

MINUTES OF THE BOARD OF SELECTMEN

June 27, 2022

Town Hall, 139 Main Street, Rowley, MA

6:00 p.m.

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

CALL MEETING TO ORDER

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

PLEDGE OF ALLEGIANCE

Fire Captain Mark Emery led the Pledge of Allegiance.

6:00 P.M. TO 6:05 p.m. PUBLIC COMMENT

There were no Public Comments.

6:05 p.m. APPOINTMENT Fire Chief James Broderick and Fire Captain Mark Emery to present the following individuals for appointment:

- Cooper Carifio for appointment to the position of Fire Captain
- Matthew Harney for appointment to the position of Fire Lieutenant

Chairman Snow said Fire Chief James Broderick is unable to be here tonight because it is his wedding anniversary. Snow read the following:

Attached are letters from Chief Broderick and Captain Emery recommending that Cooper Carifio be appointed to the position of Fire Captain and that Matthew Harney be appointed to the position of Fire Lieutenant.

Snow read the letter from Chief Broderick.

Christine Kneeland made a motion to appoint Cooper Carifio to the position of Fire Captain effective July 1, 2022 for a term to run through June 30, 2025, Cliff Pierce second, all in favor - aye (5-0).

Joe Perry made a motion to appoint Matthew Harney to the position of Fire Lieutenant effective July 1, 2022 for a term to run through June 30, 2025, Christine Kneeland second, all in favor - aye (5-0).

Captain Emery said he is proud to have these two individuals working under him, they will hopefully be a good team and he is looking forward to it.

6:10 p.m. APPOINTMENT Town Clerk Catie McClenaghan for the swearing in of:

- Mark Emery to the position of Fire Chief;

- Cooper Carifio to the position of Fire Captain; and
- Matthew Harney to the position of Fire Lieutenant

Town Clerk Catie McClenaghan swore in Fire Chief Mark Emery, Fire Captain Cooper Carifio and Fire Lieutenant Matthew Harney. Photos were taken of the ceremony.

GENERAL BUSINESS

1. Request from Police Chief Scott Dumas to appoint Patrick Silva to the position of Reserve/Special Police Officer

Chairman Snow read the following:

Chief Dumas has submitted a request to the Board to appoint Patrick Silva to the position of Reserve/Special Police Officer for a term to run through June 30, 2023.

The Board needs to vote to appoint Patrick Silva to this position.

Snow read the request from Chief Dumas.

Chief Dumas said with the police reform, part-time police officers are going away, and the Town is fortunate to have such a qualified candidate in Town who can help cover part-time shifts. Ziev said Silva is a wonderful person and the Town is fortunate to have him.

Christine Kneeland made a motion to appoint Patrick Silva to the position of Reserve/Special Police Officer for a term to run through June 30, 2023, Cliff Pierce second, all in favor - aye (4-0). Deana Ziev – ABSTAINED.

Silva thanked the Board for their time and the Chief for his patience during the interview process.

The Town Clerk swore Patrick Silva in and photos were taken.

2. Approve Internal Revenue Services adjusted 2022 mileage reimbursement rate

Chairman Snow read the following:

The Internal Revenue Service has just announced an increase in the 2022 mileage reimbursement rate for 2022 effective July 1, 2022. The new adjusted rate is 62.5 cents, up 4 cents from the rate set on January 1, 2022, .585 cents.

The Board needs to vote to set the new mileage reimbursement rate.

Joe Perry made a motion to set the new mileage reimbursement rate to 62.5 cents, Christine Kneeland second, all in favor - aye (5-0).

3. Approve Council on Aging donations

Chairman Snow read the following:

COA Director Ellie Davis has provided the Board with the attached sheet showing monetary donations to support the COA programs. In accordance with State law, G.L. c.44 §53A, the Board needs to vote to approve these donations.

Pierce made a motion to approve. The vote was not completed.

Snow read the list of donations.

Christine Kneeland made a motion to approve these donations, Cliff Pierce second, all in favor - aye (5-0).

4. Request from Police Chief Scott Dumas to authorize the Town to participate in the federal Just Grants Program

Chairman Snow read the following:

Chief Dumas is requesting the Board to authorize the Town to set up a Federal Just Grants account for the purpose of being able to apply for specific grants when they become available. Please see attached memo from Chief Dumas.

If the Board is in agreement to authorize this, the Board needs to vote to authorize the Town to set up this account.

Snow read the letter from Chief Dumas.

Cliff Pierce made a motion to authorize the Town to set up a Federal Just Grants account, Christine Kneeland second, all in favor - aye (4-0). Deana Ziev - ABSTAINED

NEW BUSINESS

1. Discuss FFD Enterprises MA, Inc. formerly known as Ipswich Pharmaceutical Associates, Inc. doing business as Fine Fettle, 116 Newburyport Turnpike Community Impact Statement

Chairman Snow read the following:

Ryan Taylor, the Vice President of Fine Fettle CEO contacted Debbie via email as shown below:

Dear Debbie,

As you know, FFD Enterprises MA, Inc., f/k/a Ipswich Pharmaceutical Associates, Inc., dba Fine Fettle holds a medical marijuana and adult-use marijuana retail license granted by the Cannabis Control Commission. This license is being renewed by August 14, 2022, with our submission due June 14, 2022. As a mandatory post-license-renewal condition, the Cannabis

Control Commission is requiring Fine Fettle to request from the Town of Rowley “The records of any cost to the city or town, whether anticipated or actual, resulting from Fine Fettle’s operation within its borders.”

At your earliest convenience, I kindly request that you do the following:

- (1) Reply to this email acknowledging that you have received this request, and*
- (2) Email any records of such costs to the Town directly to me.*

If there have not been costs and we are in good standing, you may also reply noting such.

Thank you very much and we hope all is well!

Best,

Ryan Taylor, CPA

Vice President

Finance & Admin. | Fine Fettle

Town Counsel Tom Mullen previously recommended to Debbie that she query Town departments to see if anyone has had any financial impact. If no departments have had any financial impacts, Tom recommends that we inform Old Planters of Cape Ann that the “Town has not yet suffered any quantified impacts.” (This is what we have done in the past.)

The departments have indicated that they have not any financial impacts incurred from this business. Also, the Selectmen’s Office has not incurred any financial impacts from this business. Therefore, the Board needs to vote to authorize Debbie to provide Mr. Taylor with a response in accordance with Tom Mullen’s recommendation. This response will be sent by Mr. Taylor to the Cannabis Control Commission.

Joe Perry made a motion to authorize Debbie to provide Mr. Taylor with a response in accordance with Tom Mullen’s recommendation, Deana Ziev second, all in favor - aye (5-0).

6:30 p.m. PUBLIC HEARING (continued) Earth Removal Permit Application filed by David S. Herrick to remove approximately 1,600 yards of earth from 77 Dodge Road.

Chairman Snow read the following:

This hearing was continued from the June 6 meeting. On Wednesday, June 22, 2022, the Board received notice from the applicant, David S. Herrick, that he is requesting to withdraw his application without prejudice. (See attached.)

The Board needs to vote to allow David Herrick to withdraw his Earth Removal Permit Application, filed with the Board of Selectmen on April 1, 2022, without prejudice.

Snow read the email from David Herrick. Kristen Herrick said she is David's daughter, they aren't ready to do the project and they are withdrawing their application.

Deana Ziev made a motion to allow David Herrick to withdraw his Earth Removal Permit Application, filed with the Board of Selectmen on April 1, 2022, without prejudice, Cliff Pierce second, all in favor - aye (5-0).

6:35 p.m. APPOINTMENT John Gikas to discuss an earth removal permit application to remove approximately 2,500 cubic yards of earth from 14 Bell Circle

Chairman Snow read the following:

The Board has received an application from John Gikas under the Town's Earth Removal Bylaw. Chairman Snow requested Mr. Gikas to discuss his application because he had applied and received an Earth Removal Permit a few months ago to remove 500 cubic yards of earth from this site.

Attached are the following:

- 1. Earth Removal Permit Application filed on June 16, 2022 to remove 2,500 yards of earth from 14 Bell Circle*
- 2. Photo of site (14 Bell Circle) taken by Chairman Snow on 6/21/22*
- 3. Earth Removal Permit issued to John Gikas on January 13, 2022 to remove 500 cubic yards of earth at 14 Bell Circle*
- 4. Board of Selectmen Meeting Minutes of 1/10/22*
- 5. Earth Removal Bylaw*

It appears that the owner needs to remove additional earth from this site. The prior permit authorized 500 cubic yards. The prior permit provided for 50 truckloads and end date of April 30, 2022.

A public hearing needs to be set for this application. The applicant will have to advertise the legal notice for the hearing in newspaper, as well as send the notice to the abutters. The Town Department Heads will also have to review the application and provide comments to the Board of Selectmen. The suggested public hearing date for this application is July 25 at 6:15 p.m.

Nick Gikas said the length of the last permit requested should have been longer. He said they are using TW Excavating for this work and the amount of ledge is more than they anticipated. He said his son and daughter-in-law are living with them. He said the site plan was approved in 1999, and the lot is a nightmare because it is full of ledge and elevated up high. He said they just want to get their certificate of occupancy and that the septic, gas, water and electric is in place. He said Jessie Warren of TW Excavating suggested applying for a new permit for a one-year period of time, but it is likely that it will only take three months.

Snow said he went to the site in December of last year and only the foundation was in place. He said there was a huge amount of earth behind the house which looked to be a lot more than 500 cubic yards. Gikas said there is now 400 to 500 yards in front of the garage and another 1,200 – 1,500 yards near the septic system. He said with ledge it blows up like popcorn. He said he isn't sure how much has been removed since he isn't there every day. He said the material is being brought to and processed at TW Excavating's facility in Newbury. He said his son and his wife like the area and want to start a family. Snow said material has been removed beyond the expiration date of April 30th. Gikas said he doesn't think that Jessie understood the dates on the permit. Snow said it looks like there may have been more earth removed than allowed under the permit issued, and removal took place after the permit expired. Gikas said this was done only in order to get a certificate of occupancy, and was not done for profit. Snow said the bylaw needs to be followed and they have gone beyond the parameters of the permit. Pierce said we need to schedule a public hearing for this new application. Eagan said Monday July 25th would be the soonest we could have the hearing. She said the notice needs to be published twice in the Newburyport Daily News. She said the Board normally waives the fee and has the applicant pay for the advertisement and the mailing to the abutters.

Joe Perry made a motion to set the hearing date for July 25th at 6:15 p.m., Cliff Pierce second, all in favor - aye (5-0).

Deana Ziev made a motion to waive the filing fee, Christine Kneeland second, all in favor - aye (5-0).

NEW BUSINESS

2. Letter from Council on Aging Board Chair Geneva Merry regarding parking lot traffic flow concerns at the Town Hall Annex

Chairman Snow read the following:

The Council on Aging Board has submitted the attached letter concerning traffic flow patterns in the Annex parking lot.

Both Chief Dumas and Highway Surveyor Patrick Snow have provided the Board with comments concerning this letter. When the Annex parking lot was opened in the late 1990s, the traffic flow was limited to entering the parking lot from School Street and exiting the parking lot from Central Street. Over the course of many years, visitors to the Annex have started exiting the parking lot onto School Street.

Police Chief Scott Dumas' Comments

Hi Debbie,

There is a Do Not Enter sign on Central Street and I haven't observed anyone enter from that side nor do I know of it being a source of complaint. As you described the traffic flow would be how I would recommend and what the COA is asking. I do know people exit out onto School Street, which is the problem, backing out of the side spaces and going in either direction. A one-

way sign on the Summer Street side, and I would suggest angled parking, so people are backing out in a manner that would head them in the proper direction I think would mitigate the issue of people exiting onto School Street, if not eliminate it.

Scott A. Dumas

Scott A. Dumas /Chief of Police

Highway Surveyor Patrick Snow's Comments

Hi Debbie

I agree with Chief Dumas' recommendations, I can get a one way sign for The School Street entrance. However I'm not sure when we would be able to repaint the parking lot due to our current staffing situation.

Patrick Snow

How would the Board like to proceed with this request? At a minimum we could have the Highway Department install a Do Not Enter sign at the School Street entryway facing into the parking lot so that drivers know they can't exit out to School Street.

Perry said he would like to have the parking lot re-stripped for angled parking. He said he hasn't seen people entering the parking lot via Central Street. Sharon Emery said she is there every Friday for cribbage and everyone leaves onto School Street.

Deana Ziev made a motion to place a sign as suggested by Chief Dumas, Joe Perry second, all in favor - aye (5-0).

Joe Perry made a motion to request angled parking spaces be painted once Highway Surveyor Patrick Snow has the resources to do it, Deana Ziev second, all in favor - aye (5-0).

OLD BUSINESS

1. One Day Liquor License application filed by Anonymous Brewing LLC for July 20, 2022 from 4:30 p.m. to 6:30 p.m. at the Rowley Public Library, 141 Main Street for a craft brewing and small business informational event

Chairman Snow read the following:

This agenda item was held over from the last meeting. The Board voted to request Kevin Moriarty provide the Board with an advisory from the State Ethics Commission on how he, as a member of the Planning Board can act as an agent for his business. The attached letter was sent to Mr. Moriarty on June 7, 2022. Mr. Moriarty sent the following email message to Amy on June 6, 2022 and asked that it be shared with the Board:

Amy, please be sure to share this with the board members.

I just heard from Elizabeth. It's a shame that the board didn't allow for any conversation. It's a shame that there was discussion of some ethical issues that stem from me being on the planning

board. It's a shame that a community event that was being planned by a town organization was not treated fairly by a board that is either perpetually misinformed or has an agenda.

I look forward to reading the letter that the board voted on, please be sure to directly cc my attorneys office.

Best regards

Kevin

The One-Day Liquor License Application is still before the Board. No response has filed concerning the request for clarification from the State Ethics Commission.

The application background information is as follows:

The Library is hosting an informational event on craft brewing and starting and running a small business and they have asked Anonymous Brewing LLC of 60 Main Street to present at this event.

Police Chief Scott Dumas has reviewed the application and is requesting that that the alcohol be kept under a table outside the building and that there be a roped off barrier separating the area with the alcohol from the rest of the event. (See attached sketch in the application submittal.) He approves the application provided that Anonymous Brewing submitted pending the submittal of the appropriate insurance coverage.

Because this event will be held on Town property, the Town's insurance company is recommending Anonymous Brewing submit a certificate of insurance with the following coverages:

- *Umbrella Liability of at least \$2,000,000 per occurrence with a \$2,000,000 Annual Aggregate. The Municipality should be named as an "Additional Insured".*
- *Liquor Liability of at least \$1,000,000 per occurrence with a \$3,000,000 Annual Aggregate. The Municipality should be named as an Additional Insured.*
(Note: the certificate provided had the per occurrence, but did not have the Annual Aggregate.)

Anonymous Brewing has submitted certificates of insurance for commercial general liability and proof of Worker's Compensation. Regarding the umbrella liability, and annual aggregate liquor liability, Kevin Moriarty sent this email:

Attached is my workers comp policy. Also, this is what I rec'd back from my insurance agent. The cost of increasing the coverage would price me out of the library event. In the past, I have worked with the Town of Georgetown and the City of Boston and have had no issues with

meeting their minimums. Can you confirm that the Town of Rowley minimums for this one day event are inflexible?

How does the Board wish to proceed? No response has been provided on the State Ethics clarification. At this point, we have not received the requisite certificate of insurance. How does the Board wish to proceed? Does the Board wish to waive the umbrella and annual aggregate liquor liability?

Pierce said the applicant hasn't responded to the Board's concerns that were raised the last meeting which is unfortunate because he thinks they were valid concerns. He said he thinks that the Board should deny the application on the merits and to not leave this hanging. He said there is nothing in the mission of the Library to give out free beer and there is a disconnect in providing free beer at the Library. He said it doesn't seem that we should waive the insurance requirements.

Cliff Pierce made a motion to deny this application for a one-day liquor license, Joe Perry second, all in favor - aye (5-0).

2. Update on the Merrimack Valley Regional Transit Authority Ring and Ride Program

Chairman Snow said he was unable to attend the kick-off of this program, but Vice Chairman Perry did and he asked Perry to provide an update. Perry said he was pleasantly surprised with how well this ran. He said they took them to a restaurant in Lowell for the kick-off, but they will provide transportation for seniors almost anywhere. He said they will take you into Boston, they are very flexible. He said they are a great, courteous group and this worked out very well.

Snow said Noah Berger was at the meeting last week and he said this was very successful and they were able to kick this off sooner than they expected. Perry said there is easy access to this service through the COA. Snow said people should call the COA with questions about this. He said Berger is very enthusiastic and is great to work with.

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

Chairman Snow read the following:

At the last meeting, the Board discussed having the Massachusetts Department of Transportation (MDOT) install signage on Central and Glen Streets in response to a recent motor vehicle accident at this location. After the meeting, Debbie contacted Frank Suszynski at the MDOT and informed him that the Board voted on June 6 to support the installment of the signs. On June 8, Mr. Suszynski contacted Chairman Snow and Debbie to let them know that the signs were installed. Mr. Suszynski sent the following email message:

Hi Bob,

I wanted to let you know we installed the additional advance warning signage and also conducted some tree trimming to improve the visibility of the signage.

Below are some photos from yesterday afternoon, we trimmed back some of the lower tree branches to improve visibility to traffic on Central St. approaching Rte. 1. We are going to go back this week with the bucket truck and cut it back and up for greater visibility.

The first 3 pictures are the approach from Central St. to Rte. 1, the last 2 are the approach from Glen St. to Rte. 1.

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

Thanks

Frank

Mr. Suszynski also submitted photos.

Snow said he spoke to Suszynski last week at a meeting, Suszynski said they would be going to the site with a bucket truck, and he saw them there trimming the trees at the intersection. He said people need to talk to people about that intersection. He said this project goes out to bid in August and is planned to be installed in the spring of 2023. He said people need to tell young drivers that this is a hazardous intersection with difficult lines of sight and to use extreme caution.

Pierce said the Wethersfield Street intersection is almost as bad and has had more fatal accidents than the intersection of Route 1 Central and Glen. He said this intersection could benefit from these same improvements. He said he appreciates that Snow has advocating for this intersection, but the signage and tree clipping would also benefit the Wethersfield intersection. Snow said we have two bad intersections and he has been working on this since 2013. He said he will talk to Suszynski about the Wethersfield Street intersection, and suggested that a letter should be sent to Paul Stedman as well to request a traffic light. He said there are probably 10,000 requests to MassDOT, but it doesn't hurt to get on the record.

Cliff Pierce made a motion to send the letter requesting a traffic light at the Wethersfield intersection and to copy Senator Tarr and Representative Belsito, Christine Kneeland second, all in favor - aye (5-0).

4. Review and authorize Solicitation for Town Hall War Memorial Restoration Project

Chairman Snow read the following:

We are ready to release the Request for Price Quotes Solicitation for the Town Hall Veterans Memorial Restoration Project. Natalie and Bob Breaker have been working with the Town's landscape architect designer Sara Bourque of Marshwind Landscape Design on a plan that includes installing pavers in front of the memorials and new plantings on the Town Hall lawn.

We are asking the Board to vote to authorize the staff to release to the Request for Price Quotes for this project.

Joe Perry made a motion to authorize the staff to release to the Request for Price Quotes for this project, Deana Ziev second, all in favor - aye (5-0).

5. Request from IT Coordinators Susan Bailey and Karen Summit to renew the Town's IT Services contract with PRS Group for FY 23

Chairman Snow read the following:

The Town's IT Coordinators are asking the Board to extend the contract with PRS Group for a second year, in accordance with the terms and conditions of the current contract. The current contract runs through June 30, 2022.

If the Board is in agreement, the Board needs to vote to extend the current contract with PRS Group, Inc. for a second year in accordance with the terms and conditions in the current FY 2022 contract and to authorize Chairman Snow to sign the FY 2023 contract.

Christine Kneeland made a motion to vote to extend the current contract with PRS Group, Inc. for a second year in accordance with the terms and conditions in the current FY 2022 contract and to authorize Chairman Snow to sign the FY 2023 contract, Cliff Pierce second, all in favor - aye (5-0).

6. Discuss setting starting pay rate for incoming Fire Chief Mark Emery

Chairman Snow read the following:

Mark Emery was appointed by the Board to the position of Fire Chief effective July 1, 2022 during the April 25, 2022 meeting.

The Board needs to set a starting pay rate for Mark.

The position of Fire Chief is a Pay Grade #14 in the Non-union schedule. The FY 23 pay range salary, as printed in the Job Vacancy Notice is \$88,301.53 (\$42.29/hr) to \$101,184.48 (\$48.46/hr). (See attached.) The position of Fire Chief is paid on a salary basis for working a 40-hour week and is not entitled to overtime pay. Mark is currently earning \$33.38 as a Fire Captain. The position of Fire Chief can be contracted under G.L. c. 41 §108O. Pending any contract agreement in the future with Mark, the Board needs to set a pay rate for him to start work on Friday, July 1, 2022.

How does the Board wish to proceed?

Eagan said this rate needs to be set by the Board pending the contract negotiation with the Board in July. She said this rate is needed for the time before the contract is

settled. Ziev said he can start at step 1. Snow said he can start in the middle at step 4 or 5. Kneeland, Perry and Pierce agreed.

Joe Perry made a motion to set the pay at Grade 14, step 5, this vote was not completed.

Christine Kneeland made a motion to set the pay at Grade 14, step 5 (\$44.77 per hour; \$93,479.76 per year), Cliff Pierce second, all in favor - aye (5-0).

FY 22 BUDGET TRANSFERS

1. Discuss FY 22 Fire Department Budget balances

Chairman Snow read the following:

Fire Chief James Broderick Fire Captain Mark Emery met with the Finance Committee last week to seek approvals for deficits in the following budget lines:

- *Full-time Firefighter Wages – requested \$35,456.57 from the Reserve Fund*
- *Fire Chief Salary – requested \$10,689.97 from the Reserve Fund*
- *Fire Department expenses – requested \$8,900.00 from the Reserve Fund*
- *Full-time Firefighter Wages – requested \$20,000 to be transferred from the Call Firefighter Wages FY 22 G.L.c44 §33B(b)*

Chief Broderick and Captain Emery will discuss the reasons for the deficits and their need to transfer funds.

Emery said \$20,000 was needed to be transferred from call to full-time wages because Chief Broderick was out on a medical leave and two Firefighters resigned, so these shifts needed to be covered to keep the Fire Station fully staffed. He said there are also two people retiring and they need to be paid for their unused vacation time. He said the Fire Chief's wage line is short by \$10,689.97 due to the unused vacation time payout, and the Captain's unused vacation time payout amount is \$7,134.98. He said the projected shortfall in full-time Firefighter wages is \$55,456.57, which is an estimated amount and will vary depending on whether or not Call Firefighters or Full-time Firefighters cover shifts, which includes overtime. He said he is very confident in the \$20,000, but this is all a fluid situation.

Snow said he sat down with Emery in April and reviewed the numbers, and it was \$100,000 then. Emery said he based the estimates on the highest estimate expected, and with the Chief back to work and him back to working a shift, there has been \$14,000 in savings. He said they are in the process of hiring two more Firefighters and will be posting two more positions after tonight's promotions. He said when fully staffed they will have eight Firefighters and the Chief, and now they have four staff plus the Chief.

Christine Kneeland made a motion to approve these transfers, Cliff Pierce second, all in favor - aye (5-0).

2. Request from Fire Chief James Broderick to transfer funds from the Call Firefighter Wages line to Full-time Firefighter Wages line

Chairman Snow read the following:

This request has already been approved by the Finance Committee. The Board needs to vote to approve it.

Joe Perry made a motion to approve this transfer, Deana Ziev second, all in favor - aye (5-0).

Emery said there has been an issue with Engine 2 bouncing. He said they have changed every tire, had new springs, shocks, cabin mounts. He said they will be testing it soon to make sure that the new tires have corrected the issue.

FY 23 APPOINTMENTS

<u>Town Department - Elections</u>	<u>Name</u>	<u>Expiration</u>
Teller	Kathy Cousins	6/30/2023
Teller	Bill Cousins	6/30/2023
Teller	Arlene Damon	6/30/2023
Teller	Dennis Donoghue	6/30/2023
Teller	Anne Ganzenmuller	6/30/2023
Teller	Bill Ganzenmuller	6/30/2023
Teller	Jennifer Genet	6/30/2023
Teller	Anne Girard	6/30/2023
Teller	Nancy Glynn	6/30/2023
Teller	Anne Jereome	6/30/2023
Teller	Maryann Levasseur	6/30/2023
Teller	Maryellen MacDonald	6/30/2023
Teller	Maura Mastrogiavanni	6/30/2023
Teller	Maryellen Mighill	6/30/2023
Teller	Marian Musial	6/30/2023
Teller	Melinda Patrick	6/30/2023
Teller	Kim Perilli	6/30/2023
Teller	Jay Scheuer	6/30/2023
Teller	Linda Snow	6/30/2023
Teller	Jeanette Southall	6/30/2023
Clerk	Kimberly Waring-Wright	6/30/2023
Clerk	Michelle Ford	6/30/2023
Warden	Joan Petersen	6/30/2023

Cliff Pierce made a motion to appoint the Tellers as listed, Christine Kneeland second, all in favor - aye (5-0).

Joe Perry made a motion to appoint the Clerks as listed, Christine Kneeland second, all in favor - aye (5-0).

Christine Kneeland made a motion to appoint the Warden as listed, Deana Ziev second, all in favor - aye (5-0).

FY 23 RE-APPOINTMENTS

<u>Position or Board</u>	<u>Name</u>	<u>Expiration</u>
Agricultural Commission	Peter Lomas	6/30/2026
Agricultural Commission	Barrett Bacall	6/30/2026
Agricultural Commission – Alternate Seat	Barry Moore	6/30/2026

Deana Ziev made a motion to reappoint the Agricultural Commission members as listed, Cliff Pierce second, all in favor - aye (5-0).

MINUTES

- June 6, 2022

Cliff Pierce made a motion to approve the minutes of June 6, 2022, Deana Ziev second, all in favor - aye (5-0).

ANNOUNCEMENTS

1. The Board of Selectmen wishes to remind residents now that the warm weather is upon us, that dog owners must restrain their dogs from running at large outside of their own private property.
2. The Town has the following board vacancies:
 - **Council on Aging**
 - **Conservation Commission**
 - **Open Space Committee**
 - **Rowley Cultural Council**Interested residents should send a letter of interest to the Board of Selectmen.
Position is open until filled.
3. The MBTA has announced that there are new commuter rail, subway, and bus summer service schedule changes. Please go to [mbta.com/schedules](https://www.mbta.com/schedules) for more information.
4. The Rowley Board of Health would like to remind residents and employees that although COVID-19 cases are minimal right now, some towns have seen outbreaks in populations where close contact is inevitable. We recommend that residents continue to be cautious in resuming their day-to-day activities.

ADJOURN

Christine Kneeland made a motion to adjourn, Deana Ziev second, all in favor - aye (5-0).

Meeting adjourned at 7:28 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting memo regarding 6:05 p.m. Appointment: Fire Chief James Broderick and Fire Captain Mark Emery to present the following individuals for appointment: Cooper Carifio for appointment to the position of Fire Captain and Matthew Harney for appointment to the position of Fire Lieutenant
2. Letter from Fire Chief James Broderick and Fire Captain Mark Emery requesting Cooper Carifio for appointment to the position of Fire Captain
3. Letter from Fire Chief James Broderick and Fire Captain Mark Emery requesting Matthew Harney for appointment to the position of Fire Lieutenant
4. Meeting memo regarding 6:10 p.m. Appointment: Town Clerk Catie McClenaghan for the swearing in of: Mark Emery to the position of Fire Chief; Cooper Carifio to the position of Fire Captain; and Matthew Harney to the position of Fire Lieutenant
5. Meeting memo regarding General Business #1: Request from Police Chief Scott Dumas to appoint Patrick Silva to the position of Reserve/Special Police Officer
6. Request from Police Chief Scott Dumas to appoint Patrick Silva to the position of Reserve/Special Police Officer
7. Meeting memo regarding General Business #2: Approve Internal Revenue Services adjusted 2022 mileage reimbursement rate
8. Notice from IRS regarding adjusted 2022 mileage reimbursement rate
9. Meeting memo regarding General Business #3: Approve Council on Aging donations
10. Email from COA Director Ellie Davis regarding Donations, and attached list of donations
11. Meeting memo regarding General Business #4: Request from Police Chief Scott Dumas to authorize the Town to participate in the federal Just Grants Program
12. Request from Police Chief Scott Dumas to authorize the Town to participate in the federal Just Grants Program
13. Meeting memo regarding New Business #1: Discuss FFD Enterprises MA, Inc. formerly known as Ipswich Pharmaceutical Associates, Inc. doing business as Fine Fettle, 116 Newburyport Turnpike Community Impact Statement
14. Meeting memo regarding 6:30 p.m. Public Hearing (continued): Earth Removal Permit Application filed by David S. Herrick to remove approximately 1,600 yards of earth from 77 Dodge Road.
15. Email from David Herrick regarding Earth Removal Application Withdrawal

16. Meeting memo regarding 6:35 p.m. Appointment: John Gikas to discuss an earth removal permit application to remove approximately 2,500 cubic yards of earth from 14 Bell Circle
17. Earth removal permit application package to remove approximately 2,500 cubic yards of earth from 14 Bell Circle
18. Photo of 14 Bell Circle taken by Robert Snow on June 21, 2022
19. Earth removal permit for 14 Bell Circle issued on 1/13/22
20. Minutes excerpt from January 10, 2022 regarding Earth removal application for 14 Bell Circle
21. Earth Removal Bylaw
22. Meeting memo regarding New Business #2: Letter from Council on Aging Board Chair Geneva Merry regarding parking lot traffic flow concerns at the Town Hall Annex
23. Letter from Council on Aging Board Chair Geneva Merry regarding parking lot traffic flow concerns at the Town Hall Annex
24. Meeting memo regarding Old Business #1: One Day Liquor License application filed by Anonymous Brewing LLC for July 20, 2022 from 4:30 p.m. to 6:30 p.m. at the Rowley Public Library, 141 Main Street for a craft brewing and small business informational event
25. Letter sent to Kevin Moriarty dated June 7, 2022
26. Email from Kevin Moriarty dated June 6, 2022
27. Updated meeting memo from June 6, 2022 regarding one day liquor license application filed by Anonymous Brewing
28. Original meeting memo from June 6, 2022 regarding one day liquor license application filed by Anonymous Brewing
29. One Day Liquor License application filed by Anonymous Brewing LLC for July 20, 2022 from 4:30 p.m. to 6:30 p.m. at the Rowley Public Library, 141 Main Street for a craft brewing and small business informational event
30. Meeting memo regarding Old Business #2: Update on the Merrimack Valley Regional Transit Authority Ring and Ride Program
31. Meeting memo regarding Old Business #3: Update on the intersection of Route 1 and Central Street and Glen Street, including attached photos
32. Meeting memo from June 6, 2022 regarding Update on the intersection of Route 1 and Central Street and Glen Streets project
33. Meeting memo regarding Old Business #4: Review and authorize Solicitation for Town Hall War Memorial Restoration Project
34. Request for Price Quotes for Veterans Memorial Restoration Project
35. Project Manual for Rowley Veterans Memorial Restoration Project
36. Meeting memo regarding Old Business #5: Request from IT Coordinators Susan Bailey and Karen Summit to renew the Town's IT Services contract with PRS Group for FY 23
37. New contract for IT Services contract with PRS Group for FY 23
38. Current contract for IT Services contract with PRS Group
39. Meeting memo regarding Old Business #6: Discuss setting starting pay rate for incoming Fire Chief Mark Emery
40. Job Vacancy Notice for Fire Chief

41. FY23 Compensation Schedule
42. Meeting memo regarding FY22 Budget Transfers: Discuss FY 22 Fire Department Budget balances
43. Transfer request for Full-time Firefighter Wages – requested \$35,456.57 from the Reserve Fund
44. Transfer request for Fire Chief Salary – requested \$10,689.97 from the Reserve Fund
45. Transfer request for Fire Department expenses – requested \$8,900.00 from the Reserve Fund
46. Schedule of Bills Payable for Fire Department
47. Transfer request for Full-time Firefighter Wages – requested \$20,000 to be transferred from the Call Firefighter Wages FY 22 G.L.c44 §33B(b)
48. Meeting memo regarding FY22 Budget Transfers: Request from Fire Chief James Broderick to transfer funds from the Call Firefighter Wages line to Full-time Firefighter Wages line
49. Transfer request for Full-time Firefighter Wages – requested \$20,000 to be transferred from the Call Firefighter Wages FY 22 G.L.c44 §33B(b), approved by Finance Committee
50. Projections for Fire Department wages
51. Meeting memo regarding FY23 Appointments
52. Meeting memo regarding FY23 Re-appointments
53. Draft minutes of June 6, 2022