

MINUTES OF THE BOARD OF SELECTMEN MEETING

March 12, 2018

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

6:00 p.m.

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

PUBLIC ATTENDEES: Lawrence White – Finance Committee; Bernard Cullen – 283 Wethersfield Street; Patrick Snow – Highway/Tree; Brienne Walsh – COA; Mary Bright – COA; Robert Swiniarski – Water Department; Mark Emery – Water Commissioner; Chip Heitkamp – D&W Architects; James Dombrowski – Pinck & Co., Brad Dore – D&W Architects

CALL MEETING TO ORDER

Chairman Perry called the meeting to order at 6:11 p.m. Perry announced that the meeting is being video and audio recorded and televised live by Rowley Community Media.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

6:00 p.m. APPOINTMENT Highway Surveyor Patrick Snow to discuss FY 19 Highway, Tree, and Land Maintenance Budgets, and Snow and Ice Removal

Patrick Snow said the Highway Department budget is level funded, and wages are in accordance with the union contract. He said the Surveyor increase is 2.25% in accordance with the guidelines. He said the Snow & Ice budget has increase \$20,000 or 12% from \$165,000 to \$185,000. He said we went into deficit spending with the last storm, and prior to the storm we had spent \$162,953.75 of the \$165,000 budget. He said the storms have been fast, and we have saved money. He said last year they used 13,078 tons of salt at \$56.60 per ton, and this year they used 12,063 tons of salt at \$50.20 per ton. Petersen said each year we try to increase the Snow and Ice budget by \$20,000, and we are trying to get the budget up to \$200,000.

Snow said the Tree Warden salary increase is 2.25%, and the budget has been increased from \$9,000 to \$20,000 to address dead trees in the public rights of way impacted by the gypsy moths. He said this amount will be a good start. Petersen said this issue has been neglected and he would like to put \$50,000 in an article and work in conjunction with the Light Department to address this issue. He said that amount won't

allow us to address everything, but it will make a good dent, and there are a lot of dead oak trees.

Snow said regarding the Town Land budget, in the past they contracted out the Town Common mowing, but now the Highway Department does it. He said they use a contractor to do the Landfill and the Library. He said the landfill wasn't mowed in 2017 due to the drought.

Dave Petersen made a motion to approve the FY 19 Highway, Tree, and Land Maintenance Budgets, and Snow and Ice Removal, Bob Snow second, all in favor - aye (5-0).

6:15 p.m. APPOINTMENT Brienne Walsh, Council on Aging Director to discuss FY 19 Council on Aging Budget

Brienne Walsh said there is a version A and a version B budget, and she completed the Issues and Options Form. Eagan said the COA is looking to increase the hours for the Outreach Coordinator by six hours for a total of thirteen hours per week. She said the Issues and Options Form addresses the operational issues. She said one version of the budget includes the increased hours, and the other version doesn't include that. She said the COA has a large caseload with complex cases. Walsh said the seven hours per week doesn't give the employee enough time, and the extra six hours would give them about one extra hour per day. She said this will bridge the gap, as now it is hard to have adequate follow-up. She said these additional hours will also allow for more home visits, and will increase the number of people they see weekly. She said this is better for the community and allows the elderly to age in place longer. Petersen said the increase is \$6,000. Walsh said yes, a little less than \$6,000.

Dave Petersen made a motion to approve the FY 19 Council on Aging B budget, including the increased hours, Bob Snow second, all in favor - aye (5-0).

OLD BUSINESS

1. Update on Fire Station and Police Station Addition Project and Eiras Park access during construction

Chairman Perry read the following:

The fence was installed in the back area of the site. We continue to remind the public that Kid's Kingdom will be closed for the next approximately four weeks until the new roadway is built.

The weather and recent power outages are slowing down the progress.

Petersen said he advises all who may go to the Police Station to be careful. He said they have added gravel to the new roads. He said it is moving along, but the snow and cold weather are delaying progress.

6:30 p.m. APPOINTMENT Fire Chief James Broderick to discuss FY 19 Fire Department and Rowley Emergency Management Agency Budgets

Chief Broderick said the Emergency Management expense budget has increased by \$431. He said last year they got a faster router, and the monthly internet fees have increased.

Dave Petersen made a motion to approve the FY 19 Rowley Emergency Management Agency budget, Cliff Pierce second, all in favor - aye (5-0).

Broderick said the wages for the Fire Department budget have increased by \$11,632 or 2.25%. He said the expenses have increased by \$2,310 to cover utility costs for the new building once it is on line from March through June. He said otherwise, it is level-funded.

Bob Merry recused himself from the wage increases calculated on Form 2.

Petersen said each year the Chief asks for two Firefighters, and this has been put off. He said all three full-time Fire Department staff will be retiring in a year or two, and we need to bring younger people on. He said sometimes there is insufficient personnel for fire calls. He said it is time to bite the bullet and add these two Firefighters. He said the Triton budget won't be better next year with the \$1,000,000 in salary increases next year. He said if these two positions are added, the wages budget will increase from \$178,000 to \$328,000. He said we will have an override for the schools anyways, so this can be put in the regular budget, and if the override fails, we may not be able to fund this. Snow said he agrees, and these people cannot be brought on a few months before the retirements as they need training. Broderick said some of the Call Firefighters have the required qualification and could hit the ground running. He said new people would need to be sent to the full-time academy, and get up to speed on the Town of Rowley, the alarms and the locations. He said in about a year, they should be comfortable making decisions. He said he wants to leave the Fire Department in a better position than he found it, and two more Firefighters would help. He said if an internal candidate is hired, they will already have the equipment. Snow asked what the size of the force is. Broderick said there are 22 Call Firefighters and 3 full-time Firefighters. He said the Call Captain is retiring in May.

Dave Petersen made a motion to approve the FY 19 Fire Department B budget, including the two additional Firefighters, Cliff Pierce second, all in favor - aye (4-0). Bob Merry – RECUSED.

Perry asked Broderick for an update on the truck situation. Broderick said one truck will be 31 years old and it doesn't meet the current safety and performance standards. He said its pump is no longer made, and last year it failed the pump test. He said the radiator is in the middle of the truck, and it takes a lot of work and expense to get it out. He said the approximate cost to repair it is \$8,000. He said tires on fire trucks should be replaced every seven years, since such a heavy vehicle sits on them. He said tires and rims will cost \$9,000. He said the total repairs are \$17,000 for a truck that is only worth \$8,000. He said this truck has served the Town well. He said Engine 3 was purchased in 2002, is 16 years old, and will last 25 years. He said this is the first truck the Town purchased and it is working well. He said Engine 1 is nine years old and the Ladder truck is three years old, and will be paid off in 2 more years. He said there are a couple of areas in Town without hydrants, and all three trucks would be needed in those areas to fight a fire. Petersen said he hopes we can get through until the ladder truck is paid for, then get on a rotation of replacing vehicles, one at a time, every five years.

Perry said on Thursday afternoon, Massachusetts Emergency Management declared Ipswich an emergency shelter area, and Rowley was invited. He said the Chief's wife, Dave Petersen, and he and his wife went to the Ipswich Town Hall to help and they had a good time. He said 25 pizzas were ordered so there was food, cots and blankets for the elderly. He said Representative Hill and Senator Tarr were there helping, and this was a community effort. He said we should send a letter to the Ipswich Board of Selectmen thanking them for their hospitality towards the Rowley residents. Snow said the Facebook alerts posted by the Rowley Police Department were helpful. Broderick said Captain Sedgewick did a great job with that.

7:00 p.m. APPOINTMENT Attorney Jill Mann and Robert Nixon to discuss Meadows Lane and town-owned parcel on Meadows Lane

Chairman Perry read the following:

*Attorney Jill Mann is asking the Board to continue the discussion until next week.
Attorney Mann says that Mr. Nixon is reaching out to the neighbors.*

Attached is the letter from the Conservation Commission regarding the parcels.

Eagan said the ConCom letter applies to two parcels, but not to the parcels that Nixon is interested in. Perry read the email from Attorney Mann and the letter from the Conservation Commission. He said we can put this on the March 19th meeting agenda. Eagan asked if the Board would like the Planning Board's recommendation on the parcels that Nixon wants. Pierce said the Planning Board did designate five parcels as

Open Space and he thinks it is appropriate to ask the Planning Board for a determination.

Dave Petersen made a motion to refer this to the Planning Board for comment, Cliff Pierce second, all in favor - aye (5-0).

Petersen asked if we should hold off on meeting Nixon until we get the Planning Board comments. He asked Eagan to let Attorney Mann know that we are having the Planning Board review this, and then we would like them to come in, and to also give them the letter from the Conservation Commission.

7:05 – 7:10 p.m. PUBLIC COMMENT

There were no public comments.

OLD BUSINESS

2. Update on the Pine Grove School Project:

- Discuss draft Agreement with Dore & Whittier Concerning FF&E (furniture fixtures and equipment) and Technology Procurement
- Approve and award the following sub-trade contracts:
 - 1) Masonry
 - 2) Miscellaneous Iron
 - 3) Waterproofing
 - 4) Roofing and Flashing
 - 5) Glass and Glazing
 - 6) Tile
 - 7) Acoustical Tile
 - 8) Resilient Flooring
 - 9) Painting
 - 10) Fire Suppression
 - 11) Plumbing
 - 12) HVAC (Heating Ventilation Air Conditioning)
 - 13) Electrical

Chairman Perry read the following:

- *Discuss draft Agreement with Dore & Whittier Concerning FF&E (furniture fixtures and equipment) and Technology Procurement*

This item is not ready for tonight's meeting. Chairman Perry will update the Board at an upcoming meeting when he has more information.

Jon Rich from W.T. Rich said they would like to withdraw this request and it will be presented to the School Building Committee on Thursday.

Perry continued:

- *Approve and award the following sub-trade contracts:*

W.T. Rich has submitted a Request to award for Structural Steel, shear stud connectors, and steel deck contract for a not to exceed amount of \$750,000.

The Board needs to vote to award contract for the following sub-trades: the low bidder for each category is highlighted in yellow in the attached spreadsheet from Pinck & Company.

Petersen asked if these are all within the budget. Jon Rich said they fluctuated – some came in below and others above, but in aggregate they all came in within budget. Brad Dore said this is just for the trades, which is about 50% of the job. He said they still have the non-trade bids. He said this group is over by \$380,000 or 3.2%, but they still have to go through the other contractors. He said for Fire Protection, there was one lower bid, but it was missing documents, so we have to go with Rustic. He said for the Electric, Annese was lower but the subcontractor needed to be DCAM certified and the certificate has lapsed. He said \$190,000 was lost by going with the next lower bid.

1) Masonry

Jon Rich said we there were four bids received, Acranom was the low bidder at \$375,000, and we recommend that the Board of Selectmen approve this vendor for this sub-trade contract.

Dave Petersen made a motion to approve Acranom as the sub-trade contractor for masonry, Bob Snow second, all in favor - aye (5-0).

2) Miscellaneous Iron

Jon Rich said we there were seven bids received, Capone Iron was the low bidder at \$201,963, and we recommend that the Board of Selectmen approve this vendor for this sub-trade contract.

Dave Petersen made a motion to approve Capone Iron as the sub-trade contractor for Miscellaneous Metals & Ornamental Iron, Cliff Pierce second, all in favor - aye (5-0).

3) Waterproofing

Jon Rich said we there were four bids received, Folan Waterproofing was the low bidder at \$243,530, and we recommend that the Board of Selectmen approve this vendor for this sub-trade contract.

Dave Petersen made a motion to approve Folan Waterproofing as the sub-trade contractor for Waterproofing, Damp-proofing & Caulking, Cliff Pierce second, all in favor - aye (5-0).

4) Roofing and Flashing

Jon Rich said we there were six bids received, Stanley Roofing was the low bidder at \$1,209,000, and we recommend that the Board of Selectmen approve this vendor for this sub-trade contract.

Dave Petersen made a motion to approve Stanley Roofing as the sub-trade contractor for Roofing & Flashing, Cliff Pierce second, all in favor - aye (5-0).

Brad Dore said going back to Folan for waterproofing, there are potentially three alternates for this category. He said because the contracts are being approved for specific amounts, he wants to note that the approvals should be made with the understanding that the Building Committee needs the opportunity to look at the alternates. He said the alternates are for soffit; theatre pack and changing the rook membrane type. He said this doesn't change the sub-contractor chosen, it just gives the Building Committee the opportunity to look at the alternates. He said an alternate may add to the cost if the Board of Selectmen votes for it.

5) Glass and Glazing

Jon Rich said we there were two bids received, Kapiloff was the low bidder at \$15,900. He said this contractor is on board already on the early release portion of this project.

Dave Petersen made a motion to approve Kapiloff as the sub-trade contractor for Glass and Glazing, Cliff Pierce second, all in favor - aye (5-0).

6) Tile

Jon Rich said we there were four bids received, Joseph Cohn was the low bidder at \$193,251.

Dave Petersen made a motion to approve Joseph Cohn & Son as the sub-trade contractor for Tile, Bob Snow second, all in favor - aye (5-0).

7) Acoustical Tile

Jon Rich said we there were four bids received, K&K Acoustic was the low bidder at \$310,400.

Dave Petersen made a motion to approve K&K Acoustic as the sub-trade contractor for Acoustical Tile, Bob Snow second, all in favor - aye (5-0).

8) Resilient Flooring

Jon Rich said we there were four bids received, Pavilion was the low bidder at \$667,163.

Dave Petersen made a motion to approve Pavilion Floors as the sub-trade contractor for Resilient Flooring, Cliff Pierce second, all in favor - aye (5-0).

9) Painting

Jon Rich said we there were four bids received, Homer was the low bidder at \$283,000.

Dave Petersen made a motion to approve Homer Contracting Inc. as the sub-trade contractor for Painting, Bob Snow second, all in favor - aye (5-0).

10) Fire Suppression

Jon Rich said we there were four bids received, the lowest qualified bidder was Rustic at \$462,500.

Dave Petersen made a motion to approve Rustic Fire Protection, Inc. as the sub-trade contractor for Fire Suppression, Cliff Pierce second, all in favor - aye (5-0).

11) Plumbing

Jon Rich said we there were four bids received, E. Amanti was the low bidder at \$1,048,000.

Dave Petersen made a motion to approve E. Amanti & Sons, Inc. as the sub-trade contractor for Plumbing, Bob Snow second, all in favor - aye (5-0).

12)HVAC (Heating Ventilation Air Conditioning)

Jon Rich said we there were two bids received, E. Amanti was the low bidder at \$3,284,000.

Dave Petersen made a motion to approve E. Amanti & Sons, Inc. as the sub-trade contractor for HVAC, Cliff Pierce second, all in favor - aye (5-0).

13)Electrical

Jon Rich said there were three bids received, the lowest qualified bidder was LeVangie at \$3,530,000.

Dave Petersen made a motion to approve LeVangie Electric Co., Inc. as the sub-trade contractor for Electrical, Bob Snow second, all in favor - aye (5-0).

Brad Dore asked the Board to approve the Letter of Recommendation # 6 from W.T. Rich in the amount of \$11,823,707.

Cliff Pierce made a motion to approve the Letter of Recommendation #6 for \$11,823,707 and to authorize Chairman Perry to sign this, Bob Merry second, all in favor - aye (5-0).

Dave Petersen made a motion to authorize Chairman Perry to sign the request for contract amendment #6 in the amount of \$11,823,707, Cliff Pierce second, all in favor - aye (5-0).

7:15 p.m. JOINT MEETING Board of Water Commissioners to discuss FY 19 Water Department Budget

Water Board Chairman Emery called the Board of Water Commissioners Meeting to order at 7:30 p.m. He called the Joint Meeting with the Board of Selectmen to order by a roll call vote of the Board of Water Commissioners. Mark Emery so moved, John Manning second, all in favor – roll call vote: Mark Emery – aye, Bernie Cullen – aye, John Manning – aye.

Chairman Perry called the Joint Meeting with the Board of Water Commissioners to order by a roll call vote of the Board of Selectmen. Bob Snow so moved, Cliff Pierce

second, all in favor – roll call vote: Joe Perry – aye, Bob Snow – aye, Cliff Pierce – aye, Bob Merry – aye, Dave Petersen – aye.

Joint Meeting opened at 7:32 p.m.

Emery said it has taken hard work to decipher the Water budget. He said Bernie has done a nice job with the explanation. Bernie Cullen read his Rowley Water Department FY19 Budget Overview memo through point 2 a. Emery said there is a problem State-wide in attracting Water Operators. He said they are trying to hire Laborers and train them. He said the Town's incentives are not drawing people away from other towns.

Cullen read point 2 b. Emery said when the power is out, they cannot run the stations remotely. He said there is overtime when the staff has to come in. John Manning said Cullen has led the budget this year. He said they now have three years' worth of data on the Water Treatment Plant and the budget has been unwound and rebuilt more in a business-like fashion.

Cullen read point 2 c. and said this is subject to negotiation with the Personnel Advisory Committee. Petersen said \$8,000 has been added to the Superintendent salary line.

Cullen said regarding OPEB (point 2 d.) with the actuarial study they are increasing this to \$49,000 from \$15,000. Eagan said this is for retiree health insurance. Cullen said the budgeted surplus needs to be sustainable before the rates can be reduced. Manning said the rates have been held for three years, and they will have a public hearing with a rate study to decide how to move forward. Emery said the water main replacement project has been pushed out for three years since we don't want to go into more debt to do now. Manning said they did a cost / benefit analysis. Emery said they will insulate the pipes at the Water Treatment Plant rather than spending a half million on a dehumidification system. Manning said the Water Board decided to get more information on the need for a dehumidification system rather than plowing forward with the project, and this is paying off. Cullen said a lot of credit for this goes to the employees Rob Swiniarski and Bob Gray.

Petersen said it has been a 100% team effort to come up with common sense solutions. He said this is a great written explanation of the budget.

Emery said the other articles are to add money for the HVAC system since they only have half the amount needed. He said the truck they are replacing is nine years old. Petersen asked how the condition of Prospect Hill is. Swiniarski said it is doing very well. Emery said there was a tree that fell across it, but it is good, and will need grading occasionally. He said they re-directed the overflow of the water tank in case there is a future overflow. He said Prospect Hill doesn't get plowed, and a future capital item will be to purchase a six wheel all-terrain vehicle so they can access it if needed when snow is on the ground. He said now they can borrow Newbury's vehicle when needed.

Petersen said a lot of work and time has been put into this and he is pleased with the budget. Cullen said the intent is to lower rates in the future since we have to most expensive water in Massachusetts by a big lead. Emery said a lot of the budget is fixed costs and debt. Cullen said the Water Treatment Plant will be paid off in 2023. Manning said he turned in nomination papers for another term.

Dave Petersen made a motion to approve the FY19 Water Department budget as presented, Bob Snow second, all in favor - aye (5-0).

John Manning made a motion to close the Joint Meeting with the Board of Selectmen, Bernie Cullen second, all in favor – roll call vote: Mark Emery – aye, Bernie Cullen – aye, John Manning – aye.

Bob Snow made a motion to close the Joint Meeting with the Board of Water Commissioners, Cliff Pierce second, all in favor – roll call vote: Joe Perry – aye, Bob Snow – aye, Cliff Pierce – aye, Bob Merry – aye, Dave Petersen – aye.

Joint Meeting closed at 8:13 p.m.

FY 19 BUDGETS

- Selectmen

Eagan said this follows the guidelines to at point. She said the Selectmen need to discuss the Records Access Officer stipend increase of \$1,000, based on the discussion with the Town Clerk. She said the expenses are level funded, and we won't need a collective bargaining reserve account. She said the Landfill Test monitoring is a new line. She said there was money in an article, but this is a recurring expense that the Town is obligated to pay, so it should be in a budget line. She said the budget is \$20,000, but the cost should be just under \$18,000. She said the website social media archiving is another new line. She said Chief Dumas requested this for the Police Department Facebook page, and personal emails and social media posts need to be archived. She said includes covering the archiving costs for the Police, Library, Council on Aging and Fire Department Facebook pages.

Dave Petersen made a motion to approve the FY19 Selectmen budget as submitted, Bob Snow second, all in favor - aye (5-0).

- Town Accountant

Eagan said the wages are in line with the guidelines. She said the expenses have been increased by \$500 because each year there is a shortfall. Petersen said we can't run on level-funding forever.

Dave Petersen made a motion to approve the FY19 Town Accountant budget as submitted, Cliff Pierce second, all in favor - aye (5-0).

- Cemetery

Eagan said this was sent out a week ago, but a mistake was caught in the wage rate which was fixed yesterday. She said there was no response from the Cemetery Board, but Cemetery Board member Kathy Olmstead said this was fine today.

Dave Petersen made a motion to approve the FY19 Cemetery budget as submitted based on Olmstead's approval, Cliff Pierce second, all in favor - aye (5-0).

- Finance Committee

This budget was not ready for approval.

- Personnel Advisory Committee

Dave Petersen made a motion to approve the FY19 Personnel Advisory Committee budget as submitted which has no increase, Bob Snow second, all in favor - aye (5-0).

- Agricultural Commission

Dave Petersen made a motion to approve the FY19 Agricultural Commission budget as submitted, Cliff Pierce second, all in favor - aye (5-0).

- Historical Commission and Historic District Commission

Eagan said she thinks there is a mistake on this budget and it should be level funded.

Dave Petersen made a motion to approve the FY19 Historical Commission and Historic District Commission budget as level-funded, Cliff Pierce second, all in favor - aye (5-0).

- Street Lighting

Dave Petersen made a motion to approve the FY19 Street Lighting budget, Cliff Pierce second, all in favor - aye (3-0). Bob Merry – ABSTAINED Bob Snow- ABSTAINED

Merry said they have been buying LED bulbs, so costs are going down. Petersen commended the Light Department employees and the Light Board, who did a wonderful job with the National Grid problems. He said the rates are decreasing and they are constantly replacing poles with stronger/more rugged poles. He said this year we had the two longest outages in Town in the last forty years he has been here. Snow said keeping up with the tree trimming helps.

NEW BUSINESS

1. Discuss adopting meals and hotel tax

Chairman Perry read the following:

The Town has an opportunity to raise revenue through an optional meals and hotel tax. Several surrounding municipalities have done this. (See attached.)

The adoption of this tax requires a vote of Town Meeting.

Perry said he thinks we should do this and Pierce agreed. Petersen said he originally voted against this, but now everyone around Rowley has this. He said we should definitely put an article on the warrant for a .75% meals tax, and we will check on the hotel tax. Eagan said the hotel tax is a fixed amount similar to the meals tax, but she will get the information for the Board of Selectmen.

Cliff Pierce made a motion to impose a local option meals tax and room and lodging tax, Bob Snow second, all in favor - aye (5-0).

Eagan said there will be two articles at Town Meeting. Cullen asked where the Treasurer's estimate came from. Petersen said the State reported the numbers for the surrounding communities from 2017.

ANNOUNCEMENTS

- The Friends of the Council on Aging is sponsoring a Shoe Drive during the month of April at the Town Hall Annex, 39 Central Street. Paired footwear, such as the following may be deposited in the container at the Annex Parking lot: shoes, boots, work boots, sandals, slippers, flip flops, heels, sneakers, pocket books, purses, backpacks and belts.
- Information on the Pine Grove School project is available on the Town's website at www.townofrowley.net.
- Town Meeting is scheduled for Monday, April 30, 2018 at 7:00 p.m. in the Pine Grove School Gymnasium.

- Treasurer/Collector announces that the motor vehicle excise tax bills were mailed on February 2, 2018.
- 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; and
 - e. **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, Dave Petersen second, all in favor - (5-0).

Open meeting adjourned at 8:34 p.m.

Respectfully submitted,

Amy Lydon

Assistant Town Administrator

ATTACHMENTS

1. FY 19 Highway, Tree, and Land Maintenance Budgets, and Snow and Ice Removal
2. FY 19 Council on Aging Budget package
3. Meeting memo for Old Business #1: Update on Fire Station and Police Station Addition Project and Eiras Park access during construction
4. FY 19 Fire Department and Rowley Emergency Management Agency Budgets
5. Meeting memo for 7:00 p.m. Appointment: Attorney Jill Mann and Robert Nixon to discuss Meadows Lane and town-owned parcel on Meadows Lane
6. Email from Jill Mann regarding Meadows Lane Request to continue to March 19 – Robert Nixon
7. Letter from Brent Baeslack regarding Nixon Request concerning Meadows Lane & Town-owned parcels "V, W, X, Y, & Z" including attached map
8. Board of Selectmen Public Comment Policy for Public Meetings
9. Meeting memo for Old Business #2: Update on the Pine Grove School Project
10. W.T. Rich Letter of Recommendation No. 6 for File Trade Bidders
11. Spreadsheet from Pinck & Co. regarding Trade Bidders
12. Spreadsheet from Pinck & Co. regarding Alternates
13. W.T. Rich Request for Contract Amendment No. 6 for File Trade Bid Award
14. FY 19 Water Department Budget
15. FY 19 Selectmen Budget

16. Information from archivesocial.com titled Social Media Archiving Benefits
17. FY 19 Town Accountant Budget
18. FY 19 Cemetery Budget
19. FY 19 Personnel Advisory Committee Budget
20. FY 19 Agricultural Commission Budget
21. FY 19 Historical Commission & Historic District Commission Budget
22. FY 19 Streetlight Budget
23. Meeting memo for New Business #1: Discuss adopting meals and hotel tax
24. FY 17 local meals tax information for Massachusetts communities
25. Mass. General Law Chapter 4, Section 4