

MINUTES OF THE BOARD OF SELECTMEN

March 27, 2023

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; Christine Kneeland (Town Administrator Deborah Eagan; Assistant Town Administrator Amy Lydon) Cliff Pierce - ABSENT

CALL MEETING TO ORDER

Chairman Snow called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

Christine Kneeland led the Pledge of Allegiance.

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

Phil Collyer said he has been a resident for 47 years and a lot of people feel the same way he does, but he doesn't think the grant that is being used to fund positions is renewable and the people hired using the grant should have been told that the positions were part time for one year. He said we can't afford to pay for this. Snow said if he is referring to the grant used by the schools, he should go to the Triton School Committee to ask about this. Collyer said the Town is already paying for the school renovation and the Police and Fire Station project, taxes are high, he is on a fixed income and he said we can't pay for these positions. Snow said the Board has no control over Triton's budget, and Triton sends an assessment to the Town. Perry said if the question is related to the school, the Board of Selectmen can't do anything, and he thinks the School Committee is meeting on Wednesday. Eagan gave Collyer the phone number to call at Triton to discuss his concerns. Collyer said he may speak to Bruce Tarr who has helped the Town a lot.

6:05 p.m. APPOINTMENT* State Representative Kristen Kassner to introduce herself as the new Town of Rowley State Representative

Rep. Kassner thanked the Board for having her tonight and said she is the new State Representative for the second Essex District which includes the towns of Georgetown, Hamilton, Ipswich, Newbury, and Rowley, and Precinct 1, of the town of Topsfield. She said there are seven new Representatives in Essex County and many others that are not new and she will be working closely with Senator Tarr on many issues. She said she has twenty years of experience in community development and planning and she will be an advocate for the communities. She said she has met with the Triton School Committee and she completely understands the issue with a 14% increase in Special Education costs with budgets the size of ours. She said she wants to advocate for Towns like Rowley. She said the Chapter 70 formula is enrollment based rather than fixed cost based. She said she wants to be supporting all of the Town's needs – municipal and school. She said last Thursday they passed Chapter 90 allocation of \$200 MM and \$150 MM more in Roads and Bridges. She said they passed the

supplemental budget to get them through June as well that includes free school lunches, SNAP benefits and hybrid meetings. She said she has met with Police Departments and is looking to schedule a district meeting with the police chiefs. She said she understands the new laws and how they are impacting the hiring of Firefighters, especially in small communities. She said the Water Resiliency Task Force, which is headed by Senator Tarr, has done two studies and there are three more studies coming. She provided her email address and said she plans to attend Rowley's Town Meeting. She committed to letting us know what she knows, when she knows it. She said it is nice to meet the Board and wished them good luck in the budget season.

Snow welcomed Kassner on behalf of the Town of Rowley and said Kassner is welcome to come speak to the Board whenever she wants to. He wished Kassner the best on the Hill.

FY 24 BUDGETS

- Town Moderator
- Board of Selectmen
- Town Accountant
- Town Clerk
- Election
- Board of Registrars
- Zoning Board of Appeals
- Agricultural Commission
- Town Hall
- Town Hall Annex
- Police Department
- Constable
- Inspection Department
- Harbormaster
- Whittier Vocational Technical High School
- Health Department
- Council on Aging
- Veterans Affairs
- Parks and Recreation Committee
- Historical Commission and Historic District Commission
- Veterans Committee
- Unemployment
- Retirement
- Blanket Insurance
- Group Health/Life Ins. & FICA

Town Moderator

Deana Ziev made a motion to approve the Town Moderator FY24 budget, Christine Kneeland second, all in favor – aye (4-0). Cliff Pierce - ABSENT

Board of Selectmen

Joe Perry made a motion to approve the Board of Selectmen FY24 budget, the vote was not completed. Eagan said the Board is aware that the State Division of Standards has increased the rate for our Sealer of Weights and Measures services. She said there is a new agreement and she had alerted the Board that we would need an increase, and the amount needed is \$2,022.

Joe Perry made a motion to approve the Selectmen FY24 budget, Christine Kneeland second, all in favor – aye (4-0). Cliff Pierce - ABSENT

Town Accountant

Snow said this budget is increasing by 3.2%. Eagan said this budget is within the guidelines and there is an employee in a collective bargaining unit getting the contractual pay adjustment. She said the FY23 pay adjustment is not reflected in the amount shown in the FY23 column.

Deana Ziev made a motion to approve the Town Accountant FY24 budget, Joe Perry second, all in favor – aye (4-0). Cliff Pierce - ABSENT

Town Clerk

Snow said this budget is increasing by 2.88%.

Christine Kneeland made a motion to approve the Town Clerk A budget FY24 budget, Joe Perry second, all in favor – aye (4-0). Cliff Pierce - ABSENT

Election

Snow said this budget is decreasing by 12%. Town Clerk Catie McClenaghan said there is only one election this year, and this budget will go back up next year when there will also be a Federal election.

Joe Perry made a motion to approve the Election FY24 budget, Deana Ziev second, all in favor – aye (4-0). Cliff Pierce - ABSENT

Board of Registrars

Snow said this budget is level funded.

Deana Ziev made a motion to approve the Board of Registrars A budget FY24 budget, Christine Kneeland second, all in favor – aye (4-0). Cliff Pierce - ABSENT

Town Clerk Catie McClenaghan said the B budget shows expense increase to match what happened this year, and also a 10% increase in the cost for the street listing book.

Zoning Board of Appeals

Snow said this budget is increasing by 3.51%.

Christine Kneeland made a motion to approve the Zoning Board of Appeals FY24 budget, Joe Perry second, all in favor – aye (4-0). Cliff Pierce - ABSENT

Agricultural Commission

Snow said this budget is level funded.

Deana Ziev made a motion to approve the Agricultural Commission FY24 budget, Christine Kneeland second, all in favor – aye (4-0). Cliff Pierce - ABSENT

Town Hall

Snow said this budget is increasing by 1.63%.

Joe Perry made a motion to approve the Town Hall Budget A FY24 budget, Deana Ziev second, all in favor – aye (4-0). Cliff Pierce – ABSENT

Eagan said there is a B budget for Town Hall. She said we have the limited use elevator in the building that is 20 years old, and we have to have it maintained and inspected. She said the company we have been using for this service has been bought out and the new company requires that we have a maintenance contract, the cost for which is reflected in the B budget. She said we have had significant expenses this year to repair the elevator, and it is hard to find companies willing to work on this type of elevator, which is a wheelchair lift.

Town Hall Annex

Snow said this budget is level funded.

Christine Kneeland made a motion to approve the Town Hall Annex FY24 budget, Deana Ziev second, all in favor – aye (4-0). Cliff Pierce - ABSENT

Police Department

This was held until Chief Dumas was present.

Constable

Snow said this budget is level funded.

Christine Kneeland made a motion to approve the Constable FY24 budget, Deana Ziev second, all in favor – aye (4-0). Cliff Pierce - ABSENT

Inspection Department

Snow said this budget is increasing by 1.76%.

Eagan said she spoke to Ken Ward today and he is planning to be here tonight to discuss the \$655 increase in Budget B. She said the requested increase is related to the energy stretch code training. This was held until Ken Ward was present.

Harbormaster

Snow said this budget is increasing by \$507 (wages).

Joe Perry made a motion to approve the Harbormaster FY24 budget, Deana Ziev second, all in favor – aye (4-0). Cliff Pierce – ABSENT

Whittier Vocational Technical High School

Snow said this budget is decreasing. Eagan said the School Committee is voting on this next week, and the School administration provided the attached form. She said the decrease in the budget is due to a drop in enrollment.

Deana Ziev made a motion to approve the Whittier FY24 budget, Christine Kneeland second, all in favor – aye (4-0). Cliff Pierce - ABSENT

Health Department

Snow said this budget is increasing by 2.32% or \$4,127 and is within the guidelines.

Joe Perry made a motion to approve the Health Department FY24 budget, Deana Ziev second, all in favor – aye (4-0). Cliff Pierce – ABSENT

Council on Aging

Council on Aging Director Ellie Davis said the only increases are the increases in the union agreement, plus step and longevity increases. She said otherwise it is level funded. She said she does have a B budget. She said the number of seniors is increasing rapidly and many have large homes that they can no longer afford, but there aren't smaller homes to move to. She said the COA uses newsletters and flyers for outreach, and she is requesting an increase to cover increased paper and postage costs. She said they were awarded a new van in 2021 but due to supply issues they won't have it until maybe next winter. She said they are getting a replacement van that is newer than the current van, but it is still old and she is asking for money for potential repairs needed for the van. She said the senior software they use is increasing by \$100.

Snow asked how the Ring and Ride program is going. Davis said it is going very well and seniors are using it instead of relying on the COA staff or NEET, which is run by

volunteers, because the Ring and Ride guarantees them transportation. Snow said he serves on MEVA and they have been asking him about how it is going.

Christine Kneeland made a motion to approve the Council on Aging A FY24 Budget, Deana Ziev second, all in favor – aye (4-0). Cliff Pierce - ABSENT

Veterans Affairs

Snow said he attended a Veterans meeting last week. He said the increase is 13% in this budget, which is based on the number of veterans living in Town.

Joe Perry made a motion to approve the Veterans Affairs FY24 budget, Deana Ziev second, all in favor – aye (4-0). Cliff Pierce – ABSENT

Parks and Recreation Committee

Snow said this budget is level funded.

Deana Ziev made a motion to approve the Parks and Recreation Committee FY24 budget, Christine Kneeland second, all in favor – aye (4-0). Cliff Pierce - ABSENT

Historical Commission and Historic District Commission

Eagan said she believes Sara Bourque is coming tonight to discuss this budget. This was held until Sara Bourque was present.

Veterans Committee

Veterans Committee Chairman Bob Breaker said he is requesting an additional \$500 to cover parade expenses. He said they do have a donation account. He showed the Board the Challenge Coin that will be given to the veterans who come to the parade. Ziev said she loves the coin. Snow said it is a great image on the coin.

Deana Ziev made a motion to approve the Veterans Committee FY24 budget, Joe Perry second, all in favor – aye (4-0). Cliff Pierce - ABSENT

Historical Commission and Historic District Commission

Snow said there is an A and a B budget. Sara Bourque said the Historic District Commission has an annual budget of \$70 and she is asking for an increase for office supplies and brochures. She said it is part of the bylaw to produce the brochure and they have had an uptick in violations. She said they would like to do a mailing campaign once a year and are asking for an increase of \$530. Eagan said the Historical Commission does less work but has more money in the budget at \$332, and when we try to balance the budget, we may be able to redistribute this money at the end. Bourque said there are 239 properties in the district. She said the brochures have been placed in key locations now, but eventually she wants to do a mailing.

Joe Perry made a motion to approve the Historical Commission and Historic District Commission Budget A FY24 budget, Deana Ziev second, all in favor – aye (4-0). Cliff Pierce – ABSENT

Inspection Department

Building Inspector Ken Ward said his B Budget requests for increases are for higher dues, necessary workshops and seminars and code books. He said the 10th edition of the building code is coming in 2024, and there is a new energy code. He said the cost of the seminars have increased and the plumbing, electrical and building inspectors all need to be kept certified because they need the knowledge in order to enforce the code. Snow asked if there are big changes in the building codes. Ward said the State changed the building code without consulting anyone and without a compliance period. He said he is sorry that the Town elected to participate in the Stretch Code and said don't let anyone talk the Board into participating in the Opt In code. He said with renovations, the whole building needs to be brought up to the new code. He said he has to go to trainings so that he knows how to give guidance.

Joe Perry made a motion to approve the Inspection Department Budget A FY24 budget, Christine Kneeland second, all in favor – aye (4-0). Cliff Pierce – ABSENT

6:40 p.m. APPOINTMENT Water Commissioner Bernard Cullen and Water Superintendent Robert Gray to discuss FY 24 Water Department Budget

Chairman Snow read the following:

Water Commissioner Bernard Cullen and Water Superintendent Robert Gray are here to tonight to present the FY 24 Water Enterprise Budget.

The Board of Selectmen is required under Mass. General Laws Chapter 44 §53F ½ to make a recommendation to the Town Meeting on this budget.

Water Commissioner Bernard Cullen said there is a tiny increase of .3% in expenses. He said they start the budget by calculating revenue estimates, but the revenue depends on the weather with higher revenue coming with moderate weather and lower revenue coming with wet weather or dry weather when there is a water ban. He said FY22 revenues were below estimated revenues by \$130,00. He said FY24 estimated revenues are based on average weather and have been increased by \$50,000 to reflect all the new homes in Town, for a total of \$2,455,500.

He said they are required to match their expenses to the revenues and in order to do that they use the Extraordinary and Unforeseen and Budgeted Surplus expense categories. He said it costs approximately \$750,000 to run the Water Treatment plant, fix the water line breaks and get equipment for the staff. He said they are increasing the amount to fix anticipated breaks and reducing the amount to replace the Pall filters,

which have been lasting longer than anticipated. He said they have funds in their reserve fund to cover the Pall membrane replacements for a couple of years. He said they anticipate a decrease in the Waste Solid Removal costs; their repair line estimates one break per month, and they are adding money for electric, fuel and oil costs.

Kneeland said she appreciates the thoroughness of the budget. Superintendent Bob Gray thanked the Board for their support and offered a tour of the Water Treatment Plant. Snow thanked Cullen and Gray on behalf of the Board for the smooth operation of the Water Department. Perry said he intends to take a tour of the Water Treatment Plant.

Joe Perry made a motion to approve the Water Department FY24 budget as required by Mass. General Laws Chapter 44 §53F ½, Deana Ziev second, all in favor – aye (4-0).
Cliff Pierce – ABSENT

FY 24 BUDGETS – continued

Unemployment

Snow said this budget is level funded.

Christine Kneeland made a motion to approve the Unemployment FY24 Budget, Deana Ziev second, all in favor – aye (4-0). Cliff Pierce - ABSENT

Retirement

Snow said this budget is increasing by 15.8%. Eagan said this comes from the Essex Regional Retirement Board, and we have to pay this.

Deana Ziev made a motion to approve the Retirement FY24 budget, Christine Kneeland second, all in favor – aye (4-0). Cliff Pierce - ABSENT

Blanket Insurance

Snow said this budget is increasing by 5%.

Joe Perry made a motion to approve the Blanket Insurance FY24 budget, Deana Ziev second, all in favor – aye (4-0). Cliff Pierce – ABSENT

Bernie Cullen of 283 Wethersfield Street asked if 5% is a hard number. Eagan said this is what the insurance company advised her, and said that the Police and Fire Insurance is increasing by 10%, but the overall increase is 5%.

Group Health/Life Ins. & FICA

Snow said this budget is increasing by 11.39%.

Deana Ziev made a motion to approve the Group Health/Life Ins. & FICA FY24 budget, Christine Kneeland second, all in favor – aye (4-0). Cliff Pierce - ABSENT

GENERAL BUSINESS

1. Approve the update to North Eastern Massachusetts Law Enforcement Council Interagency Mutual Aid/Assistance Agreement

Chairman Snow read the following:

Police Chief Scott Dumas is requesting the Board to vote to approve the NEMLAC Agreement and to authorize Chairman Robert Snow to sign it.

Perry said it is very important to have this agreement for mutual aid.

Joe Perry made a motion to approve the NEMLAC Agreement and to authorize Chairman Robert Snow to sign it, Christine Kneeland second, all in favor – aye (4-0). Cliff Pierce – ABSENT

2. Request from Police Chief Scott Dumas to apply to the Bureau of Justice Assistance Fiscal Year 2023 Project Safe Return – The Kevin and Avonte Program: Reducing Injury and Death of Missing Individuals with Dementia and Developmental Disabilities

Chairman Snow read the following:

Police Chief Scott Dumas is requesting the Board to vote to authorize him to apply for this grant program.

Christine Kneeland made a motion to authorize Chief Dumas to apply for this grant program, Joe Perry second, all in favor – aye (4-0). Cliff Pierce - ABSENT

3. Request from Douglas Aylward to place a sock collection box at the Town Hall as part of the Eastern Essex Veterans District sock collection for homeless veterans

Chairman Snow read the following:

Douglas is asking to place a collection box at Town Hall for donations of socks for homeless veterans from May 21 through May 31. He did this for the last two years and it was a success.

The Board will need to vote to authorize him to do this again.

Christine Kneeland made a motion to authorize Douglas Aylward to place a collection box at Town Hall for donations of socks for homeless veterans from May 21 through May 31, Joe Perry second, all in favor – aye (4-0). Cliff Pierce - ABSENT

Ziev said this is a great program. Snow said Doug is a great young man.

NEW BUSINESS

1. Discuss Essex Regional Retirement System FY 23 cost-of-living increase letter

Chairman Snow read the following:

The Essex Regional Retirement System sent Debbie the attached letter informing her that the under a special State law enacted this fiscal year, retirement boards may increase the cost-of-living adjustment (COLA) up to five percent on the base amount of \$16,000 for eligible retirees. ERRB had previously approved a three percent COLA. The additional two percent requires a minimum of two-thirds of all boards of selectmen in ERRS to vote to approve it. One important consideration for the Board to consider is the impact on the Town's pension assessment.

Treasurer/Collector Karen Summit is the Town's representative to the ERRS Advisory Committee. She has provided the following analysis:

Here's the facts.

The additional 2% COLA increase would add about \$6 million to the Essex Regional Retirement unfunded liability. That amount would have to be paid by member units with increased appropriations in future years.

Our increase in contribution to the retirement system is \$209,040 or 15.8% for FY 24. Rowley's assessment for FY 24 is \$1,529,449. Using Rowley's FY 24 assessment of 3.23% of the total Essex Regional Assessment, the increase in Rowley's unfunded liability would be approximately \$193,800.

Karen

Karen H. Summit

Treasurer/Collector CMMT/CMMC

ERRS needs all the boards in the system to vote before April 1. As of last week, we understood that only two boards have voted on this matter, and one board approved it and one board voted against it.

How does the Board wish to proceed?

Eagan said this is up to the Board to decide how to proceed. She said social security has had increases to the COLA and she thinks this may be why the retirement board is

looking to do this. She said the additional COLA would be on the first \$16,000 of the retirement, but there is an impact that will need to be paid by the taxpayer. Snow said social security has increased 8.7%. Eagan said the cost is not in this budget year, but we will feel the effects in future years. She said there is already a plan in place to try to catch up on the unfunded liability.

Perry said his wife is a retired teacher, not from Essex County, but he believes Middlesex County, and her COLA is only on the first \$15,000. Snow said he thinks Perry can still vote on this since his wife is not in the Essex County retirement. Kneeland said this is a tough one. Eagan said social security increases have been made to address inflation, and most retirees with pensions don't get social security.

Deana Ziev made a motion to approve the additional 2% COLA, Joe Perry second, all in favor – aye (4-0). Cliff Pierce - ABSENT

FY 24 BUDGETS – continued

Police

Chief Dumas said after consulting with the Town Administrator, he had prepared A, B, C and D budgets.

Dumas said the A budget has no increase in expenses, just contractual increases in salaries and wages. Ziev said the increase in the A budget is \$69,000. Snow said the increase in the B budget is \$349,000. Dumas said the impacts from the POST have been great in many ways, but it did away with Reserve Police Officers. He said Reserve Officers now need to go to bridge academies to get full-time Police Officer certification. He said Rowley used Reserve Police Officers a lot who were eager to work the shifts available, and we were able to “test drive” officers before hiring them for open full-time positions. He said now they are looking to hire retired Police Officers on a part-time basis. He said full-time Police Officers don't want to work overtime and are focused on work / life balance. He said they still have shifts that need to be filled and they are moving towards filling shifts with additional full-time Police Officers. He said the B budget includes three additional full-time Police Officers, which will allow coverage when an officer takes a day off. He said their overtime is being spent more on full-time officers covering shifts and less than on Reserves covering shifts. He said covering with full-time officers is more expensive because their rate is higher than Reserves, and the full-time officers are getting burned out. He said this budget also includes a \$1,500 increase for fuel, and a \$6,692 increase for a HVAC repair contract. He said they need a trained person to maintain the HVAC system. He said the C budget has the same expense increase with two additional officers, and the D budget has the same expense increase with one additional officer. Dumas said the school is increasing staff and the Town also needs to increase staff. He said he and Chiefs from Essex County met with legislators, and the legislators seem to be aware of the Chapter 70 formula problem, but there hasn't been a willingness to fix it. He said one of the Chief's explained the issue

and the impacts on the municipalities, and the legislators seemed to understand the impacts.

Snow asked with the overtime cost is to fill shifts versus the salary for a new full-time police officer. Dumas said the salary for a full-time officer is \$68,000, and it costs more to fill shifts with overtime than with an officer, but having the officer won't do away with the overtime costs. Dumas said morale of the officers is being impacted by these issues because they are covering shifts and their requests for time off are being denied.

Ziev asked at what point having three officers on the evening shift stopped. Dumas said when the Detective went into the DEA. Ziev asked when the Detective is coming back to help fill the shifts. He said this in an option, but the Detective working with the DEA has benefits for the Town such as money that funded the trailers before the station was added onto and free technology training opportunities for the Detective. He said because of these benefits, he is not asking to change this arrangement at this time. Ziev said there are balances for overtime being filled, and she agrees with Dumas that there should be three officers on around the clock. She said she isn't disputing the advantages of being involved with the DEA, but she thinks there is a big advantage of having someone who is employed by the Rowley Police Department to help carry the brunt of covering when people take time off. Dumas said the Detective has carried more overtime than some of the full-time officers that are there so he is helping with that, and he is still involved in the investigations, and he isn't non-existent.

Kneeland asked how do we go about this with the four budgets. Eagan said it would be helpful if the Board could provide some direction about which one to try to fund if there is funding available. She asked Dumas to explain the need for the HVAC contract. Dumas said the HVAC system is complicated and each winter they have had the system, they have had a pipe burst. He said they have issues keeping the temperature regulated, they have looked at three different companies and this is the best price for bi-annual service. Eagan asked if the Board has a preference on the versions. Perry said he thinks we should try for one officer first, then two, then three. Kneeland agreed. Ziev said the Fire Department was level funded and it isn't fair to do anything beyond A, then D, C and B.

Joe Perry made a motion to approve the Police Department A budget, and if funding is available to then fund versions D, C, then B, Christine Kneeland second, all in favor – aye (3-0). Cliff Pierce – ABSENT Deane Ziev - ABSTAINED

NEW BUSINESS

2. Discuss Town Administrator Deborah Eagan request to file a Reserve Fund Transfer Request to transfer funds to the Town Hall operating budget

Chairman Snow read the following:

At the May 2, 2022 annual Town Meeting, \$23,000 was appropriated for the Town Hall Operating Expense budget. As of March 23, 2023, the remaining balance in this line is \$3,538.50. The majority of the higher than expected expenses are from elevator repairs and higher than anticipated oil costs.

Elevator Repairs

Of the \$23,000, \$700 was budgeted for elevator inspection and repairs. This sub-budget line has been overspent by \$3,264.94. The vendor that we have used in the past has been bought out and the new owner requires a service contract that has a monthly fee of \$110. We looked into finding another vendor and were not able to find any. We have had two service calls related to the elevator not working that cost \$3,304.94.

Heating Oil Costs

Of the \$23,000, \$2,500 was budgeted for heating oil. This sub-budget line has been overspent by \$4,802.17, and there are still additional oil bills that we anticipate. We had hoped to have the new mini-split system installed and operational this season, but have faced delays with that project. We had budgeted additional funds for electricity for the new system, and the surplus in that sub-budget line will partially offset these cost overruns.

We are requesting a Reserve Fund transfer of \$4,000 to cover these unforeseen costs.

Deana Ziev made a motion to approve the \$4,000 Reserve Fund transfer for Town Hall, Christine Kneeland second, all in favor – aye (4-0). Cliff Pierce - ABSENT

Perry said heating oil costs are outrageous and they are increasing.

3. Request from Anonymous Brewing of 60 Main Street for One-Day Entertainment Licenses for comedy nights: March 30, 2023, April 27, 2023, and May 25, 2023

Chairman Snow read the following:

The three attached 1-day Entertainment License applications submitted by Anonymous Brewing have been circulated to relevant Town Departments for review. These are the comments submitted by the Department Heads:

Police Chief: *“He addressed the parking and crowd control in the application. Given these are all Thursday night events I just ask he is mindful of the amplified sound equipment being utilized as it is a residential area on a school night.”*

Fire Chief: *“The only comment from the fire dept. is to make sure that the exits are free and clear at all times.”*

Building Inspector: “Amy ,as long as they don’t exceed the occupant load, I have no issues.”

Health Director: “The Health Department does not have any comments other than if food is going to be served proper permitting is required.”

Town Planner:

Hey Amy,

The proposed events are similar to the previous ones except perhaps they are being held on Thursday nights (7-9pm).

So my primary comment would be the proposed crowd manager should strictly enforce the 7-9pm timeframe.

Other comments:

- Making sure the doors stay closed at all times.
- Gatherings of people outside should be restricted by the crowd manager.
- The event manager should ensure that vehicular ingress/egress to the site is safe for both vehicles and pedestrians (police detail for traffic control?)
- Parking along 1A should be prohibited and the event manager should be prepared to watch for instances of street parking.

Thanks for the opportunity to comment. Let me know if you have any questions.

Kirk Baker

Rowley Town Planner

Email: kirk.baker@townofrowley.org

Phone: 978-948-5549

ZBA: No Comments

The parking for the events needs to conform with the parking spaces allocated to this business as detailed on the Planning Board site plan. The applicant should have an agreement with the property owner to utilize additional parking spaces not designated for his business if needed for these events.

Does the Board wish to approve this 1-Day Entertainment license with the following conditions:

1. The parking for the event needs to conform with the parking spaces allocated to this business as detailed on the Planning Board approved site plan. The applicant should have an agreement with the property owner to utilize additional parking spaces not designated for his business if needed for this event.

2. *Crowd manager must be present at all times during the event and should strictly enforce the 7-9pm timeframe*
3. *People congregating outside is prohibited*
4. *The event manager should ensure that vehicular ingress/egress to the site is safe for both vehicles and pedestrians – does the Board wish to require a police detail for traffic control?*
5. *Parking on the street is prohibited and the event manager must watch for instances of street parking and to ask vehicle-owners to immediately move any street parked vehicles to the parking facilities behind the building.*
6. *Occupant load not to be exceeded.*
7. *Exits are to be free and clear at all times.*
8. *Amplified sound equipment to be used mindfully since this is a residential area on a school night.*

Perry said he thinks it is important to have a Police detail, this is a school night, plus the other eight conditions. Ziev said she doesn't think they need a Police detail – they haven't had one for past events and she isn't sure the Police Department can fill it. She said it is better suited to have these events on non-school nights, but 9:00 p.m. is not outlandishly late.

Joe Perry made a motion to approve the three licenses with the eight conditions, but not require a Police detail, Christine Kneeland second, all in favor – aye (4-0). Cliff Pierce – ABSENT

ANTIQUE/JUNK DEALER LICENSE RENEWALS

- Bargain Hut Realty Trust, 280 Main Street
- Manzo Salvage, 586 Main Street
- Salt Marsh Antiques, 224 Main Street
- Todd's River View Farm LLC, 275 Main Street

Chairman Snow read the following:

The current Antique Licenses are in force until May 1, 2023. Please vote on the following renewals until May 1, 2024. All light, water and tax bills are current for all renewals.

Deana Ziev made a motion to approve the four Antique/Junk Dealer Licenses as listed, Joe Perry second, all in favor – aye (4-0). Cliff Pierce - ABSENT

ANNOUNCEMENTS

1. The Town is holding a white goods/light metal household recycling event for Town residents on April 22, 2023 from 8:30 a.m. to 11:30 a.m. at the Highway Department facility at 40 Independent Street. Please check the Town's website,

www.townofrowley.net for a list of items that will be accepted. For more information, call the Health Department at 948-2231.

2. Motorcycle Safety Awareness Period runs from March 25-April 30, 2023. This period of time is a reminder for drivers of automobiles, trucks, motorcycles, bicycles and pedestrians who use our streets and highways to be mindful of traffic rules for the safety of all. Drivers of all vehicles are asked to “Check Twice – Save a Life, Motorcycles are Everywhere.”
3. The Board of Selectmen announces that a textile recycling bin has been placed in the rear parking lot of the Town Hall Annex at 39 Central Street. Residents can drop off clothing, shoes, linens, sheets, pillows, blankets, hats, duffle bags, belts, gloves, towels, draperies, handbags, tablecloths, bathrobes, and stuffed animals. All items must be dry, bagged, and placed into the bin. Please do not leave items on the ground.
4. The Town has the following board vacancies:
 - **Board of Registrars – deadline April, 3, 2023**
 - **Conservation Commission**
 - **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

Deana Ziev made a motion to adjourn, Christine Kneeland second, all in favor – aye (4-0). Cliff Pierce – ABSENT

Meeting adjourned at 8:02 p.m.

ATTACHMENTS:

1. Meeting memo regarding 6:05 p.m. Appointment: State Representative Kristen Kassner to introduce herself as the new Town of Rowley State Representative
2. Meeting memo regarding FY24 Budgets
3. FY24 budget for Town Moderator
4. FY24 budget for Board of Selectmen
5. FY24 budget for Town Accountant
6. FY24 budget for Town Clerk version A
7. FY24 budget for Town Clerk version B
8. FY24 budget for Elections
9. FY24 budget for Board of Registrars version A

10. FY24 budget for Board of Registrars version B
11. FY24 budget for Zoning Board of Appeals
12. FY24 budget for Agricultural Commission
13. FY24 budget for Town Hall version A
14. FY24 budget for Town Hall version B
15. FY24 budget for Town Hall Annex
16. FY24 budget for Constable
17. FY24 budget for Harbormaster
18. FY24 budget for Whittier Vocational Technical High School
19. FY24 budget for Health Department
20. FY24 budget for Council on Aging version A
21. FY24 budget for Council on Aging version B
22. FY24 budget for Veterans Affairs
23. FY24 budget for Parks and Recreation Committee
24. FY24 budget for Veterans Committee version A
25. FY24 budget for Veterans Committee version B
26. FY24 budget for Historical Commission and Historic District Commission version A
27. FY24 budget for Historical Commission and Historic District Commission version B
28. FY24 budget for Inspection Department version A
29. FY24 budget for Inspection Department version B
30. Meeting memo regarding 6:40 p.m. Appointment: Water Commissioner Bernard Cullen and Water Superintendent Robert Gray to discuss FY 24 Water Department Budget
31. FY 24 Water Department Budget
32. FY24 budget for Unemployment
33. FY24 budget for Retirement
34. FY24 budget for Blanket Insurance
35. FY24 budget for Group Health/Life Ins. & FICA
36. Meeting memo regarding General Business #1: Approve the update to North Eastern Massachusetts Law Enforcement Council Interagency Mutual Aid/Assistance Agreement
37. North Eastern Massachusetts Law Enforcement Council Interagency Mutual Aid/Assistance Agreement
38. Meeting memo regarding General Business #2: Request from Police Chief Scott Dumas to apply to the Bureau of Justice Assistance Fiscal Year 2023 Project Safe Return – The Kevin and Avonte Program: Reducing Injury and Death of Missing Individuals with Dementia and Developmental Disabilities
39. Request from Police Chief Scott Dumas to apply to the Bureau of Justice Assistance Fiscal Year 2023 Project Safe Return – The Kevin and Avonte Program: Reducing Injury and Death of Missing Individuals with Dementia and Developmental Disabilities

40. Website printout from the Bureau of Justice Assistance Fiscal Year 2023 Project Safe Return – The Kevin and Avonte Program: Reducing Injury and Death of Missing Individuals with Dementia and Developmental Disabilities
41. Meeting memo regarding General Business #3: Request from Douglas Aylward to place a sock collection box at the Town Hall as part of the Eastern Essex Veterans District sock collection for homeless veterans
42. Request from Douglas Aylward to place a sock collection box at the Town Hall as part of the Eastern Essex Veterans District sock collection for homeless veterans
43. Meeting memo regarding New Business #1: Discuss Essex Regional Retirement System FY 23 cost-of-living increase letter
44. Essex Regional Retirement System FY 23 cost-of-living increase letter
45. FY24 budget for Police Department
46. Meeting memo regarding New Business #2: Discuss Town Administrator Deborah Eagan request to file a Reserve Fund Transfer Request to transfer funds to the Town Hall operating budget
47. Reserve Fund Transfer Request to transfer funds to the Town Hall operating budget
48. Meeting memo regarding New Business #3: Request from Anonymous Brewing of 60 Main Street for One-Day Entertainment Licenses for comedy nights: March 30, 2023, April 27, 2023, and May 25, 2023
49. One-Day Entertainment License application from Anonymous Brewing for comedy night on March 30, 2023
50. One-Day Entertainment License application from Anonymous Brewing for comedy night on April 27, 2023
51. One-Day Entertainment License application from Anonymous Brewing for comedy night on May 25, 2023
52. Meeting memo regarding Antique/Junk Dealer's licenses