

MINUTES OF THE BOARD OF SELECTMEN MEETING

June 19, 2017

Meeting held at Town Hall, 139 Main Street, Rowley, MA

7:00 p.m.

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

PUBLIC ATTENDEES: Daniel Shinnick; Henry F. Rolfe; Larry White – Finance Committee; Brent Baeslack – Conservation Agent; Chris Bevilacqua – Ipswich Family YMCA; Bernard Cullen – 283 Wethersfield Street; Melissa Thunberg – Willowdale Estate; John Morin – The Morin-Cameron Group; Patrick Snow – Highway Department

CALL MEETING TO ORDER

Chairman Perry called meeting to order at 7:01 p.m. He said the meeting is being audio and video recorded digitally.

PLEDGE OF ALLEGIANCE

Chris Bevilacqua led the Pledge of Allegiance.

7:00 p.m. APPOINTMENT Daniel Shinnick to discuss Conservation Commission opening

Chairman Perry read the following, *“Mr. Shinnick has submitted a letter and resume. The Conservation Commission has submitted a letter to the Board of Selectmen.”*

Perry read the letter from Brent Baeslack. Baeslack said he met Mr. Shinnick and his family at the fall Trail Day at the Dodge Reservation. He said their helping hands were welcome in clearing the new trail, and they provided coffees for the volunteers.

Perry asked Shinnick, “Why do you want to be on the Conservation Commission?” Shinnick said his cartographic background will be helpful. He said this is his first foray into public service, he thinks this is a good opening step, and he wants to solidify himself in the Town of Rowley.

Petersen asked Shinnick if he is familiar with storm water regulations. Shinnick said yes, that is a huge item now, and he has been getting very familiar with it over the past two years. Petersen said Baeslack may appreciate that and asked Shinnick to tell the Board about himself. Shinnick said he has a degree in cartography, he started his career at an air photo company, and moved to a utility company ten years later, where

he has been for five years. He said he is an avid cyclist, and loves preserving the outdoors.

Snow asked Shinnick if he is familiar with State Ethics laws. Shinnick said he is not familiar, but he hopes there are no issues.

Pierce asked Shinnick if he is familiar with the Open Meeting Law. Shinnick said he will need to familiarize himself with these laws. Baeslack said new Commissioners are given a packet of materials that include guidance on the State Ethics Laws. Snow said the MVPC runs a citizens collaborative and they offer a couple of training sessions on this.

Snow said, "The Conservation Commission typically meets every three weeks on a Tuesday evening. Are you available to attend these meetings?" Shinnick answered yes.

Shinnick asked how often the Conservation Commission meets with the Board of Selectmen. Petersen said not often, Baeslack does an excellent job and the Conservation Commission works well with him. He said the Board welcomes Shinnick and his input. Pierce said it is great to see new faces on Town Boards, especially qualified people like Shinnick.

Cliff Pierce made a motion to appoint Daniel Shinnick to the Conservation Commission, Bob Snow second, all in favor - aye (5-0).

NEW BUSINESS

2. Sign deed conveying two lots, Parcels 21 and 23 on Assessors Map 14 on Newburyport Turnpike from Gateway II Trust of 1997 to the Conservation Commission

Chairman Perry read the following:

On March 20, Conservation Agent Brent Baeslack met with the Board of Selectmen to discuss the acceptance of a gift of land for two parcels in the area identified as Batchelder Meadow. The parcels are being conveyed from Gateway II Trust of 1997 to the Conservation Commission. The Board of Selectmen needs to vote to sign the deed. Brent Baeslack will notarize the deed.

Dave Petersen made a motion to sign the deed to convey these parcels to the Conservation Commission, Cliff Pierce second, all in favor - aye (5-0).

The Selectmen signed the deed and Baeslack notarized it.

7:10 – 7:15 p.m. CITIZEN QUERY

There were no Citizen Queries.

7:15 CONTINUED PUBLIC HEARING Special Permit Application for an inn and restaurant at 101 Main Street filed by Gerald Fandetti, Fire House Inn, LLC

Chairman Perry called for a motion and vote to open the public hearing. Dave Petersen so moved, Bob Snow second, all in favor - aye (5-0).

Public hearing opened at 7:16 p.m.

Chairman Joseph Perry stated that this meeting has been continued from May 15, 2017. He said in anticipation of the continued public hearing by the Planning Board, the applicant had submitted a request to continue this public hearing. He said that unless the Selectmen have concerns regarding the Special Permit Application for an inn, that this hearing can be closed and a vote can be taken on the permit. If approved, there can be a condition attached to the permit that will require the applicant to obtain all requisite approvals from applicable Town Boards.

Petersen said he is satisfied with what the applicant has provided and he would like to move forward with the issuance of the special permit, and not wait for the Planning Board. Bob Merry said the Cemetery Commissioners met last week and they are in favor of the proposal to plant trees to separate the parcels, but would like Town Counsel to review the agreement and for the Selectmen to approve this. Pierce said he prefers that the Selectmen continue the hearing as he sees this as one project with one parking area. He said the Special Permit is a discretionary determination, but the Town is obligated to issue the Site Plan under the law if all of the conditions are met by the applicant. Petersen said the Planning Board can turn down their application even after the Selectmen issue this permit, and then the project wouldn't move forward. Snow said he sees it as the Planning Board's responsibility to resolve the parking issues, and the Selectmen don't have the tools to look into this like the Planning Board does.

John Morin said he also see these two permits as separate issues and said he supports the Selectmen issuing the permit with the conditions if they are willing to, or they can come back if the Board wishes to continue the public hearing.

Dave Petersen made a motion to grant the special permit subject to the project being approved by the Planning Board, Conservation Commission and Cemetery Department, Bob Snow second. The vote was not completed.

Petersen withdrew this motion.

Chairman Perry called for a motion and vote to close the public hearing. Dave Petersen so moved, Bob Snow second, all in favor - aye (4-0). Cliff Pierce - NO

Public hearing closed at 7:29 p.m.

Dave Petersen made a motion to grant the special permit subject to the project being approved by the Planning Board, Conservation Commission and Cemetery Department, Bob Snow second, all in favor - aye (4-0). Cliff Pierce – NO

7:30 p.m. APPOINTMENT YMCA Director Chris Bevilacqua to discuss lease extension

Chairman Perry read the following:

The YMCA is asking for a 20 year lease extension. Y Director Chris Bevilacqua is here tonight to discuss the Y's interest in extending the lease. Town Counsel Judy Pickett has confirmed that the Board of Selectmen can authorize the lease extension. If the Board is in favor of granting the lease extension, Judy will draft the extension agreement.

Bevilacqua distributed presentation slides to the Board and said he would like to update the Board on what has been done at the Y Rowley Campus since he was here last time, what is being planned to be done and upcoming programs. He thanked the Board and the Town for their partnership on this endeavor. Bevilacqua reviewed the presentation slides. He said other improvements they would like to do are: repairing the cracked pool liner, which will cost \$70,000; replace the roof at Brookside Lodge; repair heating which is no longer working at Vicor building, which will cost \$4,000 - \$5,000. He said they are requesting a twenty year lease, they have been very happy the last three years and they are looking to grow and do more with their year round programming. He said they want to make investments that they can depreciate over time.

Snow said it will be great to have a YMCA table at the Independence Day Celebration since a lot of young families attend that event. He said he grew up at the Y and is a big advocate for it. Henry Rolfe asked who owns the camp. Petersen said the Town owns the camp and the YMCA leases it for \$1.00 per year. He said this has been a great partnership and this is a great asset to the Town. Rolfe asked who pays for the police and fire protection for the camp. Petersen said the agreement was that the Y would provide educational opportunities and programs, with Rowley residents receiving a reduced rate. He said this is worth the cost of police and fire protection expenses, and without them running the camp, the buildings would have needed to be torn down.

Snow said this has been started with baby-steps, but he sees this growing, and this is great for the community. Merry said we are allowed to extend the lease for as many as 27 years, he is in favor of this and the Y has invested a lot of money into this property.

Pierce said he agrees this is a great asset for the community and asked Bevilacqua if they are seeking a 20 year lease. Bevilacqua said yes, unless the Board prefers the 27 year option. Petersen said he thinks 20 years is good.

Bernie Cullen asked with the long term lease, what happens if the Y decides they no longer wish to continue. Eagan said there is a default section in the lease agreement. Henry Rolfe asked if that covers the insolvency of the YMCA. Petersen said if the YMCA goes under, everything reverts back to the Town. Snow said the Y is always busy. Petersen said this is the most personally satisfying project he has worked on since becoming a Selectman in 1990.

Dave Petersen made a motion to grant a 20 year lease to the YMCA, Cliff Pierce second, all in favor - aye (5-0).

Snow said the road entering the YMCA could be named Gerry Beauchamp Way. Perry said that is a great idea.

Bob Snow made a motion to suggest that the road going into the camp be named Gerry Beauchamp Way, Dave Petersen second, all in favor - aye (5-0).

7:45 p.m. APPOINTMENT Essex County Greenbelt Association Assistant Director of Land Conservation Vanessa Johnson-Hall to discuss re-filing State LAND Grant application for Mehaffey Farm Conservation Restriction

Chairman Perry read the following:

Vanessa has submitted a summary for the Board's review on the grant funding opportunities she is working on. She is asking the Board of Selectmen to authorize the re-filing of the State LAND Grant application.

Eagan said Johnson-Hall is here with an outline of what she would like to discuss. Johnson-Hall said they are still going strong with this project. She said last year the Town was not awarded the grant, so Greenbelt proceeded with a \$150,000 fundraising campaign. She said they have raised \$100,000, and with the Town's \$100,000, they are \$250,000 short. She said Greenbelt will raise another \$50,000. She said we can apply for the Conservation Partnership Grant, which would reduce the shortfall to \$215,000. She said we can also resubmit the LAND grant, which reimburses for 58% of the project costs, and to do so a new letter of authorization is needed from the Town regarding the project manager. She said we can file the two grant applications and they won't compete with each other, but only one would be awarded. She said the State is funding these grants. She said she needs a letter of commitment from the Town for the Conservation Partnership Grant.

Perry said the Town would need to vote again to put up the \$450,000 for this project and then get reimbursed. Petersen said when the grant fell through last year, the Town remained committed to the \$100,000. He said the Town is purchasing property with the other \$350,000 originally committed for this project. He said at Town Meeting, \$150,000 of CPC money was committed for an elevator and the Town Hall Annex, and they will be going back for another \$800,000 to complete this project. He said we don't have \$350,000 to add to the Town's commitment of \$100,000, so there is no way for the Town to fund this project up-front. He said the choice would be for the Town to forego the elevator for this project. He said he was under the impression that Greenbelt would be raising the remaining funds, but now this has changed. Johnson-Hall said they have never asked for any more than \$100,000, and the \$350,000 would be coming from elsewhere. Petersen said for the State grant, the Town would need to front the \$450,000, and then be reimbursed. Johnson-Hall said in other communities, Greenbelt grants the money to the Town and then the Town writes the check. Petersen said Rowley cannot write a check for the whole \$450,000. Eagan said to think of the funding process like an escrow account. She said we need to have the capacity in the CPC account to write the check. She said if we do this again, we would have to go back to Town Meeting to set this money aside. She said with the LAND grant, the Town needs to pay the money up-front.

Petersen said CPA Administrator Karen O'Donnell prepared information for tonight, and on the third to last page, half way down the page, it shows that \$800,000 will be available for the elevator in the Annex, which is desperately needed to increase town office space. He said to fund this project, we would need to take \$350,000 away from this, and postpone the elevator project. He said we moved forward using these funds after Greenbelt stated the Town would only contribute \$100,000 and Greenbelt would fund the remaining money. Perry said the CPC projections are based on estimates, and the State has a \$400 million dollar shortfall, so these numbers are not guaranteed. He said with the \$800,000 committed to the elevator, there is not enough CPC money to fund the Mehaffey project.

Pierce said we have a dilemma and he continues to fully support the Mehaffey project. Petersen said he remains committed to the \$100,000, but we cannot commit another \$350,000 without upsetting the elevator project. Johnson-Hall said she hasn't encountered this budgeting quandary in the past, and the setting aside of \$350,000 is new to her. Perry said they are all in favor of the project, and Greenbelt does a great job, but it is a question of funding. Pierce asked when the Town will pay for the elevator. Petersen said the \$150,000 will be used between now and the Fall Town Meeting so that when the \$800,000 is appropriated, the work can be started right away. He said we can go out to bid before the Fall Town Meeting, contingent upon funding. He said the State match for CPC funds used to be 100%, but this has reduced over

time, and quite a few communities have started participating in this program. He said Rowley cannot do any more major projects until the Dodge Reservation is paid off.

Johnson-Hall said she understands and is seeking a letter for the Town to co-hold the Conservation Restriction with Greenbelt.

Dave Petersen made a motion to authorize Joe Perry to sign this letter, Cliff Pierce second, all in favor - aye (5-0).

GENERAL BUSINESS

1. Request from the Agricultural Commission to use the Town Common for the Annual Farmer's Market

Chairman Perry read the letter.

Dave Petersen made a motion to approve the request to use the Town Common for the Farmer's Market as outlined on the letter, Cliff Pierce second, all in favor - aye (5-0).

2. Request from PEG Director Janet Morrissey to appoint Jake Summit as Production Technician

Chairman Perry read the letter.

Bob Snow made a motion to appoint Jake Summit as a permanent part-time Production Technician, Cliff Pierce second, all in favor - aye (5-0).

Petersen said Jake has been recording various Town meetings, he does a great job, and he welcomed and congratulated him.

3. MBTA News Release on changes to weekend train service and temporary station closures

Snow said he was on a MBTA conference call this morning. He said they will be doing construction on the Beverly draw-bridge from July 17th through August 13th, and this will affect the Newburyport to Salem train route. He said there will be no train service during this time period, and they are bringing in bus service. He said the details are still being worked out, and in the next week or so, an announcement will be put on the local cable channels and the Town's website. He said the buses will have bathrooms and wifi, and they have been practicing the logistics, but he doesn't know how Salem will handle the buses. He said the MBTA will be tweeting the number of parking spaces remaining at the Salem parking garage, and they will provide a phone number for all T related questions. He said people can sign up for T alert messages.

4. Independent Living Center of the North Shore and Cape Ann, Inc. request to issue a proclamation for “ADA Day”

Chairman Perry read the letter. He said this is an organization worth supporting.

Dave Petersen made a motion to issue a proclamation for ADA Day, Bob Snow second, all in favor - aye (5-0).

5. Review Road Opening Permit for National Grid to open:
 - 20 Intervale Circle for gas leak repair
 - 46 Leslie Road to relay gas service for compliance

Chairman Perry said, “Road Open Permits were signed off by the staff for the two locations listed above.”

Petersen requested that Old Business number 6 be taken up since the Highway Surveyor is present.

OLD BUSINESS

6. Review draft Highway Department roadway paving bid documents

Chairman Perry read the following:

Highway Surveyor Patrick Snow has prepared the bid documents for the Highway paving project. Patrick has been working hard on these few months. Natalie has reviewed the procurement and we're planning to release these next week. We're asking for the Board of Selectmen to authorize the release of the bid documents next week, subject to any changes or corrections we make over the next week.

Patrick Snow said the draft bid documents will be finalized in the next few days, and bids will be opened on July 8th. He said the bid is for all materials and services, including items such as full depth reclamation and crack sealing. He said it will be a one year contract through December 31, 2017, with options to renew for two years. He said he is seeking authorization to release the bid documents pending any final edits. Eagan said the bid will be put in the Central Register tomorrow and released next week. She said if the prices are high, we can cancel the bid and re-bid it in the winter, and only the prevailing wages would need to be updated. Patrick Snow said the nuts and bolts of the bid can be re-used, and they spent quite a bit of time on writing these. He said we have \$600,000 in Chapter 90 funds for the first year.

Bob Snow made a motion to authorize the release of the bid documents next week, subject to any changes or correction made over the next week, Cliff Pierce second, all in favor - aye (5-0).

GENERAL BUSINESS

6. Letter of resignation from William Vitkosky from the Historic District Commission and the Historical Commission

Chairman Perry read the letter of resignation.

Bob Snow made a motion to accept Vitkosky's resignation with regret and to send him a thank-you letter, Cliff Pierce second, all in favor - aye (5-0).

7. Letter of resignation from Assistant Town Accountant Ellen Petrillo

Chairman Perry read the following:

Ellen Petrillo is resigning from her position as Assistant Town Accountant. Her letter of resignation is attached. The Board of Selectmen needs to vote to accept her resignation.

Chairman Perry read the letter of resignation.

Dave Petersen made a motion to accept Petrillo's resignation with regret and to send her a thank-you letter, Cliff Pierce second, all in favor - aye (5-0).

8. Request from Town Accountant Susan Bailey to lift the hiring freeze for the position of Assistant Town Accountant

Chairman Perry read the following:

Town Accountant Susan Bailey has asked the Board of Selectmen to lift the hiring freeze so that she can fill the Assistant Town Accountant position.

Dave Petersen made a motion to lift the hiring freeze, Bob Snow second, all in favor - aye (5-0).

9. Issue Proclamation for Paul Duval for his service on the Friends of the Council on Aging

Chairman Perry read the following:

Paul Duval is resigning from the Friends of the Council on Aging. He served the Town of Rowley in multiple capacities. He served on the Council on Aging for two years, TRIAD for six years and the Friends of the Council on Aging for eight years. The Board

of Selectmen needs to vote to issue and sign this proclamation. The proclamation will be presented to Paul at an upcoming event at the Senior Center.

Bob Snow made a motion to issue and sign the proclamation, Dave Petersen second, all in favor - aye (5-0).

The Selectmen signed the proclamation.

OLD BUSINESS

1. Update on Triton Regional Agreement

Chairman Perry said there is no update on this item. He said a subcommittee is meeting on the landlord/tenant agreement and another subcommittee has been set up to review the assessment formula, but there hasn't been a meeting yet.

2. Pine Grove School Project Update and approval of Bridge Agreement with Dore & Whittier for architectural services

Chairman Perry read the following:

Chairman Perry and Debbie have been working with Town Counsel Tom Mullen on the "Bridge Agreement" with Dore & Whittier. This agreement will allow Dore and Whittier to continue working on the project pending the executed MSBA Project Funding Agreement. The MSBA Board is voting on the project on June 28th. Chairman Perry is planning to attend that meeting.

If the Board is satisfied, the Board will need to vote to approve the Bridge Agreement and to authorize Chairman Joseph Perry to sign it. There are three originals that need to be signed. Dore & Whittier has also submitted an invoice, which is attached.

Perry said the MSBA verbally informed the Town to expect a funding agreement two weeks after June 28th.

Dave Petersen made a motion to approve the Bridge Agreement and to authorize Chairman Perry to sign it, Cliff Pierce second, all in favor - aye (5-0).

4. Vote to authorize Water Superintendent MaryBeth Wisser to sign the State Revolving Fund close out loan documents for the Water Treatment Plant project

Chairman Perry read the following:

The Department of Environmental Protection sent the Water Treatment Plant loan close out documents to Treasurer/Collector Karen Summit. The documents need to be signed

by the water superintendent under the authorization of the Board of Water Commissioners and Board of Selectmen. Karen and Debbie consulted with Town Counsel Judy Pickett on the process for the close out of this project.

Debbie had asked the Board of Water Commissioners to discuss this at their June 14 meeting and to send her a copy of their letter authorizing Superintendent MaryBeth Wisner to sign the documents on behalf of the Town. Debbie has not received that letter and therefore, she is advising the Board of Selectmen to table this agenda item to the next meeting.

Eagan said we haven't received the letter from the Board of Water Commissioners yet, but she contacted Commissioner Cullen and the Water Board did vote on this. She said it is okay for the Selectmen to sign this letter since the vote would be taken after the Water Board vote, since this project is under the Water Board's control.

Perry read the draft letter.

Dave Petersen made a motion to authorize MaryBeth Wisner to sign the Water Treatment loan close out documents on behalf of the Town, sign the draft letter and hold it until we receive the letter signed by the Board of Water Commissioners, Cliff Pierce second, all in favor - aye (5-0).

The Selectmen signed the letter.

5. Discuss details of the Independence Day Celebration on the Town Common

Chairman Perry read the following:

The Board of Selectmen set the date for the Independence Day Celebration this year for Saturday, June 24th. The program will be the same as in the past– children's parade starting from the VFW to the Town Common followed by races, food and music on the Town Common. The publicity flyer has been posted to the local media channels, on the Town website, and a request has been made to publish it in Newburyport Daily News. The flyer has also been distributed Pine Grove School, Parker River Community Preschool, the Library, Rowley Family Connections, all Town mailboxes and YMCA Rowley Campus. A portable toilet has been ordered and the food permit from the Board of Health has been obtained.

The following details of the event are open:

1. *Music and food – we need volunteers for the following:*

- *Selectman to be in charge of the food tent, including getting the tents and setting them up, taking them down, etc.*
- *Selectman to provide patriotic music*
- *Bring additional coolers*
- *Ask Grange to borrow their hotdog steamer*

2. *Races: Debbie, Tim, Race judges*

- *Would a Selectman like to volunteer to donate the prize money? In the past there have been \$1 coins and quarters totaling \$89.00*

Perry said he will bring the two tents from the Annex. Petersen and Pierce said they are available to help set up. Merry said he will talk to Savage's to let them know that Bob Snow will be coming by. He said the tubs for the slush are at the Council on Aging. Perry said he will get the tents and coolers from the Annex. Petersen said he will get the water for the steamers. Eagan said Susan Elwell and MaryEllen Mighill who volunteer for this event in the past are away, and Tim Southall is trying to find other volunteers. Snow said he will leave his Iphone with the music. Petersen said his wife Joan will help with the races. Perry said he will donate the prize money. Merry said he will ask the Grange to borrow their hotdog steamer.

7. Discuss survey of back land at 221 Main Street

Chairman Perry read the memo from Debbie Eagan. Merry said he spoke to the owner and the family is looking over the plan and will get back to him. Eagan said Town Counsel Judy Pickett is working on the Purchase and Sales agreement.

NEW BUSINESS

1. Discuss request from Olivia Ritchie to sell snow cones at Eiras Park and Haley Field during youth softball and baseball events in Rowley

Chairman Perry read the memo from Amy Lydon and Debbie Eagan regarding this request. Eagan said there is a recommendation from the Parks & Recreation Committee dated June 7th. She said we requested their feedback since they are responsible for managing the property on behalf of the Town. Perry read the Parks & Recreation Committee recommendation. Perry said this may set a bad precedent, there are insurance and liability considerations, and others will want to do this. Petersen said there are also issues with rubbish, others will look to sell items, and he is concerned that the item is not pre-packaged.

Cliff Pierce made a motion to deny permission for selling snow cones at Eiras Park, Dave Petersen second, all in favor - aye (5-0).

FY 18 RE-APPOINTMENTS

Open Space Committee

- Sonja Vincola expires June 30, 2018
- Brooke Ten Eyck expires June 30, 2018
- Howard Vogel expires June 30, 2018

Dave Petersen made a motion to reappoint the individuals listed above, Bob Snow second, all in favor - aye (5-0).

Personnel Advisory Committee

- MaryAnn Levasseur expires June 30, 2018

Bob Snow made a motion to reappoint the individual listed above, Cliff Pierce second, all in favor - aye (5-0).

Sandy Point Committee

- William DiMento expires June 30, 2018
- John Manning expires June 30, 2018

Cliff Pierce made a motion to reappoint the individuals listed above, Dave Petersen second, all in favor - aye (5-0).

Board of Registrars

- Barbara DiMento expires June 30, 2018
- Gordon Densmore expires June 30, 2018
- Susan Hazen expires June 30, 2018

Bob Snow made a motion to reappoint the individuals listed above, Cliff Pierce second, all in favor - aye (5-0).

Limited Health Agents

- Susan Hazen expires June 30, 2018
- Barbara DiMento expires June 30, 2018
- Susan Leach expires June 30, 2018
- Jeffrey E. Megna expires June 30, 2018

Bob Snow made a motion to reappoint the individuals listed above, Dave Petersen second, all in favor - aye (5-0).

Local Census Liaison for Federal Census

- Susan Hazen expires June 30, 2018

Bob Snow made a motion to reappoint the individual listed above, Cliff Pierce second, all in favor - aye (5-0).

Mooring Clerk

- Susan Hazen expires June 30, 2018
- Barbara DiMento expires June 30, 2018
- Susan Leach expires June 30, 2018

Bob Snow made a motion to reappoint the individuals listed above, Cliff Pierce second, all in favor - aye (5-0).

Parking Clerk

- Susan Hazen expires June 30, 2018
- Barbara DiMento expires June 30, 2018
- Susan Leach expires June 30, 2018

Bob Snow made a motion to reappoint the individuals listed above, Cliff Pierce second, all in favor - aye (5-0).

Assistant Town Clerk

- Barbara DiMento expires June 30, 2018

Bob Snow made a motion to reappoint the individual listed above, Cliff Pierce second, all in favor - aye (5-0).

Zoning Review Committee

- Kirk Baker, non voting member expires June 30, 2018
- Ken Ward expires June 30, 2018

Cliff Pierce made a motion to reappoint the individuals listed above, Bob Snow second, all in favor - aye (5-0).

Records Access Officer

- Susan Hazen expires June 30, 2018

Bob Snow made a motion to reappoint the individual listed above, Dave Petersen second, all in favor - aye (5-0).

Harbormaster

- William DiMento expires June 30, 2018

Bob Snow made a motion to reappoint the individual listed above, Cliff Pierce second, all in favor - aye (5-0).

Assistant Harbormaster

- David S. Kent
- Fred Hardy
- Frank Price

Bob Snow made a motion to reappoint the individuals listed above, Dave Petersen second, all in favor - aye (5-0).

MINUTES

- May 15, 2017

Bob Snow made a motion to approve the May 15, 2017 minutes, Cliff Pierce second, all in favor - aye (5-0).

- June 5, 2017

Bob Snow made a motion to approve the June 5, 2017 minutes, Cliff Pierce second, all in favor - aye (5-0).

- March 13, 2017 Executive Session

Cliff Pierce made a motion to approve the March 13, 2017 Executive Session minutes, Bob Snow second, all in favor - aye (5-0).

- March 27, 2017 Executive Session

Bob Snow made a motion to approve the March 27, 2017 Executive Session minutes, Cliff Pierce second, all in favor - aye (5-0).

FY 17 BUDGET TRANSFERS

1. MGL Ch. 44 § 33B(b) transfer request from Police Chief Scott Dumas from Police Department Expenses to Police Department Wages

Dave Petersen made a motion to approve this transfer for \$10,766, Cliff Pierce second, all in favor - aye (5-0).

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2. MGL Ch. 44 § 33B(b) transfer request from Police Chief Scott Dumas from Police Department Cruiser to Police Department Wages

Dave Petersen made a motion to approve this transfer for \$6,000, Cliff Pierce second, all in favor - aye (5-0).

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3. MGL Ch. 44 § 33B(b) transfer request from Town Administrator Deborah Eagan from Town Counsel litigation to Police Department Wages

Dave Petersen made a motion to approve this transfer for \$2,402, Cliff Pierce second, all in favor - aye (5-0).

ANNOUNCEMENTS

- Attention all Korean War Veterans who served in Korea. The Eastern Essex Veterans Services District is issuing the Korean Ambassador for Peace Medal. Please contact the Veterans Office at 978-356-3915 or
- Independence Day Celebration on the Town Common will be held on Saturday, June 24, 2017. 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.
- Information on the Pine Grove School project is available on the Town's website at www.townofrowley.net.
- The Town has the following vacancies:
 - a. **Conservation Commission** – one seat
 - b. **Open Space Committee** – two seats
 - c. **Fence Viewer** – three positions;

- d. **Wood, Lumber & Bark Inspector;**
- e. **Zoning Board of Appeals Associate** – three seats
- f. **Parks and Recreation Committee** – one seat;
- g. **Deputy Shellfish Constables** – two positions

For more information on these positions, please contact the Selectmen's Office at 948-2372.

- The Rowley Food Pantry is in need of donations. Donations can be left at the Rowley Public Library. The Food Pantry is open on Tuesdays from 10:00 a.m. to 12:00 p.m. and on 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 9:21 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

1. **ATTACHMENTS:** Meeting Memo regarding 7:00 p.m. Appointment: Daniel Shinnick to discuss Conservation Commission opening
2. Letter from Conservation Agent Brent Baeslack regarding Request for appointment to the Conservation Commission
3. Email from Daniel Shinnick regarding Opening on Conservation Commission
4. Resume for Daniel R. Shinnick
5. Meeting Memo regarding New Business #2: Sign deed conveying two lots, Parcels 21 and 23 on Assessors Map 14 on Newburyport Turnpike from Gateway II Trust of 1997 to the Conservation Commission
6. Letter from Conservation Agent Brent Baeslack regarding Request Approval for Acceptance of Land by Conservation Commission for Open Space, including map
7. Deed conveying two lots, Parcels 21 and 23 on Assessors Map 14 on Newburyport Turnpike from Gateway II Trust of 1997 to the Conservation Commission and accompanying documentation
8. Meeting Memo regarding 7:15 p.m. Continued Public Hearing: Special Permit Application for an inn and restaurant at 101 Main Street filed by Gerald Fandetti, Fire House Inn, LLC
9. Letter from Nancy McCann regarding 101 Main Street (Country Garden Inn) Special Permit – Inn
10. Legal Notice for Special Permit Application for an inn and restaurant at 101 Main Street filed by Gerald Fandetti, Fire House Inn, LLC
11. Excerpt from Rowley Protective Zoning Bylaw, section 4.2.5 (b)

12. Special Permit Application for an inn and restaurant at 101 Main Street filed by Gerald Fandetti, Fire House Inn, LLC
13. Comments from Town Department Heads regarding Special Permit Application for an inn and restaurant at 101 Main Street filed by Gerald Fandetti, Fire House Inn, LLC
14. Briar Barn Inn and Restaurant Traffic Report
15. Meeting Memo regarding 7:30 p.m. Appointment YMCA Director Chris Bevilacqua to discuss lease extension
16. Memo from Tom Mullen regarding Municipal Lease
17. Letter from YMCA Chief Executive Officer Christopher Lovasco regarding lease extension
18. Lease agreement with the YMCA
19. Power point slides presented by Chris Bevilacqua
20. Meeting Memo regarding 7:45 p.m. Appointment: Essex County Greenbelt Association Assistant Director of Land Conservation Vanessa Johnson-Hall to discuss re-filing State LAND Grant application for Mehaffey Farm Conservation Restriction
21. Summary submitted by Vanessa Johnson-Hall on the grant funding opportunities she is working on
22. Email from Vanessa Johnson-Hall regarding Letter of Intent to Co-Hold CR
23. Letter from Karen O'Donnell regarding Community Preservation Fund Balance, including attachments
24. Map with handwritten title regarding CR Amendment from Mehaffey →ECGA/Town
25. Request from the Agricultural Commission to use the Town Common for the Annual Farmer's Market
26. Request from PEG Director Janet Morrissey to appoint Jake Summit as Production Technician
27. Meeting Memo regarding General Business #3: MBTA News Release on changes to weekend train service and temporary station closures
28. Press Release from MassDOT
29. Independent Living Center of the North Shore and Cape Ann, Inc. request to issue a proclamation for "ADA Day"
30. Meeting Memo regarding General Business #5: Review Road Opening Permit for National Grid to open:
31. 20 Intervale Circle for gas leak repair
32. 46 Leslie Road to relay gas service for compliance
33. Road Opening Permit for 20 Intervale Circle
34. Road Opening Permit for 46 Leslie Road
35. Meeting Memo regarding Old Business #6: Review draft Highway Department roadway paving bid documents
36. Working draft of Highway Department Material and Services bid documents

37. Meeting memo regarding General Business #6: Letter of resignation from William Vitkosky from the Historic District Commission and the Historical Commission
38. Letter of resignation from William Vitkosky from the Historic District Commission and the Historical Commission
39. Meeting memo regarding General Business #7: Letter of resignation from Assistant Town Accountant Ellen Petrillo
40. Letter of resignation from Assistant Town Accountant Ellen Petrillo
41. Meeting memo regarding General Business #8: Request from Town Accountant Susan Bailey to lift the hiring freeze for the position of Assistant Town Accountant
42. Request from Town Accountant Susan Bailey to lift the hiring freeze for the position of Assistant Town Accountant
43. Meeting memo regarding General Business #9: Issue Proclamation for Paul Duval for his service on the Friends of the Council on Aging
44. Proclamation for Paul Duval for his service on the Friends of the Council on Aging
45. Meeting memo regarding Old Business #1: Update on Triton Regional Agreement
46. Meeting memo regarding Old Business #2: Pine Grove School Project Update and approval of Bridge Agreement with Dore & Whittier for architectural services
47. Bridge Agreement with Dore & Whittier for architectural services
48. Meeting memo regarding Old Business #4: Vote to authorize Water Superintendent MaryBeth Wisner to sign the State Revolving Fund close out loan documents for the Water Treatment Plant project
49. Email correspondence regarding WTP Closeout
50. Letter from DEP to Karen Summit dated March 23, 2017, including attachments
51. Signed letter to Jane Pierce at DEP regarding authorization of MaryBeth Wisner to act on the close out loan documents for the Water Treatment Plant
52. Meeting memo regarding Old Business #5: Discuss details of the Independence Day Celebration on the Town Common
53. Flyer for Independence Day Celebration on the Town Common
54. Matrix of event details for the Independence Day Celebration on the Town Common
55. Draft event detail sheet for the Independence Day Celebration on the Town Common
56. Memo from Deborah Eagan regarding 221 Main Street – Back Land Update, including plan
57. Memo regarding New Business #1: Discuss request from Olivia Ritchie to sell snow cones at Eiras Park and Haley Field during youth softball and baseball events in Rowley
58. Email correspondence regarding request for snow cone approval
59. Mass General Law Chapter 94, section 65G
60. Letter from Tim Southall regarding selling of goods and foods at Eiras Park
61. Email from MIIA Senior Account Manager Laura Peckham regarding Certificate Insurance/Waiver Needed

62. Excerpt from General Bylaws of the Town of Rowley: Flea Market, Transient Business and Auction Bylaw
63. Excerpt from General Bylaws of the Town of Rowley: House –To-House Salesmen By-Law
64. Meeting Memo regarding FY 18 Re-appointments
65. Draft minutes of May 15, 2017
66. Draft minutes of June 5, 2017
67. Meeting memo regarding FY 17 Budget Transfers
68. Three G.L. c. 44Section 33B(b) transfers for the Police Department