

**MINUTES OF THE BOARD OF SELECTMEN**

Town Hall, 139 Main Street, Rowley

March 11, 2024

6:00 p.m.

**MEMBERS PRESENT:** Vice Chair Christine Kneeland, Clerk Deana Ziev, Sheri David, Bob Snow (Town Administrator Debbie Eagan)

**ABSENT:** Chairman Cliff Pierce

**MEETING ATTENDEES:** Bernie Cullen, 283 Wethersfield St; Pam Jacobson, Library Director; Patrick Snow, Highway Surveyor; T. Glenn Blakney, Library Trustee

**CALL MEETING TO ORDER**

Vice Chair Kneeland called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE**

Vice Chair Kneeland asked Bob Snow to lead the Pledge of Allegiance.

**GENERAL BUSINESS**

**1. Request from the Agricultural Commission for the following:**

- Hold the Farmers Market on the Town Common on Sundays from July 7 - October 27, 2024 from 9:00 a.m. to 1:00 p.m.
- Hold the Annual Tractor Show on Sunday, September 15, 2024 from 10 a.m. to 1:00 p.m.
- Hang a banner on the backstop from July 1 - July 6, 2024 regarding the Farmers Market

The Board needs to vote to approve this request.

Deana Ziev made a motion to approve this request for the 3 (three) dates listed, Bob Snow second, all in favor – AYE (4-0).

**GENERAL BUSINESS**

**2. Request from Town Administrator Deborah Eagan to appoint Rosemary Restuccia to the position of Assistant Town Administrator**

Vice Chair Kneeland read the following:

*Debbie is asking the Board to vote to appoint Rosemary Restuccia to the position of Assistant Town Administrator. Debbie has submitted the attached memo and resume.*

## **FY 25 BUDGETS**

- Rowley Public Library
- Tree Warden
- Highway Department
- Snow & Ice Removal
- Moderator
- Board of Selectmen
- Animal Inspection & Animal Control

### **Rowley Public Library**

Vice Chair Kneeland asked Pam Jacobson, Library Director, to present the FY 25 Rowley Public Library budget.

Jacobson said that you usually see three items in the budget every year: COLA (Cost-of-Living Adjustment), Merrimack Valley Planning Library Consortium annual assessment, which is a fixed rate based on usage, and Materials Expenditures, which is a requirement that we spend 15 percent of the overall budget on materials. Jacobson said that the other increase is due to way that she has calculated the cost for the Library Technicians.

David asked about the volume of foot traffic. Jacobson confirmed that the volume is 3,000 visits per month.

Bob Snow made a motion to approve the FY 25 Rowley Public Library budget, Deana Ziev second, all in favor – AYE (4-0).

### **Tree Warden**

Vice Chair Kneeland asked Tree Warden, Patrick Snow, to present the FY 25 Tree Warden budget.

Snow said the budget is level-funded and that the salary has increased two percent per COLA guidelines.

Bob Snow made a motion to approve the FY 25 Tree Warden budget, Deana Ziev second, all in favor – AYE (4-0).

### **Highway Department**

Vice Chair Kneeland asked Highway Surveyor, Patrick Snow, to present the FY 25

**ADJOURN**

Bob Snow made a motion to adjourn, Deana Ziev second, all in favor – AYE (4-0).

Meeting adjourned at 6:24 p.m.

Respectfully submitted,

Rosemary Restuccia  
Assistant Town Administrator

**ATTACHMENTS:**

1. Meeting memo for General Business #1
2. Email from Rowley Agricultural Commission re: Request to use Town Common for Farmer's Market, Annual Tracker Show and banner
3. Meeting memo for General Business #2
4. Letter from Debbie Eagan re: Assistant Town Administrator appointment
5. Resume for Assistant Town Administrator appointment
6. Meeting memo for New Business #1
7. Letter from Library Director to Board of Selectmen re: FY 25 Budget
8. FY 25 Departmental Budget for Rowley Public Library with supporting Budget Development, Budget Issues and Options Form
9. FY 25 Departmental Budget for Tree Warden
10. FY 25 Departmental Budget for Highway Department
11. FY 25 Departmental Budget for Snow & Ice Removal
12. FY 25 Departmental Budget for Moderator
13. FY 25 Departmental Budget for Board of Selectmen
14. FY 25 Departmental Budget for Animal Inspection & Animal Control