

MINUTES OF THE BOARD OF SELECTMEN

January 31, 2022

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; Joseph Perry; David Petersen (Town Administrator Deborah Eagan)
Assistant Town Administrator Amy Lydon - ABSENT

CALL MEETING TO ORDER

Chairman Pierce called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

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

There were no public comments.

GENERAL BUSINESS

1. Approve Council on Aging Donations

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 this donation.

Bob Snow made a motion to accept the Council on Aging donations, Deana Ziev second, all in favor – aye (5-0).

2. Approve donation of oxygen mask breathing kit for dogs from the German Shepard Club of Southern New Hampshire to the Fire Department

Chairman Pierce read the following:

The Town has received a donation of a breathing kit for dogs from the German Shepard Club of Southern New Hampshire for use by the Rowley Fire Department.

In accordance with State Law, G.L. c.44 §53A1/2 (gifts of tangible property), the Board needs to vote to accept the gifts on behalf of the Town.

Joe Perry made a motion to accept the donation of an oxygen mask breathing kit for dogs, Bob Snow second, all in favor – aye (5-0).

3. Review Massachusetts Cultural Council FY 22 Grant Award and authorize Clifford Pierce to sign the grant forms

Chairman Pierce read the following:

The Town is receiving a \$5,600 Massachusetts Cultural Council Grant for this fiscal year (FY 22).

The Board of Selectmen needs to vote to accept the grant and to authorize Chairman Pierce to sign the State Contract forms.

Debbie has notified Rowley Cultural Council (RCC) Chairwoman Sharon Hydren of the State grant award. Once the completed grant paperwork is returned to the State, the Town will receive the funds. The RCC will need to meet to review applications and to award grants.

Bob Snow made a motion to accept the grant and to authorize Chairman Pierce to sign the State Contract forms, Deana Ziev second, all in favor – aye (5-0).

NEW BUSINESS

1. Discuss request from Sieglinde Aigner-Crooks to place a textile recycling box on Town property

Chairman Pierce read the following:

Town resident Sieglinde Aigner-Crooks is asking the Board members if they would consider authorizing textile recycling boxes on Town property. She has seen them in located in other towns. See message below:

Debbie, I have long wondered about textiles that can't be donated going into the trash. It seemed as though so much should be made from this obvious resource rather than filling landfills. I recently connected with Bay State Textiles. We can even make a little money by encouraging Rowley folks to recycle textiles. Please see attached. Thank you. <https://www.baystatetextiles.com/>

I already spoke with Samantha. The whole thing is great. Haverhill for example has boxes at nearly 10 schools. Newburyport doesn't have anything yet. I'd love to bring this up at the next select board meeting. Thank you, Siegi

Ms. Aigner-Crooks has contacted Bay State Textiles who serve 180 Massachusetts municipalities. Attached is a photo of a sample box. Does the Board have an interested in this program, and if so, does the Board have any suggested locations?

Some possible areas could be:

- Annex back parking lot,
- Eiras Park parking lot,
- Library parking lot (with Library Trustees permission), and

- *Pine Grove parking lot (with the School's permission).*

Pierce read the email with information about the program from Samantha Marino of Bay State Textiles. Sieglinde Aigner-Crooks said Haverhill has ten locations with these boxes. She said when people clean out their closets, and an item isn't good enough to donate, it can be recycled. She said upholstery and stuffing can be recycled, and the Town can get funds from this.

Ziev said she likes this idea, and thinks about this often when there is an item with a stain on it. Aigner-Crooks said they are looking to place two boxes in Town. Snow said the school is a good location. Petersen said he wouldn't put one at Eiras Park and suggests the school. He said we need to make sure they are monitored on a daily basis. He said we can put one at the school and one at the Annex back parking lot, where the COA also has a collection box. Aigner-Crooks said she is concerned about people being confused when there are two boxes in one location – one for reusable items and one for recycling.

Dave Petersen made a motion to approve the request and place the boxes at the school and the Annex, subject to the notification of the Annex employees and approval of the school, Joe Perry second, all in favor – aye (5-0).

2. Review Zoning Board of Appeals application for a special permit to operate a commercial landscape business at 137 Haverhill Street in the Outlying District Zoning District under Zoning Bylaw 4.4.2e

Pierce said landscaping use is not allowed in the outlying district, he thinks the ZBA knows this, and asked if we want to comment on this.

Petersen said he doesn't have objections to this, but it should have appropriate screening if it is in a residential neighborhood. Pierce said we can comment to the ZBA that it is not an allowed use, but if you do allow it, then it needs appropriate fencing, etc.

Dave Petersen made a motion to send a comment to the ZBA that it is not an allowed use, but if you do allow it, then it needs appropriate fencing, etc., Bob Snow second, all in favor – aye (5-0).

3. Update on the January 27, 2022 Triton District Communications Committee Meeting

Chairman Pierce read the following:

Dave and Joe attended this meeting, which was held in Town Hall. They received preliminary FY 23 budget assessments. See attached. Dave and Joe will lead the discussion in the agenda item.

Perry said the numbers in the meeting packet are not preliminary budget assessments. He said they are possible scenarios and the School Committee just started looking at

requests from the principals. He said these are just figures they are playing with on the computer for increased budget amounts of \$1,000,000 to \$2,000,000.

Petersen said the State figures on the foundation enrollment for FY23 and the percentage breakout is shown as follows: Newbury 29.23%; Rowley 31.37% and Salisbury 39.40%. He said Triton got a zero percent health insurance increase. Pierce said the percentages are hard numbers and asked if this is solely driven by enrollment. Petersen said the State comes in with a basic foundation enrollment number, all three towns pay more than this amount, and the amount paid by each town above the foundation enrollment number is split between the towns using these percentages.

Bernie Cullen said he attended the remote school budget workshop, which was fully attended. He said the School Committee said they haven't received any communications from the Towns on the budget like they have in prior years. He said all of this was discussed in the context of the big issue of the refurbishment on the middle and high schools, which they are looking for a \$10,000,000 plus contribution by the taxpayers based on his estimates. He said the project is referenced in the budget, for example the refurbishment of the floors is line itemed, but there is no number in the line. He said the actual practice of budgeting for the school hasn't changed. He said the bottom line number from the papers from the workshop requests is \$1,740,000, which includes wish list items. Petersen said Brian Forget put together the wish list which will be reviewed for priorities and will hopefully be cut down. He said there are a lot of teachers leaving, so the wage increase will be about \$600,000 rather than \$1,000,000. He said we can look at new growth and half of the 2.5% increase and send a letter to the School Committee.

Cullen said the contractual items total \$678,000 and high priority items such as three new social workers and a STEM teacher total \$787,000. He said they haven't made a case for the additional social workers. Petersen said the first step is to figure out how much money we have for Triton, and he doesn't want to get involved in which positions should be funded because that is the School Committee's job. Perry said he agrees with Petersen and he has issues with some of Bernie Cullen's comments. He said COVID has impacted the schools for two years and that is why there is a big push for social workers.

4. Update on the January 26, 2022 Triton Regional School District Alternate Assessment Meeting

Petersen passed out the Regional Agreement revisions which address the challenges of assessments for a regional school. He said the Triton budget has used the two step State process where the State comes up with the minimum contributions, and any amount above that minimum is split by the towns using the assessment percentages based on a one-year enrollment as outlined in the regional agreement. He said the State allows an alternative method, but all three towns have to agree with the formula each year to utilize this method. He said right now we use a one year enrollment, but we could use a three or five year average rolling enrollment. He said

each town needs to approve the alternate method each year. He said if one town says no, we go back to the State method. He said we aren't implementing anything for this Town Meeting, and we are looking at it for the May 2023 Town Meeting. He said for their next meeting, the Superintendent and Business Manager will put together a three and five year average to look at. He said we can also assess bussing and the Central office differently, but that is complicated and he is not in favor of this. He said there were good discussions with all three towns and there seems to be good potential to get something.

5. Discuss May 2, 2022 Town Meeting

Chairman Pierce read the following:

Town Meeting will be held on Monday, May 2, 2022, which is the first Monday in May. Last year, the Town Meeting was held at Triton High School due to COVID concerns. Barring any concerns with COVID, the Town Meeting will be held in the All Purpose Room at the Pine Grove School. Does the Board wish to set the time for 6:30 p.m.? This is the time the Board set last year. Also, Town Counsel Tom Mullen has confirmed that there is no need to hold a Special Town Meeting on the same day as the Annual Town Meeting. He says that it is unnecessary. (See attached email.) Both FY 22 and FY 23 appropriations can be on the Annual Town Meeting Warrant.

Proposed Schedule

Tuesday, February 1, 2022 - ATM Warrant opens

Thursday, March 24, 2022 – ATM Warrant closes at 4:00 p.m.

Monday, March 30, 2021 - Board of Selectmen votes to finalize wording of ballot question(s) if any for the May 10, 2022 Annual Election.

Monday, April 4, 2022 – Warrant articles are finalized

Wednesday, April 6, 2022 – Warrant is signed by the Board of Selectmen and given to the Town Clerk for posting by the Constable. Warrant is sent to the printer.

Wednesday, April 13, 2022 – Warrants are mailed

Monday, May 2, 2022– Annual Town Meeting

Tuesday, May 10, 2021 – Annual Town Election

Debbie is asking the Board to vote today to:

- 1) *open the May 2, 2022 Annual Town Meeting warrant effective February 1, 2022 and to close it on March 24, 2022 at 4:00 p.m.*

Dave Petersen made a motion to start Town Meeting at 6:30 p.m. and to open the May 2, 2022 Annual Town Meeting warrant effective February 1, 2022 and to close it on March 24, 2022 at 4:00 p.m., Bob Snow second, all in favor – aye (5-0).

6. Discuss 2022 Municipal Cybersecurity Awareness Grant Program Agreement

Chairman Pierce read the following:

The Town has received a State Cybersecurity Awareness Grant. This grant will provide cybersecurity training for Town employees. It requires a commitment by the Town on the following:

- *A commitment to prioritizing cybersecurity awareness*
- *Commitment to improving the community's cybersecurity posture*
- *A willingness to collaborate and help gain a better understanding of cybersecurity posture in communities across the Commonwealth*
- *Willingness to identify an individual who will oversee and monitor program participation*

and covers the following:

- *Initial Cyber Assessment to ascertain a baseline of knowledge*
- *Assignments 1-4 = Each assignment takes approximately 1 hour*
- *Final Cyber Assessment to ascertain knowledge gained from the training*
- *Phishing Campaigns = You will receive the phish campaigns that are ongoing during your timeline which will test the users on recognizing phishing attempts*

Debbie and Karen Summit worked on the application. Karen will serve as the Local Coordinator. Before we can proceed with implementing the grant, the Board of Selectmen needs to vote to accept the grant award, and to authorize Debbie to sign the grant program agreement. See attached.

Dave Petersen made a motion to accept the grant award, and to authorize Debbie to sign the grant program agreement, Deana Ziev second, all in favor – aye (5-0).

OLD BUSINESS

1. Update on the traffic light at the intersection of Route 1 and Central and Glen Streets

Chairman Pierce read the following:

Bob Snow got an update on the progress of the traffic light for the intersection of Route 1 and Central and Glen Streets during a MVPC meeting last week. He said the plans are 75 percent complete. He said that bidding for construction should take place in the

fall and that construction will start in the spring of 2023. Bob will update the Board further.

Bob Snow said at a recent MPO meeting he asked about this intersection and was told the plan is 75% complete, and the groundbreaking has been moved to the spring of 2023 from 2025. He said he remembers being at the intersection with Brad Hill and Bruce Tarr in 2013 and we are very lucky that Hill and Tarr have moved this along. Petersen commended Selectman Snow who diligently goes to the MVPC meetings, knows the MDOT people and meets with them. He said Snow deserves a round of applause. Snow said it is nice to sit down at the table with these officials.

MINUTES: January 24, 2022

Dave Petersen made a motion to approve the minutes of January 24, 2022, Deana Ziev second, all in favor – aye (5-0).

ANNOUNCEMENTS

1. There is a vacancy on the Council on Aging Board. Interested residents should send a letter of interest to the Board of Selectmen by February 4, 2022. For more information, please contact the Selectmen's Office.
2. The Ipswich-Rowley Rotary is holding an informational public meeting on February 9, 2022 at 6:00 p.m. in the Rowley Public Library. Anyone interested in learning about the Rotary organization is invited.

Petersen said they are closing the Cemetery for burials because the ground is frozen and because of all the recent snow until sometime in February or March. He said anyone can call him at home.

ADJOURN

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

Meeting adjourned at 8:26 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting memo regarding General Business #1: Approve Council on Aging Donations
2. List of COA donations

3. Meeting memo regarding General Business #2: Approve donation of oxygen mask breathing kit for dogs from the German Shepard Club of Southern New Hampshire to the Fire Department
4. Letter from Fire Chief Broderick regarding donation of oxygen mask breathing kit for dogs from the German Shepard Club of Southern New Hampshire to the Fire Department
5. Email from German Shepard Club of Southern New Hampshire regarding donation of oxygen mask breathing kit for dogs
6. Meeting memo regarding General Business #3: Review Massachusetts Cultural Council FY 22 Grant Award and authorize Clifford Pierce to sign the grant forms
7. Letter from Massachusetts Cultural Council regarding FY 22 Grant Award, including enclosed grant documents
8. Meeting memo regarding New Business #1: Discuss request from Sieglinde Aigner-Crooks to place a textile recycling box on Town property
9. Photo of proposed textile recycling box
10. Email from Sieglinde Aigner-Crooks regarding placing a textile recycling box on Town property
11. Meeting memo regarding New Business #2: Review Zoning Board of Appeals application for a special permit to operate a commercial landscape business at 137 Haverhill Street in the Outlying District Zoning District under Zoning Bylaw 4.4.2e
12. Zoning Board of Appeals application for a special permit to operate a commercial landscape business at 137 Haverhill Street in the Outlying District Zoning District under Zoning Bylaw 4.4.2e
13. Meeting memo regarding New Business #3: Update on the January 27, 2022 Triton District Communications Committee Meeting
14. Triton Regional School District FY23 Budget Assessment Scenarios
15. Triton Regional School District Enrollment and Minimum Local Contributions
16. Meeting memo regarding New Business #4: Update on the January 26, 2022 Triton Regional School District Alternate Assessment Meeting
17. Handout from Dave Petersen: Regional Agreement Review Assessment Apportionment Language
18. Handout from Dave Petersen: Addressing the Unique Challenges of Regional Schools
19. Meeting memo regarding New Business #5: Discuss May 2, 2022 Town Meeting
20. Email from Tom Mullen regarding Town Meeting Question
21. Meeting memo regarding New Business #6: Discuss 2022 Municipal Cybersecurity Awareness Grant Program Agreement
22. 2022 Municipal Cybersecurity Awareness Grant Program Agreement
23. Information from mass.gov regarding Apply for Municipal Cybersecurity Awareness Grant Program
24. Meeting memo regarding Old Business #1: Update on the traffic light at the intersection of Route 1 and Central and Glen Streets
25. Draft minutes of January 24, 2022