

MINUTES OF THE BOARD OF SELECTMEN

May 8, 2023

Town Hall, 139 Main Street, Rowley, MA

6:00 p.m.

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

CALL MEETING TO ORDER

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

PLEDGE OF ALLEGIANCE

Joe Perry led the Pledge of Allegiance.

MOMENT OF SILENCE

A Moment of Silence was observed for Jack Grundstrom who recently passed away.

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

Bernie Cullen of 283 Wethersfield Street said the Rowley Housing Production Plan is in process, which involves Town department heads. He said this is initiated under the Merrimack Valley Planning Commission, but we can use our own regional method. He said he called for a separate meeting for just the Town officials to identify issues for Rowley specifically. He said if anyone has ideas, they should forward them to Town Planner Kirk Baker.

GENERAL BUSINESS

1. Approve Town of Rowley Veterans Committee donations

Chairman Snow read the following:

Town of Rowley Veterans Committee Chair Robert Breaker has provided the Board with the attached list detailing monetary donations to the Town of Rowley Veterans Committee Donation Account. In accordance with State law, G.L. c.44 §53A, the Board needs to vote to approve these donations.

Snow said the donations total \$7,195, and he thanked Bob Breaker and the Veterans Committee.

Joe Perry made a motion to approve these donations, Cliff Pierce second, all in favor – aye (4-0). Deana Ziev - ABSENT

2. Letter of resignation from Council on Aging Board member Pat Leavitt

Chairman Snow read the following:

Pat Leavitt has submitted her resignation from the Council on Aging Board of Directors. The Board needs to vote to accept the resignation.

Cliff Pierce made a motion to accept this resignation with regrets, Christine Kneeland second, all in favor – aye (4-0). Deana Ziev - ABSENT

3. Letter of resignation from Council on Aging Van Driver Stephen Prendergast

Chairman Snow read the following:

Stephen Prendergast has submitted her resignation from the position of Council on Aging Van Driver. The Board needs to vote to accept the resignation.

Christine Kneeland made a motion to accept this resignation with regrets, Cliff Pierce second, all in favor – aye (4-0). Deana Ziev - ABSENT

4. Discuss Memorial Day Parade and road closures

Chairman Snow read the following:

The Parade and the Memorial Day events will require road closures. The Board needs to vote to approve the road closures. Rowley Veterans Committee Chair Bob Breaker has provided the following information concerning the road closures:

Deb,

The parade will start at 1100 at Pine Grove head south on Main St to the Common. We will circle the common stopping on Summer St to allow the veterans to exit parade vehicles. Main will be closed 20-30 minutes while the parade gets to the common. Main will be blocked at Pleasant St, Independence St, and Central St at the Central School. Once the parade rounds the corner at Independence St Main will open. Once all of the parade is on Summer St and everyone is on the common Summer St. be open to all residents.

We met with the Police Chief this week and he agreed with our plan. I've attached a preliminary agenda for your review. We're still making adjustments

Bob Breaker USCG ret.

Town of Rowley Veteran's Committee

Also, below is the Memorial Day Parade Agenda:

Memorial Day Parade Agenda

- 10:30-11:00 am *Parade participants muster at Pine Grove School*
- 11:00-11:20 (+ -) *Parade starts from Pine Grove School to Rowley Town Common.*
- 11:20-11:25 *MC (Doug Aylward) makes introductions, explains the ceremony and history of "Old Nancy".*
- 11:25-11:50 *MSP Pipe & Drum Band plays service songs*
- 11:50-11:55 *Lowering of Flag and playing of Taps.*
- 11:55-12:00 *Raising of Flag to full staff and MSP Airwing Flyover.*
- 12:00-12:30 *MC introduces Pine Grove Students presentations on the 6 monuments & Memorial Day Poem.*
- 12:30-12:40 *Pine Grove Students Sing? (if available)*
- 12:40-12:55 (= -) *Presentation of Town Selectmen Robert Snow and State Senator Bruce Tarr.*
- 12:55? *MSP Pipe & Drum Plays Amazing Grace.....single piper walks off.*

Does the Board approve the road closures and events on the Town Common?

Kneeland asked if the parade agenda is posted on the website. Eagan said if the Board approves this, we can add an announcement.

Cliff Pierce made a motion to approve the road closures and events on the Town Common, Christine Kneeland second, all in favor – aye (4-0). Deana Ziev - ABSENT

NEW BUSINESS

1. Request from the Conservation Commission to authorize utilization of funds from the Wetlands Protection Act Notice of Intent Filing Fees Account

Chairman Snow read the following:

Please see attached request from Conservation Commission Chairman Daniel Shinnick to authorize \$6,172.00 from the WPA NOI Filing Fees Account. This request requires approval of the Board of Selectmen.

Cliff Pierce made a motion to approve the request from the Conservation Commission to authorize the use of \$6,172, Joe Perry second, all in favor – aye (4-0). Deana Ziev - ABSENT

2. Authorize the Council on Aging to contract with George J. Zambouras, P.E. for the development of a site plan for the Community Garden Project at the Town Hall Annex

Chairman Snow read the following:

The Council on Aging requests the Board of Selectmen's approval to contract with George J. Zambouras, P.E. for the development of a site plan for the proposed COA Community Garden on the lawn at the Town Hall Annex. The work includes field surveying work and engineering design services. The fee is \$1,600. The COA has State Earmark funds to pay for this contract.

If the Board supports this request, the Board needs to vote to authorize this work.

Christine Kneeland made a motion to authorize the contract with George J. Zambouras for this work, Cliff Pierce second, all in favor – aye (4-0). Deana Ziev - ABSENT

3. Liquor License change of hours application from Briar Barn Inn LLC, located at 101 Main Street

Chairman Snow read the following:

The Briar Barn Inn has submitted the attached application for a change of hours for their existing All Alcohol Annual Restaurant Liquor License.

*The **current** hours on the liquor license are:*

Indoor: Monday – Sunday 11:00 a.m. to 11:00 p.m.

Outdoor: Monday – Sunday 11:00 a.m. to 10:00 p.m.

*They **new** hours that they are requesting are:*

Indoor: Monday – Sunday 10:00 a.m. to 11:00 p.m.

Outdoor: Monday – Sunday 10:00 a.m. to 10:00 p.m.

Please see the chart below for the information showing the hours that are regulated by the ABCC, the extended hours that the Town may approve and the approved hours for existing All-Alcohol license holders in Town.

I have confirmed with ZBA Administrative Assistant Lisa Lozzi that the ZBA does not need to approve an expansion in hours for this business. The Police Chief, Fire Chief,

Building Inspector and Health Director did not have any comments or concerns about this. Town Planner Kirk Baker provided these comments:

In the Central Zoning District I would usually worry if there were a reason that the outdoor seating might be a nuisance to neighbors and whether expanded alcohol service hours would increase that nuisance.

In the case of the Briar Barn, I'm not privy to any nuisance complaints pertaining the existing outdoor seating. The outdoor seating area is situated so the restaurant and hotel building are between the abutting residential uses and seating area.

Otherwise there is only the cemetery to the north and a large wetland area to the south.

In that regard, I see no issues with this request from a Planning Board perspective.

We confirmed in the past with Town Counsel that a change in hours does not require a public hearing under the statute— it only needs to be approved at a Selectmen's meeting. If there are concerns about the impact of expanded hours on the neighborhood, the Board may elect to have a public hearing on this application.

Does the Board wish to schedule a Public Hearing for this application for the change in hours, or does the Board wish to discuss the request at tonight's meeting?

Kneeland said she is comfortable without a Public Hearing.

Joe Perry made a motion to approve the new hours for the Briar Barn Inn, Christine Kneeland second, all in favor – aye (4-0). Deana Ziev - ABSENT

4. Liquor License expiration date extension for Mandarin, located at 255 Newburyport Turnpike

Chairman Snow read the following:

On April 25, 2023, the ABCC approved the transfer of the all alcohol beverages liquor license from 255 Newburyport Turnpike LLC (Blue Boat) to New England Asian Restaurant Group, Inc. d/b/a Mandarin.

On December 19, 2022 the Board of Selectmen renewed the liquor license to 255 Newburyport Turnpike, but only through June 30, 2023. (see attached minutes). The Full renewal fee of \$1,520 was received, even though the license was renewed for only six months rather than the full twelve months.

Does the Board wish to extend the expiration date for the new owner to December 31, 2023? If so, please vote to extend the expiration date.

Amy will prepare the liquor license for the new owner, however it will not be released to them until a Certificate of Occupancy is issued by the Building Inspector. Building Inspector Ken Ward said a permit for the planned renovations has not been issued yet.

The new owner has provided the following additional information:

This is Alvin Wong from 255 Newburyport Turnpike (The Old Spud's Restaurant). I understand that the Board of Selectmen will be discussing the liquor license expiration date extension on Monday night. I was originally planning on attending but something has come up. Is there anyway we can reschedule or are there any questions I may answer in advance?

We are in the process of applying for a demo permit and finalizing our architect plans. At the moment we are cleaning out the debris that was left over by the previous owner. Assuming all goes well, we expect to finish within a 6 month period. Please give me a call if you want to discuss or have any questions.

Pierce said he is fine with this extension.

Cliff Pierce made a motion to extend the expiration date for the new owner to December 31, 2023, Christine Kneeland second, all in favor – aye (4-0). Deana Ziev - ABSENT

5. Rowley Municipal Lighting Plant 2023 Payment in Lieu of Taxes Notice

Chairman Snow read the following:

The Board of Light Commissioners voted to issue a PILOT Payment to the Town of \$22,650.33. The Light Department will not be billing the Town for this year's street light costs. This balance will become unexpended revenue when we close the books on June 30.

Does the Board wish to accept the PILOT in the amount of \$22,650.33 and to issue a letter of thanks to the Light Board? If so, the vote needs to vote to accept it.

Perry said it is great that the Light Board is making this donation to the Town.

Joe Perry made a motion to accept the PILOT in the amount of \$22,650.33 and to issue a letter of thanks to the Light Board, Christine Kneeland second, all in favor – aye (4-0). Deana Ziev - ABSENT

GENERAL BUSINESS

4. Discuss Memorial Day Parade and road closures **(continued)**

Bob Breaker joined the meeting. Snow said we reviewed the parade agenda and asked Breaker if he wants to add anything. Breaker reviewed the parade agenda, and thanked all the groups involved including the Veterans Committee, Council on Aging and Library. He said they have gotten a phenomenal amount of donations, and are still getting more. Kneeland said she is glad to see the parade back and that they collaborated with Pine Grove School. Breaker thanked Perry for his service and gave a Memorial coin to the Board members.

NEW BUSINESS

6. FY 24 MIIA Property, Casualty & Worker's Compensation and Police and Fire Accident Insurance Renewals

Chairman Snow read the following:

Debbie is working on the Town's insurance policy renewals. She is asking the Board of Selectmen to authorize her to renew the policies for the upcoming fiscal year.

The Board needs to vote to authorize Debbie to renew the Town's insurance policies.

Cliff Pierce made a motion to authorize Debbie to renew the Town's insurance policies, Christine Kneeland second, all in favor – aye (4-0). Deana Ziev - ABSENT

7. Request from Neil and Liz Butler of the First Congregational Church for the following:

- to use the Town Common on May 20, 2023 from 3:00 p.m. to 7:00 p.m. for a free community dinner
- Entertainment License for music to be played on the Town Common from 3:00 p.m. to 7:00 p.m. during community dinner

Chairman Snow read the following:

Neil and Liz Butler of the First Congregational Church have sent the following request:

April 30, 2023

Dear Board of Selectmen,

We are writing to request permission to use the Rowley Common on Saturday, May 20th from 3 to 7PM, with set up beginning at noon and clean up ending by 8. Over the past few months, we have been hosting community dinners at the Rowley First Congregational Church. These dinners, sponsored by a couple of church members, are free and open to all in the community.

We would like to host our next dinner on the common to reach out to those who may feel uncomfortable or awkward in attending a dinner at a church. We are hoping for beautiful weather but in the case of inclement weather, we will move our dinner back to the church. Our dinner will include a cookout of burgers, hot dogs, and a variety of salads. We will also have soda, water, and desserts. Music will be played over a boom box and a few tables and chairs will be set up but attendees will be encouraged to bring lawn chairs and picnic blankets. We will be asking for a police detail during our event to ensure safety of all those who are attending. We can be reached at thebutlershome@verizon.net or 978-948-7627.

Thank you for your consideration,

Neil and Liz Butler

This request was circulated for review to Police Chief Dumas, Fire Chief Emery, Health Director Frank Marchegiani and Highway Surveyor Patrick Snow.

In response to comments from the Police and Fire Chiefs, Neil Butler sent the following additional information:

Hi Amy,

Thank you for all your help in this request. Here are the answers to the questions:

-Our past dinners have ranged from 70-110 dinners, which included the takeout option. We are figuring more will attend because of the location. We are thinking 150-200. It is also expected that people will come and go and not stay the entire time.

-Parking was going to be encouraged around the common, at the library/town hall, and the small lot on Summer Street

-We will be using a couple of grills for cooking the burgers and dogs. We may have a couple of sternos to keep the burgers at temperature while waiting to be served.

- We are going to set up the cooking by the backstop with serving table off of that, tables will be set up between the back stop and the gazebo, where the music will be playing from (boom box)

-Neil can be reached at 978-580-0693 and would be happy to speak to Frank.

*Thank you,
Neil and Liz*

After this additional information, the comments from the Department Heads are:

Police Chief Dumas: *So long as there is consideration for the parking. We should be able to handle with the detail officer. Thank you.*

Fire Chief Emery: *I would just request that they have a fire extinguisher available in the cooking area.*

Health Director Frank Marchegiani: *I spoke to Neil Butler about our concerns with the types of food being served, handling of the food, and hot/cold temperature control in an outdoor setting and am satisfied with their proposed procedures. We requested a hand wash station be set up along with the availability of hand sanitizer. Disposable utensils will be used and all trash will be removed at the end of the event. A church member trained in food safety will be on site similar to their regular dinners.*

Highway Surveyor Patrick Snow: *My only request is they remove all trash generated by the event.*

Town Planner Kirk Baker: *Yes in my opinion, while I understand that Crowd Managers per se are only required for indoor events, I think that its prudent that the entity putting on the event have a someone on site for the duration of the event to serve as an on-site "event manager" for that event in order to address any potential issues happening on site whether it be someone needing medical assistance or a neighbor complaining of the noise level. And would also suggest that this event manager's contact information (preferably cell phone #) is provided to the members of the Police detail and the Police Chief in advance of the event.*

Does the Board wish to approve this request with the following conditions?

- 1. A fire extinguisher must be accessible in the cooking area*
- 2. Police detail is required*
- 3. Hand wash station must be set up and hand sanitizer must be available*
- 4. Church member trained in food safety must be present*
- 5. On-site event manager must be present to address any potential issues, with name and number of manager to be provided to Police Chief and Police detail officer*
- 6. All trash must be removed by organizers after the event*
- 7. Any parking conditions from the Board*

ENTERTAINMENT LICENSE:

We have received the attached Entertainment License application to allow the music to be played during the event. The Health Department, ZBA, Fire Chief and Building Inspector did not have any comments on this application. The following are Department Heads comments on this application:

Police Chief: *So long as it is kept at a reasonable level, the time of day should not be an issue. The police department has no other concerns.*

Town Planner: *There are no major issues from a Planning perspective for this event. The Saturday afternoon into evening timeframe and their proposal to use a boom box for music is*

certainly as town squares are typically intended to host fully amplified band during hours reasonable in relation to the public good. There should be plenty of street parking and they are proposing a police detail.

Does the Board wish to approve this Entertainment License with the following conditions?

- 1. Music to be kept at a reasonable level*

Cliff Pierce made a motion to approve this request with the conditions – the vote was not completed.

Kneeland asked how they are doing the handwashing station. Neil Butler said there is a water spicket on the Town Common and they will use buckets to wash with water and hand soap. He said they will also have hand sanitizer and gloves for serving food. He said they will have coolers and heating to keep food at the right temperature. He said the community dinners are about the community and are not about religion or politics. He said they have given away 110 deep fried turkeys and 6 twelve pound pork tenderloins, and have hosted spaghetti dinners. He said this will be their last event for the year and they will post it to Facebook, requiring people to RSVP, and they expect people to come and go. Kneeland asked if they take donations. Neil Butler said they have raised \$450 to \$550 which they have donated to local food banks, who are very appreciative given the high food costs. Snow asked if they have worked with the Dinner Bell in Ipswich. Liz Butler said no.

Christine Kneeland made a motion to approve the request to use the Town Common with the conditions, Joe Perry second, all in favor – aye (4-0). Deana Ziev - ABSENT

Cliff Pierce made a motion to approve the Entertainment License with the condition, Christine Kneeland second, all in favor – aye (4-0). Deana Ziev - ABSENT

8. Award Parks and Recreation Committee contract for ballfield field maintenance

Chairman Snow read the following:

The Parks and Recreation Committee recommends the Board of Selectmen vote to award the contract for field maintenance (mowing, trash removal and Clean-ups) of the Town's playing fields to ELM Services Inc. of Hampton Falls, NH in the amount of \$24,000 per year. The contract may be extended for a second and third period for a yearly amount of \$24,000 per year.

One other quote was submitted in response to the solicitation:

- William J. Cuddy Jr. / WJC Services LLC of Rowley in the amount of \$31,160.00 for year one; \$32,094.80 for year two and \$33,217.80 for year three.*

1. *The Board needs to vote to award the contract ELM Services Inc. of Hampton Falls, NH in the amount of \$24,000 per year.*
2. *The Board needs to vote to authorize Chairman Snow to sign the contract.*

Joe Perry made a motion to award the contract to ELM Services Inc. of Hampton Falls, NH in the amount of \$24,000 per year, Cliff Pierce second, all in favor – aye (4-0).
Deana Ziev - ABSENT

Christine Kneeland made a motion to authorize Chairman Snow to sign the contract, Cliff Pierce second, all in favor – aye (4-0). Deana Ziev - ABSENT

9. Discuss Employee Performance Appraisal – Treasurer/Collector Karen Summit

Chairman Snow read the following:

Karen Summit is asking for a Performance Appraisal. Attached is the Performance Appraisal Form.

Could the Board please conduct her performance appraisal and sign after the meeting?

Snow read the memo from Karen Summit.

Christine Kneeland made a motion to conduct the performance appraisal and sign it after the meeting, Joe Perry second, all in favor – aye (4-0). Deana Ziev - ABSENT

Snow called Summit forward. Summit said a goal is to bring the Town's financial policies and procedures into the 21st century to catch up with the rest of the world and to make things easier for the taxpayers and employees.

The Board rated Summit excellent in all of the various categories on the form, and for her overall rating. Snow said the Treasurer's Office functions well, even when Karen isn't there. Bernie Cullen reinforced the outstanding review for Summit and said as a member of the Water Board, they depend heavily on the Treasurer's Office, and Summit gives instantaneous responses when she is asked a question. Snow said two years ago the Treasurer/Collector position transitioned from elected to appointed and it has been a seamless transition. Pierce said Summit handled the transition great and didn't see the change as a threat or something she was opposed to.

10. Discuss Employee Performance Appraisal – Town Administrator Deborah Eagan

Chairman Snow read the following:

Debbie is asking for a Performance Appraisal. Attached is the Performance Appraisal Form and a copy of last year's completed Performance Appraisal.

Could the Board please conduct her performance appraisal and sign after the meeting?

Christine Kneeland said she first met Eagan during the Pine Grove School Building Committee meetings and she is a wealth of information and the smartest lady she ever met. Perry said tonight marks the end of his 12th year on the Board and it is incredible what Eagan does to keep the office and the Town running. He said Eagan puts the information together for the Board which makes the Board's job easier and she does an outstanding job. Pierce said Eagan is incredible, she knows the job and is independent. He said you don't appreciate this fully until you serve as the Chairman of the Board and see the business that Eagan takes care of daily. Snow said as the Chairman he meets with Eagan on Thursday to review the agenda. He said he gets calls from her over the weekend, she has a Master's degree in Public Administration, she's outstanding and we are lucky to have her. Pierce said how she runs the office is great, we have a great Town Hall, and the employees take their cure from Eagan. Kneeland said she keeps the boiler going on the weekends when it is 20 degrees below zero. Eagan thanked the Board for the kind words and said she works with a team with Amy, Natalie and Elaine.

The Board rated Eagan excellent in all of the various categories on the form, and for her overall rating.

Christine Kneeland made a motion to rate Eagan as excellent in all categories in the performance appraisal, Cliff Pierce second, all in favor – aye (4-0). Deana Ziev - ABSENT

Eagan said we all work as a team and the department heads all work hard. She said it is a pleasure to work with the Board of Selectmen and what talents each brings to the Board. She said she will miss Perry terribly. Bernie Cullen said the Board of Water Commissioners with Eagan's help got the ARPA money, and Eagan has helped them with issues around staffing shortages. He said she writes clearly on complex subjects and we are fortunate to have the staff that we do. Snow said Eagan's knowledge of the laws is incredible and she has a lot of contacts from working at the MMA.

OLD BUSINESS

1. Update on Town Hall Veterans Memorial Project

Chairman Snow read the following:

Last fall, we had to postpone the planting phase of this project because of concerns that the plants would not survive because it was too late in the planting season. The project

landscape designer, Sara Bourque, has been in contact with the contractor, MJS Construction, Inc. about the planting schedule. Sara has confirmed that MJS has found all the specified plants at a local nursery, but the costs have increased from last year. She estimates it could be \$1,700. We have the funds to cover this increase because we received the State Earmark Grant and the SHRAB Grant. Debbie has updated Bob Breaker. We are hoping to get the plantings done this week or next week. We don't have the cost yet from the contractor. Debbie is asking the Board to authorize her to approve a change order for a not-to-exceed amount of \$2,000, so that we don't lose anytime in getting this work completed.

UPDATE: MJS submitted the Change Order today and the amount is \$1,798.78. Sara has reviewed this. Debbie is asking the Board to authorize her to sign the Change Order.

UPDATE 2: The State just sent Bob Breaker the Contractor Authorized Signatory forms. The Board needs to vote tonight to authorize Bob Breaker to sign the Standard Contract Form and to authorize Chairman Snow to sign the Authorized Contractor Signatory Form.

Eagan said Sara Bourque has reviewed all of this and she went to nurseries to see what plants are in stock. She said we have two grants to do this work. Bourque said another reason that the plantings couldn't be done in the fall was because of the drought and the inability to water the plants. She said they had to make plant changes based on availability, and there is no tree yet. She said the plants are coming on Friday.

Cliff Pierce made a motion to approve the change order, Joe Perry second, all in favor – aye (4-0). Deana Ziev - ABSENT

Christine Kneeland made a motion to authorize Bob Breaker to sign the Authorized Contractor Signatory Form, Joe Perry second, all in favor – aye (4-0). Deana Ziev - ABSENT

2. Approve Declaration of Trust for Affordable Housing Trust

Chairman Snow read the following:

Cliff Pierce, the Selectman designee to the Affordable Housing Trust, would like to start having meetings with the Trustees.

The first step is for the Board of Selectmen to vote to approve, sign, and record the Declaration of Trust. The Board needs to vote tonight to approve the Declaration of Trust, sign the document, and have it notarized during the meeting.

Pierce said the first meeting will be in a week or two and we need to get this done before they have the meeting.

Christine Kneeland made a motion to approve the Declaration of Trust, sign the document, and have it notarized during the meeting, Cliff Pierce second, all in favor – aye (4-0). Deana Ziev – ABSENT

The Board of Selectmen signed the document and Sean McFadden notarized it.

FY 24 RE-APPOINTMENTS

<u>Position or Board</u>	<u>Name</u>	<u>Expiration</u>
Zoning Review Committee	Kirk Baker, Town Planner	6/30/2024
Zoning Review Committee	Ken Ward Building Inspector	6/30/2024
Town Counsel <i>one year term</i>	Thomas A. Mullen	6/30/2024
Community Preservation Act Administrator	Karen O'Donnell	6/30/2024
Limited Lighting Bylaw Enforcement Agent <i>one year term</i>	Kirk Baker	6/30/2024
Harbormaster <i>one year term</i>	William DiMento	6/30/2024
Harbormaster <i>one year term</i>	David S. Kent, Deputy	6/30/2024
Harbormaster <i>one year term</i>	Fred Hardy, Assistant	6/30/2024
Harbormaster <i>one year term</i>	Jenna DiMento, Assistant	6/30/2024
Plumbing and Gas Inspector, <i>1 yr for alternate</i>	William Wendt, Alternate	6/30/2024
Wiring Inspector <i>1 yr for alternate</i>	James Cotter, Alternate	6/30/2024
Building Inspector, <i>1 yr for alternate</i>	Sam Joslin, Alternate	6/30/2024

Council on Aging <i>three year term</i>	Geneva Merry	6/30/2026
Council on Aging <i>three year term</i>	Barbara DiPalmer	6/30/2026
Council on Aging <i>three year term</i>	Gillian Ingram	6/30/2026
Board of Health <i>three year term</i>	Mary Behringer <i>as of 4.11.22</i>	6/30/2026
Sandy Point Committee Member	William DiMento	6/30/2024
Sandy Point Committee Member	John Manning	6/30/2024

Chairman Snow read the following:

There are several re-appointments on the agenda tonight. The Board can vote to make these reappointments using one of the following methods:

- 1. Vote all of them in one motion as printed in the May 8, 2023 Meeting Agenda OR*
- 2. Vote to re-appoint the individuals as listed in the May 8, 2023 Meeting Agenda and split up the votes up by departments/boards/committees OR*
- 3. Vote by reading each name into the record*

Christine Kneeland made a motion to make the reappointments as printed in the May 8, 2023 Meeting Agenda, Joe Perry second, all in favor – aye (4-0). Deana Ziev – ABSENT

ANNOUNCEMENTS

1. The Annual Town Election will be held on Tuesday, May 9, 2023 from 12:00 p.m. to 8:00 p.m. at St. Mary's Church Hall
2. The Town of Rowley Veterans Committee is inviting the public to march in the Memorial Day Parade, which will be held on Monday, May 29, 2023. Parade line up will be at 10:30 a.m. at the Pine Grove School. The parade will begin at 11:00 a.m. Marchers are encouraged to wear red, white, and blue. Students are welcome to wear their Boy Scout, Girl Scout or Sports uniforms. The "Old Nancy" Town cannon will be at the event, along with a drum and bagpipe marching band. Hot dogs and drinks will be available at the Town Common.

3. The Board of Selectmen announces that a textile recycling bin has been placed in the rear parking lot of the Town Hall Annex at 39 Central Street. Residents can drop off a variety of textiles. Please see the Town website for the listing. All items must be dry, bagged and placed in the bin. Please do not leave items on the ground.
4. The Town has the following board vacancies:
 - **Conservation Commission**
 - **Council on Aging**
 - **Rowley Cultural Council**
 - **Zoning Board of Appeals – Alternate member**

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

Snow said this is Joe Perry's last meeting, it has been a pleasure to work with Joe for the past 12 years, and Joe gave a lot to the Board. Snow said there are a lot of plaques with Joe's name on them, including the Police and Fire Station project, the Pine Grove School project, and servicing as the Chairman for two years. He thanked Joe for his service to the Town and to the Board of Selectmen. Kneeland said she appreciated working with Joe on the Pine Grove School project which took many years and many meetings, and thanked Joe for his time. Perry said when he walked through the school with the architect he said the project came out a lot better than he had expected. Pierce asked Joe to stay involved with the Town and the Town needs people like Joe. Perry said he is still the Chairman of the Rowley Housing Authority and serves on the CPA.

ADJOURN

Joe Perry made a motion to adjourn, Cliff Pierce second, all in favor – aye (4-0). Deana Ziev - ABSENT

Meeting adjourned at 7:23 p.m.

ATTACHMENTS:

1. Meeting memo regarding General Business #1: Approve Town of Rowley Veterans Committee donations
2. List of Town of Rowley Veterans Committee donations
3. Meeting memo regarding General Business #2: Letter of resignation from Council on Aging Board member Pat Leavitt
4. Letter of resignation from Council on Aging Board member Pat Leavitt
5. Meeting memo regarding General Business #3: Letter of resignation from Council on Aging Van Driver Stephen Prendergast
6. Letter of resignation from Council on Aging Van Driver Stephen Prendergast
7. Meeting memo regarding General Business #4: Discuss Memorial Day Parade and road closures
8. Email from Bob Breaker regarding Parade

9. Meeting memo regarding New Business #1: Request from the Conservation Commission to authorize utilization of funds from the Wetlands Protection Act Notice of Intent Filing Fees Account
10. Request from the Conservation Commission to authorize utilization of funds from the Wetlands Protection Act Notice of Intent Filing Fees Account
11. Meeting memo regarding New Business #2: Authorize the Council on Aging to contract with George J. Zambouras, P.E. for the development of a site plan for the Community Garden Project at the Town Hall Annex
12. Contract with George J. Zambouras, P.E. for the development of a site plan for the Community Garden Project at the Town Hall Annex
13. Meeting memo regarding New Business #3: Liquor License change of hours application from Briar Barn Inn LLC, located at 101 Main Street
14. Memo to Board of Selectmen from Amy Lydon regarding Briar Barn Inn Liquor License
15. Liquor License change of hours application package from Briar Barn Inn LLC, located at 101 Main Street
16. Current liquor license issued to Briar Barn Inn
17. Email from Monique Jeffrey regarding Request for Change in Alcohol License
18. Comments from ZBA on request from Briar Barn Inn for change of hours
19. Comments from Police Chief on request from Briar Barn Inn for change of hours
20. Comments from Fire Chief on request from Briar Barn Inn for change of hours
21. Comments from Building Inspector on request from Briar Barn Inn for change of hours
22. Comments from Health Director on request from Briar Barn Inn for change of hours
23. Comments from Town Planner on request from Briar Barn Inn for change of hours
24. Updated meeting memo regarding New Business #4: Liquor License expiration date extension for Mandarin, located at 255 Newburyport Turnpike
25. Original meeting memo regarding New Business #4: Liquor License expiration date extension for Mandarin, located at 255 Newburyport Turnpike
26. ABCC approval of license transfer from 255 Newburyport Turnpike to Mandarin
27. Payment to Treasurer form for liquor license payment from 255 Newburyport Turnpike
28. Current liquor license issued to 255 Newburyport Turnpike Rowley LLC
29. Minutes of December 19, 2023 regarding liquor license renewal for 255 Newburyport Turnpike Rowley LLC
30. Meeting memo regarding New Business #5: Rowley Municipal Lighting Plant 2023 Payment in Lieu of Taxes Notice
31. Rowley Municipal Lighting Plant 2023 Payment in Lieu of Taxes Notice
32. Meeting memo regarding New Business #6: FY 24 MIIA Property, Casualty & Worker's Compensation and Police and Fire Accident Insurance Renewals

33. Letter from MIIA regarding FY 2024 Renewal Proposal
34. Updated meeting memo regarding New Business #7: Request from Neil and Liz Butler of the First Congregational Church for the following:
 - to use the Town Common on May 20, 2023 from 3:00 p.m. to 7:00 p.m. for a free community dinner
 - Entertainment License for music to be played on the Town Common from 3:00 p.m. to 7:00 p.m. during community dinner
35. Original meeting memo regarding New Business #7: Request from Neil and Liz Butler of the First Congregational Church for the following:
 - to use the Town Common on May 20, 2023 from 3:00 p.m. to 7:00 p.m. for a free community dinner
 - Entertainment License for music to be played on the Town Common from 3:00 p.m. to 7:00 p.m. during community dinner
36. Comments #1 from Police Chief on request from Neil and Liz Butler
37. Comments #1 from Fire Chief on request from Neil and Liz Butler
38. Comments from Highway Surveyor on request from Neil and Liz Butler
39. Comments from Health Director on request from Neil and Liz Butler
40. Applicant's response to Police and Fire Chief comments #1
41. Comments #2 from Police Chief on request from Neil and Liz Butler
42. Comments #2 from Fire Chief on request from Neil and Liz Butler
43. Entertainment License application from Neil and Liz Butler
44. Comments from Health Director on Entertainment License application from Neil and Liz Butler
45. Comments from ZBA on Entertainment License application from Neil and Liz Butler
46. Comments from Building Inspector on Entertainment License application from Neil and Liz Butler
47. Comments from Police Chief on Entertainment License application from Neil and Liz Butler
48. Comments from Town Planner on Entertainment License application from Neil and Liz Butler
49. Meeting memo regarding New Business #8: Award Parks and Recreation Committee contract for ballfield field maintenance
50. Email from David Zizza regarding Parks & Rec meeting: April 26th 2023
51. Bid submitted by ELM Services, Inc. for Field Maintenance
52. Email from Steve Ziolkowski regarding Town of Rowley Field Maintenance Solicitation
53. Contract with ELM Services, Inc. for Field Maintenance
54. Meeting memo regarding New Business #9: Discuss Employee Performance Appraisal – Treasurer/Collector Karen Summit
55. Memo from Treasurer/Collector Karen Summit regarding Performance Appraisal
56. Blank Performance Appraisal Form for Karen Summit

57. Meeting memo regarding New Business #10: Discuss Employee Performance Appraisal – Town Administrator Deborah Eagan
58. Section C1-0 of Personnel Plan regarding Employee Performance Appraisal
59. Memo from Deborah Eagan regarding Performance Appraisal dated May 4, 2023
60. Blank Performance Appraisal Form for Deborah Eagan
61. Memo from Deborah Eagan regarding Performance Appraisal dated May 6, 2022
62. Completed Performance Appraisal Form for Deborah Eagan dated May 9, 2022
63. Meeting memo regarding Old Business #1: Update on Town Hall Veterans Memorial Project, including two updates
64. Contractor Authorized Signatory forms for State Earmark Grant
65. Meeting memo regarding Old Business #1: Update on Town Hall Veterans Memorial Project, including one update
66. Change Order 2 from MJS Construction Inc.
67. Contractor Authorized Signatory forms for State Earmark Grant
68. Original Meeting memo regarding Old Business #1: Update on Town Hall Veterans Memorial Project
69. Drawings L1, L2 and L3 for Rowley Veteran Memorial Restoration Project prepared by Marshwind Landscape Design
70. Meeting memo regarding Old Business #2: Approve Declaration of Trust for Affordable Housing Trust
71. Declaration of Trust for Affordable Housing Trust
72. Meeting memo regarding FY24 Re-appointments