

## MINUTES OF THE BOARD OF SELECTMEN

December 21, 2020

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

1:00 p.m.

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

### **CALL MEETING TO ORDER**

Chairman Pierce called the meeting to order at 1:00 p.m. He read the following:

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting, but every effort will be made to allow the public to view and listen to the open session portion of the meeting in real time. Persons who wish to do so are invited to watch the open session portion of the meeting on Rowley Community Media TV / listen live on the RCM page on the Town's website at [www.townofrowley.net](http://www.townofrowley.net) or join the meeting from your computer, tablet or smartphone by using the link: <https://global.gotomeeting.com/join/250081853> or also dial in using your phone by calling +1 (224) 501-3412 and using access code 250-081-853. In the event that live transmission proves infeasible, an audio or video recording, transcript or other comprehensive record of the open session portion of the meeting will be made available on the Town's website as soon as possible.

**1:00 p.m. APPOINTMENT** Neal Duffy, Regional Coordinator Green Communities and Jennifer Hughes, Environmental Program Manager, Merrimack Valley Planning Commission to discuss Energy Reduction Plan

Chairman Pierce read the following:

*Neal and Jennifer are here to discuss the Town's Energy Reduction Plan. The Board's adoption of this plan is the final step in the process to complete the five criterion required to apply for Green Community Designation.*

*If the Board votes to adopt the Energy Reduction Plan, please vote to authorize Chairman Pierce to sign the attached letter certifying the Board's adoption.*

Neal Duffy said that the Energy Reduction Plan takes advantage of some projects that the Town has recently completed and includes projects that are very doable. It shows that the Town can comfortably meet its goal to reduce energy usage by 20% in the next 3 years. For the next steps, Jennifer Hughes will submit the Plan to DOER, on behalf of the Town. DOER will then review the plan and follow up with the Town if there are any questions. Duffy said that the Town may receive Green Community designation sometime in early February. He recommended that the Town begin thinking about how

it will use its designation grant, so that it can apply for the funds as soon as possible. He said that once the Town receives designation it receives an automatic designation grant but the Town first needs to get approval from DOER for what it is going to spend the money on. After that, Town will be eligible to apply for competitive grants.

Dave Petersen asked how much the designation grant will be. Duffy responded that it is based on a formula but will likely be around \$136,000.

Petersen thanked Debbie Eagan, Amy Lydon, Natalie Lovett, Neal Duffy, and Jennifer Hughes for all of their work on the Plan. He said that he was impressed by the Plan and the goals are clearly laid out. He said that it would be good to spend that money quickly because there are some building needs that coincide with energy reduction strategies.

Duffy noted that while the Plan specifies certain projects, the Town can always apply for funding for projects that are not in the plan, as long as they will reduce energy in the buildings.

Jennifer Hughes said that everyone did a lot of work to complete the Plan, she said that the grant that paid for MVPCs work on the plan came from DOER. Hughes said that if there are any questions on the specifics of the plan, she is happy to answer any questions.

Bob Snow noted that it would be great to complete some projects using the green Community funds. Debbie Eagan also thanked Neal Duffy and Jennifer Hughes, we couldn't have gotten to this point without their help.

Dave Petersen made a motion to adopt the Energy Reduction Plan, Bob Snow second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

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

## **GENERAL BUSINESS**

1. Sign Collective Bargaining Agreement with the Massachusetts Coalition of Police, Local 360

Chairman Pierce read the following:

*The Police Union has signed the successor agreement, which runs from July 1, 2019 to June 30, 2022. The June 22, 2020 Town Meeting approved it.*

*Now the Board of Selectmen must vote by ROLL CALL to sign the agreement. The agreement will be in the office for the Selectmen to sign after the meeting.*

Bob Snow made a motion to sign the agreement, Joe Perry second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Cliff Pierce – aye; Deana Ziev – ABSTAINED.

2. Email from Chris Colby regarding Ezekiel Rogers monument

Chairman Pierce read the email from Chris Colby.

Petersen noted that within the old section of the Rowley Cemetery there is a monument to Ezekiel Rogers as well as smaller monuments of many of the original settlers that came to Rowley with Ezekiel Rogers. He said that he thought a monument to Ezekiel Rogers on the Common is a great idea. Pierce agreed and commented that funding will be needed for the monument. Pierce suggested that Chris Colby could run a donation drive that demonstrates community support for the bench. Petersen said that it may also be possible to use Community Preservation Act funds. Petersen added that he thinks Selectmen should refer the proposal to the Historical Commission for their help on the design and that the historic house signs could also be replaced at the same time with funding from the CPA.

Bob Snow noted that Ezekiel Rogers was an important figure in the founding of Mass Bay Colony and thinks it is important that he is recognized.

Bob Snow made a motion to refer the proposal for a monument to Ezekiel Rogers to the Historical Commission for their consideration, Dave Petersen second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

**1:20 p.m. APPOINTMENT** Veterans Committee Chairman Bob Breaker to discuss Veterans Committee Donation Account

Chairman Pierce read the following:

*Bob Breaker is requesting the Board of Selectmen to vote to set up a Veterans Committee Donation Account that would accept donations from the community of which funds would be used for the following:*

- 1 Memorial and Veterans Day events*
- 2 Replacement of flags*
- 3 Maintenances of Town Veterans Memorials*
- 4 Outreach and mailing*

*All expenditures would first be approved by the Committee and then forwarded to the Select Board for final approval.*

Chairman Pierce asked Bob Breaker if he has anything he would like to add.

Bob Breaker said that before Veterans Day he sent out a mailing to the 300 Veterans in Town and as a result of that mailing he has received several requests to add names to the monuments in front of Town Hall. He said these requests caused him to take a closer look at the monuments and the landscaping around them. Breaker said that he is doing some research and is putting together a plan to replace the bushes around the monuments in order to expose the monuments more. He has also been getting questions from people about how they can make donations for this work.

Pierce said that the bushes next to the monuments are long overdue for replacement; they are very overgrown.

Joe Perry made a motion to approve the creation of the Veterans Committee Donation Account, Deana Ziev second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

**1:30 p.m. APPOINTMENT** Building Inspector Ken Ward and Treasurer/Collector Karen Summit to discuss Inspection Department online permitting software program

Chairman Pierce read the following:

*Building Inspector Ken Ward would like to provide the public with an online Inspection Department permit application option. He feels that it is a good time for the Town to have an online permitting option available to the public, especially during the COVID pandemic.*

*The permitting process requires the Board of Selectmen to approve a contract with Point Software, Inc. We have had the Town's IT consultant, Jared Samuelson of PRS Group, Inc. review the contract and Town Counsel Tom Mullen.*

*We have reviewed Jared's comments and feel that they can all be addressed. (See attached.) Tom noticed that a sentence was repeated on page 2 (see attached) and needs to be deleted and the concern from Jared on the licenses. Ken contacted the company and will confirm that the interpretation on that section means the number of computers on which the Town is authorized to install the license software.*

*There will be an operational cost for the online permitting system. Ken is recommending an "across the board" Inspection Department fee increase of \$10.00 per application. (See attached memo). This increase will cover the cost of online permitting program.*

*There is also an E-Payment Services Agreement with Point & Pay LLC that the Board will need to vote to authorize Treasurer/Collector Karen Summit to sign. This allows inspection permit applicants to pay the application fee online. (This agreement is at the end of this packet.)*

*To summarize what is needed to be approved by the Board in order to go forward with the online permitting system, the follow actions are required:*

- 1) Vote to approve the Permit Link Contract, which is an agreement between Point Software, Inc. of East Longmeadow, MA and the Town of Rowley, with deletion of the repeated language on page two shown in handwritten "strikethrough" and to authorize Chairman Pierce to sign it;*
- 2) Vote to increase all the Inspection Department application fees effective January 1, 2021 by \$10.00*
- 3) Vote to authorize Treasurer/Collector Karen Summit to sign the Point & Pay, LLC E-Payment Services Agreement.*

*All votes need to be by ROLL CALL.*

*Our goal is to get the online permitting system set up in January 2021. Just a reminder, that this is an option for the public to use, but paper applications will still be available.*

Bob Snow made a motion to approve the Permit Link Contract, Joe Perry second, all in favor, roll call vote— Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

Bob Snow made a motion to increase all the Inspection Department applications fees, effective January 1, 2021, by \$10.00, Deana Ziev second, all in favor, roll call vote— Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

Bob Snow made a motion to authorize Treasurer/Collector Karen Summit to sign the Point & Pay, LLC E-Payment Services Agreement, Deana Ziev second, all in favor, roll call vote— Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

Petersen commended the Treasurer and Building Inspector for their work on this project. He said it will expand the Town's services and is a great addition to our recently updated website.

Ken Ward thanked the members of the Board, Debbie Eagan, and Karen Summit. He said this system is sorely needed; 75% of people calling his office want to know if the Town has online permitting, especially with COVID-10.

## **GENERAL BUSINESS**

3. Email from Triton High School Teacher James Allen regarding student interview for the Triton Voice Student Newspaper

Chairman Pierce said that the Selectmen received an email from Triton High School Teacher James Allen asking if one of the Selectmen would be interested in speaking with a student as part of his journalism class.

Chairman Pierce offered to speak with the student. Town Administrator Debbie Eagan said that she will let Mr. Allen know and coordinate a time for the interview.

4. Request from Board of Health Chairman Charles Costello to appoint Carolyn D'Amato to the position of Town Health Nurse

Chairman Pierce read the following:

*The Health Department is requesting the Board of Selectmen appoint Carolyn D'Amato to the position of Town Health Nurse. The Personnel Department is currently completing the background check of Ms. D'Amato. However, the search to find a replacement for the current nurse has taken longer than expected and the Health Department would like the Board of Selectmen to make the appointment at today's meeting. Maryellen Mighill, our current nurse, has graciously remained in the position for the past couple of months beyond her retirement date.*

*Debbie is asking that the Board of Selectmen vote by **ROLL CALL** to appoint Carolyn D'Amato to the position of Town Health Nurse contingent upon the completion of a successful background check.*

Deana Ziev made a motion to appoint Carolyn D'Amato to the position of Town Health Nurse contingent upon the completion of a successful background check, Joe Perry second, all in favor, roll call vote— Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

### **NEW BUSINESS**

1. Request from Elizabeth Cannizzo to lift affordable housing deed rider on condo unit at 870 Haverhill Street Unit 13B

Chairman Pierce read the following:

*Ms. Cannizzo is requesting the Board of Selectmen vote to lift the affordable housing deed restriction on the unit she owns at 870 Haverhill Street - Unit 13B.*

*She has sent the following:*

- 1) Email message on 12/9/2020 to Debbie
- 2) Email message on 12/8/2020 to Representative Brad Hill
- 3) Email message on 12/18/2020 to Debbie

*Town Planner Kirk Baker sent Debbie an email message on 12/18/2020 in which he recommended the Board of Selectmen refer Ms. Cannizzo to the Planning Board. All of these are attached.*

*What does the Board wish to do with this request?*

Petersen recommended that they send the request to the Planning Board. He said that there are other units in the building that are selling for higher prices and he sympathizes with the owner of this unit that needs to get her unit sold.

Ms. Cannizzo, the owner of the unit, said that there are three other units in the same building that have sold and another that is currently under contract. None of the units that have sold have been 40B units. Cannizzo said she has had showings and there has been interest, however the feedback has been that with the interest rates being low, buyers would prefer to pay a little more to not have the deed restriction. She said she put the unit on the market in July. She did have a Purchase and Sale Agreement that involved a USDA loan, however after months of dragging their feet the USDA pulled the funding for the unit. Cannizzo said that during that time she had already found other housing and is now paying for two housing units. She said that she has done everything she can to sell this unit and she doesn't want to have to foreclose. Cannizzo said that in 2011, the Board of Selectmen voted to remove the deed rider from another unit in the building.

Petersen said that the Planning Board is meeting on Wednesday and he would like to have their recommendation before the Board of Selectmen makes a decision on the property.

Dave Petersen made a motion to refer this matter to the Planning Board, Bob Snow second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

**1:45 p.m. APPOINTMENT** Triton Superintendent Brian Forget and Pine Grove School Principal Nicole LaPerriere to discuss classroom chairs purchased as part of the Pine Grove School Building Project

Chairman Pierce read the following:

*The Town is purchasing cantilever chairs to replace the rocking chairs with felt on the bottom. The felt on the rocking chairs is not compatible with the new floors. Selectman Ziev and Brad Dore stripped the felt off 15 rocking chairs and it was an arduous task. There are 372 rocking chairs. The new cantilever chairs will replace the rocking chairs. We will need to sell the surplus rocking chairs, but that will take some time. The Selectmen are concerned about where the chairs will be stored once the cantilever chairs are brought on site. Also, the Principal indicated that she would like to keep some of the rocking chairs.*

*The issues the Board needs to discuss with Superintendent Forget and Principal LaPerriere are the following:*

- 1) Process to sell the chairs*
- 2) Storage of the rocking chairs until they are sold*
- 3) The number of rocking chairs that will be kept and if the felt needs to be removed on any that are kept (15 of them have the felt removed)*

Petersen said that they should approve the additional cost and that they should ask the School how many of the rocking chairs they would like to keep.

Superintendent Brian Forget said that he believes they need to order the chairs; they are damaging the floors.

Pierce asked what the process would be to sell the chairs. Debbie Eagan said it would go through a public disposition process. She said it would be through an online bidding and may take a little while, so the chairs will need to be stored. Forget said that the Pine Grove School has available space to store the chairs until they are sold. PGS Principal Nicole LaPerriere said that they would like to keep 38 chairs.

Ziev asked if it is possible to remove the felt from the chairs that will be kept. LaPerriere said that removing the felt is worse on the floors. She said that she spoke with the teachers that would like the rocking chairs and they have agreed to clean the few rockers regularly. Forget said that it would have been impossible to keep the felt on 400 chairs clean, but they are able to do so for 38 chairs.

Petersen asked if the chair company could recommend something else to be put on the bottom of the chairs besides the felt. Eagan asked whether the 15 chairs without the felt will be included in the sale. Ziev said she thinks they should sell the chairs without the felt and retain 50 chairs with the felt.

## **NEW BUSINESS**

2. Letter from Bill Duggan of JWTC Wick LLC, 264 Newburyport Turnpike regarding Community Outreach Meeting for a retail marijuana establishment

Chairman Pierce read the following:

*Bill Duggan is in the process of getting his retail marijuana license from the Cannabis Control Commission. Part of that process requires his business to hold a "Community Outreach Hearing." Because of the COVID-19 Emergency, he must hold a virtual meeting. The CCC requires the Board of Selectmen to vote to give Mr. Duggan permission to hold a "virtual" community hearing. After the Board votes, it must document the approval in writing to Mr. Duggan. Mr. Duggan will have to set*



*up a meeting call-in phone number and advertise the hearing in the local newspaper.*

*Mr. Duggan provided a sample letter from the City of Westfield. He also drafted a letter that could be signed by Debbie if the Selectmen approve. (These are attached.) If the Board is in agreement to give JWTC Wick LLC permission to hold a virtual community hearing, then it must do so by a ROLL CALL vote. Debbie will prepare the letter.*

*There is also a letter from Mr. Duggan in the meeting packet regarding his interest in reaching out to the community for charitable purposes. Debbie has spoken with Mr. Duggan regarding his interest in helping Rowley veterans and she has put Mr. Duggan in contact with Veterans Committee Chairman Bob Breaker.*

Dave Petersen made a motion to give permission to JWTC Wick LLC to hold a “virtual” community hearing, Joe Perry second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

3. Discuss Verizon migration from copper telephone lines to fiber-optic lines

Chairman Pierce read the following:

*The Town offices are currently on Verizon copper telephone lines. Verizon is discontinuing these lines and is replacing them with fiber-optic lines. Debbie has been told by Verizon that there will be no additional charge for the switch. There are 44 lines that Debbie will be working on with Verizon to switch over to fiber during the month of January.*

*Debbie wants to make sure that the Board is aware of this change. After we complete the change, Debbie recommends that we consider switching to FIOS. We currently use Comcast for internet service. We will be able to get internet through the new fiber optic lines through a bundled package. If the Board is in agreement, Debbie will research various packages of phone and internet services through Verizon or a VOIP package (Voice Over Internet Protocol).*

Bob Snow disclosed that he is a retiree of Verizon and he gets his health care through the company.

David Petersen made a motion to authorize the transfer to fiber and to research phone and internet services through Verizon or a VOIP package, Joe Perry second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

4. Set meeting schedule for January, February, March, and April

Bob Snow said that he would like to propose that the Board continue to meet virtually through April 1<sup>st</sup>. Pierce agreed to that proposal.

Bob Snow made a motion to approve the meeting schedule as presented and that the meetings remain remote until April 1<sup>st</sup>, Deana Ziev second, all in favor, roll call vote— Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

## **OLD BUSINESS**

1. Discuss status of Pine Grove School project closeout

Chairman Pierce read the following:

*During last week's meeting, the Board voted to approve the purchase of the cantilever chairs in the amount of \$36,625.80. There was an error in the quote because it had the wrong size chairs for the first grade classrooms.*

*Larry Berger contacted Debbie with the correction, which reflects an increase of **\$48.06**. Debbie contacted Vice Chairman Joe Perry who advised her to submit the order, with the understanding the Board would discuss it and re-vote the amount at today's meeting.*

*Attached is a copy of the Purchase Order for the corrected amount of **\$36,673.86**. The order needed to be placed as soon as possible because it needs to be included with the Pine Grove School Closeout filing with the MSBA, which is due at the end of December. The Board needs to vote by ROLL CALL to rescind the prior vote of last week and to re-vote the correct amount of \$36,673.86.*

*This is the last purchase related to this project that will be submitted to the MSBA for reimbursement.*

Joe Perry made a motion to rescind the previous vote and to approve the new amount of \$36,673.86 for the cantilever chairs, Dave Petersen second, all in favor, roll call vote— Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – no; Cliff Pierce – aye.

## **LIQUOR LICENSE RENEWALS**

- Brickle LLC, d/b/a Bradford Tavern 85 Haverhill Street

Chairman Pierce read the following:

*Last week the Board renewed the 2021 liquor license for the Bradford Tavern for six months. The applicant submitted the renewal fee for \$1,140, which covers Town's renewal fee for the full calendar year of 2021.*

*The applicant called the office and spoke to Amy. She questioned why the license was renewed for six months only and asked what will happen if she decides to re-open. She expressed concern that she would have to go through the lengthy process of applying for a new liquor license. Amy advised her to seek clarification from the ABCC about this scenario.*

*The applicant would prefer a full year license, for the full renewal fee of \$1,140. The Town has six on-premises all alcohol licenses still available under the quota from the ABCC (attached), so issuing this license for a full year will not prevent another business wishing to have a liquor license from opening. Issuing a full year license would give the applicant more time to reflect on next steps for her business in these uncertain economic times.*

*Does the Board wish to rescind the vote from last week to renew this license for only six months, and re-vote the renewal for the full calendar year of 2021? If not, does the Board wish to reduce the renewal fee for the license for 6 months only? Half of the full year renewal fee is \$570.*

*The Board needs to vote by ROLL CALL vote on action taken.*

Dave Petersen made a motion to approve a full year license for the Bradford Tavern, Bob Snow second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

### **FLEA MARKET LICENSE RENEWALS**

- Starr P. Todd d/b/a Todd Farm LLC 283 Main Street
- Sandra A. Hamel d/b/a Sandy's Flea 31 Main Street
- Frank and/or Shirley Todd d/b/a Todd's River View Farm, LLC 275 Main Street

*As of Thursday, December 17, 2020, have received only the renewal for **Todd's River View Farm, LLC at 275 Main Street**. There are no overdue taxes, water or electric balances for this applicant.*

*Please vote on the approval and signing of the license for Todd's River View Farm, LLC. This license is available in the Selectmen's Office for signature.*

#### **Update on Todd Farm LLC License:**

*When Amy called to inquire about the missing renewal forms, Dottie Todd expressed concern about paying a renewal fee for this license since they were not allowed to open at full capacity last season due to COVID-19 restrictions. Amy advised Dottie to submit the renewal with a request to waive the renewal fee, listing the reasons why they are requesting the fee to be waived. As of Thursday,*

*we have not yet received any paperwork for this renewal. There are no overdue taxes, water or electric balances for this applicant.*

**Update on Sandy's Flea License:**

*When Amy called to inquire about the missing renewal forms, Sandra Hamel requested another copy of the paperwork and starting working on it, and getting the required sign-offs from Town departments. As of Thursday, we have not yet received any paperwork for this renewal. This applicant has an overdue water balance of \$1.30 and overdue taxes of \$16.37.*

Petersen asked which company this form is for. Eagan said that Todd River View Farm is on the area where the barn is and is owned by Frank and/or Shirley Todd. Petersen said that he would support reducing the fee by 25%. Ziev and Perry agreed.

Eagan noted that they also received the Todd Farm LLC form today and sent it to the Board via email. She said that application has a request to waive the \$100 fee.

Dave Petersen made a motion to reduce the flea market fees for 2021 from \$100 to \$75 and to approve the licenses, Joe Perry second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

Eagan said that the Todd Farm LLC has requested that the entire fee be waived. She asked whether this vote is contingent on them paying the \$75 fee. Pierce said that yes, they will need to pay the \$75 fee.

**CLASS II and III DEALER LICENSE RENEWALS**

- Tim Watkins d/b/a Precision Auto d/b/a Precision Volvo 60 Main Street
- Donald Savory and Mark Savory d/b/a Bay Road Auto Sales – 56 Newburyport Turnpike and 588 Main Street
- Thomas Boucher d/b/a Boucher's Automotive Machine Shop, Inc. - 239 Haverhill Street
- Salvatore A. LaFauci d/b/a AutoPro Collision Corp. - 266 Haverhill Street
- Gino Tzortzis d/b/a Gino's Collision Center, Inc. - 274 Newburyport Turnpike
- Rafael Reyes d/b/a J R Reyes Transportation & Truck Center, Inc. - 264 Newburyport Turnpike, Rear
- Mark Ouellette d/b/a M & J Foreign Cars, Inc. - 415 Newburyport Turnpike
- Kostantinos Baltopoulos d/b/a Car & Truck Exchange, Inc. - 185 Newburyport Turnpike
- Darya Litvinava d/b/a Auto Imports Unlimited, Inc. - 357 Main Street
- Josephine Bornstein d/b/a D&D Auto Sales - 274 Newburyport Turnpike
- Thomas Mannetta Jr. d/b/a Legendary Motors LLC - 28 Forest Ridge Drive Building #3

- Gino Tzortzis d/b/a Route 1 Auto Sales – 264 Newburyport Turnpike

Chairman Pierce read the following:

**CLASS II DEALER'S LICENSE RENEWALS**

*We have received all of the renewal paperwork from the current Class II Dealer's license holders. Attached is the report from Regulatory Compliance Agent Frank Marchegiani regarding his quick site visits of the Class II businesses. As he notes in his report, the visits were not as comprehensive as in previous years due to time constraints related to COVID-19. There are no overdue taxes, water or electric balances from these applicants.*

*Please vote on the approval and signing of the following licenses up for renewal. The approved licenses are available in the Selectmen's Office for signature.*

**CLASS III DEALER'S LICENSE RENEWALS**

*We have received the renewal paperwork from the one Class III Dealer's license holder. There are no overdue taxes, water or electric balances from this applicant.*

*Please vote on the approval and signing of the following license up for renewal. The approved license is available in the Selectmen's Office for signature.*

Bob Snow made a motion to approve the Class II and Class III Dealer's Licenses, Deana Ziev second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

**MINUTES:** December 7, 2020

Bob Snow made a motion to approve the minutes from December 7, 2020, Deana Ziev second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

**ANNOUNCEMENTS**

- There is an opening on the Parks and Recreation Committee. For more information, please call the Selectmen's Office at 948-2372

**ADJOURN**

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

Meeting adjourned at 2:17 p.m.

Respectfully submitted,  
Natalie Lovett  
Assistant Town Administrator

**ATTACHMENTS:**

1. Meeting memo regarding 1:00 p.m. Appointment: Neal Duffy, Regional Coordinator Green Communities and Jennifer Hughes, Environmental Program Manager, Merrimack Valley Planning Commission to discuss Energy Reduction Plan
2. Draft letter from Chairman Pierce to MA DOER adopting the Energy Reduction Plan
3. Meeting memo regarding 1:20 p.m. Appointment: Veterans Committee Chairman Bob Breaker to discuss Veterans Committee Donation Account
4. Email from Bob Breaker regarding the creation of a Veterans Committee Donation Account
5. Email from Town Council Tom Mullen regarding the creation of a Veterans Committee Donation Account
6. Meeting memo regarding 1:30 p.m. Appointment: Building Inspector Ken Ward and Treasurer/Collector Karen Summit to discuss Inspection Department online permitting software program
7. Email from Jared Samuelson regarding PermitLink Service Agreement
8. Memo from Ken Ward requesting an increase in the Inspection Department Fees
9. Email from Tom Mullen regarding the PermitLink Service Agreement
10. PermitLink Services Contract
11. Email from Scott Choiniere regarding Point & Pay Service Agreement with attached draft agreement
12. Meeting memo regarding 1:45 p.m. Appointment: Triton Superintendent Brian Forget and Pine Grove School Principal Nicole LaPerriere to discuss classroom chairs purchased as part of the Pine Grove School Building Project
13. Meeting memo regarding General Business #1: Sign Collective Bargaining Agreement with the Massachusetts Coalition of Police, Local 360
14. Collective Bargaining Agreement between the Town of Rowley and Massachusetts Coalition of Police, Local 360
15. Email from Chris Colby regarding a proposal for a monument for Reverend Ezekiel Rogers
16. Email from James Allen regarding Triton Voice Student Newspaper interview
17. Meeting memo regarding General Business #4: Request from Board of Health Chairman Charles Costello to appoint Carolyn D'Amato to the position of Town Health Nurse
18. Letter from the Charles Costello regarding appointment of Carolyn D'Amato to the position of Town Health Nurse
19. Meeting memo regarding New Business #1: Request from Elizabeth Cannizzo to lift affordable housing deed rider on condo unit at 870 Haverhill Street Unit 13B

20. Email from Elizabeth Cannizzo requesting that the Board of Selectmen to lift affordable housing deed rider
21. Email from Elizabeth Cannizzo to Representative Brad Hill regarding condo unit at 870 Haverhill Street Unit 13B
22. Email from Elizabeth Cannizzo regarding 40B Condo
23. Email from Town Planner Kirk Baker regarding condo unit at 870 Haverhill Street Unit 13B
24. Meeting memo regarding New Business #2: Letter from Bill Duggan of JWTC Wick LLC, 264 Newburyport Turnpike regarding Community Outreach Meeting for a retail marijuana establishment
25. Letter from Bill Duggan regarding veterans donation and CCC licensing including attachment letters
26. Meeting memo regarding New Business #3: Discuss Verizon migration from copper telephone lines to fiber-optic lines
27. Letter from Verizon regarding update to fiber-optic technology
28. Email from Verizon Senior Analyst Keith Wilkey regarding migration to fiber-optic technology
29. Meeting memo regarding New Business #4: Set meeting schedule for January, February, March, and April
30. Meeting memo regarding Old Business #1: Discuss status of Pine Grove School project closeout
31. Purchase Order for Virco including attached Virco Quotation
32. Meeting memo regarding Class II Dealer's License Renewals
33. Meeting memo regarding Class III Dealer's License Renewals
34. Meeting memo regarding Flea Market License Renewals