

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

June 26, 2023

Town Hall, 139 Main Street, Rowley, MA

6:00 p.m.

**MEMBERS PRESENT:** Chairman Cliff Pierce; Vice Chairman Christine Kneeland; Clerk Deana Ziev; Robert Snow; Sheri David (Town Administrator Deborah Eagan; Assistant Town Administrator Amy Lydon)

### **CALL MEETING TO ORDER**

Chairman Pierce called the meeting to order at 6:00 p.m. He said the meeting is being audio and video recorded and broadcast live by Rowley Community Media.

### **PLEDGE OF ALLEGIANCE**

Sheri David led the Pledge of Allegiance.

### **6:00 p.m. TO 6:05 p.m. PUBLIC COMMENT**

There were no Public Comments

### **GENERAL BUSINESS**

1. Accept Veterans Committee donations

Chairman Pierce read the following:

*Town of Rowley Veterans Committee Chair Robert Breaker has provided the Board with the attached list detailing monetary donations to the Town of Rowley Veterans Committee Donation Account. 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 approve these donations, Christine Kneeland second, all in favor – aye (5-0).

2. Approve sending thank you letters to Memorial Day Parade working group members

Chairman Pierce read the following:

*Veterans Committee Chairman Bob Breaker is asking the Board of Selectmen to send thank you letters to the Memorial Day Parade working group members. These individuals are as follows:*

*Ronn Huth*

*Rick MacDonald*

*John Reilly*

*Nick Ford*

*Kevin Monahan*

Bill Gaynor  
Walt Pomerleau  
Marty Blanchard  
Nicole LaPerriere  
Angela Daley  
Karen Tyler  
Siegi Aigner Crooks  
Doug Aylard

*Could the Board please vote to authorize Chairman Pierce to send thank you letters to these individuals?*

Bob Snow made a motion to authorize Chairman Pierce to send thank you letters to these individuals, Deana Ziev second, all in favor – aye (5-0).

**6:05 p.m. APPOINTMENT\*** Town Planner Kirk Baker and Ian Burns to discuss the compliance modeling for the MBTA Overlay Districts and draft bylaw

Chairman Pierce read the following:

*Town Planner Kirk Baker has been working with Ian Burns of the Merrimack Valley Planning Commission on the MBTA Overlay Districts and bylaw. They are here tonight to discuss the draft MBTA bylaw and the overlay districts.*

*The bylaw is a rough draft and will need to be reviewed by the Zoning Review Committee and then presented to the Planning Board. There are two pictometry images in the meeting packet that show the two overlay districts. There is also a map prepared by MVPC that shows the two overlay districts.*

Town Planner Kirk Baker said Jerrard Whitten from MVPC is here as well.

Jerrard Whitten introduced himself as the Executive Director of the MVPC and said Selectman Snow is the Chairman of the Commission. He said the MVPC is a regional planning agency that the Town can utilize as an extra set of hands for the Town's planning staff to comply with Federal and State legislation. He said there is a new State law that requires the Town to create a zoning district that allows multi-family housing by right. He said the MVPC is helping the Town on this State requirement and Ian Burns is an expert in this subject matter.

Ian Burns said the MVPC is working with many other communities on this initiative and he has been working with Kirk Baker for five months on this. He said he will review the presentation slides and MVPC did not create these regulations, but they have been talking to the State, and providing the State with feedback on this. He reviewed the presentation slides and there were the following questions/comments from meeting attendees.

Janet Woodman of 86 Railroad Avenue asked why Rowley isn't in the small Town category, which is defined under the law as having less than 100 acres of developable land and a population density of less than 500 people per square foot. Burns said it is because Rowley has a commuter rail station within its' borders and the entire district does not need to be within .5 miles of the commuter rail station.

Susan Imbriano of 20 Cindy Lane said the second page of the presentation says there is an estimated shortage of 200,000 units in the State but 110,000 people left the State last year. Burns said the 200,000 unit shortage factors in people leaving the State and also the growth in the eastern part of the State from the census data.

Bret Twombly from 29 Deerfield Lane asked if any other parcels within the .5 mile radius are being looked at. Burns said this will be discussed further into the presentation.

Jerrard Whitten from the MVPC said that the State assigns the designation for the cities and towns and it isn't the choice of the MVPC. He said the State provides the population data and the role of the MVPC is to help the Town navigate the State's requirement. Susan Imbriano said where is the pushback on the information provided by the State. Pierce said we appreciate the help from MVPC, but it is up to the Town to comply with this law. He said for a long time zoning was at the discretion of each Town, and this is a radical change with this State mandate. He said this is the beginning of a long process. Jerrard said the MVPC carries the concerns and feedback heard from meetings with the various communities back to the State.

Snow said he has sat as a Commissioner on the MVPC as a representative of the Town of Rowley for 16 to 17 years. He said the MVPC helps and guides the Town in many ways on a range of issues, and they are not adversaries.

Mr. Imbriano of 20 Cindy Lane respectfully asked the Board to check out what has happened in other Towns, and said this will require more police and fire resources and said there will be more crimes. He said he left Stoneham because of these issues. Pierce said there is definitely a housing crisis in Massachusetts and we want to keep Rowley the way it is as much as we can. He said the decision is up to the people of Rowley.

Burns continued the slide presentation. Pierce said the Attorney General's Office has taken the position that the State will be suing Towns if they aren't in compliance with this mandate. Burns said the plan reviewed meets or exceeds the compliance requirements to give the Town the ability to change the plan if it wants to. He said the State needs to review this and the plan shows under hypothetical conditions the amount of units that could be built if everything is perfect.

Bret Twombly from 29 Deerfield Lane asked how they came up with 36 acres that are buildable. Burns said the 36 acres is just for zoning and not all of it is buildable. He said we are just trying to meet the minimum land requirement. Pierce said any buildings will also need to comply with Title V.

Chris Harlow of 22 Dodge Road asked to see evidence of whether existing house prices have gone up or down for homes that are adjacent to a MBTA district where multi-family houses have been built. Burns said this is a zoning mandate and the types of properties built are typically more valuable after being constructed. He said this does vary though and there is no consistent trend in the State, and he can share the data.

Janet Woodman of 86 Railroad Avenue asked if there will be time provided to ask the Board of Selectmen questions. Pierce said this is just the first step in the process, the Town hasn't decided to do anything, and there will be meetings with the Zoning Review Committee and the Planning Board. He said next year the Planning Board will hold public hearings on the proposals. Woodman said this started in 2021 and there has been a long time to try to get this amended. Pierce said there have been meetings on this. Kirk Baker said the next step is for the Planning Board to engage the public via outreach sessions, and mailings will be sent to all people living in the areas. Pierce said after the Planning Board meetings, it will need to go to Town Meeting for a vote.

Janet Woodman of 86 Railroad Avenue said she is concerned about the environmental/conservation impacts and said she is a long time resident. She asked why the MBTA communities are being forced to carry the burden; said there are free attorneys who could help the Town fight this requirement; and asked how much grant money is being risked if we don't comply; and said we can work together with other Towns. Burns said the State has been very clear that environmental regulations will need to be followed and said this is in writing. Pierce said the Town voters could decide to fight this but to him it is a moral issue, there is a housing crisis and we need to cooperate. Kirk Baker said grants are used in place of tax money to update plans, which could cost \$100,000. Burns said they have regular meetings with the region's Planners, Town Administrators and the Commission meets regularly, so there are conversations happening. Woodman said these aren't direct conversations. David asked if there are certain Towns Woodman is thinking of. Woodman said Ipswich and Newburyport, she has heard similar concerns and we don't want to turn into a city. Pierce said this law won't make us a city, he thinks the impact will be fairly minimal with the wetlands and Title V impacts. Woodman said the marsh needs to be protected and theft has increased since the railroad was put it. Pierce said we appreciate the concerns, he shares them and doesn't like the legislation, but we are trying to deal with this the best that we can and nothing is final until after Town Meeting. Woodman said she would like conversations to take place with surrounding towns to plan a work around of the critical environmental areas. Burns said the MVPC brings the Planners and Mayors/Managers together to speak to each other. He said all communities east of Worcester are included in this legislation and about half the population is sharing the burden.

David asked if the Town moves forward with the plan and changes the zoning, but the number of units set by the State are not met, will we be in compliance or will we need to find other land? Burns said the Town only needs to zone and doesn't need to build the units. David asked once the zoning is changed, does the Town maintain control over the building sizes and aesthetics. Burns said yes, there will still be a site plan review by

the Town. He said the Town only has to create the zoning and there are no construction requirements. He said there will be no change to the compliance without an act of the State legislature.

Mr. Imbriano asked for the information about where home prices have increased and decreased from these districts. Burns said he will pass along the property value studies.

Bret Twombly from 29 Deerfield Lane said this plan is for two districts and asked if we have looked at smaller ones in different areas and if we can switch to two or three story buildings between the two districts. Burns said initially a larger area was being considered, but after meetings with the Planning Board the area was reduced. He said there is an opportunity to look at other parcels, and these were chosen because of their access to the station. Baker said in the Zoning Review Committee meetings last year, they drew a radius from the train station to be in compliance, but they want to reduce the impact to the train station and the downtown area. He said where the State gives the option to have only 20% of the units near the station and to offset that and complete the compliance, they are offering another district near Interstate 95. He said there is an option to have high density multiple districts throughout Town, but they thought the two districts would be a good option.

Burns said when they flipped the two and three stories between the proposed districts, they fell below the required density, but they could look at this again. Snow said it would be interesting to look at the population projections from 2012 to 2030 done in the past and compare them to the actual numbers. Burns said they have new population numbers based on the 2020 census and the State is still growing. Pierce thanked everyone for the presentation and the comments and said keep coming to the meetings. Burns thanked everyone and Kirk for working with them on this project over the past five months.

Craig Copeland of 265 Dodge Road said there is a difference between compliance and building the units. He said this is a plan to get the Town to comply but it doesn't mean that the units will be built. Burns said it is unlikely that there will be huge developments in Town because it isn't economically feasible for developers to install the water and sewer infrastructure. Pierce said the Town will grow regardless, and developers know that we are here. Snow said his grandparents wanted to live in a rural area and chose Everett, and look at Everett now.

### **GENERAL BUSINESS**

3. Letter of Commendation issued to Firefighter Merissa Titus-Abate from Fire Chief Mark Emery and Fire Lieutenant Matthew Harney

Chairman Pierce read the following:

*Fire Chief Emery wishes to inform the Board of Selectmen that he has issued the attached Letter of Commendation to Firefighter Merissa Titus-Abate.*

Chairman Pierce read this letter into the record.

David said she knows Merissa, and she has started programs and created t-shirts for causes such as breast cancer and autism. She said Merissa is a very giving person and she is glad that she has received this commendation.

4. Issue Proclamation to Town Accountant Susan Bailey in honor of her 32 years as the Town Accountant

Chairman Pierce read the following:

*Susan Bailey has served as the Town Accountant for 32 years and is retiring on June 30, 2023. We are very grateful for her service to the Town.*

*Therefore, the Board of Selectmen is issuing a proclamation in honor of Sue. Chairman Pierce will read the proclamation into the record and then the Board should vote to sign the Proclamation, which will be presented to Sue Tuesday morning by Chairman Pierce at the retirement open house for Sue.*

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

5. Ratify the Memorandum of Understanding with the Merrimack Valley Planning Commission for their continued financial assistance with the Green Communities Activities reports

Chairman Pierce read the following:

*The MOU with the MVPC needs to be ratified for continued assistance from the MVPC for Green Communities Annual Report Preparation. The MVPC provides the support to the Town for this assistance. Debbie is asking the Board to vote to ratify the MOU.*

Christine Kneeland made a motion to ratify this MOU, Bob Snow second, all in favor – aye (5-0).

6. Request from Police Chief Scott Dumas to apply for and to be the contractor authorized signatory for the annual State 911 Grant

Chairman Pierce read the following:

*Chief Dumas is working on the State 911 Grant applications. As he has done in the past, he is asking for the Board to:*

- 1) vote to authorize him to file the grant application and,*
- 2) vote to authorize him to be the contractor authorized signatory on the grant recipient paperwork.*

*(The Chief's letter is attached.)*

*If the Board is in agreement, the Board needs to vote for these two authorizations.*

Christine Kneeland made a motion to authorize Chief Dumas to file this grant application and to authorize him to be the contractor authorized signatory on the grant recipient paperwork, Bob Snow second, all in favor – aye (3-0). Deana Ziev – ABSTAINED; Sheri David – ABSTAINED.

7. Request from Town Planner Kirk Baker to be the contractor authorized signatory on the Community Compact Grant documents

Chairman Pierce read the following:

*Town Planner Kirk Baker needs to send the Community Compact Grant documents to the State this week. He is asking the Board to vote to authorize him to be the Contractor Authorized Signatory on the grant documents.*

*If the Board is in agreement, the Board needs to vote to:*

- 1) Authorize Kirk Baker to be the contractor authorized signatory for the grant documents, and*
- 2) Authorize Chairman Pierce to sign the Contractor Authorized Signatory forms on behalf of the Board*

*The forms will be signed Chairman Pierce after the meeting.*

Bob Snow made a motion to authorize Kirk Baker to be the contractor authorized signatory for the grant documents, and to authorize Chairman Pierce to sign the Contractor Authorized Signatory forms on behalf of the Board, Christine Kneeland second, all in favor – aye (5-0).

8. Request from Harbormaster Bill DiMento to lift the hiring freeze for a part-time pumpout boat operator

Chairman Pierce read the following:

*Harbormaster Bill DiMento is requesting the Board of Selectmen to lift the hiring freeze so that he can post the position of part-time pumpout boat operator. There are three*

*positions funded in the Harbormaster FY 24 wages budget and the wages are 75% reimbursed by Dept. of Fisheries pumpout grant. The current part-time operators have limited availability so an additional operator will help to provide the needed coverage.*

*If the Board agrees to lift the freeze, the Board will need to vote to approve this request.*

Deana Ziev made a motion to lift the hiring freeze for this position, Bob Snow second, all in favor – aye (5-0).

9. Request from Neurofibromatosis Northeast to travel through Rowley during the Coast to Cure cycle event on September 9, 2023

Chairman Pierce read the following:

*Please see the attached request from Neurofibromatosis Northeast for their Annual Coast to the Cure Bike Ride to come through Rowley on September 9, 2023. The Rowley roads included are Wethersfield Street to Bennett Hill Road to Central Street to Main Street.*

*The Police Chief, Fire Chief, Health Director and Highway Surveyor have reviewed this request - only the Police Chief had this concern:*

*It appears to be crossing Route 1 at Wethersfield Street. A detail will be required at that location. No other concerns.*

*Does the Board wish to approve this request with the condition that they contact the police department for a detail in advance of the event?*

Bob Snow made a motion to approve this request with the condition that they contact the police department for a detail in advance of the event, Christine Kneeland second, all in favor – aye (5-0).

10. Letter of resignation from Election Workers Bill Cousins and Kathy Cousins

Chairman Pierce read the following:

*Election Workers (Counters/Tellers) Bill Cousins and Kathy Cousins have resigned from their positions.*

*The Board needs to vote to accept these resignations.*

Deana Ziev made a motion to accept these resignations with regrets, Sheri David second, all in favor – aye (5-0).



11. Notice from the Northeast Massachusetts Mosquito Control and Wetlands Management Director on aerial application to control mosquito larvae on coastal salt marshes and upland habitat

Chairman Pierce read the following:

*The State Mosquito Control District will be conducting helicopter applications of the biological larvicide, VectoBac12AS, to control mosquito larvae over salt marshes in Rowley, along with other communities in the area. Applications will be conducted as necessary during daylight hours from July 1<sup>st</sup> to July 9<sup>th</sup>, 2023.*

*(Full notice is attached if the Board wishes to read it.)*

### **NEW BUSINESS**

1. Request from Police Chief Scott Dumas for the Board of Selectmen to approve and to sign the Massachusetts Inter Agency Mutual Aid Agreement sponsored by the Essex County Chiefs of Police Association

Chairman Pierce read the following:

*Chief Dumas is asking the Board to vote to approve and sign the Essex County Mutual Aid agreement. The form has been updated and needed to be renewed.*

*If the Board is in agreement, the Board needs to vote to approve the Mutual Aid Agreement and to authorize Chairman Pierce to sign it.*

Bob Snow made a motion to approve the Mutual Aid Agreement and to authorize Chairman Pierce to sign it, Christine Kneeland second, all in favor – aye (3-0). Deana Ziev – ABSTAINED; Sheri David – ABSTAINED.

2. Request from Health Director Frank Marchegiani for the Board of Selectmen to approve and sign the Letter of Commitment for the Public Health Excellence Grant Program for Shared Services through the Massachusetts Department of Public Health

Chairman Pierce read the following:

*The Board of Health has approved joining the Massachusetts Department of Public Health Shared Services Grant Program. The Statement of Commitment for this program requires approved by the CEO of the municipality, which is the Board of Selectmen.*

*If the Board is in agreement, the Board needs to vote to approve the Statement of Commitment to the Public Health Excellence Grant Program for Shared Services*

*through the Massachusetts Department of Public Health and to authorize Chairman Pierce to sign the Statement of Commitment on behalf of the Board of Selectmen.*

Christine Kneeland made a motion to approve the Statement of Commitment to the Public Health Excellence Grant Program for Shared Services through the Massachusetts Department of Public Health and to authorize Chairman Pierce to sign the Statement of Commitment on behalf of the Board of Selectmen, Bob Snow second, all in favor – aye (5-0).

3. Award contract for employee payroll services to Harper Payroll Services

Chairman Pierce read the following:

*Treasurer/Collector Karen Summit recently issued a solicitation for payroll services and received one response from Harpers Payroll Services in the amount of \$7,183.52. Karen is requesting the Board of Selectmen vote to award the contract to Harpers and to authorize her to sign the agreement.*

Deana Ziev made a motion to award the contract to Harpers and to authorize Karen Summit to sign the agreement, Christine Kneeland second, all in favor – aye (5-0).

4. Discuss forming a Housing Partnership Committee

Chairman Pierce read the following:

*The Affordable Housing Trust Board is recommending that the Board of Selectmen think about forming a Housing Partnership Committee.*

*Many Massachusetts municipalities have Housing Partnership Committees (HPC). The duties of HPCs can vary among towns, but they all seem to have one purpose and that is to promote and support the production and preservation of affordable housing.*

*Some examples of what an HPC can be charged with are the following:*

- Study, promote and facilitate affordable housing in the community by working through public and private partnerships;*
- prioritize housing initiatives and goals that focus on enabling families, the elderly, and veterans, to have housing choices in the community;*
- identify resources in the community or in the region to supplement housing needs;*
- identifying and researching available sites for potential affordable housing projects;*
- acts as an advisor to the Affordable Housing Trust Fund Board;*
- promotes the creation and preservation of affordable housing;*

- *makes recommendations to the Planning Board on housing matters;*
- *makes recommendations on Comprehensive Permits (40B) to the Board of Selectmen and ZBA;*
- *recommends policies on affordable and accessible housing; and*
- *serves as source of information on affordable housing matters.*

*The HPC would serve a different purpose from the Affordable Housing Trust Board, which is a primarily a “funding entity.” Debbie is asking the Board of Selectmen to think about forming an HPC. She has looked at other Towns and it seems that the membership of the HPC sizes varies, but most are about 5 members appointed by the Board of Selectmen, and are made up of a cross-section of members of Town boards and committees and from the community at large. It could also include members of the business community who have experience in real estate, housing construction, banking etc., who may not live in the Town, but may be able to provide valuable input to this kind of a committee.*

*If this is something that the Board would like to do, Debbie recommends she discuss it with Town Counsel Tom Mullen, to see if we need to have a bylaw, etc. to create the committee.*

Pierce said he thinks this could be useful. Kneeland asked if members of the Board of Selectmen would serve on this Committee. Eagan said the Committee could be made up however the Board wants. Eagan said the Affordable Housing Trust has been created and there have been people who have expressed interest in participating in this from the Housing Production Plan stakeholders meetings. She said a group of outside people can be the bridge. She said she can talk to Mullen and see what is needed and then the Board can create the policy on the Committee makeup. Town Planner Kirk Baker said the Housing Production Plan is being updated with the help of Merrimack Valley Planning Commission and feedback from stakeholders which include the Council on Aging, Fire Department, Water Department and Police. He said there are different issues to address housing for seniors and younger families and they are looking for ideas to present to the Affordable Housing Trust. He said getting input from different entities in Town is very useful. Bernie Cullen said he has attended the Housing Production Plan meetings and a key point is that the needs of Rowley need to be represented rather than the needs of the region. Eagan said this Housing Partnership Committee will make recommendations to the Planning Board on developments and to the Affordable Housing Trust for funding the projects.

Bob Snow made a motion to authorize Eagan to pursue this and get legal advice, Deana Ziev second, all in favor – aye (5-0).

## **OLD BUSINESS**

1. Application from PieMar, Inc. d/b/a as Off the Vine of 150 Newburyport Turnpike for Temporary Outdoor Seating and Liquor License Expansion as part of the State COVID Emergency Legislation

Chairman Pierce read the following:

*Off the Vine owner Greg Wick informed the office that he is in discussions with his landlord about possibly installing safety barriers. He said he is not ready to discuss this and asked that this be put off until the next Selectmen's meeting.*

*Could the Board please vote to table this item to the July 10, 2023 meeting?*

Christine Kneeland made a motion to table this item to the July 10, 2023 meeting, Bob Snow second, all in favor – aye (5-0).

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

Chairman Pierce read the following:

*Bob Snow is sharing an update from MDOT Project Manager Frank Suszynski on the Route 1 and Central Street and Glen Street traffic light project. Bob received the following email message:*

*On Jun 13, 2023, at 10:21 AM, Suszynski, Frank G. (DOT) <[frank.suszynski@state.ma.us](mailto:frank.suszynski@state.ma.us)> wrote:*

*Hi Bob,  
Below is the construction update for Central/Glenn Street.*

*We have completed the drainage installation, traffic signal conduit, granite curb, concrete sidewalks and loam and seed.*

*The traffic subcontractor, Dagle Electric has begun work auguring and placing the three mast arm foundations. This work should be completed by Wednesday 6/14 weather [permitting].*

*Major remaining work is the installation and wiring of the traffic signals and also the milling and repaving of the intersection, signage and pavement markings. The project is at approximately 35% complete and has a completion date of 10-1-2023.*

*Please let me know if you have any questions or need any assistance.*

*Thanks  
Frank*

Snow said he will speak with Frank at the end of the week and will update the Board at the next meeting. He said it looks like the completion date of October 1<sup>st</sup> is on track.

3. Discuss interim accounting services

Chairman Pierce read the following:

*Town Accountant Susan Bailey's last official day is June 30. Assistant Town Accountant Carrie Kennedy's is moving to the Water Department Accounting position on June 26.*

*Both Susan and Carrie have offered to help processing bills and payroll, and to work on the FY 23 closeout, etc. for a few weeks until the Town Accountant position can be filled.*

*Debbie is asking the Board to vote to appoint Susan Bailey and Carrie Kennedy as Temporary Town Accountant and Temporary Assistant Town Accountant respectively, in accordance with the provisions of G.L. c 41 §40.*

Deana Ziev made a motion to appoint Susan Bailey and Carrie Kennedy as Temporary Town Accountant and Temporary Assistant Town Accountant respectively, in accordance with the provisions of G.L. c 41 §40, Christine Kneeland second, all in favor – aye (5-0).

**FY 24 RE-APPOINTMENTS**

<b>Election Teller</b>	Virginia Bard	6/30/2024
<b>Election Teller</b>	Arlene Damon	6/30/2024
<b>Election Teller</b>	Dennis Donoghue	6/30/2024
<b>Election Teller</b>	Anne Ganzenmuller	6/30/2024
<b>Election Teller</b>	Bill Ganzenmuller	6/30/2024
<b>Election Teller</b>	Jennifer Genet	6/30/2024
<b>Election Teller</b>	Anne Girard	6/30/2024
<b>Election Teller</b>	Nancy Glynn	6/30/2024
<b>Election Teller</b>	Anne Jereome	6/30/2024
<b>Election Teller</b>	R. Mario Leslie	6/30/2024
<b>Election Teller</b>	Maryellen MacDonald	6/30/2024
<b>Election Teller</b>	Maura Mastrogiavanni	6/30/2024
<b>Election Teller</b>	Maryellen Mighill	6/30/2024
<b>Election Teller</b>	Melinda Patrick	6/30/2024
<b>Election Teller</b>	Kim Perilli	6/30/2024
<b>Election Teller</b>	Jay Scheuer	6/30/2024
<b>Election Teller</b>	Priscilla Serafin	6/30/2024
<b>Election Teller</b>	Linda Snow	6/30/2024
<b>Election Teller</b>	Jeannette Southall	6/30/2024

<b>Election Clerk</b>	Kimberly Waring-Wright	6/30/2024
<b>Election Clerk</b>	Michelle Ford	6/30/2024
<b>Election Warden</b>	Joan Petersen	6/30/2024
<b>Agricultural Commission – alternate</b>	Jennette Loring	6/30/2026
<b>Agricultural Commission</b>	George Pacenka	6/30/2026

Bob Snow made a motion to re-appoint:

<b>Election Teller</b>	Virginia Bard	6/30/2024
<b>Election Teller</b>	Arlene Damon	6/30/2024
<b>Election Teller</b>	Dennis Donoghue	6/30/2024
<b>Election Teller</b>	Anne Ganzenmuller	6/30/2024
<b>Election Teller</b>	Bill Ganzenmuller	6/30/2024
<b>Election Teller</b>	Jennifer Genet	6/30/2024
<b>Election Teller</b>	Anne Girard	6/30/2024
<b>Election Teller</b>	Nancy Glynn	6/30/2024
<b>Election Teller</b>	Anne Jereome	6/30/2024
<b>Election Teller</b>	R. Mario Leslie	6/30/2024
<b>Election Teller</b>	Maryellen MacDonald	6/30/2024
<b>Election Teller</b>	Maura Mastrogiavanni	6/30/2024
<b>Election Teller</b>	Maryellen Mighill	6/30/2024
<b>Election Teller</b>	Melinda Patrick	6/30/2024
<b>Election Teller</b>	Kim Perilli	6/30/2024
<b>Election Teller</b>	Jay Scheuer	6/30/2024
<b>Election Teller</b>	Priscilla Serafin	6/30/2024
<b>Election Teller</b>	Linda Snow	6/30/2024
<b>Election Teller</b>	Jeannette Southall	6/30/2024
<b>Election Clerk</b>	Kimberly Waring-Wright	6/30/2024
<b>Election Clerk</b>	Michelle Ford	6/30/2024

Deana Ziev second, all in favor – aye (5-0).

Bob Snow made a motion to re-appoint:

<b>Election Warden</b>	Joan Petersen	6/30/2024
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Christine Kneeland second, all in favor – aye (5-0).

Bob Snow made a motion to re-appoint:

<b>Agricultural Commission – alternate</b>	Jennette Loring	6/30/2026
<b>Agricultural Commission</b>	George Pacenka	6/30/2026

Deana Ziev second, all in favor – aye (5-0).

### **FY 23 BUDGET TRANSFERS – GL c. 44 Section 33B**

- Firefighter Wages to Fire Chief Salary

- Treasurer/Collector Assistant Tax Collector/Administrative Assistant to Treasurer/Collector Expense
- Assessors Expenses to Assessors Professional Services

Christine Kneeland made a motion to approve the FY23 budget transfer from Firefighter Wages to Fire Chief Salary, Bob Snow second, all in favor – aye (5-0).

Christine Kneeland made a motion to approve the FY23 budget transfer from Treasurer/Collector Assistant Tax Collector/Administrative Assistant to Treasurer/Collector Expense, Deana Ziev second, all in favor – aye (5-0).

Deana Ziev made a motion to approve the FY23 budget transfer Assessors Expenses to Assessors Professional Services, Christine Kneeland second, all in favor – aye (4-0).  
Bob Snow - ABSTAINED

### **MINUTES**

- June 5, 2023

Bob Snow made a motion to approve the minutes of June 5, 2023, Christine Kneeland second, all in favor – aye (5-0).

### **ANNOUNCEMENTS**

1. The Treasurer/Collector of the Town of Rowley will be holding a sale of low value parcel pursuant to G.L. c. 60 section 79 on Wednesday, June 28, 2023 at 10 a.m. in the Town Hall Auditorium. The land is 19,299 square feet of land, more or less, on Ellsworth Road and shown on Assessors Map 007 Lot 027. For more information, call the Treasurer/Collector's Office at 948-2631
2. The Town has the following board vacancies:
  - **Conservation Commission**
  - **Council on Aging**
  - **Open Space Committee** as of July 1, 2023
  - **Rowley Cultural Council**
  - **Zoning Board of Appeals – Alternate member**

Interested residents should send a letter of interest to the Board of Selectmen.  
Positions are open until filled.

### **ADJOURN**

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

Meeting adjourned at 7:46 p.m.

**ATTACHMENTS:**

1. Meeting memo regarding General Business #1: Accept Veterans Committee donations
2. List of Veterans Committee donations
3. Meeting memo regarding General Business #2: Approve sending thank you letters to Memorial Day Parade working group members
4. Meeting memo regarding 6:05 p.m. Appointment: Town Planner Kirk Baker and Ian Burns to discuss the compliance modeling for the MBTA Overlay Districts and draft bylaw
5. Draft MBTA Communities Multifamily Overlay District (MCOD)
6. Map labeled MBTA Station District Compliance
7. Map labeled MBTA Western District Compliance
8. Town of Rowley map showing Proposed 3A Sub Districts
9. Presentation slides prepared by Merrimack Valley Planning Commission titled MBTS Communities in Rowley, dated June 26, 2023
10. Meeting memo regarding General Business #3: Letter of Commendation issued to Firefighter Merissa Titus-Abate from Fire Chief Mark Emery and Fire Lieutenant Matthew Harney
11. Letter of Commendation issued to Firefighter Merissa Titus-Abate from Fire Chief Mark Emery and Fire Lieutenant Matthew Harney
12. Meeting memo regarding General Business #4: Issue Proclamation to Town Accountant Susan Bailey in honor of her 32 years as the Town Accountant
13. Proclamation to Town Accountant Susan Bailey in honor of her 32 years as the Town Accountant
14. Meeting memo regarding General Business #5: Ratify the Memorandum of Understanding with the Merrimack Valley Planning Commission for their continued financial assistance with the Green Communities Activities reports
15. Memorandum of Understanding with the Merrimack Valley Planning Commission for their continued financial assistance with the Green Communities Activities reports
16. Meeting memo regarding General Business #6: Request from Police Chief Scott Dumas to apply for and to be the contractor authorized signatory for the annual State 911 Grant
17. Request from Police Chief Scott Dumas to apply for and to be the contractor authorized signatory for the annual State 911 Grant
18. Meeting memo regarding General Business #7: Request from Town Planner Kirk Baker to be the contractor authorized signatory on the Community Compact Grant documents
19. Email correspondence regarding FY24 Community Planning Early Action Grant Documents – Rowley
20. Community Compact Grant documents



21. Meeting memo regarding General Business #8: Request from Harbormaster Bill DiMento to lift the hiring freeze for a part-time pumpout boat operator
22. Request from Harbormaster Bill DiMento to lift the hiring freeze for a part-time pumpout boat operator
23. Meeting memo regarding General Business #9: Request from Neurofibromatosis Northeast to travel through Rowley during the Coast to Cure cycle event on September 9, 2023
24. Email request from Neurofibromatosis Northeast to travel through Rowley during the Coast to Cure cycle event on September 9, 2023
25. Meeting memo regarding General Business #10: Letter of resignation from Election Workers Bill Cousins and Kathy Cousins
26. Letter of resignation from Election Workers Bill Cousins and Kathy Cousins
27. Meeting memo regarding General Business #11: Notice from the Northeast Massachusetts Mosquito Control and Wetlands Management Director on aerial application to control mosquito larvae on coastal salt marshes and upland habitat
28. Notice from the Northeast Massachusetts Mosquito Control and Wetlands Management Director on aerial application to control mosquito larvae on coastal salt marshes and upland habitat
29. Meeting memo regarding New Business #1: Request from Police Chief Scott Dumas for the Board of Selectmen to approve and to sign the Massachusetts Inter Agency Mutual Aid Agreement sponsored by the Essex County Chiefs of Police Association
30. Email request from Police Chief Scott Dumas for the Board of Selectmen to approve and to sign the Massachusetts Inter Agency Mutual Aid Agreement sponsored by the Essex County Chiefs of Police Association, including attached Mutual Aid Agreement
31. Meeting memo regarding New Business #2: Request from Health Director Frank Marchegiani for the Board of Selectmen to approve and sign the Letter of Commitment for the Public Health Excellence Grant Program for Shared Services through the Massachusetts Department of Public Health
32. Request from Health Director Frank Marchegiani for the Board of Selectmen to approve and sign the Letter of Commitment for the Public Health Excellence Grant Program for Shared Services through the Massachusetts Department of Public Health
33. Statement of Commitment for Public Health Excellence Grant Program for Shared Services
34. Massachusetts Association of Health Boards Summary of the Public Health Excellence Grant Program for Shared Services
35. Meeting memo regarding New Business #3: Award contract for employee payroll services to Harper Payroll Services
36. Proposal for Payroll Services from Harpers Payroll Services

37. Meeting memo regarding New Business #4: Discuss forming a Housing Partnership Committee
38. Meeting memo regarding Old Business #1: Application from PieMar, Inc. d/b/a as Off the Vine of 150 Newburyport Turnpike for Temporary Outdoor Seating and Liquor License Expansion as part of the State COVID Emergency Legislation
39. June 5, 2023: Updated meeting memo regarding New Business #6: Application from PieMar, Inc. d/b/a as Off The Vine of 150 Newburyport Turnpike for Temporary Outdoor Seating and Liquor License Expansion as part of the State COVID Emergency Legislation
40. June 5, 2023: Original meeting memo regarding New Business #6: Application from PieMar, Inc. d/b/a as Off The Vine of 150 Newburyport Turnpike for Temporary Outdoor Seating and Liquor License Expansion as part of the State COVID Emergency Legislation
41. Application from PieMar, Inc. d/b/a as Off The Vine of 150 Newburyport Turnpike for Temporary Outdoor Seating and Liquor License Expansion as part of the State COVID Emergency Legislation
42. 2022 Temporary Outdoor Seating and Liquor License issued to Off The Vine of 150 Newburyport Turnpike
43. Meeting memo regarding Old Business #2: Update on the intersection of Route 1 and Central Street and Glen Street
44. Meeting memo regarding Old Business #3: Discuss interim accounting services
45. Meeting memo regarding FY24 Re-Appointments
46. Meeting memo regarding FY23 Budget Transfers
47. FY23 Budget Transfer form for Firefighter Wages to Fire Chief Salary
48. FY23 Budget Transfer form for Treasurer/Collector Assistant Tax Collector/Administrative Assistant to Treasurer/Collector Expense
49. FY23 Budget Transfer form for Assessors Expenses to Assessors Professional Services
50. Draft minutes of June 5, 2023