

MINUTES OF THE BOARD OF SELECTMEN

June 7, 2021

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; Joe Perry, David Petersen (Town Administrator Deborah Eagan, Assistant Town Administrator Amy Lydon)

CALL MEETING TO ORDER

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

7:00 P.M. APPOINTMENT Susan Hazen to be presented proclamation honoring her 21 years of service as the Rowley Town Clerk

Chairman Pierce read the following:

Susan Hazen began her service to the Town as an employee in 1996 as the Assistant Tax Collector. She was elected as Town Clerk in 2000 and retired as Town Clerk in May of 2021. During this time, Susan has served the Town in the following capacities:

- *Board of Registrars*
- *Limited Health Agent*
- *Mooring Clerk*
- *Parking Clerk*
- *Local Census Liaison for Federal Census*
- *Records Access Officer*
- *Headed the parade committee for Rowley's 375th Anniversary*

Susan's knowledge of Rowley will be greatly missed, we thank her for her dedicated service and wish her all the best.

Pierce read the Proclamation for Susan Hazen.

Bob Snow made a motion to approve the Proclamation, Joe Perry seconded, all in favor – aye (5-0).

Chairman Pierce signed the Proclamation and it was presented to Susan Hazen.

Senator Bruce Tarr congratulated everyone for keeping the Town going through the pandemic, and said everyone did a wonderful job. He said Hazen is the face of Rowley, and acts as the central processing unit with patience and a smile. He said Hazen has been responsible for the integrity of the elections, the keeper of vital statistics and information, which isn't glamorous, but is critically important. He said Hazen has kept information confidential, and she has been there when anyone in Town has needed her.

He said we all owe Hazen a debt of gratitude, and he read the citation to her from the State Senate, which he then presented to her.

Representative Hill said Susan Hazen should have a t-shirt titled "Mrs. Rowley" and said she has been an incredible public servant to the Town. He said ten years ago when Rowley became part of his district due to the re-districting, Hazen was the first person he met and she told him all about Rowley. He said Hazen is always there with a smile and he congratulated and thanked her. He said the local officials did more than ever before with all of the changes to the elections. He said Hazen is a star in Rowley and throughout the North Shore, and he read the citation from the State House, which he then presented to her.

Senator Tarr read the Governor's citation, signed by Governor Baker and Lt. Governor Politio, which he then presented to Hazen.

Susan Hazen said thank-you for the kind words. She said this job has been a joy, and she took it on her 50th birthday. She thanked her family for their help and said she loved the job every single day. She said the last year was a struggle with the frequent changes in the rules, but she hopes that she helped the townspeople, and was a friendly face to come to. She said she is grateful to the voters to allow her to hold the job for 21 years, and now it is time for Catie to have a turn.

GENERAL BUSINESS

1. Invitation from the Rowley Volunteer Fire Protection Association, Inc. to attend Firemen's Sunday service on Sunday, June 13, 2021

Bob Snow and Joe Perry said they will attend this.

2. Thank you message from Town of Rowley Veterans Committee Member Bob Breaker to Rowley Highway Department and Rowley Light Department for repainting the flagpole on the Town Common

Chairman Pierce read the following:

Bob Breaker sent Debbie the following message and photo:

FYI, I posted this to Rowley Talks.

The Veterans Committee would like to publicly thank the Rmlp Rowley Light and DPW department. A week ago I asked if they could repaint the flag pole on the common. DWP had the paint and Light dept has the manpower. Great job to all !!!!!

--

Bob Breaker USCG ret.

Town of Rowley Veteran's Committee

PO Box 217

Rowley, Ma. 01969

Boats47@gmail.com

978-476-4530

Does the Board wish to send a thank you letter to the RMLP Light Plant Manager Matt Brown and Highway Surveyor Patrick Snow?

Bob Snow made a motion to send a thank you letter to the RMLP Light Plant Manager Matt Brown and Highway Surveyor Patrick Snow, Deana Ziev seconded, all in favor – aye (5-0).

3. Letter of resignation from Assistant Harbormaster Frank Price

Bob Snow made a motion to accept this resignation with regrets, Deana Ziev seconded, all in favor – aye (5-0).

4. Request from Harbormaster Bill DiMento to lift the freeze for the Assistant Harbormaster and Pumpout Boat Operator

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

5. Request from Water Superintendent Robert Gray to lift the hiring freeze for the position of Distribution Utility Maintenance Laborer

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

6. Request from Water Superintendent Robert Gray to appoint Keith McDonald on a temporary basis to the position of Water Treatment Secondary Operator

Bob Snow made a motion to appoint Keith McDonald on a temporary basis to the position of Water Treatment Secondary Operator, Deana Ziev seconded, all in favor – aye (5-0).

7. Request from Housing Authority Board to appoint Kathy Olmsted to open seat on Housing Authority Board

Chairman Pierce said, “Joe Perry, in his capacity as an elected member of the Housing Authority, requested this agenda item. He will explain this request.”

Perry said a number of years ago the State insisted that one member of the Plantation Housing complex be on the Rowley Housing Authority Board. He said that didn't work out, and a member of the community ran for the seat and was elected. He said Kathy Olmstead lives at the Plantation and has applied for the seat, so we can comply with the State requirement.

Joe Perry made a motion to appoint Kathy Olmstead to the open seat on the Rowley Housing Authority Board, Bob Snow seconded, all in favor – aye (5-0).

NEW BUSINESS

1. Request from Fine Fettle for a letter regarding any impact from its operations on Town services.

Chairman Pierce read the following:

Benjamin Zachs, the CEO of Fine Fettle Dispensary of 116 Newburyport Turnpike, contacted Debbie regarding the renewal of Fine Fettle's license with the Cannabis Control Commission. The renewal process requires Fine Fettle to obtain a letter from the Town regarding the records of any cost to the Town whether anticipated or actual resulting from Fine Fettle's operation within its borders.

Debbie contacted Town Counsel Tom Mullen who recommended that Debbie query Town departments to see if anyone has had any financial impact. (This process was followed with another marijuana dispensary in Town.) If no departments have had any financial impacts, Tom recommends that we inform Fine Fettle that the "Town has not yet suffered any quantified impacts."

The departments have indicated that they have not any financial impacts incurred from this business. (See attached responses) 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. Zachs with a response in accordance with Tom Mullen's recommendation. This response will be sent by Mr. Zachs to the Cannabis Control Commission.

Joe Perry made a motion to authorize Debbie to provide Mr. Zachs with a response in accordance with Tom Mullen's recommendation, Bob Snow seconded, all in favor – aye (5-0).

2. Discuss Fire Department staffing plan

Chairman Pierce read the following:

This item was briefly discussed at the last meeting. Chairman Pierce would like a full Board to be present for this discussion. We received a detailed presentation from the Fire Union representatives on a proposed staffing plan that would provide coverage 7 days a week from 6:00 a.m. to 6:00 p.m.

Chairman Pierce would like the Board to review the attached proposed staff plan.

Pierce said the proposal is for four twelve hour days on and then four days off, which is better for retention, the operation of the Department and the Town. He said they will need to work with the union on the overtime pay associated with this and they have

been assured that the union will be willing to sign an agreement about this. Perry said coverage will be for seven days a week. Pierce said this seems to be a good plan. Snow said this looks fine. Eagan said the Board needs to authorize her and Chairman Pierce to meet with the union for the collective bargaining process.

Bob Snow made a motion to authorize Debbie Eagan and Chairman Pierce to meet with the union for the collective bargaining process, Deana Ziev seconded, all in favor – aye (5-0).

Bernie Cullen asked if there will be no overtime. Pierce said we need to make it so that there will be no additional overtime, which needs to be negotiated.

3. Employment contract with Treasurer/Collector Karen Summit

Chairman Pierce said everyone has been given a copy of the contract with the changes that we discussed in Executive Session. There were no comments on the contract.

Dave Petersen made a motion to approve the employment contract with Karen Summit, Joe Perry seconded, all in favor – aye (5-0).

4. Request from Library Director Pam Jacobson to raise the FY 21 Library Revolving Fund Expenditure Cap

Chairman Pierce read the following:

Library Director Pam Jacobson sent in the following request:

To: Rowley Board of Selectmen, Rowley Finance Committee

From: Library Director Pamela Jacobson

Re: Library Revolving account

Dear Sirs & Madams:

I would like to request to have the maximum amount that the library may spend out of its Town Meeting approved revolving fund be increased. The library will be replacing its 6 year old copier, and upgrading to a color capable model. This purchase will be split between the library expenses and library revolving accounts, as the copier is used by both library staff and the public. The current annual limit is \$2500, if it could be amended to \$4000 that would be enough to allow us to make this purchase. The balance is \$2,920.58, and \$645.60 has been expended so far this FY.

Thank you,

Pam

Revolving fund expenditure caps can be raised temporarily with approval of the Board of Selectmen and Finance Committee during the authorized fiscal year. Pam is asking that the expenditure cap be raised to \$4,000. On July 1, the revolving fund expenditure cap will go back to the authorized amount of \$2,500.

Bob Snow made a motion to raise the FY 21 Library Revolving Fund Expenditure Cap to \$4,000, Deana Ziev seconded, all in favor – aye (5-0).

5. Request from the Conservation Commission to authorize utilization of funds from the Wetlands Protection Act Notice of Intent Filing Fees Account

Chairman Pierce said, “Please see attached request from Conservation Commission Chairman Daniel Shinnick to authorize \$3,000 from the WPA NOI Filing Fees Account. This request requires approval of the Board of Selectmen.” He read the letter from Shinnick.

Dave Petersen made a motion to authorize the utilization of \$3,000 from the WPA NOI Filing Fees Account, Bob Snow seconded, all in favor – aye (5-0).

6. Discuss Town Hall Cupola repair project

Chairman Pierce read the following:

The seal around the wooden clock in the Town Hall Cupola needs to be repaired. Water from wind-driven rainstorms and snowstorms is getting inside the cupola around the clock. The water is leaking into the attic and through the ceiling in the Auditorium.

Debbie contacted Meadows Construction, who has previously worked on the restoration of the cupola and has received a quote of \$6,710.00 to do this work. Please see attached report. The work will require staging to be placed on the front of the building. Meadows is available to start this work within a couple of weeks upon notice to proceed.

Debbie is asking the Board to authorize her to file a Reserve Fund Transfer Request in the amount of \$6,710 with the Finance Committee. If approved, these funds will be transferred to the Town Hall Expense line. We are planning to use funds allocated for the Town Hall second floor repairs for the ceiling repair work.

Does the Board wish to approve Debbie filing the Reserve Fund Transfer with the Finance Committee and, if approved, authorize Debbie to use Meadows Construction to get the repair done? If so, please vote on this request.

Joe Perry made a motion to approve Debbie filing the Reserve Fund Transfer with the Finance Committee and, if approved, authorize Debbie to use Meadows Construction to get the repair done, Bob Snow seconded, all in favor – aye (5-0).

7. Discuss payment of unemployment bill

Chairman Pierce read the following:

We have been advised by legal counsel to discuss this matter at a later date due to the fact that the Town has ongoing proceedings on this matter at the Department of Unemployment Assistance.

OLD BUSINESS

1. Rescind March 23, 2020 Board of Selectmen Declaration of State Emergency due to COVID-19 Pandemic

Chairman Pierce read the following:

On March 23, 2020 meeting, the Board of Selectmen voted to Declare a State of Emergency due to the COVID-19 Pandemic. Since the Governor has lifted most COVID restrictions, and the fact that the Commonwealth's State of Emergency is expiring on June 15, 2021, the Board of Selectmen should rescind the March 23, 2020 Declaration of a State of Emergency.

Bob Snow made a motion to rescind the March 23, 2020 Declaration of a State of Emergency, Deana Ziev seconded, all in favor – aye (5-0).

2. Memorandum of Agreement Between the Town of Rowley and Massachusetts Coalition of Police, Local 360, and Gavin Forni regarding appointment of Gavin Forni to prior full-time Patrol Officer position

Chairman Pierce read the following:

At the May 24, 2021, the Board of Selectmen appointed former Rowley Patrol Officer to his prior position. He had resigned his position a week before and had re-considered his decision to leave his employment with the Town. Because there was such a short time between the effective date of Officer Forni's resignation and the Board's appointment of him back to his prior position, a Memorandum of Agreement has been prepared by the Town's labor attorney and has been signed by the union which treats Officer Forni's original hire date of April 25, 2017 with the Town. The Board needs to vote to sign the MOA.

Dave Petersen made a motion to sign the MOA, Bob Snow seconded, all in favor – aye (4-0). Deana Ziev – ABSTAINED.

3. Award contract for basketball court renovation project

Chairman Pierce read the following:

We received three bids for the Basketball Court Construction project near the Pine Grove School. Huntress Associates checked the references for the low bidder, and submitted the attached bid recommendation letter. Huntress Associates is recommending the Selectmen award the contract to Cassidy Corporation of Haverhill, MA in the amount of \$78,444. This is the amount for the base bid which includes the

entire scope of the project as follows: new enlarged asphalt, six nets, two players benches and a non-skid Plexipave court surfacing.

Please vote to award the contract to Cassidy Corporation in the amount of \$78,444, and to authorize Chairman Pierce to sign two original contracts for this work, and authorize the staff to issue a Notice to Proceed.

NOTE: A total of \$110,000 in CPC funds were allocated for this project. After engineering costs, \$98,000 was available for bid advertising and construction costs.

Dave Petersen made a motion to award the contract to Cassidy Corporation in the amount of \$78,444, and to authorize Chairman Pierce to sign two original contracts for this work, and authorize the staff to issue a Notice to Proceed, Joe Perry seconded, all in favor – aye (5-0).

Ziev asked for an update on the status of the preschool's encroachment issue. Lydon said Town Counsel has spoken to the counsel of the owners and they have agreed to remove the items, but have requested time. Pierce said this won't interfere with the construction. Lydon said that is correct.

4. Discuss Meridian Associates Bradstreet Lane engineering and permit proposal

Chairman Pierce read the following:

The Town Meeting approved the article appropriating \$50,000 for the design and permitting work to construct a road from Main Street to the affordable housing parcel at the Bradstreet property. Meridian Associates submitted a proposal to Debbie on March 29, 2021:

- technical support for secure project funding \$3,000*
 - Design & Permitting Services for \$47,000*
- Total \$50,000*

This amount is exclusive of direct expenses. Since the Town Meeting approved the article, the spending in the first bullet – \$3,000 technical support for secure project funding, is not necessary. Debbie recommends the proposal be amended to reflect only the Design & Permitting Services in the amount of \$47,000. The \$3,000 surplus in the appropriation may be needed to cover any direct expenses that Meridian incurs as part of the design and permitting work.

Does the Board wish to request Meridian Associates to submit a proposal removing the \$3,000 for the Technical Support for Secure Project Funding in the amount of \$3,000, and if submitted authorize Debbie to sign the revised proposal? If so, the Board will need to vote on this action.

Also, we will need a Selectman to serve as a "point person" on this project. Since Chairman Pierce served on the Bradstreet Land Use and Planning Board, and has had conversations with Habitat for Humanity on potential affordable housing construction,

does the Board wish to designate Chairman Pierce as the Selectman leading this project?

Dave Petersen made a motion to request Meridian Associates to submit a proposal removing the \$3,000 for the Technical Support for Secure Project Funding, and to authorize Debbie to sign the revised proposal, Joe Perry seconded, all in favor – aye (5-0).

Bob Snow made a motion to have Cliff Pierce serve as the point person on this project, Deana Ziev seconded, all in favor – aye (5-0).

FY 22 RE-APPOINTMENTS

Plumbing and Gas Inspector, three yr term, 1 yr for alternate	Harry Bennett	6/30/2024
Plumbing and Gas Inspector, three yr term, 1 yr for alternate	William Wendt, Alternate	6/30/2022
Building Inspector three yr term, 1 yr for alternate	Ken Ward	6/30/2024
Building Inspector three yr term, 1 yr for alternate	Sam Joslin, Alternate	6/30/2022
Wiring Inspector three yr term, 1 yr for alternate	David Levesque	6/30/2024
Wiring Inspector three yr term, 1 yr for alternate	James Cotter, Alternate	6/30/2022
Historic District Commission/ Historical Commission	Frank Todd, Chairman	6/30/2022
Historic District Commission/ Historical Commission	Holly Gagne, Alternate	6/30/2022
Historic District Commission/ Historical Commission	Len Charney	6/30/2023
Historic District Commission/ Historical Commission	Stephen Cabitt	6/30/2023
Historic District Commission/ Historical Commission	Sara Bourque, Clerk	6/30/2024
Agricultural Commission three year term	Elizabeth Tucker	6/30/2024
Agricultural Commission three year term	Michael Sabatini	6/30/2024
Conservation Commission three year term	Howard Terrien	6/30/2024
CPA Administrator one year appointment	Karen O'Donnell	6/30/2022
Sandy Point Committee Member	John Manning	6/30/2022
Sandy Point Committee Member	William DiMento	6/30/2022
Rowley Cultural Council	Sharon Hydren	

Treasurer/Collector <i>three year term</i>	Karen Summit	6/30/2024
Open Space Committee <i>one year term</i>	Brooke Ten Eyck	6/30/2022
Open Space Committee <i>one year term</i>	Howard Vogel	6/30/2022
Open Space Committee <i>one year term</i>	Alyssa King	6/30/2022
Open Space Committee <i>one year term</i>	Russ Leibe	6/30/2022
Animal Control Officer <i>one year term</i>	Reed Wilson	6/30/2022
Animal Control Officer <i>one year term</i>	Carol Laroque Alt.	6/30/2022
Town Counsel <i>one year term</i>	Thomas A. Mullen	6/30/2022
Shellfish Constable	Travis Kneeland	6/30/2022
Personnel Advisory Committee	MaryAnn Levasseur - Resident Representative	6/30/2022
Town Veterans Committee	Robert Breaker Chairman (Registered Voter in Rowley)	6/30/2022
Town Veterans Committee	William Kelly Vice Chairman (Registered Voter in Rowley)	6/30/2022
Town Veterans Committee	Donald Dupray Clerk (Fire Department Representative)	6/30/2022
Town Veterans Committee	David MacMullen (Police Department Representative)	6/30/2022
Town Veterans Committee	Jenny Penton	6/30/2022
Harbormaster <i>one year term</i>	William DiMento	6/30/2022
Harbormaster <i>one year term</i>	David S. Kent, Deputy	6/30/2022
Harbormaster <i>one year term</i>	Fred Hardy, Assistant	6/30/2022
Harbormaster <i>one year term</i>	Jenna DiMento, Assistant	6/30/2022
Shellfish Constable (Deputies)	William DiMento	6/30/2022
Shellfish Constable (Deputies)	Fred Hardy	6/30/2022
Shellfish Constable (Deputies)	David Kent	6/30/2022
Shellfish Constable (Deputies)	Jenna DiMento	6/30/2022
Board of Appeals, Ch. 41 Sec 81 <i>five year term</i>	Donna Thibodeau	6/30/2026
Zoning Board of Appeals (ZBA) <i>five year term</i>	Donna Thibodeau	6/30/2026

Council on Aging <i>three year term</i>	Barbara Blanchard	6/30/2024
Council on Aging <i>three year term</i>	Merle Phipps	6/30/2024
Council on Aging <i>three year term</i>	Diana Titus	6/30/2024
Council on Aging <i>three year term</i>	Jena Haag	6/30/2024
Council on Aging <i>three year term</i>	Dorothy Johnston	6/30/2024

Dave Petersen made a motion to reappoint the individuals for the terms and positions outlined, Bob Snow seconded, all in favor – aye (5-0).

FY 22 BOARD OF SELECTMEN RE-APPOINTMENTS/APPOINTMENTS

1. Eastern Essex Veterans District Representative
2. Eastern Essex Veterans District Alternate Representative
3. Personnel Advisory Committee Representative
4. Cannoneer
5. Community Preservation Committee
6. Massachusetts Bay Transportation Authority (MBTA) representative
7. Merrimack Valley Planning Commission representative
8. Merrimack Valley Planning Commissioner alternate representative
9. Town of Rowley Veterans Committee
10. Zoning Review Committee Representatives

Chairman Pierce read the list of current Selectmen representatives as follows:

- *Eastern Essex Veterans District Representative – Bob Snow*
- *Eastern Essex Veterans District Alternate Representative - Dave Petersen*
- *Personnel Advisory Committee Representative – Dave Petersen*
- *Cannoneer – Deana Ziev*
- *Community Preservation Committee – Cliff Pierce*
- *Massachusetts Bay Transportation Authority (MBTA) representative – Bob Snow*
- *Merrimack Valley Planning Commission representative – Bob Snow*
- *Merrimack Valley Planning Commissioner alternate representative – Joseph Perry*
- *Town of Rowley Veterans Committee – Bob Snow*
- *Zoning Review Committee Representative – Cliff Pierce and Deana Ziev*

All Selectmen agreed to continue to serve as these representatives.

Dave Petersen made a motion to reappoint the individuals positions outlined, Deana Ziev seconded, all in favor – aye (5-0).

FY 21 BUDGET TRANSFERS

1. Accounting Department Expense to Assistant Town Accountant Wages

Bob Snow made a motion to approve this budget transfer request, Joe Perry seconded, all in favor – aye (5-0).

2. Assistant Town Clerk Wages to Election Wages

Joe Perry made a motion to approve this budget transfer request, Bob Snow seconded, all in favor – aye (5-0).

3. Assistant Town Clerk Wages to Election Expenses

Bob Snow made a motion to approve this budget transfer request, Joe Perry seconded, all in favor – aye (5-0).

4. Inspection Department Expenses to Inspection Department Salaries

Dave Petersen made a motion to approve this budget transfer request, Joe Perry seconded, all in favor – aye (5-0).

MINUTES

- May 17, 2021

Bob Snow made a motion to approve the minutes of May 17, 2021, Deana Ziev seconded, all in favor – aye (5-0).

ANNOUNCEMENT

Massachusetts Department of Transportation Route 1 and Central Street and Glen Street public hearing webinar June 10, 2021

ADJOURN

Bob Snow made a motion to adjourn, Deana Ziev seconded, all in favor – aye (5-0).

Meeting adjourned at 7:50 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting memo regarding 7:00 P.M. Appointment: Susan Hazen to be presented proclamation honoring her 21 years of service as the Rowley Town Clerk
2. Proclamation issued to Susan Hazen
3. Summary of Susan Hazen's service to the Town
4. Meeting memo regarding General Business #1: Invitation from the Rowley Volunteer Fire Protection Association, Inc. to attend Firemen's Sunday service on Sunday, June 13, 2021
5. Invitation from the Rowley Volunteer Fire Protection Association, Inc. to attend Firemen's Sunday service on Sunday, June 13, 2021

6. Meeting memo regarding General Business #2: Thank you message from Town of Rowley Veterans Committee Member Bob Breaker to Rowley Highway Department and Rowley Light Department for re-painting the flagpole on the Town Common
7. Photo of flag pole being repainted
8. Email from Bob Breaker regarding Flag pole
9. Letter of resignation from Assistant Harbormaster Frank Price
10. Request from Harbormaster Bill DiMento to lift the freeze for the Assistant Harbormaster and Pumpout Boat Operator
11. Request from Water Superintendent Robert Gray to lift the hiring freeze for the position of Distribution Utility Maintenance Laborer
12. Request from Water Superintendent Robert Gray to appoint Keith McDonald on a temporary basis to the position of Water Treatment Secondary Operator
13. Meeting memo regarding General Business #7: Request from Housing Authority Board to appoint Kathy Olmsted to open seat on Housing Authority Board
14. Meeting memo regarding New Business #1: Request from Fine Fettle for a letter regarding any impact from its operations on Town services
15. Request from Fine Fettle for a letter regarding any impact from its operations on Town services
16. Email from Treasurer regarding financial impacts to her office from Fine Fettle
17. Email from Police Chief regarding financial impacts to his office from Fine Fettle
18. Email from Fire Chief regarding financial impacts to his office from Fine Fettle
19. Email from Harbormaster regarding financial impacts to his office from Fine Fettle
20. Email from Health Director regarding financial impacts to his office from Fine Fettle
21. Email from Highway Surveyor regarding financial impacts to his office from Fine Fettle
22. Email from Assessor regarding financial impacts to his office from Fine Fettle
23. Email from ZBA regarding financial impacts to its office from Fine Fettle
24. Email from COA Director regarding financial impacts to her office from Fine Fettle
25. Email from Town Planner regarding financial impacts to his office from Fine Fettle
26. Email from Library Director regarding financial impacts to her office from Fine Fettle
27. Email from Building Inspector regarding financial impacts to his office from Fine Fettle
28. Meeting memo regarding New Business #1: Discuss Fire Department staffing plan
29. Fire Department staffing plan presentation prepared by Fire Union
30. Meeting memo regarding New Business #1: Employment contract with Treasurer/Collector Karen Summit
31. Employment contract with Treasurer/Collector Karen Summit
32. Massachusetts General Law Chapter 41 Section 108N1/2: Employment Contracts for Appointed Municipal Treasurers, Assessors or Collectors
33. Meeting memo regarding New Business #4: Request from Library Director Pam Jacobson to raise the FY 21 Library Revolving Fund Expenditure Cap

34. Request from Library Director Pam Jacobson to raise the FY 21 Library Revolving Fund Expenditure Cap
35. Meeting memo regarding New Business #5: Request from the Conservation Commission to authorize utilization of funds from the Wetlands Protection Act Notice of Intent Filing Fees Account
36. Request from the Conservation Commission to authorize utilization of funds from the Wetlands Protection Act Notice of Intent Filing Fees Account
37. Meeting memo regarding New Business #6: Discuss Town Hall Cupola repair project
38. Request for Transfer from the Reserve Fund for the cupola repair
39. Proposal from Meadows Construction for cupola repair
40. Meeting memo regarding New Business #7: Discuss payment of unemployment bill
41. Meeting memo regarding Old Business #1: Rescind March 23, 2020 Board of Selectmen Declaration of State Emergency due to COVID-19 Pandemic
42. March 23, 2020 Board of Selectmen Declaration of State Emergency due to COVID-19 Pandemic
43. Meeting memo regarding Old Business #2: Memorandum of Agreement Between the Town of Rowley and Massachusetts Coalition of Police, Local 360, and Gavin Forni regarding appointment of Gavin Forni to prior full-time Patrol Officer position
44. Memorandum of Agreement Between the Town of Rowley and Massachusetts Coalition of Police, Local 360, and Gavin Forni regarding appointment of Gavin Forni to prior full-time Patrol Officer position
45. Meeting memo regarding Old Business #3: Award contract for basketball court renovation project
46. Memo from Amy Lydon regarding Basketball Court Bids, including attachments
47. Meeting memo regarding Old Business #4: Discuss Meridian Associates Bradstreet Lane engineering and permit proposal
48. Meridian Associates Bradstreet Lane engineering and permit proposal
49. Article 18 of the May 3, 2021 Special Town Meeting
50. Application to the CPC for \$50,000 for the Roadway into Bradstreet Property Project
51. Meeting memo regarding FY22 Re-appointments
52. Memo from Amy Lydon regarding FY22 Selectmen Appointments
53. Meeting memo regarding FY21 Budget Transfers
54. Accounting Department Expense to Assistant Town Accountant Wages budget transfer form
55. Assistant Town Clerk Wages to Election Wages budget transfer form
56. Assistant Town Clerk Wages to Election Expenses budget transfer form
57. Accounting report showing Town Clerk balances
58. Inspection Department Expenses to Inspection Department Salaries budget transfer form
59. Memo from Ken Ward regarding Transfer for Salary
60. Draft Minutes of May 17, 2021

Minutes of the Board of Selectmen Meeting

June 7, 2021

Approved June 21, 2021