

MINUTES OF THE BOARD OF SELECTMEN MEETING

September 30, 2013
Meeting held at Town Hall

MEMBERS PRESENT: Chairman Robert Snow, Vice Chairman Robert Merry, Clerk Joseph Perry, Jack Cook, David Petersen (Town Administrator Deborah Eagan, Assistant Town Administrator Amy Lydon)

PUBLIC ATTENDEES: Karen Summit - Treasurer / Collector, Larry White - FINCOM, Ron Keefe - Highway Surveyor, Daniel Szczepanski – Rowley Town Common Restoration Committee, Tim Southall - Parks & Recreation Committee, Curt Turner - Community Preservation, Jill Bouley - Pine Grove PTA, Tara Gibbs - Pine Grove PTA

CALL MEETING TO ORDER

Chairman Robert Snow called the meeting to order at 7:00 p.m. He said the meeting is being video and audio taped.

PLEDGE OF ALLEGIANCE

Karen Summit - Treasurer / Collector led the Pledge of Allegiance.

CHAIRMAN'S COMMENTS

Chairman Snow said on Saturday, Representative Brad Hill held the second annual food drive at Market Basket. He said a truckload of food was delivered to the Rowley Food Pantry. Snow thanked volunteers Ellen Peabody, Anna ????? (ASK BOB), Brad Hill, A.J. Paglia and A.J.'s son, Carmine Federico and Pastor Cressey. Snow thanked Rowley and area residents for the donations, and Hill for doing a tremendous job. Snow showed a series of pictures from the day (COPIES ATTACHED).

Jack Cook made a motion to send the pictures of the event to Michelle Marshall of the Daily News, Joseph Perry second, all in favor – aye (5-0).

7:05 – 7:15 p.m. CITIZEN QUERY

Citizen's query was opened.

GENERAL BUSINESS

1. Request to use the Town Common by the Cub Scouts

Chairman Snow read the letter following:

The Cub Scouts has sent the following request to use the Town Common for their annual fundraiser kickoff:

Hi Doreen,

I am writing to request use of the town Common on October 6th from 1-4pm for the Cub Scouts annual fundraiser kickoff. Also, we would like to hang our popcorn fundraiser sign on the backdrop on The Common for the month of October. I take responsibility for attaching and removing the sign and can be contacted if the sign needs maintenance.

Thank you!

***-Meghann Merrill
Rowley Cub Scouts
Pack 15
978-375-7402***

Town Common Restoration Committee Chairman Dan Szczepanski, Police Chief Robert Barker, Highway Surveyor Ron Keefe, Fire Chief James Broderick and Health Services Coordinator Frank Marchegiani have reviewed this request and have no outstanding issues with it.

Does the Board wish to approve this request?

Jack Cook made a motion to allow the Cub Scouts to use the Town Common on October 6, 2013 from 1-4 pm for fundraiser and to hang popcorn fundraiser sign on backstop for the month of October, Joseph Perry second, all in favor – aye (5-0).

2. Request from Agricultural Commission to extend the Farmers Market by one week

Dave Petersen made a motion to extend the Farmer's Market on the Town Common through October 13, 2013, Jack Cook second, all in favor – aye (5-0).

3. Email letter from Rachel Murrin re: Myopia Hunt Club walk

Chairman Snow read the email request (COPY ATTACHED). Snow said the walk is being held on private land. Merry said they may cross public roads.

Jack Cook made a motion to approve the request from Rachel Murrin to host the Myopia Hunt Club's rides on October 24, 2013 at 10:00 a.m. and on November 7, 2013 at 1:00 p.m. and to cross public roads, Joseph Perry second, all in favor – aye (5-0).

4. Lift hiring freeze for the Finance Committee Secretary position

Chairman Snow said, "FinCom Chairman Larry White asks the Board of Selectmen to lift the hiring freeze so Debbie can post this position."

Jack Cook made a motion to lift the hiring freeze for the Finance Committee Secretary position, Bob Merry second, all in favor – aye (5-0).

5. Letter from Chief Barker requesting Elizabeth Ann Smith to be appointed as reserve dispatcher

Chairman Snow read the letter from Chief Barker (COPY ATTACHED).

Dave Petersen made a motion to appoint Elizabeth Ann Smith as reserve dispatcher and matron effective October 1, 2013 through June 30, 2014, Jack Cook second, all in favor – aye (5-0).

6. Letter from Katrina O'Leary re: resignation from position

Chairman Snow read the letter from Katrina O'Leary (COPY ATTACHED). Petersen said O'Leary started working for the Town as the Secretary for the Building Inspector, then for the ZBA, and then became the Town Planner. He said she has done a great job getting the offices up to date. He said she brought expertise and knowledge to the Town Planner position and said hopefully we will find a suitable replacement. Snow wished O'Leary all the best in her new position in Middleton.

Jack Cook made a motion to accept O'Leary's resignation with regrets and to send O'Leary a thank-you letter for her service to the Town, Bob Merry second, all in favor – aye (5-0).

7. Lift hiring freeze for the Planner position

Chairman Snow said, "Planning Board Chairman Curt Bryant asks the Board of Selectmen to lift the hiring freeze so Debbie can post this position."

Jack Cook made a motion to lift the hiring freeze for the Town Planner position, Joseph Perry second, all in favor – aye (5-0).

7:05 – 7:15 p.m. CITIZEN QUERY

Citizen's query was closed. There were no Citizen's queries.

7:15 p.m. APPOINTMENT - Treasurer/Collector Karen Summit to discuss OBRA and Social Security

Chairman Snow said, "Attached is a memo from the Personnel Board regarding the state Public Employee Retirement Administration Commission's recent audit and the resulting requirement that the Town transition all employees who are currently contributing to Social Security to OBRA. Also attached is a memo from Treasurer/Collector Karen Summit regarding the transition to OBRA and a letter to Deborah Eagan from the Essex Regional Retirement System. Treasurer/Collector Karen Summit will be here to discuss the changes."

Treasurer/Collector Karen Summit said full time employees, who work twenty or more hours per week, contribute to the Essex Regional Retirement System (ERRS) pension. She said OBRA was put in place so that part time, seasonal and temporary employees have a vehicle to make retirement contributions. She said the Town has historically offered part time, seasonal and temporary employees the option to contribute to Social Security or to an OBRA account. She said the recent PERAC audit highlighted that the Town can't offer Social Security to employees unless there is a Section 218 agreement in place, and Rowley doesn't have such an agreement. She said she met with the Personnel Board last week and it was decided to transition the affected employees to OBRA within the next month or so. She said she will notify the affected employees that the Town was told it has to make this change by PERAC and ERRS. She said she will explain that OBRA is a deferred compensation account and money is contributed pre-tax. She said Nationwide administers the account, each person has their own account and funds are invested into income producing vehicles, there is no investment choice for employees. She said when an employee leaves, they can access the funds in the OBRA account, if they pass away, their funds are distributed. She said there are thirty-two people affected and she will send them a memo and hold an information session upstairs on October 7, 2013 at 5:00 p.m. She said at the information session she will have information about what OBRA is and enrollment forms. She said the only employees that don't have to participate in a retirement product are employees who have retired from the Essex Regional Retirement System. Summit said there are about fifty to sixty employees who work less than twenty hours per week. Petersen said this change impacts 40 to 50 percent of the Town's employees. Summit said the OBRA contribution rate is 7.5% and there may be tax consequences if the money is taken out before retirement, and Nationwide sends out an OBRA statement annually.

Dave Petersen made a motion to transfer employees contributing to social security to OBRA by November 1, 2013 and eliminate Social Security as an option for future employees, Jack Cook second, all in favor – aye (5-0).

OLD BUSINESS

1. Girl Scouts property update

Chairman Snow said, "Selectman David Petersen attended the Community Preservation Committee meeting last Thursday and presented the Selectmen's request for \$10,000 to be used for purchasing and planning costs for the Girl Scouts property. The Community Preservation Committee has approved this request. Selectman Petersen will update the Board."

Perry said he is the Selectmen's representative to the CPC and Petersen made a presentation to the CPC last week. Petersen said the Board of Selectmen have made a preliminary decision that they are interested in this property. He said these funds will be used for seed money to do surveys, soil tests and legal costs associated with exploring this land purchase. He said the CPC unanimously approved this request and the general consensus is that this is a piece of property that the Town should seriously look at either alone or in conjunction with other entities. He said this funding request will be on the Fall Town Meeting warrant and at that time the townspeople will be provided with information on the property.

Petersen said Georgetown had a similar land purchase recently and we should reach out to them to see if they had any problems or issues that we should be aware of. Eagan said it would be beneficial for town officials to speak to Georgetown about their experience and Rowley Conservation Agent Brent Baeslack has a relationship with the Conservation Agent in Georgetown. She said we need to focus on the active recreation portion of the land which is a camp, and determine if there is potential to use it and do septic testing etc.

Petersen said we should send letters to the Ipswich YMCA, the adventure camp in Newbury and Erica Keefe letting them know the Town is interested in this land, and maybe the Town can partner with one or more of these parties.

Jack Cook made a motion to nominate Brent Baeslack as the point person to contact Georgetown about their recent land purchase, Dave Petersen second, all in favor – aye (5-0).

Dave Petersen made a motion to send letters to the Ipswich YMCA, the adventure camp in Newbury and Erica Keefe letting them know the Town is interested in this land, Jack Cook second, all in favor – aye (5-0).

7:30 p.m. APPOINTMENT – Highway Surveyor Ron Keefe to discuss revised snow plowing contract form

Chairman Snow said, "Ron and Debbie worked on revising the snow plowing contract for the 2013 - 2014 season by following documents issued by other towns in the area to update insurance requirements and add additional legal wording."

Highway Surveyor Ron Keefe said in this draft he added worker's compensation insurance and increased the coverage levels after reviewing contracts of surrounding towns. He said the largest plowing contractor used by the Town said he can't afford these coverage levels and Keefe said if the largest contractor can't afford it, the smaller contractors won't be able to either. Keefe said the contractors are needed since the three Highway Department employees cannot plow the entire Town. Keefe said the Professional Liability insurance is for engineers and architects, and asked if this could be removed from the contract.

Eagan said she will work with Ron on another draft. She said she will contact MIIA and explain the situation and see if some of the coverage limits can be reduced. She said the contract is now a more formal legal contract between the Town and the contractor.

Snow said lets explore the insurance requirements and table this discussion for one week.

OLD BUSINESS

2. Update on intersection of Route 1 and Central and Glen Streets

Chairman Snow read the following:

Debbie, Amy, Bob Snow, Chief Barker, Highway Surveyor Ron Keefe, and Foreman Pat Snow attended a meeting called by Rep. Brad Hill at intersection of Route 1 and Central and Glen Street this past Wednesday.

Representative Brad Hill brought Massachusetts Dept. of Transportation District 4 Director Paul Steadman to this meeting. We were told that the sightlines at this intersection do not rise to the federal regulations, and therefore, Mass DOT may not be able to fund a traffic light.

However, Mr. Steadman advised us to make a request to the Mass. DOT for a "Road Safety Audit." There will be no cost to the Town for this audit. The Road Safety Audit will identify safety measures on a short-term, mid-term and long-term basis. There may be other "traffic calming" measures that we may be able to implement based on the recommendations of the Road Safety Audit.

The Board of Selectmen needs to vote to authorize Debbie to send a letter to Mr. Steadman requesting the road safety audit.

Merry said we should definitely do the audit. Snow said Steadman is new to District 4, was full of information, and he was very impressed with him. Snow thanked Representative Hill for his time and effort on this issue.

Joseph Perry made a motion to authorize Debbie to send a letter to Mr. Steadman requesting the road safety audit, Jack Cook second, all in favor – aye (5-0).

OLD BUSINESS

3. Discuss Town Meeting articles

Chairman Snow said, *“AFSCME Local 2905 has signed the MOA with the Town. Debbie will be notifying the applicable department heads to inform them that she will need to put an article on the November 4, 2013 Special Town Meeting Warrant transferring funds to cover this agreement. The Warrant closed today, so we will be working on the warrant over the next few days.”*

Petersen said the Police Chief is requesting an article for a traffic counting machine and said he needs to clarify where the money is coming from for this purchase and how much value this device will be. He said traffic is heaviest during the morning and evening commuting times. He said this machine will be placed all over Town eventually and said people are going to expect a patrolman in problem areas that the machine confirms, but the Town only has two patrolman working at a time, so it is physically impossible to patrol all problem areas at rush hour. Petersen said he would rather see \$4,000 spent on police equipment, training or ammunition needs.

Snow said the machine will allow the Chief to avoid sending a patrolman to monitor an area when he receives a phone call. Perry said the machine will help the Police target the problem areas. Petersen said we know the majority of traffic and speeding is during commuting hours. He said he is not opposed to getting the data, but said maybe a machine can be rented for a year rather than spending \$4,000 to purchase it. He said it should go on the warrant for the townspeople to vote.

Merry said we should ask other departments who have used this device if it helped deter speeding or if it caused more problems. He said he would like to know what the machine does – does it take a picture of the license plate? Petersen asked if a motorist will know if it is there, or if it is unobtrusive, and said if one is purchased it should show the motorist their speed.

Eagan said she will speak to the Chief to find out where the money will come from.
Petersen said he will also speak to the Chief and report back to the Board next week.

7:45 p.m. APPOINTMENT – Dan Szczepanski to discuss Town Common project

Chairman Snow read the following:

Dan will discuss the following:

- I. Pre-existing tree removal & the purchase of two additional trees:
Additional Zelkova and Elm trees - \$1500.00 each
Total \$3,000.00 – Selectmen need to approve a change order for the
purchase and planting of two new trees and the removal of existing trees
under this contract. All terms and conditions of the contract apply.*
- II. Expanding the Town Common Restoration project to include lighting fixtures,
sidewalks, etc. Warrant Article (Art. 8 – Special Town Meeting Warrant – April
30, 2012)*
- III. Project Budget
STM Art. 8 4/30/12
Appropriation = \$83,000.
Expenses = \$ 64. – Legal Ad
\$ 525. – Mulch Maker (grinding of 18 tree stumps)
\$37,400.– NEDP contract (providing/planting new trees)
\$ 2,500. – NEDP contract (tree monitoring/watering)*

BALANCE = \$42,511 (Pending any change order(s)).

Szczepanski said that for the first item, the original plan was to leave two larger trees that are in front of the funeral home. He said these two trees are in good shape and are two of the species being planted on the Common, and they wanted to keep them even though they were outside of the new planting scheme. He said the roots of these trees will be impacted when the Light Department buries the electrical line and installs the five new lamps, and these trees will not survive. He said the best course of action is to remove these trees and plant replacements according to the new planting design. He said the cost to do this is \$3,000 which is in line with the per tree cost of the contract. He said the Highway and Light Departments have agreed to help with this and he is looking for authorization to expand the contract to include this work.

Szczepanski said that for the second item, after the additional \$3,000 for the work just discussed, the project line will have \$39,511 left in it. He said they met with the CPC last week and they are comfortable with repurposing the balance of the funds toward expanding the lighting project, which would make a significant dent in the project, but

there are not enough funds remaining to complete the lighting project. He said other future work will include seeding areas and replacing / repairing the sidewalks. He said he is asking the Board of Selectmen to support the repurposing of these funds. Perry said he is a member for the Town Common Restoration Committee and the CPC and he does support this repurposing of funds.

Petersen asked if the Town Common Restoration Committee could look into the backstop which is a detriment to the project. Merry said this backstop has been there since the 1890's, and was installed by Tom the Barber and other volunteers. He said it needs work and at one time a landscaper in Town volunteered to upgrade it, but was told they needed to go to the HDC, and the upgrade never happened. Szczepanski said there are strong feelings regarding the backstop and playing baseball on the Town Common, but the Town has invested a lot of money into other fields that provide a safer environment for ball playing. Petersen said if more money is requested from the CPC, money for the backstop should be included in the request so that it is ready to use once this is researched. Merry agreed that organized ball playing has been moved to other fields, but families still utilize the common and backstop for ball playing. Szczepanski said a backstop can be designed using wrought iron. Snow said the Committee has done a great job on this project.

Joseph Perry made a motion to approve a change order for \$3,000 for the purchase and planting of two new trees and the removal of existing trees, Bob Merry second, all in favor – aye (5-0).

Bob Merry made a motion to open and close the Town Meeting warrant and place an article on the warrant inserted by the Board of Selectmen to repurpose Article 8 from April 30, 2012 Town Meeting, Dave Petersen second, all in favor – aye (5-0).

Curt Turner from the CPC said the CPC vote was to use these repurposed funds solely for the streetlights.

Jack Cook made a motion to look at restoring the backstop on the Town Common, Joseph Perry second, all in favor – aye (5-0).

8:00 p.m. APPOINTMENT – Tara Gibbs to discuss Annual Fall Fest Event on the Common

Chairman Snow read the following:

The Pine Grove School PTA has sent the following request to use the Town Common for the Annual Fall Fest Event:

Dear Selectmen:

I am writing on behalf of the Pine Grove PTA, requesting permission to use the Rowley Town Common on Friday, October 25, 2013 from 2-9 PM. The Pine Grove PTA is once again sponsoring the Fall Festival on the Common from 5:30-7:30 PM. In previous years you have been kind enough to allow us to use the Common for this very successful school and community event. We are respectfully requesting additional time before and after the event for set-up and clean-up of all of the food, games and activities. In the event we need to cancel our Friday night date due to weather, we are requesting permission to use the Common on Sunday, October 27, 2013 from 1-7 PM. The festival will run from 4-6 PM.

We would also like to request the use of the backstop to hang our Fall Fest banner. If our request is approved, we will be having a port o potty delivered on Friday afternoon. It will be picked up Saturday morning.

The event will be very much the same as last year, food, games, activities and music. There will be a grill run by individuals who have manned it for the last 7+ years. There will games and craft activities, free food as well as some pizza and grilled items for sale. We will have a photo booth and a D.J.

I am fully aware that the Common has just been adorned with new trees. My suggestion to keep all festival goers away from the beautiful new trees was to circle the tree stakes with yellow caution tape and move the entire event inward 10 or more feet into the middle of the Common. I also would like to put at least four large signs around the Common asking all to PLEASE RESPECT YOUR TOWN AND ITS NEW TREES AND DO NOT TOUCH THEM! (Or something along those lines!) I will also ask the school, when it makes its announcement on Friday about the Fall Festival, to please remind the children to LET THE TREES GROW and KEEP CLEAR OF THEM. (Or something like that!)

As we did last year, we will treat the Common as we would our own yards and clean up every bit of trash, etc. that is left behind. The Common will be left as it was.

I will attend the Monday night meeting to answer any questions you may still have.

Thank you for your consideration.

Sincerely,

Tara Gibbs
tgibbs00@verizon.net
978-948-7864

Tara is working to obtain the insurance certificate and will submit it within the next week. Town Common Restoration Committee Chairman Dan Szczepanski, Police Chief Robert Barker, Highway Surveyor Ron Keefe and Health Services Coordinator Frank Marchegiani have reviewed this request and have no outstanding issues with it. Fire Chief James Broderick requested the following:

Amy:

I have received the request for the PGS PTA to hold their annual fall festival on October 25, 2013. As in the past the FD will support this event in any way we can. As for the gas grill the same procedures that have been used in the past will be required which include having a CO2 fire extinguisher present, only adults allowed in the cooking area and that the area around the grill be cordoned off to keep non authorized personnel away from the cooking area. If the organizers have any questions they may contact me at the station at 978-948-3812.

*Respectfully,
James C. Broderick
Fire Chief
Town of Rowley*

If the Board approves this request it may consider approving it with the conditions as stipulated by the department heads, and the submittal of the appropriate insurance certificate, along with any other conditions that the Board may require.

Tara Gibbs said she is seeking permission to use the Town Common on Friday October 25, 2013 from 5:30 to 8:30 p.m., which includes time before and time after the event for set-up and clean-up. She said they are aware of the new trees and will wrap the stakes in yellow caution tape to mark them clearly. She said the Police and Fire Departments last year provided ample lighting. She said there are a lot of the same events planned for this year, including a D.J., games and crafts. She said this year White Farms will be selling ice cream out of their cow truck. She said they plan to put up signs saying to stay away from the trees, and they will also ask Pine Grove to make this an announcement at the end of the day on October 25th. Jill Bouley of White Farms said she spoke to the Board of Health and will complete the necessary forms, and she will check with the Police Department as well. Gibbs said this event collects donations for the Rowley Food Pantry and each family brings a food donation for admission to the event.

Petersen said this has been a very successful event, with a lot of parental supervision. He said the next morning, you don't even know the event happened because the clean-up is so good. He said this is a great time for the kids and he encourages the event to use the Town Common. Merry asked where the port-o-potties will be located. Gibbs said next to the backstop, and they will arrive on Friday and she will notify the Funeral

Home. Eagan said the rain date is Sunday October 27, 2013 from 1:00 p.m. to 7:00 p.m.

Joseph Perry made a motion to approve the request from the Pine Grove School PTA to hold the annual Fall Fest on the Town Common from 2:00 p.m. to 9:00 p.m. on October 25, 2013 with a rain date of October 27, 2013 from 1:00 p.m. to 7:00 p.m. under the conditions that all recommendations from the Town departments are followed, Jack Cook second, all in favor – aye (5-0).

OLD BUSINESS

4. Bradstreet Baseball Field project update

Chairman Snow read the following:

The Project Team has been working on the engineering proposal from Meridian.

Attached is the draft proposal. We have requested some minor changes and the inclusion of language requiring Meridian to submit the requisite Certificate of Insurance.

This proposal covers the geotechnical work we need to do at this site. The proposal also addresses the need for a stormwater management system. The data from this plan will be used in the applications for the Stormwater Management permit from the Conservation Commission and the Stormwater Pollution Prevention Plan in accordance with the National Pollution Discharge Elimination System. Meridian will also write the technical specifications and provide construction administration services.

We recommend that the Board of Selectmen approve this proposal pending the submittal of the revised version. Debbie has not received it yet.

Parks & Recreation Vice Chairman Tim Southall said the project team has gotten together and we need to get the appropriate state and federal permitting. He said we met with Meridian and Conservation Agent Brent Baeslack to discuss what needs to be done for the permitting.

Eagan said the project team is meeting regularly and because the site is so large, it triggers a federal filing and we need local and federal stormwater permits. She said Meridian's draft proposal is for \$28,500 and covers several phases starting with Geotechnical work that Meridian will outsource, then filing for the permits, then writing the specifications, then going out to bid, then construction administration to ensure the work is done in accordance with the specifications and environmental permits.

Petersen said the funding is available and we want the project done right. He said we need to do the engineering correctly, which is dragging out the project, but we have no

choice. Southall said hopefully the bids will go out in the spring depending on how quick and smooth the permitting process is.

Petersen commended Southall for his work on this project and on the Parks & Recreation Committee. He said Southall puts in a tremendous amount of time and meets with the project team during his lunch hour. He said Southall has the sports and field knowledge, and does a great job with the Fourth of July celebration on the Common. Petersen said we can't repay Southall but he deserves a commendation.

Southall thanked Petersen. He said the project budget started at \$225,000 and there is \$221,000 left after expenses for blueprints and advertising. He said this draft proposal is not an additional expense, it is part of the project cost. He said this project will have three phases: the baseball field; tennis courts and a skateboard park; a girl's softball field.

Dave Petersen made a motion to approve the Meridian proposal as amended, Joseph Perry second, all in favor – aye (5-0).

NEW BUSINESS

1. Discuss historical Town sites – Pulpit Rock and Linebrook Church Cemetery

Chairman Snow read the following:

We have two Town treasures that need to be preserved – Pulpit Rock and the Linebrook Church Cemetery.

Bob Merry will discuss the historical Pre-Revolutionary War events that occurred at these sites. The Reverend George Whitefield preached at Pulpit Rock. Some of the earliest settlers in Rowley attended the Linebrook Church and are buried in this historic cemetery.

Bob Merry feels that we may be able to approach the Essex National Heritage Commission for assistance in preserving these sites. We may want to have this request sent on behalf of the Town to the Rowley Historical Commission. One or two of the selectmen could be delegated to make this request to the Rowley Historical Commission.

Merry said Whitefield was quite a character, and was a preacher during the Great Awakening. He said Whitefield made seven trips from England to the United States and there is documentation showing that he preached in Rowley at the Linebrook Church. He said the Church was not big enough for one of his sermons, so they moved outside and he preached on Pulpit Rock, and future ministers continued the tradition of

preaching at Pulpit Rock. Merry read an excerpt from Wikipedia about Benjamin Franklin and Whitefield (COPY ATTACHED).

Merry said Franklin was taken with Whitefield and Franklin went to one of Whitefield's sermons and at first did not want to make any donation, but by the end of the sermon had emptied his pockets. Merry said Whitefield is buried in Newburyport's South End Church under the altar and people come from around the world to visit that site. Merry said Whitefield chased the devil out of the First Congregational Church in Ipswich and the devil's footprints are in the stone in front of the church. Merry said the cemetery was almost abandoned when the parish moved to Ipswich.

Merry said we need to protect these sites which are slowly disappearing with development. He said Meetinghouse Road was built by the Tenney family who lived on Newbury Road as a way to get to the church.

Snow said Franklin was the Thomas Edison of his time, he was very wealthy and he turned his patents over to the people. He said we need to protect these sites that are our history. Merry said five or six years ago, there was an Eagle Scouts project where a sign was installed explaining the cemetery and Pulpit Rock. Petersen asked if there is a pamphlet that provides a synopsis of Rowley's historical sites. Merry said the Historical Society put a walking tour together and is working on a bus tour. Petersen said a pamphlet should be put together before the Town's 375th Anniversary celebration.

Merry said a couple of Selectmen should go to the Historical Commission and present this information to them and ask them to approach the Essex National Heritage Commission. He said Main Street is on the National Heritage Trail and we should bring attention to these sites and make them historical landmarks.

Jack Cook made a motion to appoint Bob Merry and Bob Snow as the Selectmen to bring this before the Historical Commission, Joseph Perry second, all in favor – aye (5-0).

2. Town Administrator Update

Chairman Snow read the following from Deborah Eagan:

I would like to work with Vice Chairman Bob Merry and Selectman Dave Petersen over the fall and winter in compiling a list of new capital purchases for the Town. I am asking for a vote of the board to delegate these two selectmen to work with her, Amy and Doreen on this project.

I am trying to schedule a meeting with the Parker River National Refuge Acting Director Frank Drauszewski at one of the upcoming October meetings.

I will be working on the town meeting warrant this week. We will review it at next week's meeting.

Joseph Perry made a motion to delegate Bob Merry and Dave Petersen to work with Debbie, Amy and Doreen on compiling a list of new capital purchases for the Town, Jack Cook second, all in favor – aye (5-0).

ANNOUNCEMENTS

- Rowley Food Pantry is in need of donations. The Food Pantry is open Tuesdays from 10:00 a.m. to 12:00 p.m. and Thursdays from 5:30 p.m. to 7:00 p.m.
- The Town has the following vacant seats: Board of Library Trustees, Zoning Board of Appeals Associate 3 open seats; two fence viewer positions; and wood lumber bark inspector.
- Battery recycling box located at the Town Hall and Library
- Rowley Community Media is showing a video recording the Board of Health's Sept. 23, 2013 discussion with Dr. Curtis Ersing on Lyme disease

Petersen gave accolades to Rowley Community Media, he said the video showing the plantings on the Town Common is very entertaining.

There being no further business before the Board, Chairman Snow called for a motion to adjourn. Dave Petersen so moved, Jack Cook second, all in favor – aye (5-0).

Open meeting adjourned at 9:06 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Pictures from Food Drive sponsored by Representative Brad Hill
2. Email request by Cub Scouts to use the Town Common and Department Head email backup regarding this event
3. Request from Agricultural Committee to extend the Farmer's Market
4. Email request from Rachel Murrin for Myopia Hunt Club walk
5. Letter from Chief Barker dated September 26, 2013 regarding reserve dispatcher appointment
6. Resignation letter from Katrina O'Leary
7. Memo from the Personnel Board regarding the state Public Employee Retirement Administration Commission's recent audit
8. Memo from Treasurer/Collector Karen Summit regarding the transition to OBRA
9. Letter to Deborah Eagan from the Essex Regional Retirement System
10. Article requesting \$10,000 from the CPC for the Girl Scout Land project

11. Draft snow plowing contract
12. Email from Debbie Eagan to Dan Szczepanski regarding Town Common
13. Article Eight excerpt from Special Town Meeting Warrant April 30, 2012
14. Request from Pine Grove School PTA to use the Town Common for the Fall Fest
15. Town Common Use application
16. Documentation from Department heads regarding the Fall Fest
17. Proposal from Meridian Associates for the Bradstreet Farm Baseball Field
18. Wikipedia excerpt about Benjamin Franklin and George Whitefield
19. Newspaper article regarding George Whitefield