

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

April 12, 2021

Recorded from Town Hall, 139 Main Street, Rowley, MA

1:00 p.m.

**MEMBERS PRESENT:** Chairman Cliff Pierce; Vice Chairman Joseph Perry; Clerk Deana M.P. Ziev; David Petersen; Robert Snow (Town Administrator Deborah Eagan, Assistant Town Administrator Amy Lydon)

### **CALL MEETING TO ORDER**

Chairman Pierce called the meeting to order at 1:04 p.m. He read the following:

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting, but every effort will be made to allow the public to view and listen to the open session portion of the meeting in real time. Persons who wish to do so are invited to watch the open session portion of the meeting on Rowley Community Media TV / listen live on the RCM page on the Town's website at [www.townofrowley.net](http://www.townofrowley.net) or join the meeting from your computer, tablet or smartphone by using the link: <https://global.gotomeeting.com/join/440834709> or also dial in using your phone by calling +1 (571) 317-3122 and using access code 440-834-709. In the event that live transmission proves infeasible, an audio or video recording, transcript or other comprehensive record of the open session portion of the meeting will be made available on the Town's website as soon as possible.

**1:00 p.m. APPOINTMENT** Harbormaster Bill DiMento and Matt Calouro of Online Mooring, LLC to discuss online mooring permits

Harbormaster Bill DiMento introduced Matt Calouro and Brad Hurley of Online Mooring, LLC and gave a brief overview of their firm and this software. He said the software will be for moorings, slips and private docks, and the software has been reviewed with Karen Summit and Susan Hazen. He said people can still use paper applications and checks, but this software will allow for enhanced enforcement and surveillance, which has been requested by the FDA.

Brad Hurley gave a brief overview of the business and the software capabilities which include: processing applications; managing waitlists; managing inspections; communication tools; chart of mooring and calculations of charges based on Town rules. He said people can pay online if they choose to, reports of charges and receipts can be generated, and State databases can be searched for boat ownership information.

DiMento said Summit and Hazen have been looking to bring the launch ramp renewals online through CDS, and this will continue to be managed at Town Hall.

Petersen asked how many moorings/slips there are in Rowley; if the software has capabilities for other types of licenses, such as dog licenses; and who will serve as the backup to Bill DiMento on the system.

DiMento said there are approximately 150 moorings/slips between the marina and moorings (2 moorings Plum Island Sound, 2 moorings Rowley River). He said he will have a team trained on the software including the Assistant and Deputy Harbormasters, Susan Hazen and Karen Summit if she wants to. Brad Hurley said the software has been used for different types of applications such as boat launches and recreation spaces. DiMento said the dog licenses is done online now. Eagan said dog licenses are done through City Hall Systems.

Pierce read the following:

*Debbie has been working with Town Counsel Tom Mullen in the review of the Memorandum of Understanding and this document is ready for the Board to review and approve. (See attached.) The MOU term will be effective upon execution and will end on July 1 2023. To cover the mooring processing fee, Bill is recommending the fee be increased by \$6.00. The Town followed a similar process when the Inspection Department contracted for online building permit applications.*

*In order to implement online mooring permits, the Board needs to vote by roll call to approve the MOU and to authorize Chairman Pierce to sign it, and to increase the mooring fee by \$6.00.*

Petersen asked what the estimated cost is for the Town and the boaters. DiMento said the permit costs \$5.00 per foot of vessel length plus a \$6.00 per application processing fee. He said if a credit card is used that cost is also passed on. Hurley said the credit card fee is 3.75%.

Dave Petersen made a motion to approve the MOU, authorize Pierce to sign the MOU and to increase the mooring fee by \$6.00, Bob Snow second, all in favor, roll call vote—Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

## **GENERAL BUSINESS**

1. Approve donations to the Council on Aging

Chairman Pierce read the following:

*COA Director Ellie Davis has provided the Board with the attached list of donations, which consists of monetary donations to support the COA programs. In accordance with State Law, State law, G.L. c.44 §53A, the Board needs to vote by roll call to approve these donations.*

Pierce read the list of donations.

Joe Perry made a motion to approve these donations, Bob Snow second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

2. Letter of resignation from Call Firefighter Patrick McManus

Bob Snow made a motion to accept this resignation with regrets, Deana Ziev second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

3. Request from the Rowley Public Library to use the Town Common on August 12, 2021 from 3:00 p.m. to 6:00 p.m. for a Flying High Dog Show as part of the Library Summer Reading Program

Chairman Pierce read the following:

*Teri Bennett, Youth Services Librarian, has requested to use the Town Common on August 12, 2021 from approximately 3:00-6:00 p.m. to host a Flying High Dog show for the end of the Library's summer reading program. They estimate there will be 60 spectators. They described the Flying High Dog act as, "very youth and family friendly! Mike and his dogs perform a variety of frisbee & other entertaining tricks during the performance. Most shows at non sporting events last 40 to 45 minutes and are aided with the use of a sound system. He performs with Border collies to entertain audiences of all ages. He is fully insured. Mike and his dogs have performed for the NFL, NBA, MLS, minor League Baseball, ESPN, Animal Planet, NESN, college halftime sporting events, Fairs, TV commercials, magazine covers, corporate events & functions, pet expos, kids camps, and schools".*

*We received the following feedback from Department Heads:*

- **Police Chief:** *"The only concern I would have would be parking. You can't park on Main St which leaves Independent and Summer St. With 60 guestimated spectators, that's maybe 30-40 vehicles. Town hall would be open at the start so overflow would be limited. I'm not against it, just a concern."*

*When the Chief's concern was relayed and she was asked if they have a parking plan, Terri Bennett responded: "Thank you for inquiring. We don't have a specific plan. My co-worker mentioned that many people walk, but we understand there are people out of walking distance. The library lot is still available but of course is open until 6 so there may be patrons still here as well which will affect availability. Our other thought is Pine Grove School and walking to commons from there, however that could be a distance for some. I've attended the Rowley Harvest Festival in the past (my son actually played in the band there) I'm sorry to say I did not pay attention to all the parking options available that would work for this instance. We're open to suggestions and guidance!"*

*When asked if he has any suggestions or guidance for parking, Chief Dumas said, "We will do what we can to assist. I don't have a plan other than to advise them to advise people not to park on 1A and to be mindful of where they are parking in relation to driveways and the road. We will monitor best we can to assist. Thanks."*

*Does the Board have any suggestions or guidance regarding the parking?*

- **Health Director:** *"Current COVID-19 guidelines in place at the time of the event must be followed. If they could reach out to us a couple of weeks before the event we can look at it again due to it being so far out. At that point we could determine if a covid plan would be needed and work with them."*
- **Fire Chief:** *No comments / concerns*
- **Highway Surveyor:** *No comments / concerns*

*Does the Board wish to approve this request conditional upon the following:*

- *Flying High Dog organization to provide a Certificate of Insurance naming the Town of Rowley as an additional insured with General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability with a \$3,000,000 (\$2,000,000 Aggregate is also acceptable) Annual Aggregate Limit; and Certificate of Workers' Compensation Insurance as required by law.*
- *Library to contact the Health Department a couple of weeks before the event to determine if a COVID-19 plan is needed*
- *Library to advise attendees not to park on 1A and to be mindful of where they are parking in relation to driveways and the road, and any other suggestions/guidance from the Board of Selectmen on parking.*

Ziev said pre-COVID, there were many more than 60 people at an event on the Town Common, and the parking worked with people parking at the school and walking, as well as parking on side streets. She said this is a great idea and we should encourage the Library to encourage attendees to park at the school and walk, as well as park on side streets. Pierce said this may attract more than 60 people with the many dog lovers in Town.

Deana Ziev made a motion to authorize the Rowley Public Library to use the Town Common on August 12, 2021 from 3:00 p.m. to 6:00 p.m. for a Flying High Dog Show with these conditions:

1. *Flying High Dog organization to provide a Certificate of Insurance naming the Town of Rowley as an additional insured with General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability with a \$3,000,000 (\$2,000,000 Aggregate is also acceptable) Annual Aggregate Limit; and Certificate of Workers' Compensation Insurance as required by law.*
2. *Library to contact the Health Department a couple of weeks before the event to determine if a COVID-19 plan is needed*

3. *Library to advise attendees not to park on 1A and to be mindful of where they are parking in relation to driveways and the road, and any other suggestions/guidance from the Board of Selectmen on parking.*
4. *Attendees are encouraged to park at the Pine Grove School and walk to the Town Common, park on side streets*

Bob Snow second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

4. Request from Rowley Cubscout Pack 15 Leader Brian Carmody to use the Town Common for the following events:
  - May 1 from 8:00 a.m. to 4:00 p.m. for Pinewood Derby (Rain Date May 8)
  - May 30 from noon to 1:00 p.m. for Bridging Ceremony (Rain Date June 4)

Chairman Pierce read the following:

*These requests have been reviewed by the following Departments: Health, Highway, Fire, and Police.*

*The Pinewood Derby will be a daylong event and Cub Scout Leader Brian Carmody is planning to have less than 40 people at the derby at all times. He says:*

*We are planning to have less than 40 people at pinewood derby at all times and we are planning different group start times to ensure we control group size. We are also giving the option for scouts to register car and not stay for race. Masks will be required for all attendees and social distance will be maintained at all times.*

*Brian Carmody provided the following information on the Bridging Ceremony:*

*We are planning to have no more than 40 people at the bridging ceremony and will make sure we are following appropriate guidelines including masks at all times and maintaining social distance.*

*The Health, Highway, and Fire Department had no comments. The Police Department has concerns with parking. Chief Dumas states the following:*

*Can you please ask the organizers not to have anyone park on 1A, be mindful on Independent and Summer as to where they park in relation to driveways, fire hydrant, side of the street, etc., and giving the fact it will be a Saturday, Town Hall will be a viable overflow area. Thanks.*

*Mr. Carmody has confirmed with Debbie that he will communicate the parking guidelines to the group.*

*Debbie recommends the Board approve the request for the two events with the condition from Chief Dumas concerning parking:*

*That the event organizers request attendees to NOT park on Route 1A, and to be mindful of where they park on Independent and Summer Streets in relation to driveway, hydrants, side of the street, etc. and the Town Hall parking lot be considered for overflow parking.*

*The Board needs to vote by roll call.*

Bob Snow made a motion to authorize Rowley Cubscout Pack 15 to use the Town Common for the following events: May 1 8:00 a.m. to 4:00 p.m. for Pinewood Derby - Rain Date May 8; May 30 noon to 1:00 p.m. for Bridging Ceremony - Rain Date June 4 with the condition that the event organizers request attendees to NOT park on Route 1A, and to be mindful of where they park on Independent and Summer Streets in relation to driveways, hydrants, side of street, etc; and the Town Hall parking lot be considered for overflow parking, Joe Perry second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

5. Request from Rowley Youth Baseball to use the Town Common for Tee Ball Season from April 26, 2021 through June 18, 2021 on Mondays – Thursdays from 6:00 p.m. to 7:30 p.m.

Chairman Pierce read the following:

*Rowley Youth Baseball has requested the use of the Town Common for the Tee Ball season, which will start April 26<sup>th</sup> and run until June 18<sup>th</sup>, Mon-Thurs from 6-7:30. Each night there will be an estimated total of 28 people as follows:*

- *16 people participating in Tee Ball on the Common (2 teams of 6 players each and 2 coaches from each team).*
- *12 parent spectators (estimated) will also be there because this age group is so young, they don't allow for drop off.*

*We received the following feedback from Department Heads:*

- **Police Chief:** *“My concern is the same for all of the events at the Common, parking. This group seems a little smaller than most. I only ask the organizers are made aware not to park on 1A and be mindful of where they are parking in relation to driveways, fire hydrants, side of street, etc. Thanks.”*
- **Health Director:** *“Current COVID-19 guidelines in place at the time of the event must be followed.”*
- **Fire Chief:** *No comments / concerns*
- **Highway Surveyor:** *No comments / concerns*

*Does the Board wish to approve this request conditional upon the following:*

- *Rowley Youth Baseball to follow the State COVID-19 guidelines in place at the time of the use of the Town Common.*
- *Rowley Youth Baseball to advise participants not to park on 1A and to be mindful of where they are parking in relation to driveways, fire hydrants, side of street, etc.*

Dave Petersen made a motion to authorize Rowley Youth Baseball to use the Town Common for Tee Ball Season from April 26, 2021 through June 18, 2021 on Mondays – Thursdays from 6:00 p.m. to 7:30 p.m., with the following conditions:

- Rowley Youth Baseball to follow the State COVID-19 guidelines in place at the time of the use of the Town Common.
- Rowley Youth Baseball to advise participants not to park on 1A and to be mindful of where they are parking in relation to driveways, fire hydrants, side of street, etc.

Bob Snow second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

6. Parks and Recreation Committee notification that Haley Field is closed for all organized baseball play

Chairman Pierce read the following:

*The Parks and Recreation Committee has informed us that they closed the Haley Field baseball field at the Well Station #2 site on Haverhill Street to all organized baseball play.*

*The Committee is in the process of moving the bleachers. The Highway Department has been contacted to see if they can remove the fencing. The grass is no longer being cut.*

*Debbie has contacted the Water Department with this information.*

Eagan said Superintendent Gray indicated that he would speak to the Board of Water Commissioners about continuing to cut the grass and removing the fence.

7. Notification from the Board of Assessors that they are undertaking the following two projects:
  - FY 22 Revaluation
  - Two-year Data Collection and Imaging Program of all Properties

Chairman Pierce read the following:

*The Board of Assessors is informing the Selectmen of these two upcoming projects.*

**The FY 22 Revaluation** (summary below; see attached for more details)

Vision Government Solutions, Inc. is under contract with the Board of Assessors for the revaluation project. Employees of Vision will be conducting drive-by field reviews of properties in Town. Additionally, Vision will be conducting site inspections on all businesses to update personal property taxes.

**The Two-year Data Collection and Imaging Program of all Properties**

(summary below; see attached for more details)

Vision Government Solutions is under contract with the Board of Assessors for this project, in which Vision employees will be measuring and photographing the exterior of all buildings. Due to the COVID Emergency, no interior inspections will be conducted. The State requires the Town to complete this project every ten years. The project will be done in two phases over two years.

**NEW BUSINESS**

1. Discuss Rowley's designation as a Green Community

Chairman Pierce read the following:

*The Town of Rowley has been designated as a Green Community by the Commonwealth of Massachusetts and has been awarded a designation grant of \$136,868. Please see attached designation email, designation letter and grant application guidance.*

*On February 22, 2021, the Board discussed how the proposed designation grant funds should be used (please see attached minutes). As voted on by the Board, the staff will work on using the grant proceeds for insulation and weatherization measures at Town Hall, and to look into heating and cooling systems for both the first and second floor at Town Hall.*

*Neal Duffy previously told us that the designation grant funds can be used for engineering studies and evaluations, and the development of bid specifications. Future competitive grants cannot be used for this purpose.*

*Could the Board authorize the staff to work with an engineering consultant to study and evaluate the needs of the Town Hall building, and to develop bid specifications, using these designation grant proceeds?*

*The Town will also be receiving four 12" by 18" aluminum signs to be displayed. Where does the Board wish to place these signs?*

Dave Petersen made a motion to authorize the staff to work with an engineering consultant to study and evaluate the needs of the Town Hall building, and to develop bid specifications, using these designation grant proceeds, Deana Ziev second, all in favor, roll call vote— Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

Petersen said a couple of the signs can be placed on Route 1 and on Route 133 near the entrance to Interstate 95. Pierce suggested leaving the placement of the signs up to Eagan.

Eagan said she understands that the Board wishes that the signs are placed at the entrance of the Town on Route 1, Route 1A and Route 133. She said she will let the Selectmen know where the locations will be.

Pierce commended Eagan, Lydon and Lovett for doing an outstanding job on becoming a Green Community, without complaint and in record time. Perry said he fully agrees and the staff should be recognized, they did a great job.

### **OLD BUSINESS**

1. Vote to sign the May 3, 2021 Annual Town Meeting Warrant and the May 3, 2021 Special Town Meeting Warrant

Chairman Pierce read the following:

*The warrants are complete and are ready to be posted by the Constable and sent to the printer.*

*The Board needs to vote by roll call to sign the May 3, 2021 Annual Town Meeting Warrant and the May 3, 2021 Special Town Meeting Warrant.*

*In the warrant mailing, we will include the COVID information we had in the warrant last year. (See attached.) Town Moderator Joan Petersen confirmed with us that she wanted it included.*

*Due to the COVID emergency, we will not be able to hold an in-person "informational hearing" on the warrant.*

*At the April 26 meeting, the Board will discuss the assignment of the motions. Last year, the Selectmen made most of the motions, as way to limit passing the microphone around. That is something that the Board can discuss at the next meeting.*

Bob Snow made a motion to sign the May 3, 2021 Annual Town Meeting Warrant and the May 3, 2021 Special Town Meeting Warrant, Joe Perry second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

2. Approve Community Impact Grant payment installment agreement with Old Planters of Cape Ann, Inc. and vote to create a Grant and Gift Account for these funds

Chairman Pierce read the following:

*At last week's meeting the Board discussed a request from Old Planters of Cape Ann to pay the Community Impact Grant over three payments. The total amount is \$50,811.09. The Board was amenable to the request and Debbie has worked with Town Counsel Tom Mullen on writing an Agreement to address this request.*

*Tom wrote the Agreement and it has been signed by Spencer Kalker, President & CEO of Old Planters of Cape Ann, Inc.*

*The Board needs to vote by roll call to approve the Agreement and to authorize Chairman Pierce to sign it.*

*Since these funds are gifts for the purpose of mitigating community impacts, Tom is recommending that the Board vote to set up a Grant and Gift Account for the Purpose of Mitigating Community Impacts and to accept the gift of \$16,937.03 in accordance with G.L. c. 44 s.53A.*

*The Board needs to make a second vote by roll call to set up a Grant and Gift Account for the Purpose of Mitigating Community Impacts and to accept the gift of \$16,937.03*

*Bob Snow made a motion to approve the Agreement and to authorize Chairman Pierce to sign it, Joe Perry second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.*

*Joe Perry made a motion to set up a Grant and Gift Account for the Purpose of Mitigating Community Impacts and to accept the gift of \$16,937.03, Deana Ziev second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.*

### *3. Ratify Metropolitan Area Planning Council Agreement for Disbursement and Use of Emergency COVID-19 Funding*

*Chairman Pierce read the following:*

*The Board of Health received funds in the amount of \$14,705.88 from the State Department of Public Health to be used to assist in combatting the spread of COVID-19. These emergency funds required an immediate sign-off from the Town.*

*Debbie signed the forms for the Town last Tuesday (April 6). She is asking for the Board of Selectmen to ratify her sign-off on the forms on behalf of the Town. We followed a similar process last winter and last year when the Board of Health got State COVID Emergency Funds with paperwork that needed to be processed quickly.*

*Please vote by roll call.*

Dave Petersen made a motion to ratify Eagan's sign-off on the forms on behalf of the Town, Joe Perry second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

4. Discuss Town Hall Annex carpet project

Chairman Pierce read the following:

*With some of the COVID restrictions lifted, we are continuing to work on capital projects that have been funded in past Town Meetings, which are a priority at this point in time.*

*Three bids were received in response to the Request for Price Quotations for the Rowley Town Hall Annex Carpet Replacement project as follows.*

| <b>Town Hall Annex Carpet Replacement Project</b> |                              |                                      |   |
|---|------------------------------|--------------------------------------|---|
| <b><u>Company Name</u></b>                        | <b><u>Base Bid Price</u></b> | <b><u>Alternate #1 Bid Price</u></b> | <b><u>Total Base Bid and Alternate #1</u></b> |
| Capital Carpet and Flooring                       | \$19,130.00                  | \$2,375.00                           | \$21,505.00                                   |
| Atkinson Carpet and Flooring                      | \$12,723.00                  | \$2,188.00                           | \$14,911.00                                   |
| Edgepro Flooring Inc.                             | \$13,919.00                  | \$5,747.00                           | \$19,666.00                                   |

*Atkinson Carpet and Flooring of Haverhill, MA submitted the lowest base bid. The total base bid, plus the alternate bid from Atkinson Carpet is \$14,911. The project budget is \$25,000, therefore all of the areas can be re-carpeted as planned within the project budget. The areas include: the two entryway vestibules; the stairs leading from the entryways to the first floor; the first floor hallway; and the first floor conference room.*

*The project includes removing the existing carpet from these areas, abating the existing asbestos tiles underneath the carpet in these area, and installing new carpet tiles, similar to the tiles installed several years ago in the Selectmen's Office. We anticipate that the Annex building will need to be shut down to all employees and members of the public for a week while this work is being performed. Employees will work remotely and make appointments with members of the public, and may possibly use the Town Hall Auditorium as a temporary office space if needed. We hope to schedule this work in May, after Town Meeting.*

*We would like to hire RFP Environmental for asbestos abatement monitoring and testing services to serve as an independent third party to ensure the proper removal of the asbestos, and to test the air quality before allowing employees or members of the public back into the building. The cost for using RFP, (\$720 per regular work shift) can be absorbed by the existing project budget. This vendor was recommended by the Town of North Andover during reference checks.*

*Atkinson Carpet and Flooring is the vendor that was hired for the carpet project in the Selectmen's Office, and we were satisfied with the quality of work performed by them. We spoke with the Town of North Andover as a reference for Atkinson and their asbestos subcontractor, and it was reported that these vendors work well as a team, they were satisfied with the quality of work, and they would hire them again.*

*Debbie is recommending the Board of Selectmen award the contract to Atkinson Carpet and Flooring because they are the responsible responder (demonstrably possessing the skill, ability and integrity necessary to faithfully perform the work called for by the Agreement, based upon a determination of competent workmanship and financial soundness) pursuant to Massachusetts General Laws C.149 offering to perform the work at the lowest price.*

*Please authorize the following:*

- 1. Authorize Amy to issue an award letter and two copies of the contract for a total amount of \$14,911 to Atkinson Carpet and Flooring. This includes the base bid and the one alternate bid.*
- 2. Authorize Chairman Pierce to sign two copies of the contract.*
- 3. Authorize Dave Petersen to work with the staff in selecting the carpet to be used.*
- 4. Authorize Amy to issue a Notice to proceed for a total amount of \$14,911 for this project, once the contract has been fully executed, and the required insurance certificates have been provided to the Town.*
- 5. Authorize Debbie to sign the proposal for asbestos abatement monitoring and testing services with RPF Environmental*
- 6. Authorize the staff to reach out to a moving company if help is needed to move any of the furniture in the work areas.*

Bob Snow made a motion to authorize the following:

1. Authorize Amy to issue an award letter and two copies of the contract for a total amount of \$14,911 to Atkinson Carpet and Flooring. This includes the base bid and the one alternate bid.
2. Authorize Chairman Pierce to sign two copies of the contract.
3. Authorize Dave Petersen to work with the staff in selecting the carpet to be used.
4. Authorize Amy to issue a Notice to proceed for a total amount of \$14,911 for this project, once the contract has been fully executed, and the required insurance certificates have been provided to the Town.
5. Authorize Debbie to sign the proposal for asbestos abatement monitoring and testing services with RPF Environmental
6. Authorize the staff to reach out to a moving company if help is needed to move any of the furniture in the work areas.

Deana Ziev second, all in favor, roll call vote— Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

## 5. Sign Annual Town Election Warrant

Joe Perry made a motion to ratify Eagan's sign-off on the forms on behalf of the Town, Dave Petersen second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

### **FLEA MARKET RENEWALS**

- Todd Farm LLC, 283 Main Street

Bob Snow made a motion to approve the Flea Market renewal for Todd Farm LLC, Dave Petersen second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

### **MINUTES** April 5, 2021

Bob Snow made a motion to approve the minutes of April 5, 2021, Deana Ziev second, all in favor, roll call vote– Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

### **ANNOUNCEMENTS**

- The May 3, 2021 Town Meeting will be held at Triton Regional High School Auditorium, 112 Elm Street, Byfield at 6:30 p.m.
- White Goods/Light Metal Household Recycling Event for Rowley Residents – April 24, 2021 from 8:30 a.m. to 11:30 a.m., Rowley Highway Department, 41 Independent Street

### **ADJOURN**

Chairman Pierce called for a motion to adjourn. Bob Snow so moved, Deana Ziev second, all in favor – aye- roll call vote – Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye.

Meeting adjourned at 1:53 p.m.

Respectfully submitted,  
Amy Lydon  
Assistant Town Administrator

### **ATTACHMENTS:**

1. Meeting memo regarding 1:00 p.m. Appointment: Harbormaster Bill DiMento and Matt Calouro of Online Mooring, LLC to discuss online mooring permits
2. Email from Bill DiMento regarding MOU
3. MOU with Online Mooring
4. Meeting memo regarding General Business #1: Approve donations to the Council on Aging

5. List of COA donations dated April 7, 2021
6. Meeting memo regarding General Business #2: Letter of resignation from Call Firefighter Patrick McManus
7. Letter of resignation from Call Firefighter Patrick McManus
8. Letter from Fire Chief Broderick regarding Resignation letter of call firefighter Patrick McManus
9. Meeting memo regarding General Business #3: Request from the Rowley Public Library to use the Town Common on August 12, 2021 from 3:00 p.m. to 6:00 p.m. for a Flying High Dog Show as part of the Library Summer Reading Program
10. Email from Teri Bennett regarding Request for agenda item
11. Email from Frank Marchegiani regarding Flying High Dog Show – Town Common use request
12. Email from Police Chief Dumas regarding Flying High Dog Show – Town Common use request
13. Email from Laura Peckham regarding Town of Rowley – Insurance Requirements/Recommendations
14. Meeting memo regarding General Business #4: Request from Rowley Cubscout Pack 15 Leader Brian Carmody to use the Town Common for the following events:
  - May 1 from 8:00 a.m. to 4:00 p.m. for Pinewood Derby (Rain Date May 8)
  - May 30 from noon to 1:00 p.m. for Bridging Ceremony (Rain Date June 4)
15. Email from Brian Carmody regarding Cubscout use of common
16. Email from Frank Marchegiani regarding Cubscout use of common
17. Email from Patrick Snow regarding Cubscout use of common
18. Email from Fire Chief Broderick regarding Cubscout use of common
19. Email from Police Chief Dumas regarding Cubscout use of common
20. Meeting memo regarding General Business #5: Request from Rowley Youth Baseball to use the Town Common for Tee Ball Season from April 26, 2021 through June 18, 2021 on Mondays – Thursdays from 6:00 p.m. to 7:30 p.m.
21. Certificate of Insurance from Rowley Youth Baseball
22. Email from Arian Haley regarding Rowley Baseball
23. Meeting memo regarding General Business #6: Parks and Recreation Committee notification that Haley Field is closed for all organized baseball play
24. Meeting memo regarding General Business #7: Notification from the Board of Assessors that they are undertaking the following two projects:
  - FY 22 Revaluation
  - Two-year Data Collection and Imaging Program of all Properties
25. Notification from the Board of Assessors that they are undertaking two projects
26. Meeting memo regarding New Business #1: Discuss Rowley’s designation as a Green Community
27. Email from Debbie Eagan regarding Green Community Designation, including attached Rowley letter and 14 GC Grant Guidance
28. Minutes excerpt from February 22, 2021 Selectmen discussion about Green Communities Designation Grant

29. Meeting memo regarding Old Business #1: Vote to sign the May 3, 2021 Annual Town Meeting Warrant and the May 3, 2021 Special Town Meeting Warrant
30. Signatory page for Town Meeting Warrant
31. Document to be included in Town Meeting Warrant titled "What to Expect at the Rowley Town Meeting During the COVID-19 Pandemic"
32. Meeting memo regarding Old Business #2: Approve Community Impact Grant payment installment agreement with Old Planters of Cape Ann, Inc. and vote to create a Grant and Gift Account for these funds
33. Community Impact Grant payment installment agreement with Old Planters of Cape Ann, Inc
34. Meeting memo regarding Old Business #3: Ratify Metropolitan Area Planning Council Agreement for Disbursement and Use of Emergency COVID-19 Funding
35. Metropolitan Area Planning Council Agreement for Disbursement and Use of Emergency COVID-19 Funding
36. Meeting memo regarding Old Business #4: Discuss Town Hall Annex carpet project
37. Meeting memo regarding Old Business #5: Sign Annual Town Election Warrant
38. Annual Town Election Warrant
39. Meeting memo regarding Flea Market Renewals
40. Draft minutes of April 5, 2021