

## **MINUTES OF THE BOARD OF SELECTMEN**

February 10, 2020

Meeting held at Town Hall, 139 Main Street, Rowley, MA  
7:00 p.m.

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

**PUBLIC ATTENDEES:** Lawrence White – FINCOM; David Zizza – FINCOM; Bernard Cullen – 283 Wethersfield Street; Tom Corben – FINCOM; Lauren Weeks – Andy Sunny, Inc.; Joel Favazza – Andy Sunny, Inc.; Michele Pierro – American BBQ; Steve Pierro – American BBQ; Joe St. Jaques – American BBQ; Rick Warner – American BBQ; Judy Warner – American BBQ; Robert Kilgour; – American BBQ

### **CALL MEETING TO ORDER**

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

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**7:00 p.m. APPOINTMENT** Town Clerk Susan Hazen to discuss the following:

- Sign the March 3, 2020 Presidential Primary Election Warrants
- Early Voting Schedule
- Appointments of: Maryellen MacDonald, Dennis Donoghue, Anne Girard, and Jennifer Genet as Election Workers\*

Susan Hazen said the Presidential Primary on March 3rd is approaching, and St. Mary's will be open for voting from 7am until 8pm. She said there will be five days of early voting from February 24, 2020 until February 28, 2020 at Town Hall. She said the early voting will take place during regular Town Hall hours which are:

Monday: 9am- 8pm; Tuesday – Thursday 8am-4:30pm; Friday 8am-12pm

She said Saturday hours are not allowed. She said Wednesday February 12<sup>th</sup> is the last day to register to vote. Pierce asked if the election is open only to party members. Hazen said it is open to unenrolled too. She said the State has funding to pay for the nine extra hours for early voting, which was popular the first time it was held. She said new voting machines will be used, and new election workers are being appointed. She said the Federal Census is coming up, and she is now working on the Town census. She said these are two different things and people need to do both.

Bob Snow made a motion to appoint Maryellen MacDonald, Dennis Donoghue, Anne Girard, Jennifer Genet, Nancy Glynn and Kimberly Waring-Wright as Election Workers, Deana Ziev second, all in favor – aye (5-0).

Dave Petersen made a motion to sign the election warrant, Bob Snow second, all in favor – aye (5-0).

### **GENERAL BUSINESS**

1. Letter from George Pacenka regarding Troop #15 Scoutmaster George Pacenka regarding the Conor Perley achieving the rank of Eagle Scout

Chairman Pierce read the letter from George Pacenka. Eagan said we can schedule a time for the Proclamation to be presented to Conor Perley.

Bob Snow made a motion to issue a Proclamation to Conor Perley, Deana Ziev second, all in favor – aye (5-0).

2. Appoint Jenny Pennerton to the Veterans Committee

Chairman Pierce read the following:

*Ms. Penton is a US Army Veteran having served in the 772<sup>nd</sup> Military Police Company in Taunton, MA. She was deployed to Afghanistan from June 2001 until April 2002 and received an Honorable Discharge from the US Army at the rank of Sergeant in September 2008.*

Joe Perry made a motion to appoint Ms. Penton to the Veterans Committee, Bob Snow second, all in favor – aye (5-0).

### **7:05 p.m. – 7:10 p.m. PUBLIC COMMENT**

There were no Public Comments.

### **NEW BUSINESS**

1. Discuss Annex building expense Reserve Fund transfer request

Chairman Pierce read the following:

*At the May 6, 2019 annual Town Meeting, \$19,200 was appropriated for the Annex Operating Expense budget. As of February 6, 2020, the remaining balance in this line is \$2,521.18. The majority of the higher than expected expenses are from heating system repairs and general repairs and maintenance as follows:*

#### ***Heating System Maintenance and Repairs***

Of the \$19,200, \$1,800 was budgeted for heating system maintenance and repairs. This sub-budget line has been overspent by \$2,246.21. There have been four service calls for the heating system so far this fiscal year as follows:

- The first was because the heating system was shutting off frequently and the repairs totaled \$802.71.
- The second and third service calls were because the heating system pipes were loudly banging and shaking the office walls. These service invoices totaled \$853.50. These two service calls were an unforeseen consequence of us proactively replacing the 2" condensate return line which runs around the perimeter of the basement. This pipe replacement project was part of the FY2020 capital improvements, funded through Article 7 of the May 6, 2019 Special Town Meeting. Funding was requested for this project because these pipes were frequently leaking and the repairs were costly. Apparently there is an oil in new pipes, which was carried into the boiler, causing it to surge. The service company flushed the boiler and added anti-surge treatments, and the problem has subsided.
- The fourth service call was for a heating pipe that was heavily leaking in the basement. This pipe was not replaced as part of the pipe replacement capital project. The cost for this repair was \$2,390, which is more than the entire \$1,800 budgeted for FY20 heating system repairs.

### **General Maintenance and Repairs**

Of the \$19,200, \$2,000 was budgeted for general maintenance and repairs of the building, but so far this fiscal year, there have been a total of \$4,610.35 in general repairs and maintenance. This sub-budget line has been overspent by \$2,610.35. The attached spreadsheet shows a breakdown of these expenses. The majority of the expenses (\$2,710.83) were related to bathroom plumbing repairs in the building.

### **Other Sub-budgets of concern**

We budgeted \$700 for custodial supplies, and have only \$90 remaining.

We budgeted \$4,500 for electricity, \$2,711.05 has been spent so far for seven months of bills. Based on a monthly average bill of \$387.29, we may have a shortfall in this sub budget line of \$147.51 for the remaining five months of the fiscal year.

We are requesting a Reserve Fund transfer of \$6,600 to cover the following:

To cover shortfall in heating system and maintenance sub budgets	\$ 4,856.56
To add \$500 cushion to each of these sub budgets for remainder of FY20	\$ 1,000.00
Custodial supplies	\$ 500.00
Electricity	\$ 200.00
TOTAL Reserve Fund Request	\$ 6,556.56
Round to:	\$ 6,600.00

Dave Petersen made a motion to approve the Reserve Fund transfer request for \$6,600, Bob Snow second, all in favor – aye (5-0).

**7:15 p.m. LIQUOR LICENSE HEARING** Great American Barbecue, Inc. alteration of premises at 5 Railroad Avenue, Rowley

Chairman Pierce read the Public Hearing Notice.

Bob Snow made a motion to open the Public Hearing, Joe Perry second, all in favor – aye (5-0).

Public Hearing opened at 7:15 p.m.

Chairman Pierce read the following:

*The hearing was advertised in the January 29, 2020 edition of The Daily News.*

*The applicant has paid all taxes, water bills and electric bills.*

*The attached application has been redacted as follows:*

- *Phone numbers & email addresses redacted*
- *Supporting documents for ABCC application not attached: Deed; Bank Commitment Letter; Loan Statement – please let me know if you would like these documents*

Pierce read the comments from the Department Heads. He said the Building Inspector has no comments. Pierce read Chief Dumas' comments. Regarding Chief Dumas' comments, Steve Pierro said there is a clear view from the inside to the outdoor area. Michelle Pierro said there is a plan to install a full fence. Pierce read the comments from Health, ZBA who has issued a decision on this, and Town Planner. Steve Pierro said he understands that they need a Planning Board permit for an illuminated sign. Pierce read a letter from abutter Charlie Free.

Pierce read the following:

*Their business location at 5 Railroad Avenue is a grandfathered non-conforming site which requires an approved ZBA permit to approve any change to or expansion of the site's allowed uses. The ZBA decision, which was filed on February 6<sup>th</sup> with the Town Clerk, is attached for your review to determine if this application is in compliance with the ZBA decision.*

*Chairman Pierce asked if there is anyone present at the meeting who would like to speak on the application. He asks that the individual clearly state their name and address.*

Joe St. Jacques from 54 Railroad Avenue said he likes this idea. Mr. Kilgore from 9 Railroad Avenue said he has been observing their progress, he is satisfied and has no objections. He said he spoke with Pierro's son about the protection they will have to

prevent cars from smashing into the seating areas. He said he was told that they will be putting a barrier up, and he is satisfied with this response. He asked Pierro if there will be signage that there is no alcohol allowed outside of the area. Pierro said it will be blocked off. He said he has no objections. Judy Warner of 8 Railroad Avenue said she has no problem with this proposal and said they are good neighbors.

Chairman Pierce called upon the members of the Board of Selectmen if they have any further questions or comments. Ziev said this looks good. Petersen said they have been in business for 17 years and he doesn't recall any complaints or issues. Pierce asked what the hours of operation will be. Michelle Pierro said she thinks 10:00 p.m. on weekdays and 11:00 p.m. on weekends. Eagan said the current liquor license shows indoor and outdoor hours. She said the license lists outdoor hours of Mon – Sat 9 am – 10 pm and Sunday noon – 10 pm. Petersen said indoors service is until midnight. Pierce said these hours will be continued on the new license.

Joe Perry made a motion to close the Public Hearing, Bob Snow second, all in favor – aye (5-0).

Public Hearing closed at 7:26 p.m.

Pierce said he sees no reason to deny this application.

Bob Snow made a motion to approve the Alteration of Premises application submitted by the Great American Barbeque, Inc. at 5 Railroad Avenue, Deana Ziev second, all in favor – aye (5-0).

## **NEW BUSINESS**

### **2. Request from Police Chief Scott Dumas to apply for a MED-Project**

Chairman Pierce read the following:

*Police Chief Scott Dumas is seeking permission to apply for a grant through the MED-Project to host a kiosk for the collection and disposal of unwanted household medications. This would be a yearly application for the amount of \$1,300 plus the kiosk. The kiosk would be placed in the lobby of the Police Department. Chief Dumas has expressed that there is a need for this service in Town, as the Police Department currently sends residents to area jurisdictions.*

*Chief Dumas has requested permission to apply for the MED-Project this year, as well as each year going forward.*

Perry said as a senior, he has taken advantage of this program at the Senior Center and he highly supports this.

Joe Perry made a motion to approve giving Chief Dumas permission to apply for this project this year and each year going forward, Bob Snow second, all in favor – aye (4-0). Deana Ziev - RECUSED

3. Review and set public hearing date for Special Permit Application filed by Michael Morris for an auto repair and service business at 7 Hammond Street

Chairman Pierce read the following:

*A Special Permit Application was filed by Michael Morris for an auto repair and service business located at 7 Hammond Street, which is within the Central District. Under Section 4.2.5, the Selectmen are the Special Permit Granting Authority for “filling stations, and establishments for the sale, storage, service, and repair of motor vehicles” located within the Central District.*

*The Special Permit application appears to be complete and the applicant has received site plan approval from the Planning Board.*

*The next step is to schedule a public hearing. Debbie recommends that the public hearing be held on March 16 at 7:15 p.m.*

Joe Perry made a motion to schedule the Public Hearing for March 16, 2020 at 7:15 p.m., Bob Snow second, all in favor – aye (5-0).

**7:30 p.m. LIQUOR LICENSE HEARING** Andy Sunny, Inc. for a new wine and malt beverages package store license at 21 Main Street, Rowley

Chairman Pierce read the Public Hearing Notice.

Bob Snow made a motion to open the Public Hearing, Joe Perry second, all in favor – aye (5-0).

Public Hearing opened at 7:32 p.m.

Chairman Pierce read the following:

*The hearing was advertised in the January 29, 2020 edition of The Daily News.*

- *The applicant has paid all taxes, water bills and electric bills.*
- *The attached application has been redacted as follows:*
  - *Social security and license numbers have been redacted*
  - *Street addresses have been redacted*
  - *Phone numbers & email addresses redacted*
  - *Supporting documents for ABCC application not attached: Articles of Organization, Statements of Change of Supplemental Information, Articles of Amendment; Commercial Lease – please let me know if you would like these documents*

Joel Favazza said he is an Attorney from Seaside Legal Services and is here to represent Andy Sunny Inc. He said he was here two years ago for a transfer of the license from EZEE LLC and have had the coolers from EZEE LLC installed. He said the ABCC kicked back the application due to issues with citizenship and corporate structure. He said the seller closed up the LLC. He said last year the Selectmen didn't renew EZEE LLC's license so they are applying for a new license rather than transferring the license. He said there have been no changes for the last two years. Pierce read the following:

*We have received the following comments from Departments that reviewed this application:*

- a) The Building Inspector – he doesn't inspect package stores, just pouring establishments*
- b) Police Chief – no comments*
- c) Fire Chief - "...as this is not a license for onsite consumption, the FD does not have any concerns or objections to the application."*
- d) ZBA – no comments*
- e) Town Planner – please read attached comments*
- f) Coordinator of Health Services – please read attached comments*

Pierce read the comments from the Town Planner.

Pierce asked if there is anyone present at the meeting who would like to speak on the application. There was nobody present who wanted to speak on this.

Chairman Pierce called upon the members of the Board of Selectmen if they have any further questions or comments. The Board had no comments.

Joe Perry made a motion to close the Public Hearing, Bob Snow second, all in favor – aye (5-0).

Public Hearing closed at 7:35 p.m.

Eagan asked what the hours of operation will be. Favazza said Monday – Saturday from 6:00 am – 10:00 pm and on Sunday, the earliest time allowed until 10:00 pm.

Bob Snow made a motion to approve the new wine and malt beverages package store license for Andy Sunny Inc. at 21 Main Street, Rowley, Joe Perry second, all in favor – aye (5-0).

### **OLD BUSINESS**

#### **1. Update on Pine Grove School Project**

Joe Perry said he met with Larry Berger today. He said they never put the new sign in and have been using the old one. He said Larry submitted a drawing and the cost is \$7,025. He said he would like to present this to Brian Forget and Principal Kneeland to

get their agreement before the Selectmen votes on this. Pierce said the limit was set at \$8,000.

Perry read an email from Brad Dore about the project being properly completed and requesting to proceed with the close out. Eagan said she hasn't seen anything on this yet. Ziev said we should wait until Eagan sees this paperwork.

Perry said in October the Board met with Brad Dore to talk about the FF&E package totaling \$93,000, and the Board agreed to consider paying this if there was money left in the project. He said Brad Dore is looking for payment and there is \$500,000 left in the project budget. Eagan said she hasn't seen anything on this.

Perry said the next item is the project funding agreement revision #3. He passed out copies to the Board of Selectmen. He reviewed numbers on page two of the document. Pierce said we should take this up in another meeting. Petersen said someone should review this administratively on the Town's side. Petersen asked if the leaks at the school have been resolved. Perry said yes. Petersen asked about the status of the ballfield. Perry said the ground is still frozen, or thawed and muddy. He said they are hoping to seed it in the spring. Ziev asked about the electric bills. Perry said he hasn't seen a report on that yet.

Bernie Cullen asked why the Selectmen would sign off on the contract before all the work is completed. Pierce said he has the same question, and we need to look into this. David Zizza asked if there is an update on the well. Petersen said we are waiting for the contractor to cut the brush and then we will go back. He said he has been in contact with a dowser. Zizza asked if the well was fracked twice. Petersen said yes and the output was four gallons per minute which is not suitable to irrigate a ballfield. He said fingers crossed that a new well will give us the water that is needed.

## 2. Review draft Stretch Code General Bylaw and informational hearing

Chairman Pierce read the following:

*Part of the Town's work towards becoming a State designated "Green Community" requires the Town to adopt a "Stretch Code" General Bylaw.*

*The Massachusetts Department of Energy Resources (MDOER) gave us a sample copy of the bylaw. (See attached.) If passed, this bylaw would apply to NEW residential construction over 3,000 square feet and all NEW commercial and industrial real estate construction. It will not affect renovations and additions to existing homes.*

*The State advised us to have an informational meeting with the Building Inspector and to invite contractors and the public to the meeting prior to Town Meeting.*

*Debbie is asking the Board to authorize her to put the Stretch Energy Code General Bylaw article on the Annual Town Meeting Warrant and to schedule at least one*



*informational meeting with Building Inspector Ken Ward on a weekday morning in April, prior to Town Meeting.*

Bernie Cullen asked what the content of the Stretch Code is. Pierce said it mainly deals with insulation and only applies to new residential construction. He said the cost of construction increases by about \$3,000 to \$4,000, which is passed on to the buyer. He said this makes homes more energy efficient and two-thirds of cities and towns in Massachusetts have adopted the Stretch Code.

Bob Snow made a motion to authorize Eagan to put the Stretch Energy Code General Bylaw article on the Annual Town Meeting Warrant and to schedule at least one informational meeting with Building Inspector Ken Ward on a weekday morning in April, prior to Town Meeting, Deana Ziev second, all in favor – aye (5-0).

**7:45 p.m. APPOINTMENT\*** Bob Breaker and Robert Snow of the Town Veterans Committee to discuss:

- Veterans Committee budget
- Memorial Day/Veterans Day Budgets for FY 20 and FY 21
- Veterans donation account
- Name of Committee

Bob Breaker said regarding the name of the Committee, he thinks it should be the Town of Rowley Veterans Committee. Snow said he doesn't want this Committee name to be confused with the Eastern Essex Veterans Board or the Rowley Veterans Association.

Dave Petersen made a motion to name the Committee the "Town of Rowley Veterans Committee," Deana Ziev second, all in favor – aye (4-0). Bob Snow – ABSTAINED.

Pierce read the following:

***Veterans Budget and Memorial Day/Veterans Day Budgets for FY 20 and FY 21***

*Does the Board of Selectmen wish to establish a budget in the new fiscal year for the Veterans Committee to use? We have a Memorial Day/Veterans Day Budget that we use to purchase flags for the Town Hall, Town Common, and September 11, 2001 Memorial. This budget also funds Memorial Day Services expenses. We have \$1,800 budgeted in FY 20. We are planning to purchase a new flag for the Town Common this spring with funds in this budget.*

*If the Board wishes to either create a Veterans Budget or broaden the scope of the existing Memorial Day/Veterans Day budget in FY 21, then the Board will need to define what the budget can be used for and who has access to expend from the budget. Currently, the Town Administrator maintains the Memorial Day/Veterans Day budget.*

Breaker said he doesn't know what the amount should be. He said they are holding a coffee social at the RVA and 300 veterans are being invited. He said they need money for the mailing, and said they can use donations. He said the cost for the flags on

graves can be reimbursed by Essex Veterans. He asked who is putting new flags up. Petersen said he has no idea and the Cemetery is in the process of removing the flags. Breaker said he would like to find the person and shake their hand. He said they want an accurate count of veterans in the Cemetery. Petersen said we should include money for the annual replacement of flags at Town Hall, the Town Common, the 911 Memorial and the Central / Cross Street Common. He said he has no idea who is maintaining the flag at the Central / Cross Street Common, but the flag is not in bad shape. He said this pole should be moved to a better location or removed entirely. He said at the Rowley Veterans Committee meeting tomorrow night they need to come up with a rough budget so we can set this up. He said the Town Administrator or Board of Selectmen should approve spending from this account.

Snow said the Committee will start off with baby steps, and the coffee social is important. He said many Veterans say, "I didn't do much," but they are very important and they want them to understand that they have a family.

Petersen said the Great Marsh Garden Club donated the money that was used for the brickwork around the Star Garden, and they will need money in the spring to plant flowers there. He said the addition of flags at the Star Garden is further down the road. Ziev asked when the coffee social is. Breaker said Saturday, February 22 from 8:30-10:30. He said they will bring speakers in and do this once a month. He said William Kelly helps with mortgages and he will be a speaker in the future.

Pierce asked if they wish to set up a donation account. Breaker said yes, he will speak with Eagan, figure out how it would work, and come back to the Selectmen. Snow said they want to have an event on Veterans Day. Breaker said they would like to have a breakfast. Eagan said Breaker will come back with the numbers and asked if these would be refined within the existing Veterans Day / Memorial Day budget, or if a new budget will be created. Petersen said he thinks the Veterans Day / Memorial Day budget should be expanded to cover the Town of Rowley Veterans Committee. Eagan said the budget is \$1,800 this year and will need to have the costs added to hold the Memorial Day parade and Veterans Day celebration. Breaker said the RVA has covered the cookout in the past, but they are struggling and the Town may have to help them out with this cost. Petersen said we need to determine how this account will work. He said for example the cookout could be funded through donations, but the envelopes and printing could be paid from the Town budget.

3. Review supplemental Class II Second Hand Dealer's License documents for:
  - JR Reyes Transportation and Truck Center, 264 Rear Newburyport Turnpike
  - Precision Volvo, 60 Main Street

Chairman Pierce read the following:

**JR Reyes Transportation and Truck Center, 264 Rear Newburyport Turnpike**

*Regulatory Compliance Agent Frank Marchegiani performed a follow up inspection of JR Reyes Transportation and Truck Center, located at 264 Rear Newburyport Turnpike. In his attached memo, Frank concludes, "The concerns I mentioned have been addressed."*

*The applicant has also provided the attached letter which addresses questions about whether he wishes to apply for a Class III license, and the future availability of the property for his business, given that the arrangement the property owner has with Nature's Remedy.*

*As requested by the Board of Selectmen, he has provided the attached proof of car sales.*

*If the Board is satisfied with this documentation, the Board can vote to renew this license through December 31, 2020.*

Dave Petersen made a motion to renew the license for JR Reyes through December 31, 2020, Bob Snow second, all in favor – aye (5-0).

Chairman Pierce read the following:

**Precision Volvo, 60 Main Street**

*Frank conducted a follow up site visit at Precision Volvo, 60 Main Street and concludes in his attached memo that, "The concerns I mentioned have been addressed."*

*As requested by the Board of Selectmen, Precision Volvo has provided the attached proof of car sales for 2019.*

*If the Board is satisfied with this documentation, the Board can vote to renew this license through December 31, 2020.*

Dave Petersen made a motion to renew the license for Precision Volvo through December 31, 2020, Bob Snow second, all in favor – aye (5-0).

4. Review supplemental Class III Junk Dealer's License documents for Bay Road Auto Sales at 588 Main Street

Chairman Pierce read the following:

*A detailed memo and documentation is attached for each of these license. A summary is below:*

**Bay Road Auto Sales at 56 Newburyport Turnpike and 588 Main Street**

*Regulatory Compliance Agent Frank Marchegiani performed a follow up inspection of Bay Road Auto Sales at their 56 Newburyport Turnpike location and their 588 Main*

*Street location. In his attached email, Frank concludes, "The concerns I mentioned have been addressed."*

*Additionally Chris Thornton, Esq. who represents Mark Savory, prepared the attached letter addressing each item in my letter to Mark Savory dated December 17, 2019. The attached proof of car sales was provided with this letter. Please note this letter discusses the Class II and Class III licenses issued to Savory, however this meeting agenda topic is only for their Class III license.*

*If the Board is satisfied with this documentation, the Board can vote to renew their Class III license through December 31, 2020.*

Dave Petersen made a motion to renew the Class III license for Bay Road Auto Sales through December 31, 2020, Joe Perry second, all in favor – aye (5-0).

### **FY 20 BUDGETS**

- Town Moderator

Bob Snow made a motion approve the Town Moderator budget, Joe Perry second, all in favor – aye (4-0). Dave Petersen - ABSTAINED

- Town Counsel

Joe Perry made a motion to approve the Town Counsel budget, Bob Snow second, all in favor – aye (5-0).

- Veterans Benefits Budget

Pierce said this budget is increasing by 3%. Eagan said the Board already approved the District budget. She said this budget was cut last year from \$62,000. She said Veterans Agent Karen Tyler said if this budget is cut again to do it by a small amount since it is hard to know if Veterans needing benefits will move into Town.

Dave Petersen made a motion to approve the Veterans budget at \$52,000, Joe Perry second, all in favor – aye (5-0).

- Animal Inspector

Petersen said the increase is due to wage increased.

Dave Petersen made a motion to approve the Animal Inspector budget, Bob Snow second, all in favor – aye (5-0).

### **ANNOUNCEMENTS**

- Eastern Essex Veterans Board of Directors Meetings are now being video-recorded and shown on Rowley Community Media
- Town Meeting will be held on May 4, 2020
- The Annual Town Election will be held on May 12, 2020
- Vacancies:
  - 1) One vacancy on the Zoning Board of Appeals Associate seat; and
  - 2) Several vacancies on the Rowley Cultural CouncilInterested residents should send a letter of interest to the Board of Selectmen or call the Selectmen's Office at 948-2372.

## **ADJOURN**

Chairman Pierce called for a motion to adjourn. Bob Snow so moved, Deana Ziev second, all in favor – aye (5-0).

Meeting adjourned at 8:14 p.m.

Respectfully submitted,  
Amy Lydon  
Assistant Town Administrator

## **ATTACHMENTS:**

1. Meeting memo regarding 7:00 p.m. Appointment: Town Clerk Susan Hazen to discuss the following: Sign the March 3, 2020 Presidential Primary Election Warrants; Early Voting Schedule; Appointments of: Maryellen Macdonald, Dennis Donoghue, Anne Girard, and Jennifer Genet as Election Workers
2. Sample Warrant for Presidential Primaries
3. March 3, 2020 Presidential Primary Election Warrant
4. Early Voting Schedule
5. Voter Registration Deadline flyer
6. Request from Susan Hazen to appoint Election Workers
7. Meeting memo regarding General Business #1: Letter from George Pacenka regarding Letter from Troop #15 Scoutmaster George Pacenka regarding the Conor Perley achieving the rank of Eagle Scout
8. Letter from George Pacenka regarding Letter from Troop #15 Scoutmaster George Pacenka regarding Conor Perley achieving the rank of Eagle Scout
9. Meeting memo regarding General Business #2: Appoint Jenny Pennerton to the Veterans Committee
10. Request from Bob Breaker to appoint Jenny Pennerton to the Veterans Committee
11. Request from Jenny Pennerton to appoint her to the Veterans Committee
12. Meeting memo regarding New Business #1: Discuss Annex building expense Reserve Fund transfer request and excel spreadsheet backup
13. Meeting memo regarding 7:15 p.m. Liquor License Hearing: Great American Barbecue, Inc. alteration of premises at 5 Railroad Avenue, Rowley

14. Notice of Public Hearing for Great American Barbecue, Inc.
15. Copy of newspaper advertisement for Notice of Public Hearing for Great American Barbecue, Inc.
16. Copy of liquor license issued to the Great American Barbecue, Inc.
17. Email sent to Board of Selectmen regarding Great American Barbecue Inc. Alteration of Premises Liquor License Application, including redacted application and ABCC Patio Guidelines
18. Memo from Amy Lydon to Board of Selectmen regarding Great American Barbeque, Inc. Liquor License, including attached comments from Town departments
19. ZBA decision on the American Barbeque from February 5, 2020
20. Comments from abutter Charlie Free on Great American Barbecue, Inc. alteration of premises at 5 Railroad Avenue, Rowley
21. Meeting memo regarding New Business #2: Request from Police Chief Scott Dumas to apply for a MED-Project
22. Email request from Police Chief Scott Dumas to apply for a MED-Project, including attachment
23. Meeting memo regarding New Business #3: Review and set public hearing date for Special Permit Application filed by Michael Morris for an auto repair and service business at 7 Hammond Street
24. Memo from Amy Lydon to Board of Selectmen regarding Special Permit under 4.2.5 (a) of the Rowley Protective Zoning Bylaw, including attached bylaw excerpt, Board of Selectmen Special Permit Rules and Regulations and application submitted by Michael Morris
25. Certificate of Vote for Site Plan Review for Schneller BMW
26. Application to Planning Board for Approval of a Site Plan from Rowley Firehouse Realty Trust, Michelle Morris
27. Application to Planning Board for Approval of a Special Permit from Rowley Firehouse Realty Trust, Michelle Morris
28. Meeting memo regarding 7:30 p.m. Liquor License Hearing: Andy Sunny, Inc. for a new wine and malt beverages package store license at 21 Main Street, Rowley
29. Notice of Public Hearing for Andy Sunny, Inc.
30. Copy of newspaper advertisement for Notice of Public Hearing for Andy Sunny, Inc.
31. Memo from Amy Lydon to Board of Selectmen regarding Andy Sunny Liquor License, including attached comments from Town departments
32. Email sent to Board of Selectmen regarding Andy Sunny Inc. Wine and Malt Beverages Package Store New Liquor License Application, including redacted application
33. Meeting memo regarding Old Business #1: Update on Pine Grove School Project
34. Materials provided by Joe Perry: Quotation from Back bay Sign; Amendment No. 10 with Dore & Whittier; Amendment No. 10 with Dore & Whittier with additional documentation regarding FF&E attached; Letter from Dore & Whittier regarding Approval to Proceed to Project Closeout Phase; Email from Larry Berger regarding Pine Grove School 179D R&D Credit, including attachments; Project Funding Agreement Budget Revision Request, Number: 3

35. Meeting memo regarding Old Business #2: Review draft Stretch Code General Bylaw and informational hearing
36. Sample General Bylaw for Stretch Energy Code
37. Stretch Code Adoption Process from Green Communities
38. Meeting memo regarding 7:45 p.m. Appointment: Bob Breaker and Robert Snow of the Town Veterans Committee to discuss: Veterans Committee budget; Memorial Day/Veterans Day Budgets for FY 20 and FY 21; Veterans donation account; Name of Committee
39. Meeting memo regarding Old Business #3: Review supplemental Class II Second Hand Dealer's License documents for: JR Reyes Transportation and Truck Center, 264 Rear Newburyport Turnpike; Precision Volvo, 60 Main Street
40. Memo from Amy Lydon regarding Class II License Renewal – JR Reyes Transportation and Truck Center – 264 Rear Newburyport Turnpike
41. Letter to JR Reyes Transportation and Truck Center dated December 17, 2019
42. Completed Used Car Dealer License Inspection Form for JR Reyes Transportation and Truck Center
43. Sketch of parking from JR Reyes Transportation and Truck Center
44. Memo from Frank Marchegiani regarding JR Reyes Transportation and Truck Center follow up visit
45. Letter from JR Reyes Transportation and Truck Center regarding Class II renewal – 2020, including proof of car sales documentation and receipt of payment of light and tax bills
46. Memo from Amy Lydon regarding Class II License Renewal – Precision Volvo, 60 Main Street
47. Letter to Precision Volvo dated December 17, 2019
48. Completed Used Car Dealer License Inspection Form for Precision Volvo
49. Sketch of parking from Precision Volvo
50. Memo from Frank Marchegiani regarding Precision Volvo follow up visit
51. Proof of cars sales provided by Precision Volvo
52. Meeting memo regarding Old Business #4: Review supplemental Class III Junk Dealer's License documents for Bay Road Auto Sales at 588 Main Street
53. Memo from Amy Lydon regarding Class II and Class III renewals for Bay Road Auto Sales
54. Email from Frank Marchegiani regarding Savory follow up 56 Newburyport Turnpike and 588 Main Street
55. Letter to Bay Road Auto Sales dated December 17, 2019
56. Completed Used Car Dealer License Inspection Form for Bay Road Auto Sales and parking sketches for each location
57. Letter from Thornton Law Office regarding Bay Road Auto Sale – Class II/ Class III Renewals – 2020, including Exhibits
58. Memo from Frank Marchegiani regarding JR Reyes Transportation and Truck Center follow up visit
59. Town Moderator FY21 budget

- 60. Town Counsel FY21 budget
- 61. Veterans Benefits Budget FY21 budget
- 62. Animal Inspector FY21 budget