

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

June 20, 2016

Meeting held at Town Hall, 7:00 p.m.

**MEMBERS PRESENT:** Chairman Joseph Perry, Vice Chairman Robert Snow, Clerk Cliff Pierce, David Petersen (ABSENT until 7:34 p.m.), Robert Merry (Town Administrator Deborah Eagan, Assistant Town Administrator Amy Lydon)

**PUBLIC ATTENDEES:** Henry F. Rolfe – Independent Press; Frances Sculley; Carrie Cassidy-Ryma; Scott Ryma; Alexandra Henry; Genevieve Simpson; Joshua Simpson; Christopher Cassidy; Brian Sculley, Fire Chief James Broderick

### **CALL MEETING TO ORDER**

Chairman Perry called meeting to order at 7:00 p.m. He said the meeting is being audio and visually recorded digitally.

### **PLEDGE OF ALLEGIANCE**

Fire Chief James Broderick led the Pledge of Allegiance.

**7:00 P.M. APPOINTMENT\*** Fire Chief James Broderick to present probationary call firefighters for appointment: Christopher Cassidy, Joshua Simpson, and Brian Sculley

Fire Chief James Broderick said we are fortunate that within three weeks, three individuals came to him seeking to be part of the Fire Department. He introduced Cassidy, Simpson and Sculley to the Board.

Cassidy said he has lived on Emily Lane for the past four years. He said he is EMT certified, and is getting his degree in criminal justice. He said he is hoping to use his skills in this position.

Simpson said he lives on Wethersfield Street, and has lived in Rowley his whole life. He said he graduated high school last year and is currently doing masonry work.

Sculley said he lives on Farnham Road and has lived in Rowley his whole life. He said his boss and his co-worker are Call Firefighters, it is a good career and he is interested in doing this.

Broderick asked the Board to consider appointing these three individuals as probationary call firefighters. He said they will have 26 call firefighters if these three are appointed. Snow said with the new building, we may have more applicants. Perry said it is good to see young fellows joining the Fire Department.

Bob Snow made a motion to appoint Christopher Cassidy, Joshua Simpson, and Brian Sculley as probationary call firefighters, Cliff Pierce second, all in favor - aye (4-0). Dave Petersen - ABSENT.

### **GENERAL BUSINESS**

1. Request from the Agricultural Commission to use the Town Common for the Rowley Farmer's Market and to hang a Farmer's Market banner on the Town Common backstop

Chairman Perry read the request.

Bob Snow made a motion to approve the request from the Agricultural Commission to use the Town Common for the Rowley Farmer's Market and to hang a Farmer's Market banner on the Town Common backstop, Cliff Pierce second, all in favor - aye (4-0). Dave Petersen - ABSENT.

2. Wetlands Protection Act Notice to Abutters from the Newbury Conservation Commission of proposed construction of a garage at 67 Old Rowley Road

Chairman Perry read the following:

*The Board of Selectmen is being notified by the Newbury Conservation Commission that a Notice of Intent has been filed with them for a property in Newbury that abuts property owned by the Town of Rowley. The NOI is for the construction of a garage to a single family home and associated work. The Town's property, which abuts this property is the site of the former Rowley landfill. Debbie checked the Assessors records and Principal Assessor Sean McFadden provided the attached map.*

*Does the Board have any questions or concerns they would like to transmit to the Newbury Conservation Commission? They are holding a hearing on the NOI on June 21<sup>st</sup> at 7:00 p.m.*

Pierce said this is just a garage to a single family home and he doesn't see this as a concern for the Town of Rowley. Merry said the site is just over the Town line. The Board had no questions or concerns.

### **OLD BUSINESS**

1. Letter from Kate Turner regarding use of the Town Common Gazebo

Chairman Perry read the letter. Perry said this is a reasonable request. Eagan said we can ask them to complete the Town Common Use Application Form. Merry said they need to make sure the power is on.

Bob Merry made a motion to allow the family to use the gazebo as requested, and to notify the funeral home about the event, Bob Snow second, all in favor - aye (4-0). Dave Petersen - ABSENT.

**7:15 P.M. APPOINTMENT\*** Donna Thibodeau to discuss Zoning Board of Appeals Alternate seat

Chairman Perry read the following:

*Ms. Thibodeau has expressed an interest in serving on the Zoning Board of Appeals on the associate seat. We currently have no one serving in the three ZBA associate seats. Ms. Thibodeau has sent in a cover letter and resume.*

*The Board will ask her a few questions about her interest in serving the Town as a member of the ZBA.*

Thibodeau said she lives at 41 Wethersfield Street and has lived in Rowley for twenty-two years. She said she raised her children here. She said she is an engineer and for twenty-five years she managed large construction projects around the Boston area. She said she worked on a lot of laboratories and schools. She said she is semi-retired. She said she has volunteered for positions such as Girl Scouts, ski club and as a teacher at Saint Mary's since she moved here. She said she also teaches young girls about becoming an engineer. Perry said volunteers do a lot for a community. Pierce said we need new people like Thibodeau to fill Town Boards, and he applauded Thibodeau for stepping forward. Thibodeau said she has attended a couple of ZBA meetings and is familiar with plans and specifications.

Perry read the letter of support from the ZBA to appoint Thibodeau. Merry said there are a couple of OML requirements that need to be completed and submitted to the Town Clerk. Pierce said there is also an online State Ethics exam.

Bob Snow made a motion to appoint Donna Thibodeau to the Zoning Board of Appeals Alternate seat for a five year term, Cliff Pierce second, all in favor - aye (4-0). Dave Petersen - ABSENT.

**7:10 – 7:15 P.M. CITIZEN QUERY**

There were no citizen queries.

**OLD BUSINESS**

2. Discuss the Independence Day Celebration on the Town Common scheduled for June 25, 2016

Chairman Perry reviewed the first page of the event detail sheet. He said the Library may have some volunteers, and this is a fun day on the Town Common with food and races. Snow said he will pick up the slush and bring it to Savages, and he will go to Costco on Friday. Merry said he will check with Savages and get the hot dog cooker from the COA. Eagan said in the past we have borrowed canopies for the event. She said they cost \$80 to \$100 each and asked the Board if they would consider buying canopies that we can keep. Merry said the Mighill family has graciously loaned the Town their canopies in the past and we can't expect to borrow them forever. Perry said he will pick up two canopies.

3. Memo from Building Inspector Ken Ward regarding Turner Enterprises, 746 Haverhill St.

Chairman Perry read Ward's memo. Merry said he recently drove by the site, and there are still piles, but it doesn't look too bad, and it is better than it was. Pierce said the business is moving and we should wait and see what happens. Perry asked if the Board wants to table this and revisit it to ensure that the site has been cleaned up, or if the Board wants to consider this closed. Merry said we should keep an eye on it and check back at the beginning of July.

Bob Snow made a motion to keep an eye on this location and check back on it at the beginning of July, and to ask Ward for an update, Cliff Pierce second, all in favor - aye (4-0). Dave Petersen - ABSENT.

**NEW BUSINESS**

1. Discuss Open Meeting Law Complaint filed by Attorney William Moschella on June 7, 2016

Chairman Perry read the following:

*The Board of Selectmen received an Open Meeting Law Complaint from Attorney Moschella on June 7, 2016. Debbie has discussed this complaint with Attorney Mullen and he has reviewed and approved of the attached response.*

*The Board needs to vote to sign the response. Debbie will mail it to Attorney Moschella and the Attorney General's Office.*

Perry read the drafted response letter.

Dave Petersen sat at the Selectmen's table at 7:34 p.m.

Pierce said the response letter is clear and adequate.

Cliff Pierce made a motion to sign the response letter, Bob Snow second, all in favor - aye (5-0).

The Selectmen signed the letter.

2. Discuss Open Meeting Law Complaint filed by Attorney William Moschella on June 14, 2016

Chairman Perry read the following:

*The Board of Selectmen received an Open Meeting Law Complaint from Attorney Moschella on June 14, 2016. Debbie has discussed this complaint with Attorney Mullen and he has reviewed and approved of the attached response.*

*The Board needs to vote to sign the response. Debbie will mail it to Attorney Moschella and the Attorney General's Office.*

Perry read the drafted response letter.

Cliff Pierce made a motion to sign the response letter, Bob Snow second, all in favor - aye (5-0).

The Selectmen signed the letter.

3. Discuss summer concerts on the Town Common and request from Ben Eramo of 3 Blocks East Band to hold concert on the Town Common

Chairman Perry read the following:

*Ben Eramo has offered to have his band play a concert on the Common this summer. (Info is attached.) Is the Board interested in having Ben do this? Also, is the Board interested in holding other concerts this summer?*

Perry said putting together the concert series takes time and effort. He said port-o-potties are needed, so there is an expense as well. He said people enjoyed the concerts in the past, but they didn't draw big crowds. He asked the Board if they would like to schedule a date for Ben Eramo. Merry said Eramo had a decent write up in Newburyport Magazine, and he seems to be an interesting guy.

Bob Snow made a motion to contact Eramo to see if August 6<sup>th</sup> is still available, and to secure a port-o-potty for the event, Cliff Pierce second, all in favor - aye (5-0).

4. Update from Town Administrator Deborah Eagan on the new customized Blackboard Connect portal for Rowley residents

Chairman Perry read the following:

*Blackboard Connect, the company the Town uses to provide emergency notifications and messages to Town residents and businesses, has enhanced its communications options by upgrading its user portal. The Town has used this system for the past several years to deliver critical messages, including emergency alerts, health and safety warnings and important Town announcements, via landline phone, cell phone, email and text messages.*

*Through the new Connect Access Portal, Rowley residents and businesses have the ability to customize their message settings by selecting their preferred mode of contact, such as cell phone, home phone, email, etc. and the message topics they wish to receive. There is no additional hardware required by users to access these new enhancements.*

*While public primary residential and business phones in Rowley are already included in the system, many residents with unlisted residential phone numbers or residents who do not have a landline home phone number need to register through the Connect Access Portal by visiting the homepage of the Town's website, [www.townofrowley.net](http://www.townofrowley.net) and clicking on the link, "SIGN UP NOW- SERVICES BY BLACKBOARD CONNECT." Also, residents who are in the system because they have a public primary residential home phone number are encouraged to also set up an account on the Blackboard Connect portal, so that they can add a cell phone number or email address.*

*The transition to the new Connect Access Portal will result in the shutdown of the current Class Connect portal, so all residents who had their information in this portal, need to re-register in the new Connect Access Portal. Debbie is sending an email message out to all users in the portal, asking them to set up new accounts in the Connect Access Portal, which can be found on the Town's homepage, at [www.townofrowley.net](http://www.townofrowley.net).*

*If you anyone has any questions, please contact Debbie Eagan at 948-2705 or Amy Lydon at 948-2372.*

Eagan said this update is for the portal only, which contains just over 250 names, and is not for the massive database. She said users need to log into the new portal to enter their contact information. Petersen said people may want to enter their cell phone number so that they get any messages sent while they are at work. Eagan said work phone numbers and email addresses can also be added.

Merry said the Light Department recently used this service to communicate to customers about a bill delay.

**7:45 APPOINTMENT\*** - Rowley Veterans Association Representative James Edwards to discuss Rowley Veterans Association outstanding liquor license issues

Chairman Perry read the memo from Amy Lydon. James Edwards said he hopes the documentation is all correct. He said on the previous paperwork there was a discrepancy between the description of the premises on Form 43 and their application. He said he had no idea that the Secretary of the State's website listed the Board of Directors for the RVA. He said for fifteen years, documents have been signed off on under deceased Board members. He said the previous managers submitted the same people each year to avoid paperwork and fees. He asked why the previous Board of Selectmen or the State didn't catch this. He said another issue the ABCC pointed out was that the notary stamp doesn't come through on a copy, and they advised him to shade in the stamp. He said there have been minor paperwork issues that should have been caught in previous years. He said their liquor license has been signed off on and he has cleared this up with the State. He said it took three weeks of playing phone tag, but he has spoken to an ABCC representative, and he has turned in all the paperwork they requested. He provided an updated Certificate of Good Standing. He said he thinks it is all correct, he has done the best that he can. He said this could have been avoided by not resubmitting documentation under people not on the Board of Directors. Eagan said it is not this office's responsibility to make sure the RVA's legal paperwork has updated Board of Directors. She said it is the licensee's obligation to change their license each time there is a change in their Board of Directors. She said we do not review the Board of Directors for renewals.

Edwards said the ABCC and the Department of Revenue didn't talk to each other until last year. He said the RVA has paid \$27,000 in back taxes, and they have a legitimate Board of Directors. Eagan said the RVA doesn't have a manager. She said the listed manager, Hardy, has passed away. She said the Change in Manager application is being held up because of this Change in Officers and Directors application. Edwards said every time they submit the application, it is sent back for minor issues. Petersen said this Board has been bending over backwards for the last three years, and we need to see an end game. He said we need assurance that this is going to end quickly, it has been two years and he can't believe we are still dealing with this. Eagan said the key item was for the RVA to update their Articles of Association with the Secretary of State. She said the ABCC will reconsider the application and if the other details are satisfied, hopefully approve this. Edwards said it is on the RVA to change their Board of Directors and not on the Board of Selectmen.

Dave Petersen made a motion to sign Form 43 marked for reconsideration and to send it to the ABCC along with the monetary transmittal form, Cliff Pierce second, all in favor - aye (5-0).

The Selectmen signed the Form 43.

Edwards asked if future correspondence could be addressed to RVA, not the VFW. He said a disgruntled ex VFW Member has made it clear that they are no longer a VFW.

**8:00 p.m. APPOINTMENT\* Vanessa Johnson, Assistant Director of Land Conservation, Essex County Greenbelt Association, to discuss acquisition of a conservation restriction and application for a State Land Grant**

Vanessa Johnson said she is here to update the Board on the Mehaffey Farm project from the last update in February, and outline the opportunity for the Town to partner on this acquisition. She said the DCR has an agreement with Tenney/Mehaffey to acquire eighty-eight acres for \$800,000. She said this will be done in two phases:

- By the end of the fiscal year, DCR will acquire 53 acres for \$350,000
- Acquire a conservation restriction (CR) on the remaining 28 acres for \$450,000.

We have one year to complete this by June 30, 2017.

Johnson reviewed maps of the area with the Board of Selectmen. She said the 88 acres abuts Willowdale State Forest and the Georgetown/Rowley State Forest. She pointed out the area that is being retained by the Tenney's and the portion that is being retained by the Mehaffey's. She said the Mehaffey's will retain the right to buy back the Tenney portion of the land if there is no CR purchased for \$450,000. She said the DCR acquisition included a public access road through the farm, and the conservation restriction will reiterate that. She said on June 30, 2017, or sooner if possible, the Tenney family will sell a CR on their land for \$450,000, and the land under the CR will immediately transfer to the Mehaffey family for \$1. She said at that point, the Mehaffey family will own 30 acres, and there will be an amended CR which excludes 2.25 acres, which is the around the residence. She said the remaining land will be preserved and available for farming, harvesting wood and as a scenic area.

Johnson said their intent is to resubmit to the CPC an application for \$350,000, and the Greenbelt has a goal to raise \$100,000 toward the acquisition. She said if more than \$100,000 is raised, it would reduce the Town's contribution. She said there is a State land grant, formerly called the Self-help grant, which will reimburse the Town for 58% of the acquisition costs, which is \$261,000, if awarded. She said the net cost to the Town would be \$89,000 after the Greenbelt and State grant, to preserve 88 acres. She said if approved by the Selectmen and the CPC, Town Meeting would vote on the entire amount of \$450,000 for the CR, and then Greenbelt would reimburse the Town. She said Greenbelt and the Town would co-hold the CR. She said the land grant is due July 13<sup>th</sup>, and the Town Meeting vote isn't needed to submit it, just draft article language is needed. She said she would argue that it wouldn't need legal review. She said submitting the grant doesn't obligate the Town to anything, just preserves the opportunity to get it on to the Fall Town Meeting Warrant. She said the grant application requires the Board of Selectmen to authorize a project manager to submit the grant, and to submit a cover letter outlining this. She said the Conservation Commission is technically the eligible entity to submit the grant application. She said she is meeting with the Con Com tomorrow night and Greenbelt will offer to write the grant, and they have the appraisal, which will be completed in the next week or so, and the other

documents needed. She said this is a bargain sale for a CR according to the appraisal. She said Greenbelt would monitor the property. She said she would like to get a general sense for the Board's feeling on this project, and said she realizes it is premature to ask for a commitment.

Pierce asked if this would have to be done at a Fall Town Meeting. Johnson said it could be done at a Spring Town Meeting, but they are more comfortable with a Fall Town Meeting. Pierce asked how many house lots are in the appraisal. Johnson said she thinks seven. She said she can share the appraisal and there are some wetlands, but significant upland. Perry asked if the acres under the CR will be farmed. Johnson said yes, everything that is cleared would be farmed, and typically they are allowed to expand the fields if wanted. Petersen said he has funding concerns and asked how and with whom did Greenbelt / DCR decide that the CPC has \$350,000 to spend on this project. Johnson said they didn't, and that is why she is here tonight. Petersen said over the past several years, the Town has bought and indebted itself for almost \$5,000,000 for the Bradstreet property and the former Girl Scout property. He said a lot of money has been spent on Open Space, and no money has been spent on recreational fields, yet the number of kids participating in these programs is increasing. He said Rowley has 3,000 acres of open space. He said the CPC fund has a minimal amount of funding, and will be indebted for the next twenty years. He said it is nice to buy open space, but he would like to expand recreational fields. He said the handicap ramp at Town Hall needs to be replaced at an estimated cost of \$75,000 to \$80,000 from CPC funds. He said the Annex building also needs to expand its office space, and will need an elevator to do so, which will cost \$400,000 or more. He asked the Board to consider before voting for more open space, the concern for more fields. He said if the school renovation project goes through, the fields behind the school won't be available since they will house temporary classrooms. He said he thinks CPC funds need to be preserved for these types of projects. He said there has been discussion on this project for the last year and a half, without a discussion with the Board of Selectmen. He said they are asking us to commit \$450,000 for this project, and there will be no money left for the elevator at the Annex or field expansion. Perry said the Town needs to set priorities. Petersen said the COA office needs expansion. He said these other projects benefit a lot of people, and he is not sure if we can commit more money for open space. He said it is difficult for him to support this since this wasn't discussed sooner.

Pierce said proceeds from the sale of the Bradstreet property are sitting in escrow. He said we need input from bond counsel to determine if these funds can be repurposed. He said the deadline for the grant application is approaching, and if the grant application isn't submitted, we will lose the grant opportunity. He said if the State commits 58% with no strings, it will make a difference. Perry said we should ask CPA Administrator Karen O'Donnell for the current available funds, and look into if the funds from the

Bradstreet property sale are available. He said the Annex and the elevator are a big priority, and many seniors use the Senior Center, which is much too small.

Petersen asked if the Board votes to submit the application, does it obligate the Town to follow through if the people decide not to. Johnson said no, the Town becomes obligated when the Board of Selectmen votes to authorize the funding and Town Meeting authorizes it. Petersen said this is being rushed through, even though discussion has been taking place on this for the past one and a half years. Johnson said they cannot make property negotiations public until an agreement is in place. She said this was a sensitive negotiation for the land owners, and it took until late spring to get an agreement. She said they don't typically engage towns until they have a plan in place, so they don't waste anyone's time. Petersen said for \$450,000, they are obligated to give the Town a heads up. He said the Town is directly involved, and we need to get a good accounting of the CPA Funds balance. Perry said this project still needs to be voted on by the CPC.

Pierce said the Board can make a non-binding commitment and file the grant application with the help of Greenbelt. He said then we can decide to move forward or not. He said there are few working farms left, and this property is contiguous to two State forests. He said this would be the first time open space was acquired on that part of Town, and the neighbors would appreciate it. Snow said we can do this, as long as it is non-binding. Petersen said the first obligation should be to the kids to get them adequate playing fields. He said he will abstain from a vote to apply for the grant. Merry said he agrees with Pierce, and if it is non-binding, we should file the grant application, then if no funds are received, the Town can back away from the project. Eagan asked when the State will decide on the grant. Johnson said a town meeting vote is required to receive the grant, and it can be contingent upon receiving the grant. She said we would find out if the grant has been awarded between October and December of 2016. Johnson said the vote would need to happen at the Fall Town Meeting, not at the Spring Town Meeting. Eagan said the Town will need to appropriate the money, execute the conservation restriction, and then once it is recorded, the Town would get a reimbursement from the State. Johnson said that is correct, and they can help facilitate with the paperwork. She said she will double check to see if the warrant can read that the vote is contingent upon receipt of the land grant. She said the Town Meeting Warrant authorizes the Town, but doesn't obligate the Town.

Petersen asked how many grant applications are submitted and how much money is available. Johnson said the State doesn't give out that information. Perry said the deadline is July 13<sup>th</sup>, and the CPC can't meet before then. Pierce said he doesn't believe that CPC approval is required to apply for the grant, and unless someone sees a downside, he doesn't see why the Town shouldn't apply for the grant.

Cliff Pierce made a motion to recommend to the Conservation Commission that they authorize Greenbelt to file the grant application on the Town's behalf, with the understanding that there is no obligation to move forward with this project. This motion was not seconded, and the vote was not completed. Petersen said the Board needs the hard information in front of them before they decide. He said there are too many ifs and they are being put under the gun time wise. He said he will vote no. Snow agreed that this should be put off for one week. Eagan said Johnson should provide a copy of the grant application that the Board can review. Petersen said Johnson should provide a sample motion and he is totally confused about what they are voting on. Pierce withdrew his earlier motion.

Bob Snow made a motion to table this until next Monday and to ask Karen O'Donnell to attend this meeting with the CPC fund balance information, Cliff Pierce second, all in favor - aye (5-0).

## **NEW BUSINESS**

### 5. Set meeting schedule for July, August and September

Chairman Perry read the following:

*The proposed meeting schedule is as follows:*

*July 11*

*July 25*

*August 8*

*August 22*

*September 12*

*September 19*

*September 26*

*The Summer Schedule will run through the months of July and August, however, should there be a matter that needs to be attended to by the Board of Selectmen during an "off-meeting week", Chairman Perry will schedule a special morning meeting.*

Bob Snow made a motion to set the meeting schedule as presented, Cliff Pierce second, all in favor - aye (5-0).

**FY 17 RE-APPOINTMENTS**

- Harbormaster
- Historic District Commission/Historical Commission
- Open Space Committee
- Parking Clerk
- Personnel Board
- Planning Board Associate
- Sandy Point Committee
- Shellfish Deputy Constables
- Board of Registrars
- Limited Health Agents
- Limited Lighting Bylaw Enforcement Agent
- Mooring Clerk
- Local Census Liaison for Federal Census
- Assistant Town Clerk
- Zoning Review Committee

Cliff Pierce made a motion to re-appoint the individuals to the Boards/Commissions/Committees as detailed below, with the corresponding expiration date, Bob Merry second, all in favor - aye (5-0).

	<b>Expiration</b>		<b>Expiration</b>
<b>Harbormaster <i>one year term</i></b>		<b>Board of Registrars <i>one year term</i></b>	
William DiMento	6/30/2017	Barbara DiMento	6/30/2017
Fred Hardy, Assistant	6/30/2017	Mildred Dummer	6/30/2017
David S. Kent, Assistant	6/30/2017	Gordon Densmore	6/30/2017
Frank Price, Assistant	6/30/2017	Susan Hazen, Town Clerk	6/30/2017
<b>Historic District Commission/ Historical Commission</b>		<b>Limited Health Agents <i>one year term</i></b>	
<b>Commission</b>		Susan Hazen, Town Clerk	6/30/2017
Sara Bourque - Alternate and Clerk	6/30/2017	Barbara DiMento	6/30/2017
Mike Harney, Alternate	6/30/2017	Susan Leach	6/30/2017
John Cardillo	6/30/2017	Donald Russo	6/30/2017
Michael Sabatini- HDC ONLY	6/30/2017	Jeffrey E. Megna	6/30/2017
Barbara Breaker	6/30/2017		
William Vitkosky	6/30/2017	<b>Limited Lighting Bylaw Enforcement Agent <i>one year term</i></b>	
		Kirk Baker	6/30/2017

<b>Open Space Committee</b> <i>one year term</i>			
<b>Please note that Larry White and Howard Terrien do not wish to be re-appointed. These vacancies will need to be posted</b>		<b>Local Census Liaison for Federal Census</b> <i>one year term</i>	
		Susan Hazen, Town Clerk	6/30/2017
Sonja Vincola	6/30/2017	<b>Mooring Clerk</b> <i>one year term</i>	
Brett Alger	6/30/2017	Susan Hazen, Town Clerk	6/30/2017
Brooke Ten Eyck	6/30/2017	Barbara DiMento	6/30/2017
		Susan Leach	6/30/2017
<b>Parking Clerk</b> <i>one year term</i>		<b>Town Clerk, Assistant</b> <i>one year term</i>	
Susan Hazen, Town Clerk	6/30/2017	Barbara R. DiMento	6/30/2017
Barbara DiMento	6/30/2017		
Susan Leach	6/30/2017	<b>Zoning Review Committee</b>	
		Kirk Baker, Town Planner	6/30/2017
<b>Personnel Board</b>		Ken Ward Building Inspector	6/30/2017
MaryAnn Levasseur - Resident Representative	6/30/2017	Donald Thurston ZBA Rep.	6/30/2017
		Thomas Heidgerd ZBA Rep.	6/30/2017
<b>Planning Board</b>		Cliff Pierce Planning Board Rep.	6/30/2017
Jean Pietrillo, Associate	6/30/2017	David Jacquith Planning Board Rep.	6/30/2017
<b>Sandy Point Committee Member</b>			
William DiMento	6/30/2017		
<b>Shellfish Constable (Deputies)</b>			
Stuart Dalzell, Jr.	6/30/2017		
William DiMento	6/30/2017		
Fred Hardy	6/30/2017		

**FY 17 BUDGET TRANSFERS**

1. MGL Ch. 44 § 33B(b) transfer request from Town Administrator Deborah Eagan from Town Counsel – Litigation Budget to Annex building expenses

Chairman Perry read the transfer form. Petersen said the Conservation Department is hiring a Secretary, and there is no space for the new employee. He said the Conservation Department and Planning Department are swapping spaces, and the Planning Department will have a non-public office upstairs in addition to the public office downstairs. He said the Town Planner will spend ten hours on the first floor and 12 hours upstairs. He said this is a temporary arrangement until the elevator is installed in the building. He said the moving company is the same one that the Town used when the flooring project was completed on the first floor at Town Hall. Eagan said a couple of cabinets are being moved from the basement at Town Hall to the Annex as well. She said the cost of the moved cannot be squeezed from the Annex budget.

Dave Petersen made a motion to approve this transfer, Cliff Pierce second, all in favor - aye (5-0).

The Selectmen signed the transfer form.

### **MINUTES**

May 23, 2016

June 6, 2016

Bob Snow made a motion to table these minutes because they are incomplete, Cliff Pierce second, all in favor - aye (5-0).

### **ANNOUNCEMENTS**

- Annual Independence Day Celebration on June 25, 2016 – Children’s Parade starts at 8:30 a.m. at the VFW Parking lot and proceeds to the Town Common for awards. Races, food and music start at 9:00 a.m.
- Rowley Police Association to hold a Red Sox Alumni Softball game fundraiser on June 25, 2016 at noon at Eiras Park
- The Rowley Water Department has set a mandatory water ban in place. Outdoor watering is not permitted during the hours of 9:00 a.m. to 5:00 p.m.
- The Town has the following vacancies:
  - a. **Fence Viewer** – three positions;
  - b. **Wood, Lumber & Bark Inspector**;
  - c. **Zoning Board of Appeals Associate** - three seats
  - d. **Parks and Recreation Committee** – one seat; andFor more information on these positions, please contact the Selectmen’s Office at 948-2372.
- 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.

### **ADJOURN**

There being no further business before the Board, Chairman Perry called for a motion to adjourn. Bob Snow so moved, Cliff Pierce second, all in favor - aye (5-0).

Open meeting adjourned at 9:02 p.m.

Respectfully submitted,  
Amy Lydon  
Assistant Town Administrator

**ATTACHMENTS:**

1. Letter from Fire Chief James Broderick re: Appointment of Christopher Cassidy, Brian Scully and Joshua Simpson as probationary Firefighters
2. Request from the Agricultural Commission to use the Town Common for the Rowley Farmer's Market and to hang a Farmer's Market banner on the Town Common backstop
3. Meeting Memo regarding General Business #2: Wetlands Protection Act Notice to Abutters from the Newbury Conservation Commission of proposed construction of a garage at 67 Old Rowley Road
4. Map of Town owned land abutting 67 Old Rowley Road
5. Wetlands Protection Act Notice to Abutters from the Newbury Conservation Commission of proposed construction of a garage at 67 Old Rowley Road
6. Letter from Kate Turner regarding use of the Town Common Gazebo
7. Meeting Memo regarding 7:15 p.m. Appointment: Donna Thibodeau to discuss Zoning Board of Appeals Alternate seat
8. Letter from Donna Thibodeau regarding Zoning Board of Appeals Associate Member Position
9. Resume from Donna Thibodeau
10. Letter from Zoning Board of Appeals regarding Associate Member Board Position
11. Draft Event Detail Sheet for Independence Day Celebration on the Town Common
12. Memo from Building Inspector Ken Ward regarding Turner Enterprises, 746 Haverhill St.
13. Letter from Ken Ward to Bill Turner regarding 746 Haverhill Street
14. Meeting Memo regarding New Business #1: Discuss Open Meeting Law Complaint filed by Attorney William Moschella on June 7, 2016
15. Signed response letter to Open Meeting Law Complaint filed by Attorney William Moschella on June 7, 2016, including enclosures
16. Meeting Memo regarding New Business #2: Discuss Open Meeting Law Complaint filed by Attorney William Moschella on June 14, 2016
17. Signed response letter to Open Meeting Law Complaint filed by Attorney William Moschella on June 14, 2016, including enclosures
18. Meeting Memo regarding New Business #3: Discuss summer concerts on the Town Common and request from Ben Eramo of 3 Blocks East Band to hold concert on the Town Common
19. Email from Ben Eramo titled Ben Eramo/3 Blocks East to Deborah Eagan, including attachments

20. Meeting Memo regarding New Business #4: Update from Town Administrator Deborah Eagan on the new customized Blackboard Connect portal for Rowley residents
21. Memo from Amy Lydon to Board of Selectmen regarding Rowley Veterans Association liquor license, including previously submitted Form 43, and the ABCC response letter
22. Rowley Veterans Association re-submitted documentation for their New Officers/Directors Application including: Recommendation of the Investigator from Brad Doyle dated April 28, 2016; Petition for Transfer of Ownership, Transfer of Stock, New Officer(s), Director(s), Stockholder(s) and LLC Manager(s); Petition for Change of License; Application page for questions 6 – 8; Application page for questions 9-11; CORI Request Form for James Edwards; Personal Information Form for Steven Morris; Personal Information Form for Lisa Edwards; Personal Information Form for William Gaynor; Personal Information Form for David Leavitt; Personal Information Form for Dana Perkins; Monetary Transmittal Form; Signed Form 43, marked For Reconsideration
23. Meeting Memo regarding 8:00 p.m. Appointment: Vanessa Johnson, Assistant Director of Land Conservation, Essex County Greenbelt Association, to discuss acquisition of a conservation restriction and application for a State Land Grant
24. Three maps of the Tenney-Mehaffey land
25. Meeting Memo regarding New Business #5: Set meeting schedule for July, August and September
26. Meeting Memo regarding FY17 Re-Appointments
27. FY16 MGL CH. 44 Section 33B(b) transfer form for transfer from Town Counsel Litigation to Annex Expenses
28. Email from Brent Baeslack to Debbie Eagan regarding Request for moving of furniture and office fixtures
29. Draft Board of Selectmen minutes from May 23, 2016
30. Draft Board of Selectmen minutes from June 6, 2016