

MINUTES OF THE BOARD OF SELECTMEN MEETING

March 19, 2018

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

6:30 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; Kirk Baker – Town Planner; Larry Kendall – Parks & Recreation; Tim Southall – Parks & Recreation; Brent Baeslack – Conservation Agent; Tom Hood – W.T. Rich; Jon Rich – W.T. Rich; James Dombrowski – Pinck & Co., Brad Dore – D&W Architects; Deborah Marai – Pinck & Co.; Jennifer Pinck – Pinck & Co.

CALL MEETING TO ORDER

Chairman Perry called the meeting to order at 6:34 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.

6:30 p.m. APPOINTMENT Parks and Recreation Committee Vice Chairman Tim Southall to discuss FY 19 Parks and Recreation Budget

Tim Southall introduced Lawrence Kendall, the new Chairman of the Parks & Recreation Committee, to the Board. He said the FY 19 budget has been increased. He said \$24,000 has been budgeted in the past, versus the \$40,000 spent, with the difference coming from user fees. He said with a couple fields being closed due to the construction, and with new fields being constructed, they are concerned about the user fees. He said money is needed to maintain the new Gwynn property. He said the well pump at Eiras Park needs to be replaced at an estimated cost of \$6,000. He said the electrical panel at Eiras Park was also infested with mice, it is not safe and needs to be updated at an estimated cost of \$1,500. He said the budget amount has been increased by \$11,000 to cover these two items and the projected maintenance costs for the Gwynn property. Petersen said they hope by April 1st the fields at Eiras will be ready to use, but the weather has not been cooperating. Pierce asked if the plan is to discontinue the parks at Eiras. Southall said no, only Haley Field will be discontinued. Petersen said that is a couple years away and by then the Gwynn property will be ready to use as fields. He said he would like to recognize the work that Southall does. He said Southall doesn't make any money and works to maintain the baseball fields and

their use. He said Southall often attends meetings during his lunch hour, and if we lose him, we are in trouble. He said the budget for wages for this department will need to be used to run the department by a part-time employee. Perry said we appreciate all that Southall does. Southall said thank-you, he enjoys it.

Bob Snow made a motion to approve the revised FY 19 Parks and Recreation budget, Cliff Pierce second, all in favor - aye (5-0).

6:45 p.m. APPOINTMENT Town Planner Kirk Baker and Planning Board Chairman Chris Thornton to discuss FY 19 Planning Board Budget

Planning Board Chairman Chris Thornton said they are requesting an increase in their budget in order to pay for an increase in the Town Planner's hours by 13 hours per week. He said the Planning Board budget has been tight since 2009, and the Planner now works 22 hours per week, with 10 public hours per week. He said the Planner is the primary point of contact in the customer service role, and it can be difficult when a person comes into the office and sends the Planner on a search for information. He said the Planner processes the applications, publishes the notices, creates the agendas and minutes and is the primary source of information regarding the Town's bylaws. He said the increased hours add \$19,000 to the budget, and he thinks this is money well spent.

Pierce said he was the Chairman of the Planning Board when the Town did not have a Town Planner, and the amount of inquiries from developers and residents, along with the site visits were very time consuming and prevents the office from working on their core mission. He said this is important because the Town Planner is the key contact regarding economic development in Town.

Eagan said the Selectmen's Office sends many people to the Town Planner, who is part-time without another person to support him. She said the Planning Department is one of the busiest in Town, and he often has to search records for Public Records Requests and Open Meeting Law complaints. She said he also writes articles for Town Meeting, and she doesn't know how he gets all this work done in the few hours per week he works.

Snow said he was on the Planning Board in 2000, and everyone is looking for the Town Planner all of the time. He said we need to have the Town's bylaws reviewed. Town Planner Kirk Baker said programs, such as the North Shore Home Consortium are hard to take advantage of. Pierce said it has become busier in the last year or so, and it seems that it will continue to be busy. Snow said the zoning bylaws need to be reviewed. Petersen said we should look to zone a business district as he thinks they may be opportunities for expansion. Baker said this is one of the top action items for

the Zoning Review Committee. Petersen said there is a good spot for businesses off of I-95, and this needs to be looked at.

Dave Petersen made a motion to approve the revised FY 19 Planning Board budget, Bob Snow second, all in favor - aye (5-0).

GENERAL BUSINESS

1. Request from Library Director Pam Jacobson to lift the freeze for the position of Substitute Library Page.

Chairman Perry read the request.

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

2. Department of Agricultural Resources request for annual nomination of Inspector of Animals

Chairman Perry read the following:

We have received the annual nomination form from the State Department of Agricultural Resources of the Town's Animal Inspector.

The Board needs to vote to nominate Reed Wilson as the Town's Animal Inspector. Once he has been nominated he will sign the attached form in the witness of a notary and we will mail the form in to the Department of Agricultural Resources.

Dave Petersen made a motion to nominate Reed Wilson as the Town's Animal Inspector, Cliff Pierce second, all in favor - aye (5-0).

3. Letter of resignation from Reserve Dispatcher Daniel Morris

Chairman Perry read the letter.

Bob Snow made a motion to accept this resignation and to send a letter of regret, Cliff Pierce 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

Petersen said things are moving slowly due to the weather, and it has taken time to remove the snow. He said today underground pipes are being installed and the goal is to open the site for April 1st for spring baseball.

2. Update on the Pine Grove School Project:

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

Chairman Perry read the following:

Chairman Perry has been working on this matter with Jennifer Pinck of Pinck & Company.

Town Counsel Tom Mullen drafted an Agreement Between Owner and Designer Concerning FF&E and Technology Procurement. The agreement contains recitals acknowledging the dispute over FF&E procurement services and resolving the disagreement.

Brad Dore does not want to sign that document. He would prefer to have some of this language at the bottom of his proposal, which is attached.

Tom Mullen has told Chairman Perry that he is ok with the documents suggested by Brad.

Perry said this has been reviewed by Town Counsel Tom Mullen, and it does answer the question. He said Jennifer Pinck went through some agreements and said FF&E was an additional item in about half the cases. He said it is in our best interests to move forward. Pierce said he doesn't recall seeing that email. Eagan said she will forward this email to the Board. Pierce said the language is the same, but it is in a different place, and we are agreeing to pay the FF&E costs out of the project's contingency funds, and will be paying Advance's fee right away. He said he has qualms about this, and Mullen's memo is clear that these services fall under Basic Services which the Town is not obligated to pay, rather Dore & Whittier is obligated to pay. He said Advance is specifically named in the Dore & Whittier contract as the vendor to provide these services and the contract says Dore & Whittier is responsible for paying the costs of the consultants. He said this isn't a settlement, it is an agreement to pay all of the costs, with some being deferred, and some contingent upon funding. He said this isn't justified and he cannot support this.

Bernie Cullen asked how much money this is. Pierce said \$41,500 for Advance, and \$93,000 for FF&E.

Bob Snow made a motion to table this to a future meeting, Cliff Pierce second, all in favor - aye (5-0).

3. Discuss FY 19 Triton Budget

Chairman Perry read the following:

Attached is the Triton Budget. The FY 19 Assessment is going up by \$732,640. We have never seen an increase like this. The last time the Town sponsored a General Override to fund the Triton Assessment was in May 1, 2007 in the amount of \$590,000. The Triton School Superintendent, at that time, approached Town officials with concerns over school funding and made a presentation at Town Meeting. The override passed as follows:

YES 827; NO 792; Blank 39.

The Board of Selectmen sent the attached letter on the Budget Drivers Memo to the School Committee on November 21, 2017. The Selectmen, in that memo, committed \$200,000, which is half of the Town's estimated FY 19 new property tax revenue. In that letter, the Selectmen reminded the School Committee over its commitment for the: Triton High School/Middle School Stadium Project; Pine Grove School Feasibility Study; and Pine Grove School Renovation Project.

Does the Board wish to discuss having an override to cover this assessment?

Perry said he did make a commitment that there would be an override question on the ballot, but he is only one vote. Pierce said an override is fair, and lets the residents decide. Petersen said we would need an override to fund this, but he is not in favor of it. He said we have used free cash for the past three years to fund the Triton budget, and this is one-time money. He said next year's Triton budget will increase by \$1,000,000 with the salary increases, so we will already be behind the eight ball. He said the Town has level funded budget for years and this year there are some increases in the Parks & Recreation, Fire and Planning budgets. He said we need an override to make things work.

Eagan said on April 2nd, the warrant wording will be finalized. She asked if the Triton amount is going into the omnibus budget line. Petersen said this needs to be determined at a future meeting and he is curious about how the other two towns are reacting. Snow said he is not prepared to vote on this tonight. He said going into free cash is dangerous and next year will be a catastrophe. Perry said with an override, we won't need free cash. Pierce said an override allows the people to vote on it, and he is not sure the Board can say that they cannot have that vote. Petersen said he and Perry have attended every School Committee meeting since September, and have explained the Town's budget to no avail. He said there is no choice but to have an override.

7:10 – 7:15 p.m. PUBLIC COMMENT

Larry White said there are things that Triton students can do:

- Go to their parents;
- Go to Board of Selectmen and the School Committee, who haven't worked together. He said if this is funded through the Town's budget, we will lose police and fire personnel, and if the override is defeated we will lose teachers. He said the students lose either way.

He said students need to be more vocal. He said Triton harps about State mandates, but the Towns also have State mandates. He said we have to work together to solve this since we cannot go to the State for a solution. Perry said without an override, we will have to fund this through the Town budget. Petersen said he recommends in Article 5 to add \$200,000 to Triton's assessment from last year, which would be a no vote on Triton's budget. He said if another Town votes down Triton's budget, the School Committee will have 30 days to come up with a new budget. He said then Town Meeting will need to vote the new amount, and if no Town Meeting is held the new budget is accepted. He said if the new budget is voted down again, we go to a 1/12th situation, and if there is no budget by December 31st, the State will set the budget. Perry said the School Committee has a meeting set for May 16th after Salisbury votes on the Triton budget to set a new budget if needed. Pierce said the override amount would be \$532,000, and there would only be a June Town Meeting if 2 out of 3 towns reject the Triton budget. Petersen said it is complicated, and we could make up the funding if needed in the Fall. Perry said the Chairs from the three towns met and were unanimous in not supporting the Triton budget then, but he would like permission to meet with them again. Petersen said with the \$1,000,000 in salary increases for FY 20, we will be in the same situation. Snow said it will be worse. Petersen said the schools break budgets everywhere and they need to start making some cut-backs.

Dave Petersen made a motion to give permission for the Chair to meet with the Chairs from the other two Towns to discuss the Triton budget and to report back to the Board, Bob Snow second, all in favor - aye (5-0).

Cullen said he urges the Board to consider both FY 19 and FY 20. Snow said every 10 years we are in this position, we are headed for bankruptcy and Triton doesn't seem to care. Perry said there was an override under Superintendent Halloran, who said they wouldn't be back for another override in two to three years, but they were back and the increase was twice as large.

7:15 p.m. APPOINTMENT* Representatives from Essex County Greenbelt Association: Assistant Director of Land Conservation Vanessa Johnson Hall and Director of Stewardship David Rimmer; Conservation Agent Brent Baeslack to discuss updated Mehaffey Conservation Restriction document, plan, public parking lot and public path

Chairman Perry read the memo from Baeslack. Baeslack said he printed out the proposed parking on the edge of the plan and the trail goes across Conservation Land into the State forest. Petersen said initially the parking spaces were going to be at the base of the existing driveway, but has moved down the property line. He said he didn't see this until Town Meeting and is curious how and what changed. Baeslack said he believes the Mehaffey family was concerned with the CSA parking and the designated parking for this project would be confused, so the new location would reduce conflicts with people coming to the property for different reasons. Petersen said the new location was extremely flooded years ago. Baeslack said there is a pre-existing culvert and they chose a spot that was away from the depressed areas and elevated the grading. He said the line of sight is adequate and is away from Harrison Circle and not directly across from residential driveways. He said the parking area is roughly 12 feet away from the culvert. Petersen asked what the current funding scheme is. Vanessa said \$150,000 has been raised, \$200,000 has been contributed by the Mehaffey's, and the \$100,000 from the Town completes the funding goal.

Baeslack said this has been a long road due to the multiple moving pieces. He said the State purchased part of the property to add to the State forest, and the goal is to maintain this property in an area of Rowley without a lot of preserved Open Space. He said this land speaks to the agricultural founding of Rowley. He said the grant funding sought was not entirely successful, but this is coming together and should be seen as a long term benefit with the access to the State forest.

Eagan said the Board will vote on the February 7th plan, and the Town Meeting warrant article will reference the plan on file with the Town Clerk. Baeslack said the correct plan is February 5th. Eagan said \$350,000 of the \$450,000 previously voted article has been repurposed. Pierce said the CPC records still show \$100,000 slated for this project. Baeslack said the assessment on this land will be lower, but will still be taxed. Pierce asked why the conservation area shrunk. Vanessa said it didn't, but there are two phases with two conservation restrictions. She said in the first phase the Tenney's give the Mehaffey's 27.54 acres, then an amended conservation restriction for 28.88 acres. Eagan asked what the acreage is that is shown on the February 5th plan. Vanessa said 28.836 acres.

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

~~**7:30 p.m. APPOINTMENT*** Edward X. DeSousa, President, RiverRun Gardens, LLC to discuss marijuana cultivating business**~~

This appointment was cancelled.

7:30 p.m. APPOINTMENT Jennifer Pinck and Deborah Marai of Pinck & Company and Jon Rich and Tom Hood of W.T. Rich to present the following items for the Pine Grove School Renovation Project:

1. Introduction of Deborah Marai as Interim Project Manager and update on the project
2. W.T. Rich Letter of Recommendation Number 7 for Non-Trade Bidders for the following:
 - Structural Steel
 - Millwork & Manufactured Casework
 - Doors, Frames & Hardware
 - Concrete & Concrete Pavements
 - Site Work
3. Contract Amendment #7 with W.T. Rich for Non-Trade Subcontracts
4. W.T. Rich Letter of Recommendation Number 8 for Non-Trade Bidders for the following:
 - Rough Framing and Gypsum Board Assembly
5. Contract Amendment #8 with W.T. Rich for Rough Framing and Gypsum Board Assembly
6. Rowley Municipal Lighting Department Quotes for the following:
 - Old pole removals, wires, yard lights and transformer
 - Buy and install wire, install riser and place transformer
 - Replace underground wire riser pole on Main Street

1. Introduction of Deborah Marai as Interim Project Manager and update on the project

Jennifer Pinck said the Town has been working with Andraya, Larry Berger and James Dombrowski. She said Andraya is out on a medical leave and not recovering as fast as they would like. She said Deborah Marai will serve as the interim Project Manager, who has been with Pinck for nine years and has a lot of school and occupied renovations with the MSBA. She said Deborah will be a good fit, she has worked with W.T. Rich, and this is a critical time for the project with construction starting next month. Deborah said she is looking forward to this and getting up to speed, and she has been through this process before. She said W.T. Rich has bought out all but 2.5 million in trades, there is not a lot of risk left, and it is a good time to go out to bid. Petersen said give Andraya our best, we are thinking of her and wish her a speedy recovery.

2. W.T. Rich Letter of Recommendation Number 7 for Non-Trade Bidders for the following:
 - Structural Steel
 - Millwork & Manufactured Casework

- Doors, Frames & Hardware
- Concrete & Concrete Pavements
- Site Work

Tom Hood from W.T. Rich said LOR 7 was reviewed and approved by the School Building Committee on Thursday, and he reviewed the budgeted versus awarded amounts. He said these are all well-known contractors.

Dave Petersen made a motion to approve LOR 7 and to authorize Perry to sign it, Bob Snow second, all in favor - aye (5-0).

3. Contract Amendment #7 with W.T. Rich for Non-Trade Subcontracts

Dave Petersen made a motion to approve contract amendment 7 with a new amount of \$20,935,847.50, Bob Snow second, all in favor - aye (5-0).

4. W.T. Rich Letter of Recommendation Number 8 for Non-Trade Bidders for the following:
- Rough Framing and Gypsum Board Assembly

Tom Hood said we are over budget on this one, but we are still on track to date to be \$100,000 under. He said he is highly confident that we will end up on budget or slightly under budget.

Dave Petersen made a motion to approve LOR 8 and to authorize Perry to sign it, Cliff Pierce second, all in favor - aye (5-0).

5. Contract Amendment #8 with W.T. Rich for Rough Framing and Gypsum Board Assembly

Dave Petersen made a motion to approve contract amendment 8 and to authorize Chairman Perry to sign it, Cliff Pierce second, all in favor - aye (5-0).

6. Rowley Municipal Lighting Department Quotes for the following:
- Old pole removals, wires, yard lights and transformer
 - Buy and install wire, install riser and place transformer
 - Replace underground wire riser pole on Main Street

Hood said there were quotes for these three items that Dombrowski reviewed at the School Building Committee meeting for \$3,429.50; \$3,629.57 and \$6,831.34.

Dave Petersen made a motion to approve all three, Cliff Pierce second, all in favor - aye (4-0). Bob Snow – ABSTAINED.

FY 19 BUDGETS

- Finance Committee – not available
- Parks and Recreation – approved under 6:30 p.m. appointment
- Harbormaster

Perry said the expenses are level funded and wages follow the guidelines. Eagan said the Deputy Harbormaster is a new position that has been added. She said Bill DiMento worked with the Personnel Advisory Committee to restructure the Department for assistance with the work and supervision. She said the wages are \$2,000 for the Deputy.

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

- Shellfish Constable

Dave Petersen made a motion to approve the Shellfish Constable FY 19 budget, Bob Snow second, all in favor - aye (5-0).

- Shellfish Commissioners

Dave Petersen made a motion to approve the Shellfish Commissioners FY 19 budget, Bob Snow second, all in favor - aye (5-0).

- Veterans Affairs

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

- Insurance/Pension/Unemployment

Dave Petersen made a motion to approve the Insurance/Pension/Unemployment FY 19 budget, Bob Snow second, all in favor - aye (4-0). Bob Merry - RECUSED

- Whittier Vocational Technical School – not ready
- Essex Agricultural Technical School

Dave Petersen made a motion to approve the Essex Agricultural Technical School FY 19 budget, Bob Snow second, all in favor - aye (5-0).

NEW BUSINESS

1. Request from Conservation Commission for Notice of Intent Funds use Authorization

Chairman Perry read the request.

Dave Petersen made a motion to request for NOI Funds use, Cliff Pierce second, all in favor - aye (5-0).

2. FY 19 MIIA Health Benefits Trust Insurance Premium

Chairman Perry read the following:

MIIA has submitted the FY 19 Employee Health Insurance Renewal.

The rate is increasing by 10.17 percent. This increase is being driven by two factors:

- 1) *Composite medical trend is approximately 10% (7.5% medical and 14-15% prescription)*
- 2) *The Town's 24 month loss ratio is approximately 100%, which does not include administrative expenses – just claims over the premium.*

The Board needs to vote to authorize Debbie to renewal the policy which goes into effect on July 1, 2018.

Dave Petersen made a motion to authorize Eagan to renew the policy, Cliff Pierce second, all in favor - aye (5-0).

3. Review Selectmen's Annual Report

Pierce said he has a minor suggestion to note the funding from the CPA for the Annex and recreational fields projects.

Dave Petersen made a motion to approve the Selectmen's Annual Report as amended, Cliff Pierce second, all in favor - aye (5-0).

4. Letter from Merrimack Valley Planning Commission regarding Merrimack Valley Metropolitan Planning Organization (MVMPO)

Chairman Perry read the letter.

Dave Petersen made a motion to appoint Bob Snow as the MVMPO representative beginning on July 1st, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSTAINED

MINUTES

- February 5, 2018

Bob Snow made a motion to approve the February 5, 2018 minutes, Cliff Pierce second, all in favor - aye (5-0).

- February 12, 2018

Bob Snow made a motion to approve the February 12, 2018 minutes, Cliff Pierce second, all in favor - aye (5-0).

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.
- 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, Cliff Pierce second, all in favor - (5-0).

Open meeting adjourned at 8:40 p.m.

Respectfully submitted,

Amy Lydon

Assistant Town Administrator

ATTACHMENTS

1. FY 19 Parks and Recreation Budget package
2. FY 19 Planning Board Budget package
3. Request from Library Director Pam Jacobson to lift the freeze for the position of Substitute Library Page.
4. Meeting memo regarding General Business #2: Department of Agricultural Resources request for annual nomination of Inspector of Animals
5. Department of Agricultural Resources request for annual nomination of Inspector of Animals
6. Letter of resignation from Reserve Dispatcher Daniel Morris
7. Meeting memo regarding Old Business #1: Update on Fire Station and Police Station Addition Project and Eiras Park access during construction
8. Meeting memo regarding 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
9. Agreement for FF&E and Technology Procurement drafted by Town Counsel
10. Additional Service Request #11R – Loose Technology Procurement from Dore & Whittier
11. Additional Service Request #13– Loose FF&E Procurement from Dore & Whittier
12. Meeting memo regarding Old Business #3: Discuss FY 19 Triton Budget
13. Triton budget form 1
14. Letter to Karen Summit from Triton regarding 2018 / 2019 apportionment of costs
15. TRSD FY 19 Final Budget Summary
16. Letter sent from Board of Selectmen to Triton School Committee November 21, 2017
17. FY 19 Budget drivers memo from Michelle Cresta of TRSD
18. Public Comment Policy
19. Meeting memo regarding 7:15 p.m. Appointment: Representatives from Essex County Greenbelt Association: Assistant Director of Land Conservation Vanessa Johnson Hall and Director of Stewardship David Rimmer; Conservation Agent

- Brent Baeslack to discuss updated Mehaffey Conservation Restriction document, plan, public parking lot and public path
20. Memo from Brent Baeslack regarding Mehaffey Farm
 21. Draft Mehaffey CR Article
 22. Email from Judy Pickett regarding Mehaffey CR & Stewardship MOU Redlined
 23. Conservation Restriction Plan from Donohoe Survey for 179 Newbury Road
 24. Conservation Restriction Plan from Donohoe Survey for Newbury Road
 25. Draft MOU between Town of Rowley and Essex Country Greenbelt Association, Inc. document for 179 Newbury Road
 26. Draft Grant of Conservation Restriction to Essex Country Greenbelt Association, Inc. document for 179 Newbury Road
 27. Meeting memo regarding 7:30 p.m. Appointment: Jennifer Pinck and Deborah Marai of Pinck & Company and Jon Rich and Tom Hood of W.T. Rich to present the items for the Pine Grove School Renovation Project.
 28. Resume for Deborah Marai
 29. Documentation for Pine Grove School project including W.T. Rich Letter of Recommendation Number 7; Contract Amendment #7 with W.T. Rich for Non-Trade Subcontracts; LOR #8 and Contract Amendment #8; three quotes from RMLP
 30. Harbormaster FY 19 budget
 31. Shellfish Constable FY 19 budget
 32. Shellfish Commissioners FY 19 budget
 33. Veterans Affairs FY 19 budget
 34. Insurance/Pension/Unemployment FY 19 budget
 35. Essex Agricultural Technical School FY 19 budget
 36. Request from Conservation Commission for Notice of Intent Funds use Authorization
 37. Meeting memo regarding New Business #2: FY 19 MIIA Health Benefits Trust Insurance Premium
 38. FY 19 MIIA Health Benefits Trust Insurance Premium Proposal
 39. Draft Selectmen's Annual Report
 40. Letter from Merrimack Valley Planning Commission regarding Merrimack Valley Metropolitan Planning Organization (MVMPO)
 41. Draft February 5, 2018 minutes
 42. Draft February 12, 2018 minutes