30 years, and he has done a substantial clean-up from the previous owner, he is in the process of remodeling and has been working on it for two months. Pierce asked what the plans are for the property. Souza said he will outline his plans before the Boards shortly. He said the first floor of the house will be retail as it has been for years, and the top floor will be an apartment. He said there may also be a brewery on site that a Rowley resident is applying for through the Town. Pierce said this sounds like a lot of uses for a fairly small lot and he would like to see the site plan. Petersen said the previous owner did repairs, and there were many cars on site that he claimed were being repaired. He said he is allowed to have 13 cars for sale, and asked the extent of other cars being repaired. Souza said there will be very light repairs, and they won't be a full-fledged repair shop. Eagan read the definition for a Class II license as, a principal business selling second hand motor vehicles. She said they get a dealer's plate from the RMV, and the definition doesn't say watercraft.

Eagan said Regulatory Compliance Agent Frank Marchegiani is asking for a realistic site plan; if the sketch is of the left side of the approved site plan; if repairs concerning warranties will be done in the garage and where the office is located. She said Marchegiani will do the inspections for renewals in November. Souza said the office will be in the garage and the parking is on the left hand side.

Szczepanski asked if the definition that Eagan read includes cars and trucks. Eagan said she thinks trucks are included. Szczepanski asked what Souza plans to sell. Souza said anything with wheels, including cars and trucks, like other used car dealers. Szczepanski asked if 13 cranes could be for sale on the property. Petersen said technically, yes. Pierce said they can't take up more area that defined by the ZBA. Petersen said the previous owner always had a ton of vehicles, between 30 and 40, with repairs. Szczepanski said yes, in excess of that number. He said he appreciates

Souza's efforts, it looks clean, this is a new page for all parties and he wants to make sure that everyone understands the history and moves forward on the same page. Petersen said Savory has commercial vehicles for sale on Route 1 under his license. Sczepanski said there is a difference between Route 1 and Main Street is regards to suitability. Petersen said this sounds like it will be a cleaner and better operation than what was there for the last 30 years, and this Class II license sounds like a fair plan. Souza said he has no plans to sell heavy equipment, he does that in Somerville, and he knows this location is not Route 1. He said he will have a couple of pieces of equipment there to clean up, and they will be gone once they are done, and he realizes this is a residential/commercial area. Pierce said this is also in the Historic District. Souza said he knew this when he purchased the property. John Nardello of 52 Main Street said Souza has done a great job cleaning the property up and it is good to hear that he isn't putting heavy equipment there.

Dave Petersen made a motion to approve the Class II license for 13 cars parked in the designated areas, Bob Snow seconded, all in favor, roll call vote— Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

**1:20 APPOINTMENT** Spencer Kalker, President and CEO of Cape Ann Cannabis to discuss maintaining garden boxes in the intersection area of Route 133 and Route 1A

Chairman Pierce asked Spencer Kalker if he has already done this work as he saw the boxes being worked on recently. Kalker said it was not him, and the work was only done on one box. He said the boxes are rotted at the seams. Petersen said the American BBQ was previously authorized to maintain these boxes. Pierce said he saw a crew there over the weekend, but they may not have done a complete job. Kalker said he would love to do an upgrade and would coordinate with a landscape designer from UMASS to develop the design. Petersen said we need to check with the American BBQ to see if they want to continue maintaining these since someone has done work. He said the old motel used to maintain these as well. He said the Board can issue a permit at the next meeting. Kalker said he is open to doing both or share, but the best option would be to do both. Petersen said the American BBQ needs to be told that if they want to continue to maintain a box, it needs to be done in a complementary manner and not look run down. He said this is a critical intersection and we want to make it attractive.

Joe Perry made a motion to authorize Cape Ann Cannabis to maintain these garden boxes contingent upon American BBQ not wanting to continue to maintain them, Dave Petersen seconded, all in favor, roll call vote— Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

**1:30 p.m. APPOINTMENT** – Council on Aging Director Ellie Davis to discuss request to place picnic tables, lawn chairs, flower/garden beds, and a small shed on the Town Hall Annex grounds

Chairman Pierce said the Board has received the request and asked if anyone has a problem with it. Petersen said the building is tightly observed by the Historic District and said Ellie should check with them about this proposal. He asked if the tent will be put up annually. Ellie said the COA is very small, their exposure has expanded since COVID and they intend to use this extra room each year. She said she has spoken to Scout leaders, an Eagle Scout is investigating a shed that is historically accurate, and she will contact the Historic District for their thoughts. She said she wants to enhance how the property looks and engage with the community.

Dave Petersen made a motion to approve this request, Joe Perry seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

### **GENERAL BUSINESS**

3. Request from Library Director Pam Jacobson to lift the hiring freeze for the position of Library Assistant for Adult Services

Dave Petersen made a motion to approve this request, Bob Snow seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

4. Letter of resignation from Cemetery Supervisor/Heavy Equipment Operator Matthew Nadeau

Chairman Pierce read the resignation letter.

Dave Petersen made a motion to accept this resignation with regrets, Bob Snow seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

5. Request from the Cemetery Department to lift the freeze to hire additional seasonal laborer

Petersen said the Board has just accepted Matt's resignation, and they just hired a new Laborer. He said we have received three applications for the Seasonal Laborer positions, one can start immediately and the other two are students who can start at the middle to the end of June. He said they would like to have three Seasonal Laborers to keep up with the work. He said they are using Highway employees on an overtime basis now.

Bob Snow made a motion to lift the freeze to hire additional seasonal laborer, Joe Perry seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

6. Letter of resignation from Patrol Officer Gavin Forni

Dave Petersen made a motion to accept this resignation and to send a letter of thanks, Joe Perry seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Cliff Pierce – aye. Deana Ziev – ABSTAINED

7. Request from Town Clerk Susan Hazen to appoint Catie McClenaghan Records Access Officer

Bob Snow made a motion approve this request, Joe Perry seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

**NEW BUSINESS**

1. Review Update to Vehicle Use Policy

Chairman Pierce read the following:

*The Town's insurance carrier, MIIA, is recommending as a "best practice" to have language in the Town's municipal Vehicle Use Policy concerning the use of electronic devices, such as cell phones while operating a vehicle.*

*Debbie presented this to the Personnel Advisory Committee for review. The Personnel Advisory Committee is recommending to the Board of Selectmen that the Town's Vehicle Use Policy be amended by adding the following new section as shown on the attachment under Appendix 18 H. v) at the bottom of page 2.*

***Employees operating a municipal vehicle are prohibited from using any electronic devices, including mobile telephones, unless the device is used in hands-free mode.***

*Debbie is asking the Board to vote by roll call to add this new language.*

Bob Snow made a motion approve the update to the Vehicle Use Policy, Deana Ziev seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

2. Discuss June 19 State Holiday

Chairman Pierce read the following:

*The Legislature and Governor enacted a new State holiday, June 19.*

*Debbie reached out to Labor Counsel Joe Fair for guidance on how this holiday fits into the “holiday” listing in the non-union Personnel Plan and the union contracts. Joe told Debbie that the Legislature’s intent when enacting this legislation is to make June 19 – the end of slavery in the United States, a holiday like all other holidays in the State list. Currently, Town offices are closed on the following holidays: New Year’s Day, Martin Luther King Jr. Day, Presidents Day, Patriots Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.*

*The Personnel Advisory Committee reviewed this information and is recommending that the Board of Selectmen amend the Town’s Personnel Plan to add June 19<sup>th</sup> to the holiday listing and to contact the Town’s unions to discuss adding June 19 to the holiday list in the collective bargaining agreements.*

*If June 19 is NOT added to the list, then Town offices will need to be closed on June 19 and the hourly employees scheduled to work will not be paid. June 19 falls on a Saturday this year and the Library is open on Saturdays, so the Library will have to be closed and the non-union staff will not be paid. It also presents an issue because the Police and Water Departments operate on Saturdays, and during emergencies the Fire Department could potentially work on June 19. It is unclear how to pay these employees for a State holiday that is not recognized by the Town in the collective bargaining agreements.*

*If the Board is in agreement to add June 19 to the Holiday List in the Personnel Plan and to authorize Debbie to contact the Town’s unions regarding the new holiday, please vote by roll call.*

Pierce said the intent of the legislature is clear, and we have no discretion to do otherwise. Eagan said the current practice is that Town offices are closed on Friday when the holiday falls on Saturday. She said this year, Town offices will be closed on Friday, and the Library will also be closed on Saturday. She said if June 19<sup>th</sup> fell on a Wednesday this year, by law the offices would have to be closed. She said this holiday is no different than any other holiday on the list regarding where it falls – it will always be on June 19<sup>th</sup>.

Dave Petersen made a motion to add June 19<sup>th</sup> to the Holiday list in the Personnel Plan and to authorize Debbie to contact the unions about this, Bob Snow seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

### **3. Discuss State Small Bridges Grant Application for Glen Street Bridge**

Chairman Pierce read the following:

*Highway Surveyor Patrick Snow is working with VHB, the engineering firm we used for the bridges and culvert evaluation project that was funded through the Community Compact, on updating the Town’s Small Bridges Grant application. We are planning to*

*re-file an application again for funding for the repair/replacement of the Glen Street Bridge.*

*The last time we applied for this grant, we had a cover letter on the application co-signed by Patrick Snow and Chairman Pierce. Debbie is asking the Board to authorize us to re-file the grant application and to authorize Chairman Pierce to sign the cover letter. Please vote by roll call.*

Bob Snow made a motion to refile the grant application and to authorize Cliff Pierce to sign the cover letter, Deana Ziev seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

4. Discuss re-opening of Town Hall Auditorium for Town board and committee meetings

Chairman Pierce read the following:

*Currently the capacity in the Town Hall Auditorium is limited to 10 people, and the Board has opened it only for meetings of 3-member Town Boards, such as the Board of Health. On March 22, 2021 the State released best practices under Phase IV reopening. The State's recommendation for Social Distancing and Capacity Limits for indoor events held at an event venue or in a public setting include:*

- *must limit the number of attendees at all time to "No more than 100 persons";*
- *"Occupancy counts in all cases must include all attendees, but may exclude event staff or other workers";*
- *"In addition to the capacity restrictions specified above, all participants in indoor and outdoor gatherings, including gatherings at private residences, must maintain 6 feet of physical distance whenever possible."*

Snow said he just saw an announcement from the Governor that effective May 29<sup>th</sup>, all restrictions will be removed. Ziev said she saw this as well. Snow said all will go back to normal. Ziev said the State of Emergency will be dropped on June 15<sup>th</sup>. Pierce said we can reopen on the 29<sup>th</sup>. Eagan said we haven't gotten anything from the State Department of Public Health about this yet. Eagan asked if the announcement said anything about masks. Ziev said she understands that most mask mandates will be dropped, which seems surreal. Pierce said we should want for formal guidance from the State about this. Eagan agreed and said we can guidance from the Rowley Board of Health. Ziev said we should revisit this on the 24<sup>th</sup>. Eagan said we have the handicap ramp project upcoming, and once the ramp is dismantled, we won't be able to use the upstairs Auditorium.

5. Discuss meeting schedule

Chairman Pierce read the following:

*At the March 15, 2021 Selectmen's Meeting, the Board voted to continue to meet remotely until at least June 1<sup>st</sup>, 2021. See attached copy of March 15, 2021 meeting minutes in which this decision was made.*

*The proposed meeting dates for May – August are:*

*May 24, 2021 – Previously voted meet remotely*

*June 7, 2021 – (Note summer schedule starts in June and ends in August)*

*June 21, 2021*

*July 5 – NO MEETING – Independence Day Holiday*

*July 12, 2021*

*July 26, 2021*

*August 9, 2021*

*August 23, 2021*

*Please vote via roll call on the following:*

- 1. To accept the meeting schedule as presented.*
- 2. If the Board voted to allow the Auditorium to be used by larger Boards/Committees under the previous agenda item, does the Board wish to start having in person meetings beginning with the June 7<sup>th</sup> meeting?*
- 3. What time does the Board wish to meet for the remaining remote meetings, and the potential in person meetings?*

Bob Snow made a motion to accept the meeting schedule as presented, Deana Ziev seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

The Board deferred voting on #2 and #3 until we have the final guidance from the State.

### **OLD BUSINESS**

1. Discuss Federal Railway Administration Quiet Zone Report for the railway crossing on Railroad Avenue

Chairman Pierce read the following:

*The FRA has contacted Debbie regarding the status of the “Quiet Zone” at the Railroad Avenue railway crossing. The Town is required to periodically update the FRA on the crossing. As part of the update, the Town is required to undertake a traffic study. In the past, we have used Merrimack Valley Planning Commission. Debbie is requesting the Board to authorize her to hire MVPC to do undertake the traffic study. The data from the study must be submitted as part of the report. If the Board is in agreement, please vote by roll call.*

Dave Petersen made a motion to authorize Debbie to hire MVPC to undertake the traffic study, Joe Perry seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

## **MINUTES**

- May 3, 2021

Bob Snow made a motion to approve the minutes of May 3, 2021, Dave Petersen seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

- May 10, 2021

Bob Snow made a motion to approve the minutes of May 10, 2021, Deana Ziev seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

## **ANNOUNCEMENT**

- Massachusetts Department of Transportation Route 1 and Central Street and Glen Street public hearing webinar June 10, 2021 go to: [www.mass.gov/mass-dot-highway-design-public-hearings](http://www.mass.gov/mass-dot-highway-design-public-hearings) or go to the Town's website, [www.townofrowley.net](http://www.townofrowley.net) for webinar link

## **EXECUTIVE SESSION**

- To conduct strategy sessions in preparation for negotiations with nonunion personnel, Karen Summit – G.L.c.30A §21(a)(2)

Chairman Pierce called for a motion to go in Executive Session to discuss the following:

- To conduct strategy session in preparation for negotiations with nonunion personnel, Karen Summit, because an Open Session will have a detrimental effect on the negotiating position of the Board of Selectmen pursuant to State Open Meeting Law G.L. c. 30A, Section 21(a)(2) and to not return to Open Session.

Bob Snow so moved, Deana Ziev seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

Executive Session opened, and Open Session adjourned at 1:57 p.m.

Respectfully submitted,  
Amy Lydon  
Assistant Town Administrator

**ATTACHMENTS:**

1. Meeting memo regarding 1:10 p.m. Appointment: Robert Souza to discuss application for a Class II Used Vehicle Dealer's License for 60 Main Street
2. Application package from Robert Souza for a Class II Used Vehicle Dealer's License for 60 Main Street
3. ZBA Approved Site Plan for 60 Main Street
4. ZBA Decision 95-05 for 60 Main Street
5. ZBA Decision 95-03 for 60 Main Street
6. ZBA Decision 1991 for 60 Main Street
7. Zoning Bylaws excerpt for Central District Uses
8. Email from Tom Mullen regarding 60 Main Street – Precision Automotive Property
9. Meeting memo regarding Re-organization of the Board
10. Meeting memo regarding 1:20 p.m. Appointment: Spencer Kalker, President and CEO of Cape Ann Cannabis to discuss maintaining garden boxes in the intersection area of Route 133 and Route 1A
11. Email from Spencer Kalker regarding Street Garden on Rt 133 & Rt 1
12. Meeting memo regarding 1:30 p.m. Appointment: Council on Aging Director Ellie Davis to discuss request to place picnic tables, lawn chairs, flower/garden beds, and a small shed on the Town Hall Annex grounds
13. Meeting memo regarding General Business #1: Approve donations to the Rowley Public Library
14. Email from Pam Jacobson regarding Library donations
15. Meeting memo regarding General Business #2: Request from Girl Scouts Troop Leader Jane White to use Town Common for Girl Scouts Bridging and Awards Ceremony on June 11, 2021 from 7:00 p.m. to 8:00 p.m. with a rain date of June 13, 2021 at 4:00 p.m.
16. Comments from Health Department on Girl Scouts Bridging and Awards Ceremony request
17. Comments from Police Department on Girl Scouts Bridging and Awards Ceremony request
18. Comments from Fire Department on Girl Scouts Bridging and Awards Ceremony request
19. Comments from Highway Department on Girl Scouts Bridging and Awards Ceremony request
20. Meeting memo regarding General Business #3: Request from Library Director Pam Jacobson to lift the hiring freeze for the position of Library Assistant for Adult Services
21. Request from Library Director Pam Jacobson to lift the hiring freeze for the position of Library Assistant for Adult Services
22. Letter of resignation from Cemetery Supervisor/Heavy Equipment Operator Matthew Nadeau
23. Meeting memo regarding General Business #5: Request from the Cemetery Department to lift the freeze to hire additional seasonal laborer
24. Letter of resignation from Patrol Officer Gavin Forni

25. Request from Town Clerk Susan Hazen to appoint Catie McClenaghan Records Access Officer
26. Meeting memo regarding New Business #1: Review Update to Vehicle Use Policy
27. Updated Vehicle Use Policy
28. Meeting memo regarding New Business #2: Discuss June 19 State Holiday
29. Email from Labor Counsel Joe Fair regarding new holiday
30. Personnel Bylaw
31. Holiday excerpt of Personnel Plan
32. Holiday excerpt of AFSCME Contract
33. Holiday excerpt of Fire Union Contract
34. Holiday excerpt of Police Union Contract
35. Meeting memo regarding New Business #3: Discuss State Small Bridges Grant Application for Glen Street Bridge
36. Meeting memo regarding New Business #4: Discuss re-opening of Town Hall Auditorium for Town board and committee meetings
37. Reopening Phase IV Safety Standards from the State of Massachusetts
38. Occupancy Certificate for Town Hall Auditorium
39. Sketch of Town Hall Auditorium with socially distanced seating for Selectmen's meetings
40. Email from Frank Marchegiani regarding Question on Town Boards meeting in person
41. Meeting memo regarding New Business #5: Discuss meeting schedule
42. Excerpt of March 15, 2021 Selectmen's meeting minutes
43. Meeting memo regarding Old Business #1: Discuss Federal Railway Administration Quiet Zone Report for the railway crossing on Railroad Avenue
44. Letter to Deborah Eagan from Lou Frangella of the Federal Railroad Administration