

MINUTES OF THE BOARD OF SELECTMEN

August 21, 2023

Rowley Fire Station, 473 Haverhill Street, Rowley, MA

6:00 p.m.

MEMBERS PRESENT: Chairman Cliff Pierce; Vice Chairman Christine Kneeland; Clerk Deana Ziev; Robert Snow; Sheri David (Town Administrator Deborah Eagan; Assistant Town Administrator Amy Lydon)

CALL MEETING TO ORDER

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

PLEDGE OF ALLEGIANCE

Deana Ziev led the Pledge of Allegiance.

PUBLIC COMMENT

There were no public comments.

6:05 p.m. APPOINTMENT David Irving, Senior Deacon Emeritus of the First Congregational Church, to discuss an invitation to attend and participate in a monument dedication at the Minister's Woodlot on Stackyard Road

David Irving said he is the Clerk for the First Congregational Church in Rowley and said he is here to invite the Board to attend the monument dedication in the Minister's Wood Lot on Stackyard Road on Sunday, October 1, 2023 at 1:00 p.m. He said this is one of the oldest properties in the country owned by the same entity. He said the land was given to Reverend Ezekiel Rogers by the Town and Rogers used the wood from the land to heat his home. He said when Rogers passed away the land was willed to his wife and when she passed in the early 1700s, the land was given to the Church. He said at that time the Church and the Town were the same, and this land is significant to the Town. He invited the full Board to attend, and asked that the Chairman or a designee make comments at the event. Pierce said he would be happy to go and said he hasn't been to the property. Irving said former Selectmen Dave Petersen, Joe Perry and Stuart Dalzell will also be invited to attend.

GENERAL BUSINESS

1. Discuss accepting donation of invasive plant species suppression project by Szczechowicz Landscape Services Inc. & Greener Solutions LLC at Dodge Reservation on Smith Lane

Chairman Pierce read the following:

Conservation Agent Brent Baeslack is asking the Board to vote to accept a donation of services from Szczechowicz Landscape Services Inc. (SLS) & Greener Solutions LLC (GS) for a project involving the control and suppression of invasive plants in the Dodge Reservation. (See attached information.) Last year, the Board voted to accept a donation from SLS and GS to provide the same invasive species control and suppression services in the Dodge Reservation.

If the Board is in agreement, the Board needs to vote to approve the donation of services from SLS and GS as described in the attachment.

Christine Kneeland made a motion to accept this donation of services, Deana Ziev second, all in favor – aye (5-0).

2. Discuss accepting donation of reusable bags from Terri Davidson and Laura DiPersia for distribution by the Town to Rowley residents

Chairman Pierce read the following:

Rowley residents Terri Davidson and Laura DiPersia have been collecting new re-usable bags for distribution to Town residents as the Plastic Bag Restriction General Bylaw goes into effect on September 8, 2023.

They have been receiving donations of re-usable bags from local businesses and they have been distributing them to attendees at the Council on Aging events. They have asked to have the bags available for residents at various Town locations.

Library Director Pam Jacobson has confirmed that the Library building can be designated as a bag pick-up distribution location. She has also confirmed that the Library Board is in support of this initiative. Additionally, the Senior Center is another possible location as a resident bag distribution area. We are waiting for confirmation from COA Director Ellie Davis on this. She will need to confirm that there is a location in the building as a bag distribution area.

If the Board is in agreement with this program, the Board needs to vote as follows:

- 1) *Vote to approve and accept the bags from Ms. Davidson and Ms. DiPersia (in accordance with GL c.53A 1/2)*
- 2) *Authorize bag distribution locations as follows:*
 - a) *Rowley Public Library*
 - b) *Rowley Senior Center (pending COA Director approval)*

Terri Davidson said they are happy with the number of bags they have collected from the businesses and will be giving them out at a couple of events and at the food pantry. She said they plan to give several bags out as starter kits for people and any left over bags they have they would like to have available for people to pick up at Town

locations. She said they are pleased with the cooperation and collaboration with the businesses.

Christine Kneeland made a motion to accept the bag donations and authorize the Library and Senior Center as bag distribution locations, Sheri David second, all in favor – aye (5-0).

3. Request from Essex County Greenbelt to hold Annual Tour de Greenbelt fundraising road cycling event through Rowley on September 16, 2023

Chairman Pierce read the following:

The Essex County Greenbelt is holding an annual road cycling event on Saturday, September 16, 2023. The cycling course will begin in Essex at 9:00 a.m. and pass through Rowley. The Greenbelt organizers anticipate between 150 to 200 cyclists at this event. The Greenbelt is asking permission from the Board of Selectmen to have the course route go through Rowley. An insurance certificate has been provided.

The request has been reviewed by the following department heads and their comments are listed below.

Police Chief Scott Dumas

All travel through Rowley is along Route 1A. There are no water stops scheduled in Rowley. The police department has no concerns. No detail is required.

Fire Chief Mark Emery

The Fire dept. has no concerns.

Highway Surveyor Patrick Snow

The Highway Dept. has no comments or concerns.

Health Director Frank Marchegiani

The Health Department does not have any concerns.

Does the Board wish to vote to approve this request?

Pierce said this is a well organized event that he has participated in over the past five to six years.

Deana Ziev made a motion to approve this request, Christine Kneeland second, all in favor – aye (5-0).

4. Letter of resignation from Alternate Building Inspector Sam Joslin

Chairman Pierce read the following:

Alternate Building Inspector Sam Joslin has submitted his resignation. The Board needs to vote to accept his resignation.

Deana Ziev made a motion to accept this resignation with regrets, Sheri David second, all in favor – aye (5-0).

5. Request from Building Inspector Ken Ward to lift the hiring freeze to post the position of Alternate Building Inspector

Chairman Pierce read the following:

With the resignation of Alternate Building Inspector Sam Joslin, Building Inspector Ken Ward respectfully requests the Board to lift the hiring freeze so that he can post this position.

If the Board is in agreement, could the Board please vote to lift the freeze so that the position of Alternate Building Inspector can be posted?

Christine Kneeland made a motion to lift the hiring freeze for this position, Deana Ziev second, all in favor – aye (5-0).

6. Letter of resignation from Planning Board member Jena Haag

Chairman Pierce read the following:

Jena Haag has submitted her resignation from the Planning Board. Her letter is attached. It has been filed with the Town Clerk. The Board needs to vote to accept her resignation.

Pierce said the Town will miss Jena and all the good work she did.

Bob Snow made a motion to accept this resignation with regrets, Christine Kneeland second, all in favor – aye (5-0).

7. Letter of resignation from Conservation Commission member Jena Haag

Chairman Pierce read the following:

Jena Haag has submitted her resignation from the Conservation Commission. Her letter is attached. It has been filed with the Town Clerk. The Board needs to vote to accept her resignation.

Bob Snow made a motion to accept this resignation with regrets, Sheri David second, all in favor – aye (5-0).

8. Letter of resignation from Call Firefighter Alyssa Cayer

Chairman Pierce read the following:

Call Firefighter Alyssa Cayer has resigned. The Board needs to vote to accept her resignation.

Christine Kneeland made a motion to accept this resignation with regrets, Bob Snow second, all in favor – aye (5-0).

9. Letter of resignation from Reserve 9-1-1 Telecommunicator Dispatcher Tenley Goodwin

Chairman Pierce read the following:

Tenley Goodwin has resigned from the position of Reserve 9-1-1 Telecommunicator Dispatcher. The Board needs to vote to accept her resignation.

Christine Kneeland made a motion to accept this resignation with regrets, Bob Snow second, all in favor – aye (5-0).

10. Request from Police Chief Scott Dumas to appoint Hetian Lu as a Reserve 9-1-1 Telecommunicator Dispatcher

Chairman Pierce read the following:

Police Chief Scott Dumas requests the Board to appoint Hetian Lu as a Reserve 9-1-1 Telecommunicator Dispatcher. If the Board is in agreement, could the Board please vote on this appointment?

Bob Snow made a motion to appoint Hetian Lu as a Reserve 9-1-1 Telecommunicator Dispatcher, Christine Kneeland second, all in favor – aye (4-0). Deana Ziev - ABSTAINED

11. Request from Library Director Pamela Jacobson to appoint Stephanie Tanzella to the position of Library Technician

Chairman Pierce read the following:

Pam is requesting the Board vote to appoint Stephanie Tanzella to the position of Library Technician. If the Board is in agreement, the Board needs to vote to appoint Stephanie Tanzella to the position of Library Technician.

Deana Ziev made a motion to appoint Stephanie Tanzella to the position of Library Technician, Bob Snow second, all in favor – aye (5-0).

12. Request from Ipswich-Rowley Rotary Club President Ann Witzig to use the Town Common for the Flags for Heroes program from September 1, 2023 to September 16, 2023

Chairman Pierce read the following:

The Rotary Club is withdrawing this request. Ann sent Debbie the email message below:

Thank you, but sadly the club has decided to cancel this until next year due to the time constraints. I apologize for this change in plans but will be better prepared next year for a similar celebration with adequate preparation.

*Regards,
Ann Witzig*

13. Request from Rowley Cultural Council to appoint Kathleen Petrowicz to the Rowley Cultural Council

Chairman Pierce read the following:

Mary Taggart, Co-Chair of the Rowley Cultural Council, is requesting the Board to appoint Kathleen Petrowicz to the Rowley Cultural Council. Kathleen was on the RCC, but her term expired on June 30, 2023. If the Board is agreement, could the Board please appoint Kathleen through June 30, 2026.

Christine Kneeland made a motion to appoint Kathleen Petrowicz to the Cultural Council through June 30, 2026, Bob Snow second, all in favor – aye (5-0).

14. Notice from North Shore Chamber of Commerce regarding Rowley resident Maryann “Mo” Levasseur being honored as an extraordinary woman of leadership and influence as part of the Chamber’s 2023 Diamond Awards

Chairman Pierce read the following:

Mo Levasseur, a member of the Town’s Personnel Advisory Committee, is being honored by the North Shore Chamber of Commerce of one of 5 “extraordinary women of leadership and influence.”

Chamber of Commerce notice states the following:

MaryAnn “Mo” Levasseur, President, Profile Research

Levasseur, who lives in Rowley, is a certified private investigator. Committed to mentoring and assisting others however she can, Levasseur is an active member, and former president, of North Shore Women Connect (formerly North Shore Women in Business). She is also a board member of the North Shore Chamber of Commerce and leads its Ambassadors Program.

In her hometown, Levasseur started a nonprofit, Solace for Stephanie, which helps individuals – both financially and emotionally – who have been diagnosed with cancer. Since 2010, Solace for Stephanie Foundation has helped 104 people with cancer and awarded 18 scholarships. Levasseur also serves on the town's Personnel Advisory Committee.

Does the Board wish to send Mo a letter congratulating her on this recognition?

Bob Snow made a motion to send Levasseur a letter congratulating her on this recognition, Christine Kneeland second, all in favor – aye (5-0).

Snow said Levasseur is an extraordinary woman. Kneeland said this is a very well deserved award.

15. Request from Health Director Frank Marchegiani to hang a banner on the Town Common backstop announcing the September 28, 2023 Board of Health Vaccination Clinic

Chairman Pierce read the following:

The Board of Health is offering a vaccination clinic for Flu and other immunizations on September 28th, 2023. The Board respectfully requests permission from the Board to post an 8' x 3' banner containing information about the clinic on the backstop of the Town Common. Attached is a copy of the proposed banner. Could the Board please vote to approve this request?

Bob Snow made a motion to approve this request, Sheri David second, all in favor – aye (5-0).

Pierce read the proposed banner.

16. Letter of resignation from Election Worker Kim Perilli

Chairman Pierce read the following:

Kim Perilli has resigned her position as Election Worker. The Board needs to vote to accept her resignation.

Christine Kneeland made a motion to accept this resignation with regrets, Bob Snow second, all in favor – aye (5-0).

17. Notice from the Northeast Massachusetts Mosquito Control and Wetlands Management Director on aerial application to control mosquito larvae on coastal salt marshes and upland habitat

Chairman Pierce read the following:

The State Mosquito Control District will be conducting helicopter applications of the biological larvicide, VectoBas12AS, to control mosquito larvae over salt marshes in Rowley, along with other communities in the area. Applications will be conducted as necessary during daylight hours from August 29 to September 3, 2023.

NEW BUSINESS

1. Discuss employee paycheck direct deposit transition for non-union employees

Chairman Pierce read the following:

We are transitioning all employees to a direct deposit self-service portal through Harpers Payroll Service. Treasurer Karen Summit sent Debbie the email message below concerning the transition.

Debbie,

I have started working with Harpers to implement the employee self service portal. This will allow employees to access their paycheck details, pay history, W2s and other personal information. The purpose of this is to eliminate paper pay stubs and allow employees to access their own information directly. Mandatory direct deposit was implemented in the 3 new union contracts but there are still people receiving checks who are non union employees. I would like to request that the Board of Selectmen implement mandatory direct deposit for non union employees so we can go paperless.

I would like to have this in place by September 30, 2023. This will give me time to get everyone set up in Harpers with access. Every Town employee will need an email address in the system.

Please let me know if you need any additional information.

Karen H. Summit

Treasurer/Collector CMMT/CMMC

In order to fully migrate to the new portal system, the Board needs to vote to require all non-union employees use the new direct deposit self-service portal system.

Christine Kneeland made a motion to require all non-union employees use the new direct deposit self-service portal system, Deana Ziev second, all in favor – aye (5-0).

2. Discuss Triton District Communication Committee 2023-2024 school year meeting schedule and Board of Selectmen representation at these meetings

Chairman Pierce read the following:

*Linda Litcofsky of the Triton Regional School Committee has sent a tentative 2023-2024 Triton District Communications Committee meeting schedule. The Board needs to designate Vice Chairman Christine Kneeland and one other member to attend these meetings. Additionally, Rowley has been listed as a “host” community for the meetings on **January 25, 2024** and **April 25, 2024**. The School Administration is asking where these meetings in Rowley will be located. Some proposed locations are: Pine Grove School, Town Hall Auditorium, or Fire Station Meeting Room.*

District Communication Committee (DCC) Schedule 2023-2024

September 14, 2023 - Hosted by Triton @ 6:30 pm

October 26, 2023 - Hosted by Newbury @ 6:30 pm

November 16, 2023 - Hosted by Salisbury @ 6:30 pm

January 25, 2024 - Hosted by Rowley @ 6:30 pm

February 8, 2024 - Hosted by Newbury @ 6:30 pm

March 28 2024 – Hosted by Salisbury @ 6:30 pm

April 25, 2024– Hosted by Rowley @ 6:30 pm

May 23, 2024 – Hosted by Triton @ 6:30 pm

Actions needed to be taken by the Board on this agenda item:

- 1) The Board needs to vote to confirm Christine Kneeland as the Town’s representative at the DCC meetings.*
- 2) The Board needs to vote to designate one other member to attend the meetings and serve as the Town’s representative. Having two members ensures that there will be at least one Selectman at the meeting, in case the other designee is unable to attend.*
- 3) Additionally, the Board needs to vote to set the location for the January 25, 2024 meeting and the April 25, 2024. The meetings can be in different locations.*

Pierce said he thinks the Rowley meetings can be held in Town Hall and Kneeland agreed.

Bob Snow made a motion to appoint Christine Kneeland as the Town's representative at the DCC meetings, Deana Ziev second, all in favor – aye (5-0).

David said she is happy to also be a Town representative.

Deana Ziev made a motion to appoint Sheri David as the Town's representative at the DCC meetings, Bob Snow second, all in favor – aye (5-0).

Deana Ziev made a motion to hold both DCC meetings hosted by Rowley on January 25, 2024 and April 25, 2024 at the Rowley Town Hall, Bob Snow second, all in favor – aye (5-0).

Kneeland said it is important that both she and Sheri attend the meetings. She said she went to some meetings in the past and Newbury and Salisbury always have two Selectmen at the meetings.

Bernie Cullen of Wethersfield Street said he has attended these meetings and given the size of the school budget and the need to indicate the Town's concerns about this, it would be great to have multiple Board of Selectmen members at the meetings, along with members of the Finance Committee. He said this sends the message that the Town is vitally interested and there will be no surprises.

3. Set meeting schedule for October, November, and December 2023

Chairman Pierce read the following:

The Board needs to set the meeting schedule for the upcoming months of October, November, and December. Below is a proposed schedule with meeting start times of 6:00 p.m.

Proposed Meeting Schedule October 2023 – December 2023

October 2– Meeting

October 9– NO MEETING – Columbus Day Holiday

October 16 – Meeting

October 23– NO MEETING

October 30 – Meeting

November 6 - NO MEETING

November 13 – Meeting

November 20 – tentative if needed*

November 27 – NO MEETING — Selectmen do not meet the Monday after Thanksgiving due to OML posting requirements (agenda needs to be posted by noon on Tuesday, November 21st)

December 4 – Meeting

December 11– NO MEETING

December 18 – Meeting

December 25 – NO MEETING – Christmas Day Holiday

Deana Ziev made a motion to approve the meeting schedule as proposed, Bob Snow second, all in favor – aye (5-0).

4. Discuss JWTC Wick LLC of 264 Newburyport Turnpike Community Impact Statement

Chairman Pierce read the following:

JWTC Wick LLC's attorney sent the Town a notice (attached) stating that as part of their cannabis license renewal they are required to contact the Town for any impacts from its operation.

Town Counsel Tom Mullen 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 the marijuana business that the "Town has not yet suffered any quantified impacts." (This is what we have done in the past for other marijuana retailers.)

The departments have indicated that they have not had 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 JWTC Wick LLC with a response in accordance with Tom Mullen's recommendation. This response will be sent by JWTC Wick LLC to the Cannabis Control Commission.

Christine Kneeland made a motion to authorize Debbie to send the response in accordance with Tom Mullen's recommendation, Sheri David second, all in favor – aye (5-0).

5. Discuss Pine Grove School building maintenance plan

Chairman Pierce read the following:

Selectman Sheri David has questions and concerns relating to maintenance at the Pine Grove School. She sent Debbie the following inquiry:

Hello Debbie,

I have some questions and concerns re: Pine Grove School. In particular, what kind of maintenance plan is in place. As we have a new school year approaching, it will undoubtedly include increases across the board. I am deeply concerned about our role in the Whittier funding, Triton increase and anything else that may come up relative to our schools. Triton seems like it is or has been falling into a state of disrepair. Although PF has recently been renovated, I'd like to stay on top of our investment. I know that money for building maintenance is part of the budget. What I don't know is what it is spent on. For example, inspections of equipment such as HVAC system, building, roof, alarm system, etc. Can we have this on the agenda sometime in August to discuss obtaining a copy of the maintenance plan for the building and any and all systems? I am fearful of learning of problems once the expense to repair/replace has skyrocketed. I believe it is in the best interest of the town to be prepared. I'm sure or at least I hope there is a year round plan. Seeing as how children and teachers will be back in a few weeks, we should do this sooner rather than later.

thank you,

Sheri

Sheri will lead the discussion on this agenda topic.

David said she is concerned that we will get hit with another bill. She said Triton has money in the budget for maintenance, but we don't know what that money goes towards for preventative maintenance. She said we should look at this now before items get to the point of needing to be replaced. Snow said Triton is the tenant and the Town owns the building, so this is a good idea. Kneeland said in the Principal's budget submitted, there should be information about capital improvements and costs in the back of the budget as this is how it was done in the past. David said she is looking to see what maintenance schedules are set up systems such as the HVAC and fire alarm. David said she is willing to spearhead this. Kneeland said she will help.

Bob Snow made a motion to authorize Sheri David and Christine Kneeland to work on this item, Deana Ziev second, all in favor – aye (5-0).

Bernie Cullen asked where we stand with the classroom expansion project. Ziev said she thinks this has been put on hold. Eagan said the last she recalls they were going to work with the space without building modifications as they saw the increased class sizes as a temporary bubble, and they never came back with a funding request. Cullen said we should look at the maintenance plans for all of the Triton buildings. Kneeland said we can have the Superintendent and Principal come in to discuss this. Snow said we can request an update on the bubble. Eagan said the Town of Rowley owns the

Pine Grove School building and this school is the focus as we want to ensure that the Town's investment is being cared for and maintained. David said it is best to start with Pine Grove.

6. Discuss Police Station anti-freeze sprinkler system project

Chairman Pierce read the following:

The Police Station has had three sprinkler system bursts in the "old" section of the building during very cold temperatures. Several measures had been taken after the first two incidents to improve heat exchange ventilation. After the third incident, which was in a different section of the old Police Station, Chief Dumas contacted architect Greg Carell and engineer Mark Tocci who designed the police station and fire station. They recommended that the Chief look into an anti-freeze sprinkler system for the old section of the fire station. This is a new type of fire sprinkler system that was not an option that could have been installed when the police and fire station buildings were being designed. (Memo from Chief Dumas is attached.)

Debbie has reviewed the information that Chief Dumas has provided on the anti-freeze sprinkler system. Debbie considers that this project is necessary and urgent because of the continued issues concerning the sprinkler pipe bursts during severely cold temperatures in the old section of the Police Station. The mini-split HVAC system is not able to adequately heat the elevated areas of the old section of the Police Station, where the fire sprinkler heads are located. The cost for engineering design, construction administration, and construction is approximately \$40,000.

Engineering Design & Construction Administration =	\$7,500
Construction (labor (prevailing wages + materials =	\$30,000
Contingency for unforeseen costs =	<u>\$2,500</u>
TOTAL =	\$40,000

Due to the urgency of getting this project completed before the winter, Debbie recommends that the Board vote to use \$40,000 of the unallocated ARPA funds for this project. We have \$114,823 in unallocated funds that we are holding for HVAC projects, such as the Town Hall if needed, Library, and Annex, and other infrastructure projects.

Eagan said she is looking for the Board to authorize the spending of ARPA funds for this project and to authorize her to proceed with the project as soon as possible.

Christine Kneeland made a motion to authorize Debbie to use the \$40,000 in ARPA money for this project and to proceed with the project, Bob Snow second, all in favor – aye (5-0).

Bernie Cullen asked if the proposed system is isolated from the regular water supply into the building. Fire Chief Mark Emery said yes, there is a separate water line with double valves so that the anti-freeze cannot contaminate the Town water.

7. Discuss Whittier Vocational High School building project and special election

Chairman Pierce read the following:

Town Clerk Catie McClenaghan and other municipal clerks in the Whittier School District were requested to attend a meeting hosted by Whittier School Superintendent Maureen Lynch on August 9th to discuss the proposed Whittier High School Building project. Catie says that the Whittier School District is planning to hold a special districtwide election on January 23, 2024 authorizing the borrowing and the payment of equipping and furnishing a new high school. The District will reimburse the Town for election costs.

See attached meeting summary from Catie and meeting materials. Also attached is a copy of the FY 24 Whittier Budget. The Town currently has 23 students attending Whittier and the FY 24 assessment is \$419,348.

The packet of information given to Catie does not have any detailed information on the building project, the cost of the project, and the individual assessment cost to the Town. Does the Board wish to send a letter to the Whittier School Committee and Whittier Superintendent Maureen Lynch requesting that they make a presentation on this project in the Town of Rowley sometime in the fall, such as October or November? The purpose of the presentation will be to provide Town officials and the public with details on the project and anticipated costs, and to answer questions.

Pierce said January is a difficult month to hold an election, and a storm can keep people at home. Snow asked if this is just after the holiday weekend. Eagan said Martin Luther King, Jr. Day is on the 15th. Pierce said before they do the job of selling the project they are moving forward with an election to fund the project. Kneeland and Pierce said we don't know anything about the project. Kneeland said we need them to present the project to the Town. Pierce said we don't know how the total project cost will be allocated to the member communities. Bernie Cullen said the project will be close to \$400,000,000. Snow said with the election in January, how many people will actually come out to vote? Pierce said he can't believe that they want a large turnout for the election. Ziev asked if there was any way to say that Rowley doesn't want to participate in this. Pierce said we need them to come in and give them our feedback. Kneeland said there are a lot of questions that need to be answered. David said she can't believe this has been submitted. Pierce said Triton is looking to renovate too and they are doing it the right way by building support for the project first.

Deana Ziev made a motion to send Whittier a letter requesting that they meet with the Board for a presentation on this project in October, Sheri David second, all in favor – aye (5-0).

OLD BUSINESS

1. Green Communities Designation Grant extension for Town Hall HVAC project

Chairman Pierce read the following:

The deadline to complete the Town's Green Communities Designation grant project is currently September 30, 2023. We are still working to complete the Town Hall HVAC project and we will need to request a grant extension from the Green Communities Division of Massachusetts Department of Energy Resources (DOER). The extended deadline will be September 30, 2025.

We were originally granted the \$136,868 designation grant in 2021, after becoming a Massachusetts Green Community. The Board of Selectmen then voted to utilize the designation grant to replace the failing heating system at Town Hall with an energy efficient heat pump-based HVAC system. As part of that project, DOER required that we first weatherize the Town Hall which we completed in August 2022.

We've been working with Crossfield Engineering since August 2021 to design the new HVAC system. They also helped us receive approval from the Rowley Historical Commission for visual screening of the exterior equipment. This past January, we released the Invitation for Bids for the HVAC installation. Unfortunately, construction costs have greatly increased since the Town received the designation grant. The one bid we received was in the amount of \$433,000. This was more than \$175,000 over the funding we had available (\$80,000 of Green Communities funds and \$177,000 from the May 2022 Town Meeting appropriation). At the May 2023 Town Meeting, an additional \$225,000 was appropriated for the project. We are now working with Crossfield Engineering to update the bid specifications and drawings. We have told Crossfield Engineering that we want to re-bid the project in 2 weeks.

Please vote to authorize Chairman Cliff Pierce to sign the grant extension request letter.

Christine Kneeland made a motion to authorize Chairman Pierce to sign the grant extension request letter, Bob Snow second, all in favor – aye (5-0).

MINUTES

- July 24, 2023 10:00 a.m.

Bob Snow made a motion to approve the minutes of July 24, 2023 10:00 a.m., Christine Kneeland second, all in favor – aye (3-0). Deana Ziev – ABSTAINED Sheri David - ABSTAINED

- July 24, 2023 6:00 p.m.

Bob Snow made a motion to approve the minutes of July 24, 2023 6:00 p.m., Christine Kneeland second, all in favor – aye (5-0).

- August 1, 2023

Bob Snow made a motion to approve the minutes of August 1, 2023, Christine Kneeland second, all in favor – aye (3-0). Deana Ziev – ABSTAINED Sheri David - ABSTAINED

- August 7, 2023

Deana Ziev made a motion to approve the minutes of August 7, 2023, Bob Snow second, all in favor – aye (5-0).

ANNOUNCEMENTS

1. The YMCA Rowley Pool at Camp Cedar Mill, 390 Wethersfield Street is open to residents through Sunday, August 27, 2023. Rowley residents can use the Ipswich YMCA Outdoor Pool from August 28, 2023 through Labor Day on September 4, 2023
2. The Town has the following board vacancies:
 - **Planning Board member**
 - **Planning Board Associate**
 - **Conservation Commission**
 - **Council on Aging**
 - **Open Space Committee**
 - **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

Deana Ziev made a motion to adjourn, Sheri David second, all in favor – aye (5-0).

Meeting adjourned at 6:53 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting Memo regarding 6:05 p.m. Appointment: David Irving, Senior Deacon Emeritus of the First Congregational Church, to discuss an invitation to attend

and participate in a monument dedication at the Minister's Woodlot on Stackyard Road

2. Invitation to attend and participate in a monument dedication at the Minister's Woodlot on Stackyard Road from David Irving
3. Meeting Memo regarding General Business #1: Discuss accepting donation of invasive plant species suppression project by Szczechowicz Landscape Services Inc. & Greener Solutions LLC at Dodge Reservation on Smith Lane
4. Email from Conservation Agent Brent Baeslack regarding SLS Outdoor Living donation of service – Dodge Reservation – Invasive Plant Control Project
5. Updated meeting Memo regarding General Business #2: Discuss accepting donation of reusable bags from Terri Davidson and Laura DiPersia for distribution by the Town to Rowley residents
6. Email from Terri Davidson regarding Donations of reusable bags
7. Reminder Notice sent to Town businesses regarding Plastic Bag Restriction Bylaw
8. May 2, 2022 Annual Town Meeting Minutes regarding Plastic Bag Restriction Bylaw
9. Meeting Memo regarding General Business #3: Request from Essex County Greenbelt to hold Annual Tour de Greenbelt fundraising road cycling event through Rowley on September 16, 2023
10. Request from Essex County Greenbelt to hold Annual Tour de Greenbelt fundraising road cycling event through Rowley on September 16, 2023
11. Certificate of Insurance from Essex County Greenbelt
12. Tour de Greenbelt 50 mile route
13. Tour de Greenbelt 50 mile route map
14. Meeting Memo regarding General Business #4: Letter of resignation from Alternate Building Inspector Sam Joslin
15. Letter of resignation from Alternate Building Inspector Sam Joslin
16. Meeting Memo regarding General Business #5: Request from Building Inspector Ken Ward to lift the hiring freeze to post the position of Alternate Building Inspector
17. Email request from Building Inspector Ken Ward to lift the hiring freeze to post the position of Alternate Building Inspector
18. Meeting Memo regarding General Business #6: Letter of resignation from Planning Board member Jena Haag
19. Letter of resignation from Planning Board member Jena Haag
20. Meeting Memo regarding General Business #7: Letter of resignation from Conservation Commission member Jena Haag
21. Letter of resignation from Conservation Commission member Jena Haag
22. Meeting Memo regarding General Business #8: Letter of resignation from Call Firefighter Alyssa Cayer
23. Letter of resignation from Call Firefighter Alyssa Cayer

24. Meeting Memo regarding General Business #9: Letter of resignation from Reserve 9-1-1 Telecommunicator Dispatcher Tenley Goodwin
25. Letter of resignation from Reserve 9-1-1 Telecommunicator Dispatcher Tenley Goodwin
26. Meeting Memo regarding General Business #10: Request from Police Chief Scott Dumas to appoint Hetian Lu as a Reserve 9-1-1 Telecommunicator Dispatcher
27. Request from Police Chief Scott Dumas to appoint Hetian Lu as a Reserve 9-1-1 Telecommunicator Dispatcher
28. Meeting Memo regarding General Business #11: Request from Library Director Pamela Jacobson to appoint Stephanie Tanzella to the position of Library Technician
29. Request from Library Director Pamela Jacobson to appoint Stephanie Tanzella to the position of Library Technician
30. Updated Meeting Memo regarding General Business #12: Request from Ipswich-Rowley Rotary Club President Ann Witzig to use the Town Common for the Flags for Heroes program from September 1, 2023 to September 16, 2023
31. Original Meeting Memo regarding General Business #12: Request from Ipswich-Rowley Rotary Club President Ann Witzig to use the Town Common for the Flags for Heroes program from September 1, 2023 to September 16, 2023
32. Email request from Ipswich-Rowley Rotary Club President Ann Witzig to use the Town Common for the Flags for Heroes program from September 1, 2023 to September 16, 2023, including attached ad
33. Meeting Memo regarding General Business #13: Request from Rowley Cultural Council to appoint Kathleen Petrowicz to the Rowley Cultural Council
34. Email request from Mary Taggart of the Rowley Cultural Council to appoint Kathleen Petrowicz to the Rowley Cultural Council
35. Meeting Memo regarding General Business #14: Notice from North Shore Chamber of Commerce regarding Rowley resident Maryann "Mo" Levasseur being honored as an extraordinary woman of leadership and influence as part of the Chamber's 2023
36. Notice from North Shore Chamber of Commerce regarding 5 women being honored as extraordinary women of leadership and influence as part of the Chamber's 2023 Diamond Awards
37. Updated Meeting Memo regarding General Business #15: Request from Health Director Frank Marchegiani to hang a banner on the Town Common backstop announcing the September 28, 2023 Board of Health Vaccination Clinic
38. Original Meeting Memo regarding General Business #15: Request from Health Director Frank Marchegiani to hang a banner on the Town Common backstop announcing the September 28, 2023 Board of Health Vaccination Clinic
39. Sample draft of banner announcing the Board of Health Vaccination Clinic

40. Meeting Memo regarding General Business #16: Letter of resignation from Election Worker Kim Perilli
41. Letter of resignation from Election Worker Kim Perilli
42. Meeting Memo regarding General Business #17: Notice from the Northeast Massachusetts Mosquito Control and Wetlands Management Director on aerial application to control mosquito larvae on coastal salt marshes and upland habitat
43. Notice from the Northeast Massachusetts Mosquito Control and Wetlands Management Director on aerial application to control mosquito larvae on coastal salt marshes and upland habitat
44. Meeting Memo regarding New Business #1: Discuss employee paycheck direct deposit transition for non-union employees
45. Email from Karen Summit regarding Non union direct deposit
46. Meeting Memo regarding New Business #2: Discuss Triton District Communication Committee 2023-2024 school year meeting schedule and Board of Selectmen representation at these meetings
47. Email from Linda Litcofsky regarding District Communication Committee Tentative Dates for 2023-2024
48. Meeting Memo regarding New Business #3: Set meeting schedule for October, November, and December 2023
49. Meeting Memo regarding New Business #4: Discuss JWTC Wick LLC of 264 Newburyport Turnpike Community Impact Statement
50. Letter to Town Clerk Catie McClenaghan regarding Notice of Annual Cannabis License Renewal – JWTC Wick LLC
51. Meeting Memo regarding New Business #5: Discuss Pine Grove School building maintenance plan
52. Email from Sheri David regarding Pine Grove School Maintenance Plan
53. Meeting Memo regarding New Business #6: Discuss Police Station anti-freeze sprinkler system project
54. Email from Police Chief Dumas regarding Dispatch Center
55. Proposal from EPM for Police Department Fire Protection Design
56. Meeting Memo regarding New Business #7: Discuss Whittier Vocational High School building project and special election
57. Email from Town Clerk Catie McClenaghan regarding Whittier Project
58. Presentation slides for Whittier's Meeting with District Member Town Clerks
59. Draft Election Warrant for Whittier school project
60. Massachusetts General Law Chapter 71, Section 16(n)
61. Draft Ballot question for Whittier school project
62. FY24 Town of Rowley budget forms for Whittier Vocational High School
63. FY24 Assessments to district communities for Whittier Vocational High School
64. Approved 2023-2024 budget for Whittier Vocational High School
65. Meeting Memo regarding Old Business #1: Green Communities Designation Grant extension for Town Hall HVAC project

66. Green Communities Designation Grant extension request letter

67. Draft minutes of July 24, 2023 10:00 a.m.

68. Draft minutes of July 24, 2023 6:00 p.m.

69. Draft minutes of August 1, 2023

70. Draft minutes of August 7, 2023