

MINUTES OF THE BOARD OF SELECTMEN

May 24, 2021

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

1:00 p.m.

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

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 or join the meeting from your computer, tablet or smartphone by using the link: <https://global.gotomeeting.com/join/799608589> or also dial in using your phone by calling +1 (646) 749-3122 and using access code 799-608-589. 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 1:03 p.m.

GENERAL BUSINESS

1. Road Opening Permit Application from National Grid to open: 54 Haverhill Street to cut off gas service and to install new gas service

The Board had no questions or comments on this Road Opening Permit.

2. Letter of resignation from Highway Equipment Operator/Truck Driver Kirk Salvatore

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

3. Request from Highway Surveyor Patrick Snow to lift the hiring freeze for the position of Highway Equipment Operator/Truck Driver

Chairman Pierce read the following:

Highway Surveyor Patrick Snow is asking the Board to lift the hiring freeze for the position of Highway Equipment Operator/Truck Driver. The Board needs to vote by roll call.

Joe Perry made a motion to lift the hiring freeze for this position, Bob Snow seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Deana Ziev – aye; Cliff Pierce – aye. Dave Petersen – ABSENT

4. Request from Highway Surveyor Patrick Snow and Board of Cemetery Commissioners to lift the hiring freeze for the position of Cemetery Supervisor/Highway Truck Driver & Equipment Operator

Joe Perry made a motion to lift the hiring freeze for this position, Bob Snow seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Deana Ziev – aye; Cliff Pierce – aye. Dave Petersen – ABSENT

5. Letter of resignation from Assistant Town Clerk Catie McClenaghan

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

6. Request from Police Chief Scott Dumas to lift the hiring freeze for the position of full-time police officer

Eagan said this item should be tabled and the agenda has been revised with New Business #6 which addresses this.

NEW BUSINESS

1. Discuss re-opening of Town Hall Auditorium and Town Hall Annex in accordance with State's lifting of COVID Restrictions effective May 29, 2021

Chairman Pierce read the following:

The Governor is lifting most COVID restrictions on May 29, 2021. The occupancy limits for offices, gatherings, and the wearing of face coverings will be lifted as of May 29. Also, the Governor's State of Emergency expires on June 15, 2021. As of that date, Town boards and committees will no longer be able to hold remote meetings.

Please see attached letter from Rowley Health Director Frank Marchegiani concerning the Governor's lifting of restrictions. Essentially, all Town departments may resume normal business activity as of May 29, 2021 without face coverings or social distancing.

The Annex has been closed to the public because of office occupancy limitations. The Town Hall Auditorium was limited to 10 persons. We have received several inquiries

from Town officials regarding opening up meeting spaces so that towns and board can hold “in-person” meetings.

Frank is recommending, in accordance with the State Department of Public Health’s guidance, that unvaccinated individuals continue to wear face coverings in all indoor settings. He has included a poster that can be posted on Town buildings.

Does the Board wish to vote to open the Town Hall Auditorium and the Town Hall Annex to the public and to remove the face covering order and social distancing notices at these buildings? If so, please vote by roll call.

Does the Board wish to authorize Debbie to post the attached poster prepared by Frank that says “Unvaccinated persons should wear masks in all indoor settings”? If so, please vote by roll call.

Joe Perry made a motion to open the Town Hall Auditorium and the Town Hall Annex to the public and to remove the face covering order and social distancing notices at these buildings, Bob Snow seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Deana Ziev – aye; Cliff Pierce – aye. Dave Petersen – ABSENT

Bob Snow made a motion to authorize Debbie to post the attached poster prepared by Frank that says “Unvaccinated persons should wear masks in all indoor settings”, Deana Ziev seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Deana Ziev – aye; Cliff Pierce – aye. Dave Petersen – ABSENT

Pierce continued:

Debbie strongly recommends that the glass partitions that were installed in various Town offices remain in place.

Debbie and Amy have spoken to Library Director Pam Jacobson and COA Director Ellie Davis. Pam is not ready to fully open all areas of the library as of June 1, 2021. The large meeting room is currently being used for storage and staff, so Pam needs time to re-configure the Library to get it open to normal capacity. Ellie says that the COA Board is not ready to open the Senior Center for programs. It is open to seniors now for outreach appointments. She will be getting the tent soon for programs and is using off site locations for programs. She also said that the COA Board is requiring attendees at programs to wear masks. She said that this is recommend by the various COA organizations that she is part of.

2. Discuss meeting schedule

Chairman Pierce read the following:

The Board needs to set the meeting schedule for June, July, and August. The summer meeting schedule starts in June, whereby the Board meets every other week.

The proposed meeting dates are:

June 7, 2021

June 21, 2021

July 5 – NO MEETING – Independence Day Holiday

July 12, 2021

July 26, 2021

August 9, 2021

August 23, 2021

The meetings will be held in person and will start at 7:00 p.m., unless the Chairman or the Board decides to alter this plan.

Pierce said the June 7, 2021 meeting will be held in the Town Hall Auditorium at 7:00 p.m.

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

3. Discuss donation of flagpole from the Ipswich-Rowley Rotary for the September 11, 2001 Memorial

Chairman Pierce read the following:

The Ipswich-Rowley Rotary has offered to donate funds to the Town to replace the flagpole at the September 11, 2001 Memorial. A couple of months ago, the flagpole fell over during a windstorm.

The current flagpole is not as sturdy as a typical commercial grade flagpole. This donation will enable the Town to replace it with a sturdier pole. The Rotary is asking the Board of Selectmen if they can put a small rotary plaque on the pole. The plan is for the Highway Department to install the flagpole after it is purchased.

Selectman Bob Snow will provide further details. He will be working with Veterans Committee member Bob Breaker in selecting a pole that will be appropriate for this location.

If the Board is in agreement to accept the donation from the Ipswich-Rowley Rotary and to allow them to put a small Rotary plaque on the pole, the Board will need to vote to accept the donation and authorize the placement of the plaque on the pole, by roll call vote.

Snow said the Rotary is providing the funds to purchase the new pole, Bob Breaker located the vendor and the Highway Department will install the new pole and do the

brickwork around it. He said the pole is 20 to 25 feet high and will fly a 3x5 or 4x6 flag. He said the pole is sturdy. He said Doug Sheeley, Martha and himself from the Rotary placed flowers donated by Bill Freitag at the Memorial. He said the Rotary will place a plaque at the site. He said this year is the 20th anniversary of the September 11th tragedy, and the Selectmen, Fire Department and Police Department need to think about having a memorial that day. Pierce said that is a good idea. Snow said Bella, the Pine Grove School student who won the poem contest, and the poem is with the steel from the tower at the site, should be invited to the ceremony.

Deana Ziev made a motion to accept the donation and allow the Rotary to place a small plaque on the pole, Joe Perry seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Deana Ziev – aye; Cliff Pierce – aye. Dave Petersen – ABSENT

4. Request from Town Clerk Catie McClenaghan to appoint Susan Hazen as temporary Assistant Town Clerk

Chairman Pierce read the following:

Newly-elected Town Clerk Catie McClenaghan would like to have Susan Hazen work in the office as the Assistant Town Clerk on a temporary basis during the month of June. (See attached letter.) Because Susan well exceeds the job description requirements because she was the “town clerk” for more than 20 years, Catie is requesting the Board of Selectmen approve the top step wage rate of the position’s grade, which is \$24.84 per hour. This action requires approval of the Personnel Officer, Personnel Advisory Committee, and the Board of Selectmen. The Personnel Advisory Committee will be taking this matter up on the morning of May 24. Debbie will provide a report to the Selectmen.

If the Selectmen are in agreement, they will need to vote by roll call.

Eagan said unfortunately the Personnel Advisory Committee was unable to meet due to a lack of quorum, and the meeting will hopefully be rescheduled for June 1st. Pierce said this is a great idea for transition purposes.

Bob Snow made a motion to approve Susan Hazen working as the Assistant Town Clerk on a temporary basis during the month of June, and to pay her the top step wage rate of the position’s grade, which is \$24.84 per hour, Joe Perry seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Deana Ziev – aye; Cliff Pierce – aye. Dave Petersen – ABSENT

5. Discuss Fire Department staffing plan

Chairman Pierce read the following:

We received a detailed presentation on a proposed staffing plan that would provide coverage 7 days a week from 6:00 a.m. to 6:00 p.m.

Pierce said Cooper Carifio from the Fire Union presented this proposal. Eagan said the plan is for 12 hours per day coverage for seven days a week. Pierce said there would be two shifts, and they would each work four days in a row. He read the bullet points in the presentation from the Fire Union.

Pierce said we would need to negotiate to amend the union contract, and we would have to pay for hours worked in excess of eight hours per day. Snow asked if there would be coverage seven days per week. Pierce said yes, each shift would work four 12 hours shifts in a row, and then have 4 days off. He said this seems better rather than switching between day and night shifts. Pierce asked Eagan if Petersen was in favor of this or if he wanted to discuss this. Eagan said Petersen didn't give her a direct opinion, but he seemed to be interested and open to this proposal. Pierce asked if this should be put off until June 7th for a vote. Eagan said yes and the Board would be authorizing her to set up a meeting with the union. She said Chief Broderick is on the call and asked if the Board wants Broderick to speak about this.

Chief Broderick said he is in favor of this plan, and he tried to explain this to the Board during the budget process, but didn't explain it well, probably because of the remote meeting format. He said it makes sense to have coverage seven days per week, including holidays. He said this plan is logical versus the shift schedule agreed to, which would require swapping of shifts. He said this proposal makes everything equal with everyone working the same amount of weekends, and it doesn't dramatically impact employee's family life. He said overall this is a better plan and will be good for employee retention. He said a couple people expressed concerns about the original shifts. He said the FY22 overtime budget should be sufficient to cover this proposal.

Ziev asked how sick time will work with this schedule, and asked if one of the three people on a shift calls out sick, would a person from the other shift cover and be paid overtime? Broderick said yes, and it would be the same situation under the agreed to shift schedule. He said if nobody from the other shift is available, he would try to fill it with a Call Firefighter, and the worst case scenario would be the Chief covering on the firetruck.

Pierce said let's put this off until June 7th, and if the vote is yes, it is a vote to meet with the union representatives to discuss this further.

6. Appoint Gavin Forni as full-time police officer

Chairman Pierce read the letter from Chief Dumas. He said Forni had previously resigned, his resignation was filed with the Town Clerk and became effective last Thursday. He said Forni has decided not to join the State Police and to stay in Rowley. He said the Police Chief wants him to be reappointed, this was discussed with Labor Counsel and he can be appointed as a new Police Officer, but we can't rescind the resignation because it already took effect. He said today we can accept Forni as a Police Officer, then work out the details regarding his length of service with the Town. He said Chief Dumas would like Forni back.

Bob Snow made a motion to appoint Gavin Forni as a Police Officer, Joe Perry seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye;; Cliff Pierce – aye. Dave Petersen – ABSENT Deana Ziev – ABSTAINED.

OLD BUSINESS

1. Discuss Places Associates, Inc. proposal for additional parking and handicap accessible route at the Fire Station and Police Station

Chairman Pierce read the following:

Selectman Dave Petersen wants to finish the final phase of the public safety facility project, which is to make additional parking behind the police and fire station and a handicap accessible route. Currently there are no public parking spaces for people to use if they attend a meeting in the Fire Station or Police Station meeting rooms. Both buildings have meeting rooms that can be used for training or other types of meetings.

Debbie and Dave met with Bill Murray from Places Associates to go over the plan for the parking. Dave is requesting approve Option 2 in the proposal which is estimated to be \$28,300.00. Dave would like to start the permitting process by the end of the summer and have the construction done in the spring of 2022. If the Board is in agreement, please vote by roll call to approve the Option 2 proposal and to authorize Debbie to sign it.

Bob Snow made a motion to approve the Option 2 proposal and to authorize Debbie to sign it, Joe Perry seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Deana Ziev – aye; Cliff Pierce – aye. Dave Petersen – ABSENT

2. Discuss Eiras Park Improvements Project

Chairman Pierce read the following:

We re-purposed \$100,000 at Town Meeting to be used by the Board of Selectmen and Parks and Recreation Committee for improvements at Eiras Park, including improvements to the dugouts, sprinkler system, field renovations, and playground improvements.

Because there are a wide variety of improvement projects to be done at Eiras Park, Debbie plans to form a “Project Team” consisting of Vice Chairman Deana Ziev, Joe Haley, Tim Southall, and David Zizza of the Parks and Recreation Committee, and Mo Levasseur from Solace of Stephanie, the organization that originally re-built the Kids Kingdom Playground and then later expanded it.

Debbie will have the Team prioritize the improvement projects, set up a timeline, and develop a scope of work/specifications. After this is set up, Vice Chairman Ziev can provide the Selectmen with updates.

No vote or action is necessary on this agenda item.

Eagan said she has spoken with Vice Chairman Ziev and Mo Levasseur about this and they are both interested in helping with this project. She said there would be an internal working group to start to get the project underway.

3. Approve Action Ambulance contracts

Chairman Pierce read the following:

The Board previously voted to award the ambulance contract to Action Ambulance. We will have a short-term contract through June 30, 2021 and a three-year contract from July 1, 2021 through June 30, 2024.

Town Counsel has reviewed the contracts. The Board needs to vote by roll call to authorize Chairman Pierce to sign the contracts.

Bob Snow made a motion to authorize Chairman Pierce to sign the contracts, Deana Ziev seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Deana Ziev – aye; Cliff Pierce – aye. Dave Petersen – ABSENT

FY 21 - FY 22 NEW APPOINTMENTS

		<u>Expiration</u>
Rowley Emergency Management Agency (REMA) <i>one year term</i>	Ellie Davis COA Director	6/30/2022
Northern Essex Regional Emergency Planning Committee <i>one year term</i>	Ellie Davis COA Director	6/30/2022
Parking Clerk <i>one year term</i>	Catherine M. McClenaghan, Town Clerk	6/30/2022
Board of Registrars <i>one year term</i>	Catherine M. McClenaghan, Town Clerk	6/30/2022
Limited Health Agents <i>one year term</i>	Catherine M. McClenaghan, Town Clerk	6/30/2022
Local Census Liaison for Federal Census <i>one year term</i>	Catherine M. McClenaghan, Town Clerk	6/30/2022
Mooring Clerk <i>one year term</i>	Catherine M. McClenaghan, Town Clerk	6/30/2022

Chairman Pierce read the list of new appointments.

Bob Snow made a motion to appoint the individuals for the terms and positions outlined, Deana Ziev seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Deana Ziev – aye; Cliff Pierce – aye. Dave Petersen – ABSENT

FY 22 RE-APPOINTMENTS

These are effective July 1, 2021 – June 30, 2022

		EXPIRATION
Police Chaplain <i>three year term</i>	Robert M.J. Hagopian	6/30/2024
Keeper of the Rowley Police Station		
Lockup facility as required under	Scott Dumas	6/30/2022
MGL Ch. 40, Sec 35 <i>one year term</i>		
Police Department <i>three year term</i>	R. Perry Collins, Patrolman	6/30/2024
Police Department <i>three year term</i>	Joshua Spoonhour, Reserve Patrolman	6/30/2024
Police Department <i>three year term</i>	Jessie Mazzie, Reserve Patrolman	6/30/2024
Police Department <i>three year term</i>	Mark Smith, Reserve Patrolman	6/30/2024
Police Department <i>three year term</i>	Timothy LeBlanc, Reserve Patrolman	6/30/2024
Police Department <i>three year term</i>	Oceana Golliday, Reserve Patrolman	6/30/2024
Police Department <i>three year term</i>	Pamela A. Lutes, Full Time Dispatcher / Matron	6/30/2024
Fire Department <i>three year term</i>	James C. Broderick, Chief	6/30/2024
Fire Department <i>three year term</i>	Mark Emery, Captain	6/30/2024
Fire Department <i>three year term</i>	James R. Merry, Captain	6/30/2024
Forest Fire Warden & Superintendent of the Fire Alarm <i>one year term</i>	James C. Broderick, Chief	6/30/2022
Forest Fire Warden & Superintendent of the Fire Alarm <i>one year term</i>	Mark Emery, Captain	6/30/2022
Forest Fire Warden & Superintendent of the Fire Alarm <i>one year term</i>	James R. Merry, Captain	6/30/2022
Call Fire Fighters <i>one year term</i>	Joseph R. Merry	6/30/2022

Call Fire Fighters <i>one year term</i>	Robert Serino	6/30/2022
Call Fire Fighters <i>one year term</i>	James Chadbourne	6/30/2022
Call Fire Fighters <i>one year term</i>	Ron Agrella	6/30/2022
Call Fire Fighters <i>one year term</i>	Charles Hazen, Jr.	6/30/2022
Call Fire Fighters <i>one year term</i>	Darcie Condelli	6/30/2022
Call Fire Fighters <i>one year term</i>	Jesse T Warren	6/30/2022
Call Fire Fighters <i>one year term</i>	John Condelli	6/30/2022
Call Fire Fighters <i>one year term</i>	Justin Graham	6/30/2022
Call Fire Fighters <i>one year term</i>	Donald Duprey	6/30/2022
Call Fire Fighters <i>one year term</i>	Timothy Shirley	6/30/2022
Call Fire Fighters <i>one year term</i>	Vincent Gaudenzi	6/30/2022
Call Fire Fighters <i>one year term</i>	Mark Winfrey	6/30/2022
Call Fire Fighters <i>one year term</i>	Evan Fish	6/30/2022
Call Fire Fighters <i>one year term</i>	Robert O'Leary	6/30/2022
Call Fire Fighters <i>one year term</i>	Joseph Warren	6/30/2022
Call Fire Fighters <i>one year term</i>	Nicolas Scire	6/30/2022
Call Fire Fighters <i>one year term</i>	Frank Raimo	6/30/2022
Rowley Emergency Management Agency (REMA) <i>one year term</i>	James Broderick, Fire Chief/ Emergency Management Director	6/30/2022
Rowley Emergency Management Agency (REMA) <i>one year term</i>	Scott Dumas, Police Chief	6/30/2022
Rowley Emergency Management Agency (REMA) <i>one year term</i>	Patrick Snow - Highway Surveyor	6/30/2022
Rowley Emergency Management Agency (REMA) <i>one year term</i>	Frank Marchegiani - Health Agent	6/30/2022
Rowley Emergency Management Agency (REMA) <i>one year term</i>	Deborah Eagan - Town Administrator	6/30/2022
Rowley Emergency Management Agency (REMA) <i>one year term</i>	Matthew Brown - Light Plant Manager	6/30/2022
Rowley Emergency Management Agency (REMA) <i>one year term</i>	Bob Gray - Water Superintendent	6/30/2022
Northern Essex Regional Emergency Planning Committee <i>one year term</i>	James Broderick, Fire Chief/Emergency Management Director	6/30/2022
Northern Essex Regional Emergency Planning Committee <i>one year term</i>	Scott Dumas, Police Chief	6/30/2022
Northern Essex Regional Emergency Planning Committee <i>one year term</i>	Patrick Snow - Highway Surveyor	6/30/2022
Northern Essex Regional Emergency Planning Committee <i>one year term</i>	Deborah Eagan - Town Administrator	6/30/2022

Northern Essex Regional Emergency Planning Committee <i>one year term</i>	Matthew Brown - Light Plant Manager	6/30/2022
Northern Essex Regional Emergency Planning Committee <i>one year term</i>	Frank Marchegiani, Health Agent	6/30/2022
Northern Essex Regional Emergency Planning Committee <i>one year term</i>	Bill DiMento, Harbormaster	6/30/2022
Northern Essex Regional Emergency Planning Committee <i>one year term</i>	Robert Gray, Water Superintendent	6/30/2022
Fire Chaplain	Robert M.J. Hagopian	6/30/2022
Records Access Officer	Catherine M. McClenaghan, Town Clerk	6/30/2022
Board of Registrars <i>one year term</i>	Gordon Densmore	6/30/2022
Board of Registrars <i>one year term</i>	Deborah S. Grundstrom	6/30/2022
Limited Health Agents <i>one year term</i>	Jeffrey E. Megna - appointed by Board Of Health 8.31.15	
Parks and Recreation Committee <i>three year term</i>	Joe Haley	6/30/2024
Parks and Recreation Committee <i>three year term</i>	Tim Southall	6/30/2024
Limited Lighting Bylaw Enforcement Agent <i>one year term</i>	Kirk Baker	6/30/2022
Zoning Review Committee	Kirk Baker, Town Planner	6/30/2022
Board of Health <i>three year term</i>	Susan Elwell	6/30/2024

Chairman Pierce read the list of re-appointments.

Bob Snow made a motion to reappoint the individuals for the terms and positions outlined, Joe Perry seconded, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Deana Ziev – aye; Cliff Pierce – aye. Dave Petersen – ABSENT Deana Ziev – ABSTAINED.

ANNOUNCEMENTS

- Memorial Day Flag Raising Event on the Town Common on Monday, May 31, 2021 at 11:30 a.m.
- 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](#) or go to the Town's website, www.townofrowley.net for webinar link

EXECUTIVE SESSION

- To conduct strategy sessions in preparation for negotiations with nonunion personnel, Karen Summit, and to conduct contract negotiations with 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 sessions in preparation for negotiations with nonunion personnel, Karen Summit, and to conduct contract negotiations with 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.

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

Executive Session opened, and Open Session adjourned at 1:46 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting memo regarding General Business #1: Road Opening Permit Application from National Grid to open: 54 Haverhill Street to cut off gas service and to install new gas service
2. Road Opening Permit Application from National Grid to open: 54 Haverhill Street to cut off gas service and to install new gas service
3. Letter of resignation from Highway Equipment Operator/Truck Driver Kirk Salvatore
4. Meeting memo regarding General Business #3: Request from Highway Surveyor Patrick Snow to lift the hiring freeze for the position of Highway Equipment Operator/Truck Driver
5. Meeting memo regarding General Business #4: Request from Highway Surveyor Patrick Snow and Board of Cemetery Commissioners to lift the hiring freeze for the position of Cemetery Supervisor/Highway Truck Driver & Equipment Operator
6. Letter of resignation from Assistant Town Clerk Catie McClenaghan
7. Meeting memo regarding General Business #6: Request from Police Chief Scott Dumas to lift the hiring freeze for the position of full-time police officer
8. Request from Police Chief Scott Dumas to lift the hiring freeze for the position of full-time police officer

9. Meeting memo regarding New Business #1: Discuss re-opening of Town Hall Auditorium and Town Hall Annex in accordance with State's lifting of COVID Restrictions effective May 29, 2021
10. Memo from Health Director Frank Marchegiani regarding COVID-19 guidelines
11. Town of Rowley Board of Health memo regarding Massachusetts Department of Public Health Advisory – Effective 5/29/21
12. Poster prepared by Frank Marchegiani that says "Unvaccinated persons should wear masks in all indoor settings"
13. Press release from State of Massachusetts titled, "Baker-Polito Administration to Lift COVID Restrictions May 29, State to Meet Vaccination Goal by Beginning of June."
14. Meeting memo regarding New Business #2: Discuss meeting schedule
15. Meeting memo regarding New Business #3: Discuss donation of flagpole from the Ipswich-Rowley Rotary for the September 11, 2001 Memorial
16. Meeting memo regarding New Business #4: Request from Town Clerk Catie McClenaghan to appoint Susan Hazen as temporary Assistant Town Clerk
17. Request from Town Clerk Catie McClenaghan to appoint Susan Hazen as temporary Assistant Town Clerk
18. Excerpt from Personnel Plan regarding Compensation Schedule
19. Meeting memo regarding New Business #5: Discuss Fire Department staffing plan
20. Memo from Debbie Eagan regarding staffing plan presentation
21. Fire Department staffing plan presentation from Fire Union
22. Letter from Chief Dumas requesting the appointment of Gavin Forni as full-time police officer
23. Meeting memo regarding Old Business #1: Discuss Places Associates, Inc. proposal for additional parking and handicap accessible route at the Fire Station and Police Station
24. Email from Bill Murray regarding Rowley Parking and Accessibility Proposal, including attached proposal
25. Meeting memo regarding Old Business #2: Discuss Eiras Park Improvements Project
26. Meeting memo regarding Old Business #3: Approve Action Ambulance contracts
27. Action Ambulance contracts
28. Letter from Deborah Eagan to Michael Woronka of Action Ambulance Service, Inc. regarding contract award
29. Meeting memo regarding FY21 – FY22 New Appointments
30. Meeting memo regarding FY22 Re-Appointments