

MINUTES OF THE BOARD OF SELECTMEN

August 23, 2021

Town Hall, 139 Main Street, Rowley, MA

7:00 p.m.

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

PUBLIC ATTENDEES: Catherine Cantwell; Michael Young; Larry White – Finance Committee; Kevin Moriarty – Anonymous Brewing; William Sheehan – Rowley Village Green Condominiums; Catherine McClenaghan – Town Clerk; Daniel Sczepanski - Resident

CALL MEETING TO ORDER

Chairman Pierce called the meeting to order at 7:00 p.m. He said the meeting is being video and audio recorded and will be televised by Rowley Community Media.

7:00 p.m. PUBLIC HEARING (Continued) – Farmer Series Pouring Permit Liquor License Application filed by Anonymous Brewing LLC for 60 Main Street

Chairman Pierce read the following:

Kevin Moriarty, the owner of Anonymous Brewing is requesting today's continued liquor license to be continued to the first Selectmen's Meeting after September 8. He sent Debbie the message below:

Hello Debbie,

Our hearing with the planning board was continued to September 8th. We need to modify the parking plan to resolve some issues that were raised. Given this, I would like to request that the continuance with the board of selectmen be extended to the first available appointment after September 8th.

Thank you

Based on Mr. Moriarty's request, the public hearing can be continued to Monday, September 13, 2021 to 7:10 p.m., if the Board is in agreement. The Board needs to vote to continue it to a specific date and time.

Bob Snow made a motion to continue the Public Hearing to Monday, September 13, 2021 to 7:10 p.m., Deana Ziev seconded, all in favor – aye (5-0).

Dan Sczepanski of 66 Main Street said he is an abutter to 60 Main Street. He said he was unaware of the last meeting but he watched it. He said Moriarty, who he has never met, accused him and Chairman Pierce of colluding about this property. He said he

does know all the Board members because he has lived here for 35 years, and knows the history of 60 Main Street because he has lived next door to it for 35 years. He said he wants Mr. Moriarty to know about his interest in that property and he is holding everyone accountable. He said that Moriarty has never come and talked to him about anything, he is against what Moriarty is trying to do there because he doesn't think it is a suitable location for alcohol to be served. He told Moriarty not to make accusations and said he doesn't know where Moriarty is getting his information from. Moriarty said he has apologized to the Board and he should apologize to Sczepanski. He said he was misinformed.

7:05 P.M. TO 7:10 P.M. PUBLIC COMMENT

There were no public comments.

GENERAL BUSINESS

1. Road Opening Permit Application from National Grid to install new gas service at 12 Vineyard Way

There were no comments on this application.

2. Approve donations to the Council on Aging

Chairman Pierce read the following:

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

Bob Snow made a motion to accept these donations, Deana Ziev seconded, all in favor – aye (5-0).

3. Request from Water Superintendent Bob Gray to appoint Joseph Colburn to the position of Distribution Utility Maintenance Laborer

Bob Snow made a motion to appoint Joseph Colburn to the position of Distribution Utility Maintenance Laborer, Deana Ziev seconded, all in favor – aye (5-0).

NEW BUSINESS

1. Discuss Meeting Schedule

Chairman Pierce read the following:

The Board needs to set the meeting schedule for September, October, November and December. The Board meets weekly from September through May.

The proposed meeting dates are:

September 6 – NO MEETING – Labor Day Holiday

September 13 (May need to be at Annex if TH ramp project not complete)

September 20 (May need to be at Annex if TH ramp project not complete)

September 27 (Anticipate meetings to resume at Town Hall)

October 4

October 11 – NO MEETING – Columbus Day Holiday

October 18

October 25

November 1

November 8

November 15 – tentative if needed

November 22

November 29 – 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 23rd)

December 6

December 13

December 20

December 27 – No Meeting – Christmas Break

The meetings will be held in person and will start at 7:00 p.m., unless the Chairman or the Board decides to alter this plan.

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

OLD BUSINESS

1. Update on the Council on Aging flooring project

Chairman Pierce read the following:

On July 26th, the Board authorized the staff to issue a Purchase Order to Atkinson Flooring in the amount of \$7,260 to refinish the hardwood floor in the COA main room. Unfortunately Atkinson Flooring has backed out because their wood flooring sub-contractor let their worker's compensation insurance lapse. Without this insurance, we could not move forward with this vendor.

We reached out to a couple of other vendors on the State contract to get quotes for this work. Pavilion Floors Inc. provided the attached quote for a total of \$9,755.68, which is \$728.68 above the \$9,027 funds available for this project. We may need additional money to cover the cost of repairs identified after the carpet is ripped up.

How does the Board wish to proceed with this project? The Friends of the COA had previously offered to donate approximately \$6,000 towards this project, but recently said they are no longer offering this donation. Does the Board wish to ask the Friends to consider making a donation to cover the \$728.68 shortfall plus an additional amount to cover unknown repair work if needed?

Eagan said another option is that the COA donation account may be able to be used since there is no Friends money. She said carpet was installed over the original hardwood classroom floor when the Annex was converted to office space. She said there could be some additional costs for needed floor repairs once the carpet is removed.

Dave Petersen made a motion to continue the Public Hearing to Monday, September 13, 2021 to 7:10 p.m., Joe Perry seconded, all in favor – aye (5-0).

7:10 p.m. APPOINTMENT Police Chief Scott Dumas to present the following individuals for appointment:

- Carolyn Lynch – Full-time Patrol Officer
- Adam Elmore – Reserve Patrolman
- Connor Salvo – Reserve Patrolman

Chief Dumas said they are playing catch-up with hiring Reserves with turnover and promotions to full-time positions. He said he is pleased to introduce Connor and Adam, gave a brief overview of their backgrounds and credentials, and recommended them for appointment. Connor and Adam gave a brief overview about themselves.

Dave Petersen made a motion to appoint Adam Elmore and Connor Salvo as Reserve Patrolmen, Bob Snow seconded, all in favor – aye (4-0). Deana Ziev – ABSTAINED

The Town Clerk swore Adam and Connor is a Reserve Patrolmen.

Chief Dumas said he has the privilege to present Carolyn Lynch as a Full-time Patrol Officer. He said as part of the hiring process she underwent a physical fitness test, an oral board and a written exam and came out on top. He said she grew up and lives in Ipswich, has a B.S. in Criminal Justice and is a Marine Corps. Reserve. He said Carolyn will be the first female Full-time Patrol Officer appointed in Rowley.

Joe Perry made a motion to appoint Carolyn Lynch as a Full-time Patrol Officer, Bob Snow seconded, all in favor – aye (4-0). Deana Ziev – ABSTAINED

Carolyn Lynch said she has loved working in Rowley for the past two years and is excited to continue working here, and said thanks for having her. Carolyn's sister pinned her badge on her and the Town Clerk swore her in as a Full-time Patrol Officer.

7:15 p.m. APPOINTMENT Kevin Moriarty of Anonymous Brewing LLC to discuss One Day Liquor License Application for a sampling event on the Town Common on September 4, 2021

Chairman Pierce read the following:

Kevin Moriarty of Anonymous Brewing submitted the attached application for a one-day liquor license to hold an event on the Town Common on Sunday September 5, 2021.

*This request is **two-folded**:*

- 1) Request to use the Town Common for an event*
- 2) Request for a One-Day Liquor License for the event*

The application requests to allow him to provide samples of his product, and to sell his packaged product to go on the Town Common. The ABCC confirmed that if the Board grants the one-day license, the applicant:

- **Can:** sell drinks or sell/give away samples to be consumed **on** premises*
- **Cannot:** sell or give away drinks to be consumed **off** the premises*

We circulated the One Day Liquor License Application/Town Common Use Request to Town Department Heads for review and the comments. We have received comments from: Police Chief Scott Dumas, Fire Chief James Broderick, and Health Director Frank Marchegiani. The comments are below, but some background notes precede those and are shown directly below.

DEPARTMENT HEAD COMMENTS

(Police Chief, Fire Chief, & Health Director

POLICE CHIEF COMMENTS:

Hi Amy,

I do have a few concerns with this request. If it were to be granted I would make the following recommendations.

- 1. This is a Saturday on a well-used public property. I would suggest a tent or corralled off area to those that are participating in the sampling/tasting with no consumption allowed outside of that area.*
- 2. The applicant is expecting "30-40 at peak", which could mean a couple of hundred in total within the 4 hours. That number may be low. They are marketing their event on their social media platforms as well as Rowley*

Community pages, essentially advertising “free alcohol”. Parking may be an issue.

3. Given that alcohol is being served and the event is 4 hours, a portable restroom is recommended.

4. A detail officer would be required considering the alcohol and potential parking issue.

5. Lastly, there may be an issue in granting this one day license to this applicant. According to the ABCC website, Local Licensing Authorities cannot grant a one day special permit to any person that has an on premises license application pending before them. Please see below. I am not sure the reasoning for that. A call placed to them was met by an answering machine.

<https://www.mass.gov/service-details/apply-for-a-special-license-or-permit-abcc>

One-Day Permit

For a One Day Special Permit you must contact the Local Licensing Authority of the city or town the event is held in.

The Local Licensing Authorities may issue special licenses for the sale of wines and/or malt beverages to any enterprise however, special licenses for the sale of all alcoholic beverages may be issued to non-profit organizations only. The license is to be utilized for a single day.

The Local Licensing Authorities cannot grant special licenses to:

- a. any person for more than a total of 30 days per calendar year,
- b. to any person that has an on premises license application pending before it,
- c. any premises that has an alcoholic beverages license.

Special licensees CANNOT purchase alcoholic beverages from a package store.

Scott A. Dumas

Scott A. Dumas |Chief of Police

Rowley, Massachusetts

FBI National Academy Session 226

scott.dumas@rowleypolice.com

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(978) 948-7644 – Main

(978) 948-7087 – Fax

Issuance of a One-Day License to entity that has a pending Liquor License Application

Regarding Chief Dumas' last concern (below under Department Head Comments) about granting a one-day license to an applicant with a pending on premises license application, the ABCC said this is up to the Board of Selectmen to decide, and the section of the law that states this pertains to applications for licenses under Section 12. The pending application with Anonymous Brewing, LLC is under Section 19.

Ability of this business to be considered an "Agricultural Entity" and participate in the Agricultural Commission's Farmer's Market

In 2014 the Board issued Alfalfa Farm a license to offer samples of their wine and to sell bottles of their wine for off-premises consumption at the Rowley Farmer's Market (an agricultural event). We confirmed with the ABCC that this special license can **only** be given to **wineries** and not to farmer breweries per State law.

HEALTH DIRECTOR COMMENTS:

Hi Amy,

The Health Department would like to request all trash be removed from the Town Common at the end of the event and if a portable restroom is used that it be removed as quickly as possible.

Thank you,

Frank

Frank Marchegiani, R.S. | Health Director | Rowley Board of Health | 39 Central Street | P.O. Box 783 | Rowley, MA 01969 | (978) 948-2231 | Fax: (978) 948-7196 | health@townofrowley.org || Save paper – slim your signature

Past Liquor License Issuances for the Town Common

The only one-day liquor license issued for an event on the Town Common that we can recall in recent years is for the Chili Cook-off fundraiser held by the Friends of the Rowley Public Library. There was a designated beer garden area for that event.

Pierce said the Board has allowed the Town Common to be used for events such as the Farmer's Market hosted by the Agricultural Commission, events held by non-profit groups such as the Girl Scouts and the Friends of the Rowley Public Library. He said he doesn't think it has ever been allowed to be used by a purely commercial entity for marketing purposes. He said it has never been authorized to be used for an event involving alcohol without some other activity, such as the Chili Cook-off. He asked the Board how they would like to proceed.

Moriarty requested to provide some background information. He said this will be a marketing event to introduce the brewery to the community since he wants this to be a community oriented business. He said it would be an opportunity to taste the product, have a conversation and explain the plan to the community. He said they are flexible regarding the recommendations from the Police Chief and the Health Director. He said this is meant to be a laid back event and said he was the Chili Cook-off champion for two years.

Snow asked what the status of the liquor license is. Pierce said it is pending. Petersen said he is opposed to this because it opens the door that hasn't been opened before. He said we have allowed it when it has been done by a non-profit with food and the Farmer's Market. He said this applicant is coming before the Board in September for a liquor license, and this is putting the cart before the horse. He said he is opposed to this because it is not a good use of the Town Common and sets a bad precedent moving forward, and will open this up to restaurants and other businesses in Town. Pierce said he 100% agrees that it would set a precedent to have events on the Town Common with or without liquor, he can find private property to do this on, and he doesn't think the Town would want to Board to authorize this. He said he will vote no on this. Snow said he is uncomfortable with the liquor license in a pending status. Ziev said she thinks this is a great idea if it was being held on private property such as the VFW or Mill River Winery, but doesn't think this will be safe on the Town Common, in the sun, and without food.

Moriarty said the precedent is a fair argument and he will look into alternatives.

Dave Petersen made a motion to deny the one-day liquor license application and to deny the use of the Town Common for this event, Bob Snow seconded, all in favor – aye (5-0).

7:25 p.m. APPOINTMENT – Thomas Summit, Farma Gardens LLC, to discuss Host Community Agreement

Chairman Pierce read the following:

The Board met with Mr. Summit of Farma Gardens on August 9 to discuss his marijuana growing business plan. The Board agreed to move forward with Mr. Summit on the next step, which is to execute a Host Community Agreement. Mr. Summit had submitted a draft HCA to the Town, which was forwarded to Town Counsel Tom Mullen. Tom Mullen reviewed it and made the following comments, which Chairman Pierce reviewed last week:

Debbie:

It appears that there are 3 points to address in connection with Farma Gardens' proposed HCA.

1. Amount of Payment. I am agnostic as to the amount of the annual payment. The draft agreement that I reviewed set the amount at 1%. I assumed that was an opening bid, and I wanted to make sure the Selectmen knew that the Town may insist on as much as 3% under G.L. c. 94G, s. 3(d). If the Selectmen are content with a lower amount, I have no objection. I just want them to know what their options are.

2. "Any laws." Farma Gardens has a good point: we don't want to refer to "any laws" because of the current federal prohibition. I agree that we should say "any state or local law".

3. Impacts. Because they don't agree that there will be impacts, Farma Gardens objects to reciting "that some impacts are inevitable." Here I have to insist on my language. The Town

has the power to exact an annual payment through an HCA as a "community impact fee." The law provides that such a "fee shall be reasonably related to the costs imposed upon the municipality by the operation of the marijuana establishment ... and shall not amount to more than 3 per cent of the gross sales of the marijuana establishment ... or be effective for longer than 5 years." G.L. c. 94G, s. 3(d). Should there ever be litigation about whether the fee received by the Town is justified by community impacts, I want the language of our agreement to help us, not hurt us. Especially if, as I now understand, the Selectmen may be willing to accept a 1% fee, a written acknowledgement of some community impact is a small concession for the applicant to make.

Tom

Thomas A. Mullen, Esq.

These comments were sent back to Mr. Summit and he responded as follows:

Thanks Debbie,

If town counsel resists reverting back to 1% for wholesale, could you also inquire with Chairman Cliff Pierce, he was the one that asked about the 1% and seemed ok with keeping it consistent with the prior agreement from Verdant Medical. I assume the Board of Selectmen is the decision-maker in this matter.

Also for the counsel, Need to narrow the "any laws" definition to either exclude the federal Controlled Substances Act or revise it to say "any state or local law". The reason is that it is already federally illegal which negates the agreement if this wording in in the contract.

Also, we suggest removing the "Recognizing that some impacts are inevitable" as that is editorializing and we do not recognize that such a small grow would have an impact.

Thank you -ts

The Verdant Medical HCA section on wholesale provided for a 1%, rather than the 3%. Chairman Pierce felt that the Town can go with the 1% and the language on "any laws." However, Chairman Pierce and Tom Mullen do not recommend removing the phrase "Recognizing that some impacts are inevitable".

The final version reflecting these changes is attached. Tom Summit of Farma Gardens needs to sign the document first, and then the Board can vote to approve it and authorize Chairman Pierce to sign it.

Tom Summit said he doesn't have a problem with keeping the language, "that some impacts are inevitable." The consensus of the Board was to agree to the 1% fee.

Bob Snow made a motion to approve the Host Agreement, Joe Perry seconded, all in favor – aye (5-0).

The agreement was signed by all parties.

NEW BUSINESS

2. Update on Triton District Communications Committee Meeting

Chairman Pierce read the following:

Joe Perry attended the DCC Meeting last Thursday. The DCC discussed a facilities assessment report of the High School and Middle School. Attached is a copy of the executive summary of the report that was distributed at the meeting. Joe will discuss the meeting highlights with the Board. Joe obtained full copies of the report, which Elaine distributed on Friday.

Perry said he wants to stress that it was said at the meeting that this is an assessment of needs and not a proposal. He said the assessment is very detailed, and the school is in tough shape. He said the school opened in 1969 and is run down in several areas, and the whole campus needs some work. He said there was a large attendance at the meeting and the entire Salisbury Board of Selectmen and members of the Newbury Finance Committee were present. He said there were a lot of comments about the cost, which is \$58,000,000 according to the assessment. He said it is his opinion that the \$58,000,000 doesn't cover what is needed and is just a band-aid. He said the assessment prioritizes the improvements. Pierce asked if the School Committee has voted on this. Perry said no, and they plan to set up additional District Communications Meetings. He said there wasn't time for many questions, and they took a few at the end. He said there is a lot to look at and there were a lot of questions on the cost. He said they are planning to put in a request to the MSBA. He said when the Pine Grove School project was submitted to the MSBA, there were 95 applications and 15 were selected. He said we may luck out a second time. Ziev asked when the Middle School was done. Petersen said there was a renovation in 2000. Snow asked if this can be done in phases. Perry said yes and all is up for discussion. Pierce asked if federal money is available for this. Perry said nothing was mentioned about this. Petersen asked if \$58,000,000 is today's price for the work. Perry said yes. He said the assessment was done in 2019, then COVID hit, but the quote has been updated to reflect current prices. Snow said building project costs increase by 4% each year they are pushed out. Pierce said this may include currently inflated construction costs. Perry said this needs to be reviewed at the District Communications Meetings, and it will be at least a year before this is brought to the Towns. Petersen said it is probably four years away before the project starts, this will require an override by the three towns, it is a big project but it is good to get this on the table. Pierce asked if our assessment will be based on enrollments. Perry said he believes so and the Town of Rowley assessment would be approximately \$20,000,000. Petersen said this will be a tough sell with or without MSBA funding, the school definitely needs work and this is only fixing and patching things rather than the upgrade at Pine Grove School. Perry said that is why he thinks this estimate is just the tip of the iceberg. Ziev said \$58,000,000 just to patch things is very expensive. Petersen said if they do this, they will probably look for upgrades in the future. Perry said Triton Facilities Director Chris Walsh was

unable to attend the meeting. Pierce said it is good to hear that this isn't moving too quickly, and he thanked Joe for attending the meeting.

OLD BUSINESS

2. Update on the Town Hall Annex back door replacement project

Chairman Pierce read the following:

The May 3, 2021 Special Town Meeting approved funding for facilities upgrades, which included \$8,000 for the "replacement of exterior doors at the Annex." We have heard from many Annex employees that the back door (door from parking lot off of School Street) has been increasingly difficult to close and lock. The current wooden door is original to the building and swells and shrinks due to moisture and temperature changes. Since the Annex became additional Town office space in 1997, we have had carpenters shave off sections of the door to make it function properly, but this hasn't been a permanent fix.

We had planned to replace this door and sidelight with a fiberglass replica, because fiberglass doors are moisture-resistant, they save energy, are stronger and need less care than wood doors. A fiberglass door can have a wood grain to it, and would be painted black to match the existing door.

Because the Annex is located in the Historic District, we reached out to Sara Bourque of the Rowley Historic District to check if we would need their approval to replace the back door and sidelight with a fiberglass replica. Please see her response below.

Dear Amy,

Thank you for your email. Sorry for the delay in response.

To your question, the Annex is viewable from the public way on all four sides of the building, so it would need to come before the RHDC for design review.

As for the choice of installing a new fiberglass door and matching sidelights, the Chairman and I agree this is not appropriate. The Selectmen have gone to great lengths to match the slate roof tiles, buy new historically correct and appropriate windows, repair and replace the exterior clapboards with wood instead of alternative materials. The Fiberglass Door Set doesn't work with the overall theme of Historic integrity and authenticity that has been established.

It is true as a user, the existing rear door sticks in the summertime, is and heavy. Options to consider are installing a hydraulic power assist door operator. (New Hardware) There are even options that use sensors that can keep the door open while someone with a walker or cane enters. It is like a mechanical piston system that aids in opening and closing. Lastly, a new wood door component but, I don't think the door is rotted or in very poor condition. I will look more closely. I believe locksmiths install hardware like this.

Sara

Sara Bourque, ASLA MCA #41806

Landscape + Urban Design

sarabourque@mac.com

Marshwind Landscape Design

www.marshwind.com

How does the Board wish to proceed with this project? Do you want to price out a wooden door? New closers were already installed on the front and back Annex doors in March of 2021.

Petersen said he has been involved with Eagan and Lydon over a number of years with door issues at the Annex. He said the frame and door are bad, and the door has been shaved to try to address this in the past. He said the back door is on the east side, so when there are rainstorms, the door swells. He said the handicap door is fiberglass painted black, years ago storm windows were allowed, and this year the HDC approved aluminum windows for the Annex similar to the windows at Town Hall. He said we aren't changing the décor or image of the building, we are just trying to make the door better, more usable and less susceptible to the weather. He said if the HDC doesn't approve this, he doesn't know what we will do and he isn't sure it's worth installing another wooden door. He said the closer is new, and it won't solve the swelling issue. Eagan said all new hardware has been installed on the existing wooden door. Petersen said he doesn't understand the reasoning of the HDC about this, and they have approved plastic fences in the Historic District. Ziev agreed with Petersen. Pierce also agreed and said you have to get close to the door to see that it is made of fiberglass. Snow said fiberglass doors have easier maintenance and you can't tell the difference until you get up close and touch the door. Eagan said the wooden door on the front of the building will be kept, and there are not as many issues with the front door. Pierce said the Board has decided on a fiberglass door. Eagan asked if the Board would like us to file an application to the HDC on behalf of the Board of Selectmen. Petersen said yes, let's see what happens.

3. Update on Green Communities project

Chairman Pierce read the following:

Town Hall Building Envelope – Energy Audit

The first phase of the recommendations on the Energy Audit is to improve the building envelope in the attic and basement of Town Hall. This requirement is based on a phased energy saving approach. Firefly E.E.S. has submitted a proposal in the amount of \$2,000 to prepare the scope of work for a competitive solicitation. The Board needs to approve the proposal, authorize the Town Administrator to accept the proposal and to submit it to the Green Communities Program for funding.

Bob Snow made a motion to approve the proposal from Firefly E.E.S. and submit it to the Green Communities Program for funding, Deana Ziev seconded, all in favor – aye (5-0).

Pierce continued:

Town Hall HVAC

The other Green Communities project is the installation of an energy-efficient electrical HVAC system for Town Hall. We requested a price proposal from Crossfield Engineering to design and engineer a new HVAC system for the first floor of Town Hall. Crossfield Engineering was the HVAC consultant on the Police Station and Fire Station building project. Their proposal includes work to determine the equipment size, preparation of the mechanical and electrical bid specifications, review contractor bids, and oversee construction. The price proposal is \$22,000. We will be working with Crossfield to design the system so that units are placed in the rear of the building and are covered by lattice. Crossfield submitted an example of a system they recently designed for the Merrimac Police Station. The Board needs to approve the proposal, authorize the Town Administrator to accept the proposal and to submit it to the Green Communities Program for funding.

Petersen said he has been working with Eagan, Lovett and Lydon on this project and the boiler at Town Hall is in bad shape. He said last heating season it needed to be filled with water very frequently, it needs to be replaced, and it will probably fail in the next one to two years. He said the new units proposed for Town Hall are different than the units installed in the Police and Fire Stations, and it would be a single unit without a hood, and hidden by lattice work. He said we should definitely move forward with this, it is a high priority, and Green Communities Funding can be used for this. Eagan said the current boiler could be the first heating system put into the building, and the furnace is approximately 15 years old. She said there are a lot of leaks in the system, and the system clanks and bangs loudly. She said the company that services has trouble finding parts and people specialized to fix it. She said we could have gone to a gas system, but it wouldn't have the air conditioning capabilities, which is a big part of our energy consumption. She said we need to reduce our energy use, and this will be a significant part of the reduction. Petersen said the State is pushing these types of systems for their energy efficiencies and lower emissions.

Bob Snow made a motion to approve the proposal from Crossfield Engineering and submit it to the Green Communities Program for funding, Dave Petersen seconded, all in favor – aye (5-0).

4. Update on Town Hall Handicap Ramp project

Chairman Pierce read the following:

The ramp has been demolished. Based on field verified information, the contractor has verified that the ramp needs to be extended because of the elevation of the slope. The curb will need to be moved out by 2 feet.

Chief Broderick tested the impact of the proposed curbing with the fire ladder truck and had no issues making the turn.

The work is necessary in order to build the slope of the ramp correctly within code. CBI recommended approval of this work. The cost is \$5,017.38. Chairman Pierce and Dave Petersen reviewed the information and approved the change order. The Board needs to vote to ratify the change order.

Petersen said the old ramp is gone and if we don't approve this, it will hold this project up. He said we need to move forward with this and slopes are critical for handicap ramps.

Joe Perry made a motion to ratify the approval of this change order, Bob Snow seconded, all in favor – aye (5-0).

5. Update on Town Landing project

Chairman Pierce read the following:

The Conservation Commission is requiring a traffic count of the vehicles as parking at the landing. This work can be done by the Merrimack Valley Planning Commission, rather than through a consulting engineer. Harbormaster Bill DiMento has been in discussions with Conservation Agent Brent Baeslack and Selectman Bob Snow, who serves as the Town representative to the Merrimack Valley Planning Commission. Bob confirmed with Brent the details of the location of where the traffic counts need to take place. Bob is requesting the Board to approve four (4) hours of MVPC Local Technical Assistance to perform a traffic count study at the end of Warehouse Lane, at the entrance of the Town Landing. (The LTA Request Form is attached.)

Dave Petersen made a motion to approve 4 hours of MVPC Local Technical Assistance to perform a traffic count study at the end of Warehouse Lane, at the entrance of the Town Landing, Deana Ziev seconded, all in favor – aye (5-0).

6. Update on Town Hall Exterior Trim Project

Chairman Pierce read the following:

Last fall, the exterior trim on the front and right sides of Town Hall was painted. We would like to move forward with phase two of this project, which includes painting the trim on the cupola, back and left sides of Town Hall, as well as painting the LULA shaft, if there is sufficient funding. This second phase of the project will also include some trim replacement work discovered during the first phase, and an option to replace additional

rotted trim work that may be discovered on the unpainted areas. We would like this project to be completed this fall, before the Town Hall Memorial Restoration Project begins, because the cupola will need to be accessed via the front lawn of Town Hall.

Attached is the draft Request for Price Quotations, which is currently being reviewed by Tom Mullen. Could the Board authorize the release of this Request for Price Quotations, subject to the inclusion of any edits recommended by Tom Mullen?

Petersen said the office has been working diligently on this project, and it takes time. He said the Town Hall trim project needs to be finished. He said the front of Town Hall looks good since the trim was painted and it will look nice after the Memorial Restoration project.

Dave Petersen made a motion to authorize the release of the Request for Price Quotations subject to the inclusion of any edits recommended by Tom Mullen, Bob Snow seconded, all in favor – aye (5-0).

MINUTES

- August 9, 2021

Bob Snow made a motion to approve the minutes from August 9, 2021, Deana Ziev seconded, all in favor – aye (4-0). Joe Perry - ABSTAINED

ANNOUNCEMENTS

- The Rowley Campus YMCA Pool will continue to be open to Rowley residents on Tuesdays and Fridays from 3 p.m. – 6 p.m. through Friday, September 3, 2021. Beginning on August 21, the Rowley pool will no longer be open on the weekends due to lifeguard staffing issues. On Saturday, August 21, Sunday, August 22, Saturday, August 28, and Sunday, August 29, Rowley residents are welcome to use the outside pool at the Ipswich YMCA facility. Residents will need to show an ID and sign in at the front desk.
- Veterans Benefits Presentation hosted by the Eastern Essex Veterans Services District on Wednesday, September 1, 2021 at the Byfield Community Arts Center, 7 Central Street, Byfield. The event is open to all veterans, families and surviving spouses of those who served in the military. A representative from the Veterans Administration will speak about VA Healthcare Enrollment and be available to answer questions. See Town website for more information or call Veterans Director Karen Tyler at 978-356-6699

ADJOURN

Bob Snow made a motion to adjourn, Deana Ziev seconded, all in favor – aye (5-0).

Meeting adjourned at 8:09 p.m.

Respectfully submitted,

Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting memo regarding 7:00 p.m. Public Hearing (Continued) – Farmer Series Pouring Permit Liquor License Application filed by Anonymous Brewing LLC for 60 Main Street
2. Email from Kevin Moriarty regarding 60 Main Hearing – 7/26
3. Meeting memo regarding General Business #1: Road Opening Permit Application from National Grid to install new gas service at 12 Vineyard Way
4. Road Opening Permit Application from National Grid to install new gas service at 12 Vineyard Way
5. Meeting memo regarding General Business #2: Approve donations to the Council on Aging
6. Two donation lists from the Council on Aging
7. Request from Water Superintendent Bob Gray to appoint Joseph Colburn to the position of Distribution Utility Maintenance Laborer
8. Meeting memo regarding New Business #1: Discuss Meeting Schedule
9. Meeting memo regarding Old Business #1: Update on the Council on Aging flooring project
10. Estimate from Pavilion Floors for Council on Aging flooring project
11. Meeting memo regarding 7:10 p.m. Appointment: Police Chief Scott Dumas to present the following individuals for appointment:
 - a. Carolyn Lynch – Full-time Patrol Officer
 - b. Adam Elmore – Reserve Patrolman
 - c. Connor Salvo – Reserve Patrolman
12. Letter from Police Chief Scott Dumas regarding appointing Carolyn Lynch as a full-time Patrol Officer
13. Letter from Police Chief Scott Dumas regarding appointing Adam Elmore and Connor Salvo as Reserve Patromen
14. Meeting memo regarding 7:15 p.m. Appointment: Kevin Moriarty of Anonymous Brewing LLC to discuss One Day Liquor License Application for a sampling event on the Town Common on September 4, 2021
15. Letter from Kevin Moriarty regarding Application for an Anonymous Brewing One Day Sampling Event – September 4th, 2021 11a – 3p
16. One Day Liquor License application submitted by Kevin Moriarty
17. Meeting memo regarding 7:25 p.m. Appointment – Thomas Summit, Farma Gardens LLC, to discuss Host Community Agreement
18. Draft Host Agreement with Farma Gardens LLC
19. Draft Host Agreement with Farma Gardens LLC showing red-lined revisions from Town Counsel
20. Meeting memo regarding New Business #2: Update on Triton District Communications Committee Meeting
21. Comprehensive Facilities Assessment Triton Middle and High School Campus
22. Meeting memo regarding Old Business #2: Update on the Town Hall Annex back door replacement project

23. Photo of Town Hall Annex back door
24. Internet print-out titled, "Fiberglass vs. Wood Doors: Your 5 Top Takeaways"
25. Meeting memo regarding Old Business #3: Update on Green Communities project
26. Proposal from Firefly for Town Hall building envelope scope of work
27. Proposal from Crossfield Engineering, Inc. for Town Hall heating system design
28. Email from Mark Tocci of Crossfield Engineering, including attachments
29. Meeting memo regarding Old Business #4: Update on Town Hall Handicap Ramp project
30. Signed Change Order for Town Hall Handicap Ramp project
31. Meeting memo regarding Old Business #5: Update on Town Landing project
32. Request for Local Technical Assistance from Merrimack Valley Planning Commission for Town Landing project
33. Meeting memo regarding Old Business #6: Update on Town Hall Exterior Trim Project
34. Draft Request for Price Quotations for Town Hall Exterior Trim Project
35. Draft minutes of August 9, 2021