

MINUTES OF THE BOARD OF SELECTMEN

August 22, 2022

Town Hall, 139 Main Street, Rowley, MA

5:15 p.m.

MEMBERS PRESENT: Chairman Robert Snow; Vice Chairman Joseph Perry; Christine Kneeland (Town Administrator Deborah Eagan; Assistant Town Administrator Natalie Lovett) Clerk Deana M.P. Ziev - ABSENT Cliff Pierce – ABSENT

ATTENDEES: Labor Attorney Joe Fair; Police Captain David Sedgwick; Harbormaster Bill DiMento; Brenden Doyle; Sarah O'Connell; Sieglinde Aigner-Crooks

CALL MEETING TO ORDER

Chairman Snow called the meeting to order at 5:15 p.m. He said the meeting is being audio and video recorded by Rowley Community Media.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

EXECUTIVE SESSION

To discuss strategy with respect to collective bargaining concerning Massachusetts Coalition of Police Local 150 and American Federation of State, County, and Municipal Employees Local 2905 pursuant to State Open Meeting Law, G.L. c.30A section 21(a) (3) as having the discussion in open meeting may have a detrimental effect on the bargaining position of the Town

Chairman Snow called for a motion to go into Executive Session to discuss strategy with respect to collective bargaining concerning Massachusetts Coalition of Police Local 150 and American Federation of State, County, and Municipal Employees Local 2905 pursuant to State Open Meeting Law, G.L. c.30A section 21(a) (3) as having the discussion in open meeting may have a detrimental effect on the bargaining position of the Town.

Christine Kneeland so moved, Joe Perry second, all in favor – roll call vote: Bob Snow – aye, Christine Kneeland – aye, Joe Perry – aye. Deana Ziev – ABSENT Cliff Pierce – ABSENT

Executive Session opened at 5:17 p.m. and adjourned at 6:09 p.m. Open Session resumed at 6:13 p.m.

OPEN SESSION

6:00 p.m. to 6:05 p.m. PUBLIC COMMENT*

There were no public comments.

6:05 p.m. APPOINTMENT* Harbormaster Bill DiMento to discuss Landing Parking Lot Expansion Project

Chairman Snow read the following:

This discussion is a continuation from the August 8 meeting. At that meeting, Bill explained that the Town's consultant, Rimmer Environmental Consulting, has provided him with a proposal for additional services of \$4,000.

The cost breakout is as follows:

- 1. \$3,250.00: Additional existing conditions field survey (original estimate included survey of 2 acres, actual required survey area was 6.9 acres)*
 - 2. \$ 750.00: Traffic data analysis and coordination with client*
 - 3. \$ 750.00: Survey, excavate & set granite bound*
- TOTAL ADDITIONAL SERVICES = \$4,750.00**

Bill explains why the additional survey work is needed:

Hi Deb,

The initial estimated scope of work was approximately two (2) acres for parking expansion. The wetlands delineation process is what caused most of the expanded survey work area as we didn't know that it would be outside the two acre proposed parking area until the wetlands delineation was actually done by Rimmer Environmental. There is also some scope creep caused by a stormwater runoff assessment of the existing parking area. Let me know if this is sufficient.

Thanks

Bill

Bill has said that he can cover the cost of the granite bound out of his department's budget. The budget is as follows:

Project Budget = \$15,000

Rimmer Contract #1 = \$12,850 -

Rimmer Invoice #1 = \$8,608.88

Balance on Rimmer Contract #1 still to be billed = \$4,241.12.

Project Budget Balance after second invoice is paid = \$2,150.

Funds needed to pay for Rimmer's second contract = \$4,750 (includes stone property boundary marker)

Deduct Project Budget Balance = \$2,600

Deduct to take granite boundary out - \$750 = balance of \$4,000

*Funds short in Project Budget with Rimmer's second contract = **\$1,850***

Bill and Debbie have been in contact with Brent regarding the specific stormwater water mitigation work that needs to be done in the proposed new parking lot and in the existing parking lot through the Rimmer contract. Brent agreed that the Town's FY 23 Stormwater Compliancy Budget can cover the balance of \$1,850.

Harbormaster Bill DiMento said that the extra work addresses stormwater management on the existing parking lot. He said that all work for the new parking lot was covered under the original contract. DiMento said that the parking plan consists of approximately 47 trailer spots and 63 vehicle spots and that they will be keeping a buffer between the neighbors. He said the parking will still be restricted to residents only. He said the next step will be to get approval from the Conservation Commission, in order to relocate the parking. DiMento asked for feedback from the Board in the layout. He said he would like to reach out to the neighbors. He said, with regards to timing, he would like to get the land swap and planting plan in place this fall, so that it is ready to be planted in the spring. Eagan said that the Board will be the applicant on the Conservation Commission application. She suggested that they may consider hold an on-site meeting. Chairman Snow expressed interest in being involved with the on-site meeting.

GENERAL BUSINESS

1. Approve Council on Aging donations

Chairman Snow read the following:

COA Director Ellie Davis has provided the Board with the attached sheets showing monetary donations to support the COA programs. In accordance with State law, G.L. c.44 §53A, the Board needs to vote to approve these donations.

Joe Perry made a motion to accept the donations, Christine Kneeland second, all in favor - aye (3-0). Deana Ziev – ABSENT Cliff Pierce – ABSENT

2. Request from Highway Surveyor Patrick Snow to appoint Christopher Gass to the position of Highway Department Heavy Equipment Operator/Truck Driver

Chairman Snow read the following email from Highway Surveyor Patrick Snow:

Dear Board of Selectmen

I request you please appoint Christopher Gass to the position of Heavy Equipment Operator / Truck Driver, with the following conditions:

1. *Successfully complete and pass a pre-employment physical exam.*
2. *He obtain a valid 2-B Hoisting License within nine months of hire.*

As you are aware we have had two open positions for over a year now and have had very few applicants. This candidate currently has his CDL, which is why I would like to give this individual a chance to get his hoisting license while employed with the Town.

Thank you

Patrick Snow

Highway Surveyor/Tree Warden

Rowley Highway Department

Christine Kneeland made a motion to appoint Christopher Gass to the position of Heavy Equipment Operator/Truck Driver, with conditions, Joe Perry second, all in favor - aye (3-0). Deana Ziev – ABSENT Cliff Pierce – ABSENT

3. Request from Police Chief Scott Dumas to appoint the following individuals:

- Adam Maher to the position of full-time Police Officer
- Adam Elmore to the position of full-time Police Officer
- Nick Ford to the position of Reserve Police Officer

Chairman Snow read the following:

Due to scheduling conflicts, the three new appointees were unable to attend tonight to be appointed in-person. Chief Dumas is planning to introduce these individuals at an upcoming meeting.

Christine Kneeland made a motion to appoint Adam Maher to the position of full-time Police Officer; Adam Elmore to the position of full-time Police Officer; Nick Ford to the position of Reserve Police Officer, Joe Perry second, all in favor - aye (3-0). Deana Ziev – ABSENT Cliff Pierce – ABSENT

4. Request from Police Chief Scott Dumas to apply for the Executive Office of Public Safety and Security Annual E911 Grants

Chairman Snow read the following:

Chief Dumas is requesting the Board to vote to authorize him to apply for the State Executive Office of Public Safety and Security Annual E911 Grants and to sign the grant recipient paperwork. These grants are for: Support and Incentive; Training; and Emergency Medical Dispatching. Last year these three grants gave the Police Department a combined \$53,000 in funding to assist with the operation and training of the Public Safety Answering Point (Communications Center).

Christine Kneeland made a motion to authorize Chief Dumas to apply for the E911 Grant and to sign the grant recipient paperwork, Joe Perry second, all in favor - aye (3-0). Deana Ziev – ABSENT Cliff Pierce – ABSENT

5. Request from Town Clerk Catie McClenaghan to appoint Virginia Bard as an Election Worker

Chairman Snow read the following:

Town Clerk Catie McClenaghan is requesting the Board vote to appoint Virginia Bard as an Election Worker for elections held in FY 23.

Joe Perry made a motion to appoint Virginia Bard as an Electric Work for FY23, Christine Kneeland second, all in favor - aye (3-0). Deana Ziev – ABSENT Cliff Pierce – ABSENT

6. Affordable Housing Trust Appointments – David Jaquith and Charles Costello

Chairman Snow read the following:

There are still two openings on the Affordable Housing Trust. The Planning Board had asked the Board of Selectmen that one of the seats on the Trust be earmarked for a member of the Planning Board.

Town Planner Kirk Baker has informed us that the Planning Board appointed David Jacquith to serve on the Trust as their representative.

The other remaining seat was open to the public. The posting has closed on August 12 and one letter was submitted on August 10 from Charles Costello of Bennett Hill Road.

The Trust is made of five members:

- 1) 1 Selectman – per the statute*
- 2) 1 Town Administrator – per the statute*
- 3) Treasurer/Collector and Rowley resident Karen Summit (appointed by the Board of Selectmen on July 11)*
- 4) Planning Board member – requested by the Planning Board*
- 5) Town resident*

Does the Board wish to vote to appoint David Jacquith and Charles Costello to the Affordable Housing Trust? The term is for two years.

Joe Perry made a motion to appoint David Jacquith and Charles Costello to the Affordable Housing Trust, Christine Kneeland second, all in favor - aye (3-0). Deana Ziev – ABSENT Cliff Pierce – ABSENT

7. Letter of resignation from Election Worker Nancy Glynn

Chairman Snow read the following:

Nancy Glynn has submitted her resignation for the position of Election Worker. The Board needs to vote to accept her resignation.

Christine Kneeland made a motion to accept Nancy Glynn's resignation, with regrets, Joe Perry second, all in favor - aye (3-0). Deana Ziev – ABSENT Cliff Pierce – ABSENT

8. Letter of resignation from Call Firefighter Ryan Kaminski

Chairman Snow read the following:

Ryan Kaminski has submitted his resignation from the position of Call Firefighter effective September 1, 2022. The Board needs to vote to accept Ryan's resignation. Ryan was appointed as a Certified Call Firefighter in July of 2021.

Christine Kneeland made a motion to accept Ryan Kaminski's resignation, Joe Perry second, all in favor - aye (3-0). Deana Ziev – ABSENT Cliff Pierce – ABSENT

9. Request from Town of Rowley Veterans Committee to hang a Wreaths Across America Banner on the Town Common backstop

Chairman Snow read the following:

Tammy Garron, coordinator of the Rowley Wreath Across America program and member of the Rowley Veterans Committee, would like to order a Wreaths Across America banner to be placed on the back stop on the Rowley Town Common to advertise their December 17th event and to provide information for people on how to sponsor a wreath for veterans.

She has provided the following information about the banner:

- *Size of banner: 3 feet by 9 feet*
- *What banner will have printed on it: Wreaths Across America and related information*
- *Date banner to be installed: Banner to be ordered and installed once received*
- *Date banner to be removed: December 18*

Tammy has provided her contact information as the person to be responsible for any issues with the banner.

Does the Board wish to approve this request? A condition of approval should be that the banner does not interfere with the banner already hanging on the backstop for the Farmer's Market that was previously authorized by the Board through the end of October.

Christine Kneeland made a motion to authorize the Wreaths Across America banner being hung on the backstop, with the condition that it does not interfere with the

Farmer's Market banner, Joe Perry second, all in favor - aye (3-0). Deana Ziev – ABSENT Cliff Pierce – ABSENT

NEW BUSINESS

1. Request from Sieglinde Aigner-Crooks to hold ribbon-cutting ceremony and raffle on August 28, 2022 at 11:30 a.m. for new textile recycling bin at the Town Hall Annex parking lot at 39 Central Street

Chairman Snow read the following:

Rowley resident Sieglinde Aigner-Crooks is asking the Board if she can hold a ribbon-cutting ceremony and raffle to celebrate the Town's new textile recycling collection bin on Sunday, August 28, 2022 at 11:30 a.m. in the parking lot at the Town Hall Annex.

Ms. Aigner-Crooks is offering to donate a bag of "goodies" from the Rowley Farmers Market for a raffle prize for people who bring a bag of recyclable materials to be placed in the bin.

Does the Board wish to approve this request? Does one of the Board members wish to attend this event?

Eagan said that she received some information from the Town Clerk's office regarding raffles. She said that raffles are regulated, require permits, and need to be held by an organization. She said the Board would not be the permitting authority for a raffle. She said there should not be an issue with only holding the ribbon cutting.

Joe Perry made a motion to authorize the ribbon cutting ceremony for the new textile recycling collection bin on August 28, 2022, without a raffle, Christine Kneeland second, all in favor - aye (3-0). Deana Ziev – ABSENT Cliff Pierce – ABSENT

Christine Kneeland made a motion to designate Joe Perry to attend the ribbon-cutting ceremony on behalf of the Board, Bob Snow second, all in favor - aye (3-0). Deana Ziev – ABSENT Cliff Pierce – ABSENT

2. Approve Employment Contract with Fire Chief Mark Emery

Chairman Snow read the following:

The Employment Contract with Fire Chief Mark Emery is ready for the Board to vote to approve and sign.

The Board needs to vote to sign it. (It will be signed after the meeting.)

Christine Kneeland made a motion to sign the Employment Contract with Fire Chief Mark Emery, Joe Perry second, all in favor - aye (3-0). Deana Ziev – ABSENT Cliff Pierce – ABSENT

3. Set meeting schedule from September through December

Chairman Snow read the following proposed meeting schedule for September through December 2022:

September 5 – NO MEETING LABOR DAY HOLIDAY

September 12

September 19 – NO MEETING

September 26

October 3

October 10 – NO MEETING COLUMBUS DAY HOLIDAY

October 17

October 24

October 31 – NO MEETING

November 7

November 14 – NO MEETING

November 21

November 28 – NO MEETING

December 5

December 12 – NO MEETING

December 19

December 26 – NO MEETING. Town Offices are closed this day for the Christmas Day holiday, which falls on Sunday, December 25.

Perry asked if the meetings are now being held every other week. Eagan responded that they are not consistently every other week. She said that she spoke with Selectmen Ziev earlier and she asked that the meetings not begin any earlier than 6pm.

Christine Kneeland made a motion to approve the meeting schedule as presented, Joe Perry second, all in favor - aye (3-0). Deana Ziev – ABSENT Cliff Pierce – ABSENT

4. Request from the Board of Water Commissioners to designate the Board of Water Commissioners as Special Municipal Employees pursuant to State Ethics Laws Chapter 268A

Chairman Snow read the following:

The Water Board voted to request that the Board of Selectmen designate the position of Board of Water Commissioners as Special Municipal Employees pursuant to the State Ethics Law.

If the Board is in agreement, the Board needs to vote to make this designation.

Joe Perry made a motion to designate the position of Board of Water Commissioners as a Special Municipal Employee, Christine Kneeland second, all in favor - aye (3-0).
Deana Ziev – ABSENT Cliff Pierce – ABSENT

5. Review Triton District Communications Committee 2022-2023 Schedule

Chairman Snow read the following:

With the start of the new school year, the Triton District Communications Committee has released the 2022-2023 schedule.

DCC Schedule 2022-2023

September 29, 2022 - Hosted by Triton @ 6:30 pm
October 27, 2022 - Hosted by Newbury @ 6:30 pm
November 17, 2022 - Hosted by Salisbury @ 6:30 pm
December 8, 2022 - Hosted by Rowley @ 6:30 pm
January 26, 2023 - Hosted by Triton @ 6:30 pm
February 9, 2023 - Hosted by Newbury @ 6:30 pm
March 23, 2023 – Hosted by Salisbury @ 6:30 pm
April 27, 2023 – Hosted by Rowley @ 6:30 pm
May 25, 2023 – Hosted by Triton @ 6:30 pm

The meetings are attended by one or two Rowley Selectmen and one Rowley Finance Committee member. Vice Chairman Joe Perry has been attending these meetings on behalf of the Board for the past several years. The schedule is showing that Rowley is hosting the meetings on December 8 and April 27. In the past, Joe would hold the Rowley meetings in the Town Hall Auditorium. The Selectmen should consider who from the Board, will commit to be the Town's representative and back-up representative for the 2022-2023 school year.

Chairman Snow asked if Joe Perry wishes to continue attending the meetings on behalf of the Board. Perry responded that he would. Kneeland said she would be interested in being the alternate representative.

Joe Perry made a motion to appoint himself to be a Board's representative to the Triton District Communications Committee and Christine Kneeland as the alternate, Christine Kneeland second, all in favor - aye (3-0). Deana Ziev – ABSENT Cliff Pierce – ABSENT

6. Salem State University Social Work Internship Program Agreement

Chairman Snow read the following:

The Council on Aging would like to partner with Salem State University on a Master's level social work internship program.

COA Director Ellie Davis has been in contact with SSU about an internship program that will provide and support the COA's outreach program. SSU sent her an internship agreement that Debbie subsequently sent to Town Counsel Tom Mullen to review.

Tom Mullen made some edits to the agreement. The COA Board reviewed the agreement and Tom's edits and voted to approve it. Debbie sent the revised version to SSU and they accepted the changes and signed it.

Tom Mullen says that the Agreement needs to be approved by the Board of Selectmen and that the Board needs to authorize Debbie to sign it on behalf of the Board.

Attached is the "clean final version" of the agreement and a copy with Tom Mullen's edits to the original version submitted by SSU.

Christine Kneeland made a motion to sign the Salem State University Social Work Internship Program Agreement, Joe Perry second, all in favor - aye (3-0). Deana Ziev – ABSENT Cliff Pierce – ABSENT

OLD BUSINESS

1. Discuss Green Crab Program

Chairman Snow read the following:

Brenden Doyle has notified Debbie that he has been catching invasive Green Crabs in the Rowley waterways. He would like to be reimbursed for this work through the State Division of Marine Fisheries Green Crab Program. Several years ago, the Town did participate in this program, but not recently.

Debbie reached out to Tom Shields, the Environment Analyst at DMF, to find out what the process is for the Town to participate. He responded as follows:

Hello Debbie,

Thank you for your inquiry. Things have changed significantly since the last time Rowley participated in the green crab trapping and removal program. Under the current program, DMF does not contract fishermen but contracts individual towns to administer, monitor and document all green crab landings. Local Shellfish Constable in participating towns carry out most of the monitoring and documentation of green crab landings. Towns reimburse the fishermen and report all payments to DMF. I attached a copy of the Addendum to the DMF FY201 contract with Newbury. This explains the responsibilities of towns participating in the program in detail.

After renewing the document, please let me know if you have questions and if Rowley is still interested in participating in the FY 22 green crab trapping and removal program.

Best Regards,

*Tom
Tom Shields
Environmental Analyst IV
MA Division of Marine Fisheries*

Based on the information provided by Tom, including the information from the Town of Newbury's program, it appears that the Shellfish Constable has a significant role in the administration of this program.

Shellfish Constable Travis Kneeland sent Debbie the following email message

Deb,

I will not be able to attend tonight's meeting, I have to be at the business after the clam tide to buy from the clammers.

The trapping program is something I strongly stand behind, but I remember in the past we couldn't get it up and running for several reasons. The biggest being, in section 4, "The Town shall secure an agreement with a properly licensed disposal, compost, fertilizer, or other facility that will accept and kill green crabs supplied by the Town" I am under the impression that Mr. Doyle has a couple private buyers, will this suffice that amendment? And is that something that has to be under town contract like the amendment says. If so, I definitely support the town should going forward and accepting the green crab program.

My main concern is I do not I have the time to monitor and track harvester logs and catches that the state requires, especially if more people are to get involved. I also have not been able to get into contact with the Newbury Shellfish constable to see how he handles things.

On a side note, as everyone is aware Rowley is the only town that has a part-time "full time" shellfish constable, Other towns have full-time constables that it is their one and only specific job with salary and can handle the work load required, not just for green crabs but everything else. I'm not requesting a salary or full time position, but given the recent additions to the town involving shellfish activities, specifically Mr. Doyle's oyster project, and now green crabs, it has increased the demand for a full time shell constable. The DMF has stated this to me in the past and they are uneasy with the lack of time I have been able to put in monitoring and documenting for Doyle's project. I believe this matter needs to be discussed at a future time.

*Thank you,
Travis Kneeland*

How does the Board wish to proceed based on Travis' response? Would the Board like to have the Board of Shellfish Commissioners review the situation and make a recommendation?

Chairman Snow invited Brendan Doyle to the podium to speak. Doyle said that he is waiting for information from DMF on whether Town compost can be used for the crabs. He said that then the Town can be reimbursed for its compost. He said he has two companies that is also works with to take the crabs; one as bait and the other as compost. Doyle said that he has spoken with Travis about ways to make the process easier to manage. He said that they regularly find the crabs among the oysters and they are very destructive. He said he will continue to trap the crabs privately; however, this program is a way for him to get a little extra money.

Chairman Snow said that this item should be referred to the Shellfish Commissioners for their recommendation on how to proceed.

2. Update on the intersection of Route 1 and Central Street and Glen Street

Chairman Snow read the following:

Chairman Snow was contacted last week by Massachusetts Department of Transportation Engineer Frank Suszynski with a brief update on the MDOT Safety Improvement Project at the intersection of Route 1 and Central Street and Glen Street. The project has been advertised and the bid opening is September 20, 2022. Frank says that if the bidding and procurement all goes well the construction should be starting in the spring of 2023.

Perry asked if the intersection will be closed during the construction. Snow said that he is not sure, but he thinks it is likely that they will not close the intersection. He said the project has been moved up several years from its original timeline.

MINUTES

- July 25, 2022

Christine Kneeland made a motion to approve the minutes of July 25, 2022, Joe Perry second, all in favor - aye (3-0). Deana Ziev – ABSENT Cliff Pierce – ABSENT

ANNOUNCEMENTS

1. State Primary Election Information

- Primary Election is September 6, 2022 at St. Mary's Hall, 7:00 a.m.- 8:00 p.m.
- In-person Early Voting is available at Town Hall on the following day/hours:

Saturday 8/27/22	9:00 am to 5:00 pm
Monday 8/29/22	9:00 am to 4:30 pm
Tuesday 8/30/22	9:00 am to 2:00 pm

Wednesday 8/31/22	9:00 am to 4:00 pm
Thursday 9/1/22	9:00 am to 2:00 pm
Friday 9/2/22	8:30 am to 11:30 am

- The last day to register to vote in the September 6, 2022 Primary Election is Saturday August 27, 2022. The Town Clerk's Office will be open 9:00 a.m. to 5:00 p.m. for voter registration and Early Voting.
2. The Town is in a Level 3 Critical Drought. Outdoor water use of any kind is prohibited, except for the production food or maintenance of livestock. Please contact the Rowley Water Department at 978-948-2640 for more information.
 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 pool at the YMCA Camp Cedar Mill at 390 Wethersfield Street is open to Rowley residents on Tuesdays and Thursdays from 3:30 p.m. to 6:00 p.m. and 10:00 a.m. to 4:00 p.m. on Saturdays and Sundays, weather permitting.
 5. The Rowley Water Department reminds residents that the Dodge Road Water Main Replacement project is underway. Contractor Granese and Sons, Inc., of Salem, will work Monday-Friday, 7 a.m. to 3:30 p.m., through about Oct. 19. Residents of Dodge Road, Daniels Road, and Emily Lane, and emergency vehicles will have full access during the project. For more information, call the Rowley Water Department at 978-948-2640.
 6. The Board of Selectmen wishes to remind residents now that the warm weather is upon us, that dog owners must restrain their dogs from running at large outside of their own private property.
 7. The Town has the following board vacancies:
 - **Council on Aging**
 - **Conservation Commission**
 - **Open Space Committee**
 - **Rowley Cultural Council**Interested residents should send a letter of interest to the Board of Selectmen. Positions are open until filled.
 8. The Rowley Board of Health would like to remind residents and employees that although COVID-19 cases are minimal right now, some towns have seen outbreaks in populations where close contact is inevitable. We recommend that residents continue to be cautious in resuming their day-to-day activities.

ADJOURN

Christine Kneeland made a motion to adjourn, Joe Perry second, all in favor - aye (3-0).
Deana Ziev – ABSENT Cliff Pierce – ABSENT

Meeting adjourned at 7:07 p.m.

Respectfully submitted,
Natalie Lovett
Assistant Town Administrator

ATTACHMENTS:

1. Written Executive Session motion
2. Meeting memo regarding 6:05 p.m. Appointment: Harbormaster Bill DiMento to discuss Landing Parking Lot Expansion Project
3. Parking Lot Project plans dated 8/1/22 drafted by D.C. MacRitchie, LLC
4. Updated meeting memo regarding 6:25 p.m. Appointment: Harbormaster Bill DiMento to discuss Landing Parking Lot expansion project
5. New proposal for additional work from Rimmer Environmental Consulting, LLC
6. Excerpt from May 2, 2022 Annual Town Meeting Warrant regarding funding for Landing Parking Lot expansion project
7. Current contract with Rimmer Environmental Consulting, LLC and MacRitchie, LLC
8. Meeting memo regarding General Business #1: Approve Council on Aging donations
9. Memo from COA Director Ellie Davis with list of donations dated 8/9/2022
10. Memo from COA Director Ellie Davis with list of donations dated 8/11/2022
11. Meeting memo regarding General Business #2: Request from Highway Surveyor Patrick Snow to appoint Christopher Gass to the position of Highway Department Heavy Equipment Operator/Truck Driver
12. Email from Patrick Snow to the Board of Selectmen re: Christopher Gass Appointment
13. Meeting memo regarding General Business #3: Request from Police Chief Scott Dumas to appoint the following individuals: Adam Maher for the position of full-time Police Officer; Adam Elmore to the position of full-time Police Officer; Nick Ford to the position of Reserve Police Officer
14. Letter from Police Chief Scott Dumas to the Board of Selectmen requesting the appointment of Adam Maher, Adam Elmore, and Nick Ford
15. Meeting memo regarding General Business #4: Request from Police Chief Scott Dumas to apply for the Executive Office of Public Safety and Security Annual E911 Grants
16. Meeting memo regarding General Business #5: Request from Town Clerk Catie McClenaghan to appoint Virginia Bard as an Election Worker
17. Email from Janet Peabody to Debbie Eagan requesting the appointment of Virginia Bard
18. Meeting memo regarding General Business #6: Affordable Housing Trust Appointments – David Jaquith and Charles Costello

19. Email from Town Planner Kirk Baker to Debbie Eagan notifying of the Planning Board appointment of David Jaquith to the Affordable Housing Trust Committee
20. Letter of Interest from Charles Costello to serve on the Affordable Housing Trust Committee
21. Affordable Housing Trust – Trustee Vacancy Notice
22. Meeting memo regarding General Business #7: Letter of resignation from Election Worker Nancy Glynn
23. Letter of resignation from Nancy Glynn dated July 6, 2022
24. Meeting memo regarding General Business #8: Letter of resignation from Call Firefighter Ryan Kaminski
25. Letter of resignation from Ryan Kaminski dated August 5, 2022
26. Meeting memo regarding General Business #9: Request from the Wreath Across America Banner
27. Meeting memo regarding New Business #1: Request from Sieglinde Aigner-Crooks to hold ribbon-cutting ceremony and raffle on August 28, 2022 at 11:30 a.m. for new textile recycling bin at August 28, 2022 at 11:30 a.m.
28. Email from Sieglinde Aigner-Crooks requesting to hold a ribbon-cutting ceremony and raffle
29. Meeting memo regarding New Business #2: Approve Employment Contract with Fire Chief Mark Emery
30. Employment Contract with Fire Chief Mark Emery
31. Meeting memo regarding New Business #3: Set meeting schedule from September through December
32. Proposed Meeting Schedule September 2022-December 2022
33. Meeting memo regarding New Business #4: Request from the Board of Water Commissioners to designate the Board of Water Commissioners as Special Municipal Employees pursuant to State Ethics Laws Chapter 268A
34. Letter from Board of Water Commissioners regarding vote to be designated as special municipal employees
35. Information from the State Ethics Commission website regarding Special Municipal Employees
36. Meeting memo regarding New Business #5: Review Triton District Communications Committee 2022-2023 Schedule
37. Email from Linda Litcofsky regarding the tentative District Communications Committee Schedule for the 2022-2023 school year
38. Meeting memo regarding New Business #6: Salem State University Social Work Internship Program Agreement
39. Salem State University Social Work Internship Program Agreement
40. Salem State University Social Work Internship Program Agreement with Town Counsel Tom Mullen's edits
41. Meeting memo regarding Old Business #1: Discuss Green Crab Program
42. Email from Brenden Doyle regarding the Green Crab State bounty
43. Town of Newbury FY2022 Great Marsh Green Crab Trapping Program Agreement with the Massachusetts Division of Marine Fisheries
44. Meeting memo regarding Old Business #2: Update on the intersection of Route 1 and Central Street and Glen Street

Minutes of the Board of Selectmen Meeting
August 22, 2022
Approved September 12, 2022