

## MINUTES OF THE BOARD OF SELECTMEN

April 3, 2023

Town Hall, 139 Main Street, Rowley, MA

6:00 p.m.

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

### **CALL MEETING TO ORDER**

Chairman Snow called the meeting to order at 6:00 p.m. He said the meeting is being audio and video recorded and broadcast live by Rowley Community Media.

### **PLEDGE OF ALLEGIANCE**

Joe Perry led the Pledge of Allegiance.

### **6:00 p.m. TO 6:05 p.m. PUBLIC COMMENT**

There were no Public Comments.

### **GENERAL BUSINESS**

1. Request from the Agricultural Commission to hold annual Farmer's Market on the Town Common from July 9, 2023 through October 29, 2023

Chairman Snow read the following:

*The Agricultural Commission is requesting the following:*

- 1) *to hold their annual Farmer's Market on Sundays from 8:00 a.m. to 1:00 p.m. from July 9, 2023 through October 29, 2023 on the Town Common, and*
- 2) *to hang their Farmer's Market banner on the back stop on the Town Common before the market opens around July 1, 2023.*

*The Board will need to vote to approve both requests.*

Christine Kneeland made a motion to authorize the Agricultural Commission to hold their annual Farmer's Market on Sundays from 8:00 a.m. to 1:00 p.m. from July 9, 2023 through October 29, 2023 on the Town Common, and to hang their Farmer's Market banner on the back stop on the Town Common before the market opens around July 1, 2023, Cliff Pierce second, all in favor – aye (5-0).

**6:05 p.m. APPOINTMENT** Town Planner Kirk Baker and Andrew DeFranza of Harborlight Partners LLC to discuss Windward Crossing multi-family housing development project at 236-240 Newburyport Turnpike and the Town's allocation of HOME Funds

Chairman Snow read the following:

*The Planning Board and Harborlights Partners are requesting the Board of Selectmen vote to direct the Town's FY 23 and FY 24 allocation of HOME funds to Harborlights for their affordable housing development project on Newburyport Turnpike.*

*Debbie recommends that the Board vote only to direct the FY 23 allocation of HOME Funds to Harborlights for their affordable housing project. Debbie and Natalie are working on the development of the affordable housing parcel at the Bradstreet property. There are various expenses that are related to this project. Debbie is asking that the Board hold off on voting on the FY 24 HOME Funds until she and Natalie have an opportunity to discuss this with our grant-funded affordable housing real estate consultant and our MassDevelopment grant contact. If we find that these funds are not needed for the Selectmen's affordable housing project, then the Board can vote at a future time in FY 24 to direct the Town's allocation to Harborlights.*

Town Planner Kirk Baker said the Town's HOME funds have been available, and now we are doing more affordable housing work. He said the Harborlights project was just approved last year.

Kristin Carlson said she is the Director of Real Estate Development at Harborlights. She said the project in Rowley is on Route 1 across the street from the entrance to Market Basket, where this is an existing concrete building. She said the site will be redeveloped with mixed uses of housing for developmentally disabled people, affordable senior housing, and a community center. She said the Town's HOME funds will be a great way to kick-off the funding for this project and she appreciates the Board's consideration. Perry asked how many units there will be. Carlson said there will be eight units for developmentally disabled people, one unit for a caretaker and twenty units for seniors. Pierce asked if all of the units will be affordable per Massachusetts guidelines. Carlson said three units for developmentally disabled people will not be affordable, but the rest will be affordable. Baker said there will be twenty-five affordable units. Pierce asked where this project stands with permitting. Baker said it was approved late last year. Carlson said they completed the Conservation Commission permitting, and are working with the Board of Health and MassDOT for the roadway entrance. Baker said part of the approval included a crosswalk across Route 1, and that needs to be coordinated with Market Basket.

Deana Ziev made a motion to direct the Town's FY 23 allocation of HOME Funds to Harborlights for their affordable housing project on Newburyport Turnpike, Cliff Pierce second, all in favor – aye (5-0).

Pierce asked when the project will start. Carlson said once the funding is lined up, the site work will start this fall, with the buildings being completed in about a year.

## **NEW BUSINESS**

1. Discuss Old Planters of Cape Ann, Inc. of 300 Newburyport Turnpike Community Impact Statement

Chairman Snow read the following:

*Brian Cummings, Esq. of Old Planters of Cape Ann, Inc. contacted Debbie via email as shown below:*

*Good afternoon Ms. Eagan,*

*By way of introduction I work with Spencer Kalker. I am emailing you today to request an updated Community Impact Statement for our CCC renewal application. I have attached a version that was sent to us last year for the same purpose for your convenience. If you could email me a new letter by the end of this week it would be greatly appreciated.*

*Kind regards,*

*Brian*

--

*Brian R. Cummings, Esq.*

*General Counsel and Chief Operating Officer*

*GGH Inc, Cape Ann Botanicals LLC, Cape Ann Cannabis*

*Town Counsel previously recommended to Debbie that she query Town departments to see if anyone has had any financial impact. If no departments have had any financial impacts, Tom recommends that we inform Old Planters of Cape Ann that the "Town has not yet suffered any quantified impacts." (This is what we have done in the past.)*

*The departments have indicated that they have not any financial impacts incurred from this business. Also, the Selectmen's Office has not incurred any financial impacts from this business. Therefore, the Board needs to vote to authorize Debbie to provide Attorney Cummings with a response in accordance with Tom Mullen's recommendation. This response will be sent by Old Planters of Cape Ann to the Cannabis Control Commission.*

Christine Kneeland made a motion to authorize Debbie to provide Attorney Cummings with a response in accordance with Tom Mullen's recommendation, Joe Perry second, all in favor – aye (5-0).

2. Discuss draft intermunicipal agreement for animal control services and animal inspector services

Chairman Snow read the following:

*Debbie has been working with the Towns of Ipswich, Boxford, and Newbury on an intermunicipal agreement for animal control and animal inspector services. Attached is a*

*draft agreement that has been reviewed by Town Counsel Tom Mullen. Police Chief Scott Dumas has also reviewed the agreement and he supports the sharing of animal control and animal inspector services with these four towns. The State is requiring both ACOs and AIs to have training, testing, and certification, which makes it difficult to recruit qualified individuals for these types of positions and to offer competitive pay. The four towns have worked out an agreement that provides continuous 24-hour coverage for the four towns. Ipswich is the lead community and they also have the animal shelter. The agreement provides for two full-time certified ACOs and AI, and a part-time AI to work on the barn inspections, and the animal shelter. Rowley's share, under the agreement is \$48,415. We will still need to carry costs for medical treatments for stray/unclaimed animals and for rabies control. Those combined costs are \$3,853 for a total budget of \$52,268. Rowley currently has 709 licensed dogs, 9 kennels and 73 barns that have to be inspected. The Town also has the Dog Bylaw that must be enforced. Debbie feels that this approach is the best way to administer these services, which have gotten more complicated with increased State requirements. Debbie is asking the Board to support the FY 24 ACO & AI Budget and the draft intermunicipal agreement. Once the agreement is finalized, she will submit it to the Board at a future meeting for approval.*

Ziev said this is a great step and is much needed. She asked what the Town will be able to do with the current ACO truck. Eagan said the ACO truck needs to be cleaned, and it is expensive because a specialist is needed. She said a Finance Committee member suggested replacing the seats. She said the Board can discuss if they want to keep it, dispose of it, or repurpose it to another Town Department. She said the attorneys for the other Towns are reviewing the agreement, and it may change, but changes will be brought to the Board.

Joe Perry made a motion to support the FY 24 ACO & AI Budget and the draft intermunicipal agreement, Deana Ziev second, all in favor – aye (5-0).

3. Review letter from KP Law regarding Rules of Professional Conduct regarding representation of the Towns of Boxford and Ipswich

Chairman Snow read the following:

*The Board has received a letter from KP Law in connection with their representation as Town Counsel for the Town of Boxford and Labor Counsel for the Town of Ipswich in connection with the review of the proposed intermunicipal agreement for animal control services and animal inspector services. We have received this letter because KP Law provides special labor counsel services to the Town.*

*KP Law is asking the Board to sign off on a legal "Determination." Town Counsel Tom Mullen reviewed the letter and he sees no conflict resulting from the dual representation and recommends that the Board vote to authorize Chairman Snow to sign the requested determination. It will be signed after the meeting.*

Deana Ziev made a motion to authorize Chairman Snow to sign the requested determination, Christine Kneeland second, all in favor – aye (5-0).

### **OLD BUSINESS**

#### **1. Discuss Town Landing Parking Expansion**

Chairman Snow read the following:

*Conservation Agent Brent Baeslack and Harbormaster Bill DiMento have been working on the Landing Parking expansion project. Brent has been in contact with the State Department of Conservation and Recreation about a suitable parcel of land on Wethersfield Street that can be converted to Article 97 Conservation Land in exchange for converting the landing parking lot from ConCom land status.*

*The next steps are to have two articles on this project on the Town Meeting warrant. One article seeks Town Meeting approval of the land swap and to authorize the Board of Selectmen to file legislation to approve the land exchange. The other article seeks \$75,000 in funds to undertake this land exchange. Work has to be done at both parcels involved in this exchange, and the landing parcel needs to have an engineered plan filed with the Planning Board. Bill and Brent will explain the articles and the work that still needs to be done.*

Eagan said one article on the warrant will be for the land swap and the other article will be for the funding.

Harbormaster Bill DiMento said because they are pulling out conservation land at the landing, they need to find land to swap that is of comparable value and size. He said they found surplus tax title property on Wethersfield Street that the State has looked at. Conservation Agent Brent Baeslack said he took the State on a tour of the land at 347 Wethersfield Street, which is the site of the former Alexander Arthur stable. He said the parcel has a funky configuration and it needs to be cleaned up. He said the Department of Conservation Resources thought it was an appropriate parcel, and it has unpermitted wetlands filling that needs to be removed. He said the criteria is that there must be public access and there must be natural resources to be protected. He said this parcel has the capacity to be a forested area and there is a gravel driveway, a 200 foot bog bridge, and the two to four acre property behind it will convey to the Town. He said the article for funding will be used for the cleanup and the boardwalk.

DiMento said the \$75,000 for the expansion of the parking area will also be used for the wetlands cleanup, the boardwalk, tree removal, stump excavation, grading and stormwater abatement. He said the Conservation Commission has approved the layout and seeding and this will allow an expansion for the seasonal parking for the boat launch area, for residents only. Eagan said the funding will also cover the survey, appraisal and engineered plans to be submitted to the Planning Board, which the

legislature requires as part of the land swap. She said this is a lot of money, but it covers a lot of work.

Snow said this will greatly improve the parking for residents at the boat launch. Kneeland said people already park on the grass. Ziev said she loves the idea but is concerned about the \$75,000 with the budget situation. Eagan said the Board will go over the spending plan, and this would come out of free cash if the Board wants to move forward with this project. Snow said we have been working on this project for two years. DiMento said this started before COVID. Baeslack said they will utilize volunteer labor as much as possible.

2. Discuss Town FY 24 Budget versions A and B and review draft Annual Town Meeting Warrant and reduced Town Meeting quorum

Chairman Snow read the following:

1. Budget

*Debbie has been working with the Fiscal Team on balancing the budget. At the last meeting, Chairman Bob Snow, Selectman Christine Kneeland, and Finance Committee Chairman Larry White provided guidance on the recommendations for the "B" version and the spending plan for the other appropriation on the Town Meeting Warrant.*

*Debbie will review the budget and recommendations on the B Budgets. There was \$178,827 in Budget B requests. The Team, with the recommendations from Bob, Christine, and Larry, are recommending the following B requests, which reflect a total of \$109,211 over the A budgets:*

- 1) **Assessors** - \$1,853 consists of \$993 for Vision Appraisal Software, \$360 for web hosting increase, and \$500 for MVPC assessing maps
- 2) **Town Clerk** - \$307 consists of additional \$100 in training for Assistant Town Clerk, \$133 for office supplies, and \$75 for parking ticket tracking system
- 3) **Registrar of Voters** - \$932 for additional funds to cover the actual costs for Census printing and mailing
- 4) **Town Hall** - \$1,320 – to cover the elevator maintenance contract
- 5) **Police Department** - \$90,655 to hire a full-time police officer because the Town can no longer hire and use reserve police officers in accordance with the State Police Reform law. The team does not view this as "adding staff" but as "replacing" staff (reserve police officers.)
- 6) **Police Department** - \$8,192 consists of increase in fuel costs and HVAC contract
- 7) **Fire Department** - \$3,417 for fuel cost increases
- 8) **Inspection Department** - \$655 consists of code books, dues, and meeting cost increases

- 9) **Council on Aging** - \$800 consists of costs for newsletter, gasoline, and mailings
- 10) **Historic District Commission** - \$530 for printing and mailing informational brochures to property owners in the District in accordance with the Bylaw requirements
- 11) **Veterans Committee** - \$550 for the cost to hold a Memorial Day Parade in 2024

*The following B requests are not being recommended:*

- 1) **Fire Department** - \$25,035 in wages to fund a newly-created 20 hour per week administrative assistant position
- 2) **Shellfish Constable** - \$42,881 in wages to cover the upgrade of the Shellfish Constable position to grade 7 from grade 5 and an increase to 30 hours per week. The Board of Selectmen requested the Personnel Advisory Committee to look into this position because of three main issues:
  - a) Need for more patrols and enforcement to deal with out-of-town clammers on the Town's clam flats
  - b) Monitoring and enforcing the Division of Marine Fisheries aquaculture requirements for the new oyster farm
  - c) Administering the Division of Marine Fisheries Green Crab invasive species program

*While we feel these two requests are very important, we feel that we don't have the tax revenue to support increasing the omnibus any further than the recommendations cited above. Also, there are other "off budget" spending requests that need to be funded, such as the Capital Items, and a few Town Meeting articles.*

Eagan said these are the recommendations of the fiscal team after meeting with the three Town Officials. She said the COA increase of \$800 is \$1,700 less than what was requested, and they have a donation account, formula grant and the Friends of the COA as other sources of funds, so this was an amount that seemed to be fair. Ziev asked about the \$90,655 increase in the Police Department for one officer, which is higher than what the salary is. Snow said that includes wages, benefits and training. Ziev said she thought the Fire Department Administrative Assistant was important to fund. Eagan said we took into consideration that we have a hiring freeze now, and the Highway Department doesn't have a Secretary and two positions at the Library are open due to resignations. She said the COA Van Driver has also resigned. She said we have vacancies in positions that have been funded in FY23 and FY24 but under the hiring freeze we can't fill these positions. She said maybe this could be funded in FY25 maybe with a reduction of hours. Ziev said it seems unreasonable to ask the Fire Chief to do all of the paperwork without assistance, in addition to his responsibilities as Chief and the Police Chief has an assistant. Perry said the Fire Department has grown and has nine employees, and he thinks it is terrible that we can't fund this position. Eagan said the team recommended not to add any staff with the hiring freeze in place. She said we have balanced the A budget using property tax revenue, local receipts, State aid, water overhead, overlay surplus and free cash. She said free cash is not considered a revenue source, and we try to use it for one time items such as capital expenditures, but we are plugging a big hole with free cash in the FY24 budget. She

said we are worried about how this will play out in FY25. Ziev said she understands this situation. Snow said at the meeting about this on Thursday, that it was difficult to make these decisions. Ziev said she would have rather funded the Fire Department and Shellfish positions and put off the parking project at the landing for a year. She said she understands why the group made their decisions, but this is her take on the options, and she does support the landing project. Snow said we have a lot of boaters and there is not enough parking. Kneeland said the landing project started several years ago. Pierce said the funds for the landing are not recurring either. Snow said once the employment positions go into the budget, they won't go away. Kneeland said it is important to note that items 1-11 that they put in the budget are either required by the State, by law or by a by-law. She said we need a working elevator for example, and some of these were no brainers. Ziev said it is a shame that the budget is in this situation, and she wishes we could give the COA more.

Deana Ziev made a motion to approve the A budget plus the B budget additions per the recommendations, Cliff Pierce second, all in favor – aye (5-0).

Snow continued:

1. Town Meeting Warrant

*Then the Board will review the draft Annual Town Meeting Warrant. We have been able to fund the following articles out of Free Cash #16, 17, 18, 19 (which includes the additional funds for the Town Hall heating system), 21, and 24. We are not recommending funding Article #22 - \$80,000 for the Planning Board to hire a consultant to help with the MBTA zoning law. There are State grants that can pay for a consultant to do this work. We have been regularly sending the Town Planner State grant application information. Other Towns are getting grants to pay for this specialized work. It is a significant amount of funds and it is a very tight budget year.*

Eagan said since this was written, there are a couple of updates. She said Article 13 has a portion being funded by free cash, which is the Article to fund the cost items of the three union contracts. She asked the Board to review the Warrant article by article tonight so that the Board can sign it next week.

The Board reviewed each Warrant article, and there were no changes except for Article #22 (\$80,000 for a planning consultant for State MBTA Communities Zoning Law). Eagan said there is no funding source for this Article. Snow said the Town Planner can apply for a grant for this. Eagan said we have given grant opportunity information to the Town Planner and other communities are getting grants from the State for this unfunded mandate. She said the Planner needs expert help with this. Pierce said he thought they were applying for a grant for this last year and he is surprised to see this. Eagan said they missed the early deadline, but there is still time to apply for grants. She said the Town must comply with this mandate by December 2024. She said she is not sure what the Board would like to do with this Article. Pierce said this is a lot of money, especially when grants are available.



Deana Ziev made a motion to remove Article 22 from the warrant, Cliff Pierce second, all in favor – aye (5-0).

The Board finished the review of each article.

Perry said on the election information he is surprised to not see a Housing Authority opening. Eagan said we received this from the Town Clerk, but she will double check it.

Snow continued:

1. Reduced Quorum

*The State extended the open Town Meeting quorum requirements in legislation recently approved by Governor Maura Healey. The law allows Boards of Selectmen, in consultation with the Town Moderator, to lower the quorum requirement for Open Town meetings through March 31, 2025 to not less than 10% of the existing quorum level. We did this last year because of COVID concerns. The Board voted to lower the quorum to 40 for the past two years.*

*Is the Board interested in doing this for the May 1, 2023? If so, the Board will need to discuss this with the Town Moderator at an upcoming meeting. The law requires this discussion to be published in the form of a "Notice." Last year we published the notice on the website and in the newspaper. This notice must be issued not less than seven days before the Board of Selectmen votes. If the Board would like to do this, Debbie recommends that we contact Town Moderator Tom Amoroso and ask him to attend the April 24, 2023 meeting.  
(see attached info)*

Pierce said he thinks we should do this since COVID is still out there and people may be reluctant to go to Town Meeting. He said it is a process to do this, but we should do it to be safe. He said before COVID it was a problem to get a quorum at Town Meeting and the bylaw is excessive in requiring 100 people for a quorum. He said we can look to change to bylaw to a lower number of 40 or 60 people. Kneeland asked if this depends on the size of the Town and Snow said no. Eagan said Newbury has a 40 person quorum and is larger than Rowley. Perry said we should definitely reduce the quorum. Ziev said she thinks we shouldn't lower the quorum and tell people to come and vote. Pierce said he thinks we should follow this and change the bylaw in a future year.

Cliff Pierce made a motion to follow the process to reduce the quorum for the May 1, 2023 Town Meeting, Joe Perry second, all in favor – aye (4-0). Deana Ziev - NO

**FY 24 BUDGETS**

- Finance Committee

Deana Ziev made a motion to approve the Finance Committee FY24 budget, Christine Kneeland second, all in favor – aye (5-0).

- Conservation Commission

Snow said this is within the guidelines.

Joe Perry made a motion to approve the Conservation Commission FY24 budget, Deana Ziev second, all in favor – aye (5-0).

- Animal Control and Animal Inspector Services

Snow said there is an increase in this budget due to the new structure. Eagan said we aren't funding two positions and the increase will cover the Town's share of the intermunicipal agreement. She said the agreement will provide the Town with an animal shelter, 24/7 coverage and an Animal Inspector to inspect the 78 barns in Town. She said there are additional funds in the budget to cover medical treatments for strays and the continuation of the rabid animal control.

Deana Ziev made a motion to approve the Animal Control and Animal Inspector FY24 budget, Christine Kneeland second, all in favor – aye (5-0).

- Tree Warden

Snow said this is within the guidelines.

Deana Ziev made a motion to approve the Tree Warden FY24 budget, Christine Kneeland second, all in favor – aye (5-0).

- Shellfish Commission

Snow said this is within the guidelines.

Joe Perry made a motion to approve the Shellfish Commission FY24 budget, Christine Kneeland second, all in favor – aye (5-0).

- Shellfish Constable

Deana Ziev made a motion to approve the Shellfish Constable FY24 budget, Christine Kneeland second, all in favor – aye (5-0).

- Highway Department

Snow said this is within the guidelines. Eagan said the wage increases reflect a two year increase due to the AFSCME contract being settled, and the FY23 numbers don't reflect the FY23 increase.

Christine Kneeland made a motion to approve the Highway Department FY24 budget, Cliff Pierce second, all in favor – aye (5-0).

- Snow and Ice

Deana Ziev made a motion to approve the Snow and Ice FY24 budget, Christine Kneeland second, all in favor – aye (5-0).

### **SEASONAL LIQUOR LICENSE RENEWAL**

- Rowley Country Club

Chairman Snow read the following:

*The ABCC has approved the transfer of the on-premises seasonal wine and malt beverages liquor license currently issued to Rowley Golf Course LLC, d/b/a Rowley Country Club to Back Nine Tavern, LLC d/b/a Rowley Country Club, Liquor License Manager Darin Chin-Aleong.*

*Seasonal liquor licenses are renewed in March. This is the only seasonal license in the Town. The renewal application is in order and requires the approval of the Board of Selectmen.*

*We are checking to make sure that the applicant does not have any overdue tax, water or light balances due to the Town.*

*Does the Board wish to renew this license subject to all overdue tax, water and light bills being current?*

*If approved, the liquor license will be available for signature after the meeting. The ABCC seasonal renewal certification for 2023 will also be available for signing after the meeting.*

Deana Ziev made a motion to renew the seasonal wine and malt liquor license for Rowley Golf Course LLC, d/b/a Rowley Country Club to Back Nine Tavern, LLC d/b/a Rowley Country Club, Liquor License Manager Darin Chin-Aleong, Joe Perry second, all in favor – aye (5-0).

### **MINUTES**

- March 13, 2023

Deana Ziev made a motion to approve the minutes of March 13, 2023, Christine Kneeland second, all in favor – aye (5-0).

- March 27, 2023

Deana Ziev made a motion to approve the minutes of March 27, 2023, Christine Kneeland second, all in favor – aye (4-0). Cliff Pierce - ABSTAINED

### **ANNOUNCEMENTS**

1. The Town is holding a white goods/light metal household recycling event for Town residents on April 22, 2023 from 8:30 a.m. to 11:30 a.m. at the Highway Department facility at 40 Independent Street. Please check the Town's website, [www.townofrowley.net](http://www.townofrowley.net) for a list of items that will be accepted. For more information, call the Health Department at 948-2231.
2. Motorcycle Safety Awareness Period runs from March 25-April 30, 2023. This period of time is a reminder for drivers of automobiles, trucks, motorcycles, bicycles and pedestrians who use our streets and highways to be mindful of traffic rules for the safety of all. Drivers of all vehicles are asked to "Check Twice – Save a Life, Motorcycles are Everywhere."
3. The Board of Selectmen announces that a textile recycling bin has been placed in the rear parking lot of the Town Hall Annex at 39 Central Street. Residents can drop off clothing, shoes, linens, sheets, pillows, blankets, hats, duffle bags, belts, gloves, towels, draperies, handbags, tablecloths, bathrobes, and stuffed animals. All items must be dry, bagged, and placed into the bin. Please do not leave items on the ground.
4. The Town has the following board vacancies:
  - **Board of Registrars – deadline April, 3, 2023**
  - **Conservation Commission**
  - **Rowley Cultural Council**
  - **Zoning Board of Appeals – Alternate member**Interested residents should send a letter of interest to the Board of Selectmen. Positions are open until filled.

### **ADJOURN**

Christine Kneeland made a motion to adjourn, Joe Perry second, all in favor – aye (5-0).

Meeting adjourned at 7:49 p.m.

**ATTACHMENTS:**

1. Meeting memo regarding General Business #1: Request from the Agricultural Commission to hold annual Farmer's Market on the Town Common from July 9, 2023 through October 29, 2023
2. Request from the Agricultural Commission to hold annual Farmer's Market on the Town Common from July 9, 2023 through October 29, 2023
3. Meeting memo regarding 6:05 p.m. Appointment: Town Planner Kirk Baker and Andrew DeFranza of Harborlight Partners LLC to discuss Windward Crossing multi-family housing development project at 236-240 Newburyport Turnpike and the Town's allocation of HOME Funds
4. Draft letter from Town Planner Kirk Baker regarding to North Shore HOME Consortium regarding allocation of Town's funds
5. Meeting memo regarding New Business #1: Discuss Old Planters of Cape Ann, Inc. of 300 Newburyport Turnpike Community Impact Statement
6. Email from Brian Cummings regarding Community Impact Statement
7. Meeting memo regarding New Business #2: Discuss draft intermunicipal agreement for Animal Control services and Animal Inspector services
8. Issues and Options Form for Animal Control Officer and Animal Inspector
9. Draft intermunicipal agreement for animal control services and animal inspector services
10. FY24 budget forms for Animal Control Officer and Animal Inspector
11. Meeting memo regarding Old Business #1: Discuss Town Landing Parking Expansion
12. Two draft articles for Town Meeting warrant for Town Landing Expansion project
13. Meeting memo regarding Old Business #2: Discuss Town FY 24 Budget versions A and B and review draft Annual Town Meeting Warrant and reduced Town Meeting quorum
14. Draft FY24 Omnibus Budget
15. Draft #4 Warrant for May 1, 2023 Annual Town Meeting
16. Email from Senator Tarr's office regarding pandemic-era extensions
17. Meeting memo regarding New Business #3: Review letter from KP Law regarding Rules of Professional Conduct regarding representation of the Towns of Boxford and Ipswich
18. Email from Tom Mullen regarding IMA Animal Control / Inspector Services
19. Letter from KP Law regarding Rules of Professional Conduct regarding representation of the Towns of Boxford and Ipswich
20. Meeting memo regarding FY24 budgets
21. Finance Committee FY24 budget
22. Conservation Commission FY24 budget
23. Animal Control and Animal Inspector Services FY24 budget
24. Tree Warden FY24 budget

- 25. Shellfish Commission FY24 budget
- 26. Shellfish Constable FY24 budget
- 27. Highway Department FY24 budget
- 28. Snow and Ice FY24 budget
- 29. Meeting memo regarding Seasonal Liquor License Renewal
- 30. Draft minutes of March 13, 2023
- 31. Draft minutes of March 27, 2023