

MINUTES OF THE BOARD OF SELECTMEN MEETING

March 25, 2019

Meeting held at Town Hall, 139 Main Street, Rowley, MA

6:30 p.m.

MEMBERS PRESENT: Chairman Cliff Pierce; Vice Chairman Joseph Perry; Clerk Robert Snow; David Petersen (Town Administrator Deborah Eagan, Assistant Town Administrator Amy Lydon)

PUBLIC ATTENDEES: Bernie Cullen – 283 Wethersfield St; Bryan DiPersia – 500 Wethersfield St; Deana M.P. Ziev – 50 Wethersfield St; Patrick Snow – Highway Surveyor; Matt Brown – Light Plant Manager; Mary Bright – COA; Brienne Walsh – Council on Aging Director; Karen Summit – Treasurer/Collector; Phil Towne – 22 Bennett Hill Rd; Henry Rolfe – 13 Plantation Dr; Larry White – Fincom; Jena Haag – 179 Hillside St

CALL MEETING TO ORDER

Chairman Pierce called the meeting to order at 6:30 p.m. He said the meeting is being audio and video recorded and broadcast live via Rowley Community Media.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

EXECUTIVE SESSION

- To discuss strategy with respect to collective bargaining with the American Federation of State, County and Municipal Employees (AFSCME) Local 2905, Teamsters Local 170, and Massachusetts Coalition of Police Local 360 pursuant to State Open Meeting Law, G.L. c.30A section 21(a) (3)

Chairman Pierce called for a motion to go into Executive Session for the following purpose:

To discuss strategy with respect to collective bargaining with the Massachusetts Coalition of Police (MCOP) Local 360 pursuant to State Open Meeting Law, G.L. c.30A section 21(a) (3) because an open meeting may have a detrimental effect on the bargaining position of the Town and to return to open session.

Bob Snow so moved, Joe Perry second, all in favor roll call vote: Joe Perry – aye; Bob Snow – aye; Cliff Pierce – aye; Dave Petersen – aye.

Executive Session opened at 6:31 p.m. and Open Session resumed at 7:06 p.m.

7:00 p.m. APPOINTMENT* Former Highway/Tree Foreman Ronald Keefe to receive proclamation

Chairman Pierce read the proclamation.

Dave Petersen made a motion to sign the proclamation, Joe Perry second, all in favor - aye (4-0). The Board members then signed the proclamation.

Petersen said that Keefe has helped the Town for a number of years, including filling in as interim Highway Surveyor when the previous Highway Surveyor Scott Leavitt passed away. Petersen told Keefe that he will be missed and that he always did what was required. Snow agreed that Keefe did a great job.

7:10 to 7:15 p.m. PUBLIC COMMENT*

There were no public comments.

7:05 p.m. APPOINTMENT* Treasurer/Collector Karen Summit and Town Administrator Deborah Eagan to discuss Light Department cash balance and health insurance payments

Chairman Pierce reading the following:

1. Cash

The Light Department has been running a consistent deficit on a month by month basis since the beginning of January 2018 in the Light Department Cash Account.

The General Fund has been subsidizing this deficit and it has now reached \$455,163.69. Treasurer Karen Summit is planning to separate the Light Department Cash and the General Fund Cash effective June 1, 2019. The practice of co-mingling the Light Department's cash with the Town's cash is permitted by statute. However, these significant and consistent drawn downs from the Town's cash account affect the Town's liquidity. The Town is losing the opportunity to collect interest from this money. (See attached bar graph and spreadsheet.

2. Health Insurance and Medicare

Currently the Town's Employee Health Insurance and Medicare Budget Line covers the payment for Light and Water Department employees. This practice is authorized under the Indirect Cost Allocation Policy. The Water Department and the Light reimburses the Town at the end of the fiscal year under this policy. Because the cost of health insurance and Medicare are so significant, we are asking the Board of Selectmen to change the policy under numbers 2 and 7 so that these two departments are billed as costs incur. This will result in significant upfront savings for the Town. The FY 20 Water Department draft budget has already factored in this direct expense. The estimated cost will be amount about \$10,000 per month for both departments. If the Board is in

agreement, then we will submit a revised Indirect Cost Allocation Policy to be approved effective July 1, 2019. (See attached copy of Indirect Cost Allocation Policy.)

Treasurer Karen Summit said that she came across the cash issue and doesn't know what happened in FY18. She said that she spoke with Light Plant Manager Matt Brown today and he intends to remedy the issue with a new transfer from their stabilization fund. Summit said that the Town is losing out on earned interest on the money that they are fronting to the Light Department. She said that the Light Department should create a separate enterprise fund to cover this expenses.

Light Plan Manager Matt Brown introduced himself and said that he began in the position on March 4. He said that he spoke with Town Accountant Sue Bailey about the health insurance payments and going forward the RMLP will pay monthly toward the insurance. Brown said that RMLP will need to shuffle somethings around to remedy the cash issue; he knows that 2018 was a tough year for many light departments, but he will find the root of the problem.

Bob Snow said that he has been serving as the Chair of the Light Board for the last 45 days. He said that last year's audit showed they were \$183,000 in the black. He said he has had several conversations with both Brown and Summit, and the Light Board is meeting on Wednesday to discuss the budget issues. He has asked Summit to attend this meeting, as well. Summit said that effective June 1st she will be splitting accounts.

Petersen asked why the monthly balance was a dramatic change from one year to the next; he asked if people have not been paying bills. Brown said that it does appear to have been a year-long issue. Brown said there are some collection issues that they are dealing with. Perry said that there are 2 months where the expenses were \$900,000 and the receipts are hundreds of thousands of dollars lower.

With regards to the health insurance, Summit said the way it used to work is that the Town would pay the full health insurance bill for all of the Town departments and would then be reimbursed later in the year; the sum of which would be put into the Enterprise Fund. She said that when this policy was initially implemented, health care costs were probably much lower. Summit said that now the costs of health insurance have gotten so high that there is a lot of money being added into the Enterprise Fund each year. She said that moving forward, they are going to immediately allocate the bill once they receive it.

Eagan said that if the Board is in support of changing the cost allocation policy, she can work on the revisions and the Board will then vote on it.

7:15 APPOINTMENT* – Council on Aging Director Brienne Walsh to discuss FY 20 Council on Aging Budget

Council on Aging Directory Brienne Walsh read the following:

To the Honorable Board of Selectmen,

Once again, budget season has arrived and I will be appearing before you today, March 25, 2019. This year, as in years past, I will ask for your assistance, as well as that of the Rowley community, in assuring that the seniors of this Town have what they need during the upcoming fiscal year and beyond. As you know, the seniors of Rowley are a proud, civic-minded grouping, involved in many areas of the community; from volunteering at the polls, working at the church thrift shop, assisting Town offices and constituents in the Senior Tax Credit Program and many other engaging activities. At the COA, we strive to provide as much progressive, innovative, and enjoyable community programming as possible. We offer dynamic educational seminars, awaken new talents in older adults through our arts and crafts classes, and inform and help seniors and disabled adults face difficult topics head on with presentations important to their daily living, such as finances, housing, legal matters, food assistance, health care, and much more. We do all of this on a limited budget, and year to year strive to offer more.

This year, I have requested an additional \$5,000 in our budget so that we can adequately cover our operating and programming expenses, while continuing to offer cutting-edge resources and engagement opportunities. I hope that the Board of Selectmen, Finance Committee, and the Rowley community of voters will continue to stand behind our seniors and approve this request so that we can continue to provide quality and excellence that the Rowley Senior Center is known for.

I am honored and proud to serve in Rowley as the COA Director and enjoy my work immensely. I look forward to another incredible year as fiscal year 2020 approaches. As always, I thank you in advance for your time and consideration and I'm happy to answer any questions.

Chairman Pierce said the COA wages have increased \$8,000 due to the increase in the non-union wage schedule and the expenses have increase \$5,000. Eagan said that the Department's Issues and Options form requests the additional \$5,000, however as the budgets are still coming in it is unclear how much the Town can afford outside of the budget guidelines. She said the Board could take a tentative vote tonight, with or without the additional expenses for the COA.

Petersen said the Town pays a lot to the schools and every year the COA gets minimum amounts of funding. Walsh said they manage the best they can with the resources they have, however there are programs she would like to implement that will require additional funding. Petersen said he would like to see this go to the top of the list as this department has been level funded for so many years; in FY18 the budget was \$14,889 and in FY19 it increased by \$15. Pierce said that it is not a huge sum of money they are requesting. Eagan said the Board can keep the increased expenses in the Council on Aging budget, but they may need to decrease the amount depending on the overall budget amounts.

Dave Petersen made a motion to approve the budget with the \$5,000 increase in expenses with the option to decrease the budget, if needed, Robert Snow second, all in favor - aye (4-0).

7:30 p.m. APPOINTMENT* Town Clerk Susan Hazen to discuss FY 20 Town Clerk Budget; FY 20 Election Budget; FY 20 Board of Registrars Budget; and FY 20 Constable Budget

Town Clerk Susan Hazen said the only revision is to the Election Budget wage line. Hazen said she met with the Personnel Advisory Committee and they adjusted the steps and grades for the election positions. Hazen said Revision II of the Election Budget reflects these changes. Petersen said that the lower grades on the wage schedule are running into minimum wage rates, but they can't just increase the wages without considering how they fit into the overall wage schedule.

Dave Petersen made a motion to approve the Town Clerk budgets, Joseph Perry second, all in favor - aye (4-0).

7:40 p.m. APPOINTMENT* Water Commissioner Bernard Cullen to discuss proposed FY 20 Water Department Budget

Water Commissioner Bernie Cullen discussed the memo he wrote to the Board. He said that in the last year Annual Town Meeting warrant, there was a printing error for the Water Budget Expenses line 6; it said \$523,000 but should have been \$618,000, a difference of \$95,000. Cullen said as a result the year over prior year budget comparisons are skewed.

Cullen said that for the last 2 years, they have noticed that the revenues have been in excess of the expenses. He said this is due in part to unfilled positions as well as better management practices. Cullen said that as of July 1st, they plan to reduce water rates by 10%. He said that they will hold those rates for 3 years, and then assess whether they can reduce the water rates further. When they drop the rates, they anticipate the water bill rebate usage to increase, which will reduce the Department's income.

Petersen asked what the status is of the water main replacement plan. Cullen said that they reviewed the request from the previous management, but they have been monitoring the locations of the water main breaks and have found there is no indication that there needs to be aggressive replacement of the water mains. Cullen said they are now taking into account feedback from the workers regarding the condition of the water mains, whereas the plan was based solely on engineering calculations which assessed the need based on the age of the system. He said the plan is still useful for the cost estimates and plans showing the rough locations of the underground pipes.

Cullen said that with regards to the Department's staffing, the previous staff plan assumed that they would have primary and secondary operators for each distribution and treatment plus 2 laborers. He said that they do not believe they need the 2 utility

laborers because there is not enough activity to keep them busy. He said the budget assumes that the 2 vacant positions will be filled for the superintendent and secondary laborer.

Cullen said there are a couple projects that will need to be completed overnight, which increases the overtime budget. He said the Superintendent salary budget line has been adjusted and, as the Treasurer/Collector discussed, the Water Board will now be absorbing their healthcare expenses into the top line of their budget. Lastly, he said they have left room to absorb any union contract costs. Cullen said that the operational expenses are \$667,140, which appears to be higher than last year on the sheet, however it is actually \$45,000 less than last year's anticipated expenses. He said that the Water Board depends heavily on Rob Swiniarski's and Bob Gray's recommendations and experience to slimmed down the budget.

Cullen said that if Georgetown ends up buying water from Rowley, the legal fees will increase in the budget. He said shared personnel services have gone up 5%, largely due to wage increases. He pointed out the discretionary items in the capital expenses, the largest of which is new piping at the bottom of Prospect Hill. Cullen said this year they had an engineer design the replacement, and this year they are looking to perform the work. Petersen said that altogether the Water Department budget is 9% lower than last year (\$170,000). Cullen said the FY19 request was \$2.38 million and the FY20 request is for \$2.21 million. Petersen said that the Board of Water Commissioners, Bob Gray, and Rob Swiniarski have done an excellent job getting a handle on the expenses.

Eagan said that the Board of Selectmen have a statutory responsibility to make a recommendation on the Water Department budget.

Dave Petersen made a motion to recommend the Water Department budget as made, Bob Snow second, all in favor – AYE (4-0).

8:00 p.m. APPOINTMENT* Fire Chief James Broderick to discuss FY 20 Fire Department Budget and FY 20 Emergency Management Budget

Chief Broderick handed out a revised budget sheet. He said there was a wrong number on the appropriate for the wages carried over from last year, which has been corrected. Eagan said that the corrected number is the number that is on the books. Fire Chief wages to \$97,000

Broderick outlined the budget increases. He said that for FY20 the Fire Chief wages have increased to \$97,300 and the Firefighter wages to \$314,382, which will include the two new Firefighters. Call Firefighter wages will go up to \$108,000 for a total salary and wage line of \$519,782.

He said the expenses have increased 23%, which can mostly be attributed to the cost of the new telephone system and utilities at the new station. He said the new station utilities are an estimate because they haven't yet moved into the building. Broderick

said the station lease cost for 7 Hammond Street will be zeroed out for FY20. He said the expense total will be \$165,775. Broderick said he level funded most expense lines. He said the Department will have some costs associated to OSHA compliance; it will cost them \$6,000 to have his guidelines reviewed by a consultant. Eagan said that OSHA is now a Town-wide requirement. She said that they will fund all OSHA compliance work through an Article at Town Meeting.

Broderick said that the schedule for the Fire Station is proposed to be 2 shifts with 8 hours each for a total of 16 hours/day of staff at the Fire Station. Petersen said that the Selectmen were discussing there being a slight overlap of the shifts, for example 8am-4pm and 2pm-10pm. He said the overlap would allow training time as well as reduce overtime and call firefighter hours when a shift needs to be covered. Broderick said he can look at that option. He said he has also been looking at an option for 7 days /week coverage, however he still needs to work out the overtime costs. Broderick said that based on a 16 hour schedule, the overtime would be \$76,000. He said the cost would be lower if there was 2 hours overlap. Petersen said that we need to be conservative at first when setting up the shifts. Broderick said that for the 7 day schedule, there would be 3 Firefighters scheduled, except on Monday when there would be two and the Chief could fill in as the third. He said that it is better to have three people responding to a fire, rather than two. Pierce asked whether it would be better to have a crew on duty during the week during commuting periods, rather than on the weekend. Broderick said that the weekend equally needs coverage. Petersen asked if there will still be Call Firefighters responding. Broderick said that they will have Call Firefighters, however the response is unpredictable; sometimes six show up and sometimes none. Broderick said that they have 21 Call Firefighters. Petersen said that he also likes the overlap so that there is more opportunity for the two new Firefighters to work together and get to know all of the crew.

Petersen suggested that it may cost less if next year they hire another Firefighters, rather than pay overtime. Broderick said it will be a big change adding a 2nd shift. Pierce said the focus needs to be on what the best coverage for the Town is. He said that he would rather see evening coverage during the week. Petersen said that the weekday schedule also avoids issues with Firefighters wanting to take weekend days off. Broderick will modify the budget for the 14 hour schedule.

Snow asked about the status of the red boxes alarms. Broderick said that all of the Town buildings are off the red box and he is sending a letter out to the other 20 businesses on Friday. They have until October, 1, 2020 to get off the system, then it is going dead. Broderick said that then the Light Department will help them take down all of the red boxes. Broderick said that for the new building all of the trash, generation, grounds care will likely be split between the Police and Fire Departments 50/50. Petersen asked about the custodial costs for the new building. Broderick responded he is thinking having the Call Firefighters come in on a rotating basis. Petersen said he wants to see the new buildings maintained; he suggested that Broderick talk with Police Chief Dumas and work on an agreement. Eagan said they will need to create a job description and have it posted.

Eagan said that the Chief needs to present the budget to the Finance Committee tomorrow; the budget needs to get approved. She said the Selectmen could authorize a couple members and herself to review the revised budget with the Chief. Petersen said he would feel comfortable reducing the wage line by \$5,000 to cover the change in overtime.

Dave Petersen made a motion to approve the Fire Department budget with a reduction in \$5,000 to the wage line, Bob Snow second, all in favor – AYE (4-0).

Broderick said that the Emergency Management budget has been level funded.

Dave Petersen made a motion to approve the Emergency Management budget as presented, Bob Snow second, all in favor – AYE (4-0).

NEW BUSINESS

1. Request from Crown Castle to approve a modification of Verizon's equipment and installation of a generator at the cell tower at 124 Haverhill Street

Chairman Pierce said that this item is not ready for tonight's meeting.

2. Discuss request from Triton Regional School Committee to have the Board of Selectmen Chairman sign letters to the Massachusetts Legislature regarding regional school funding

Chairman Pierce said that at District Communications meeting last week and the School Committee asked if the Board of Selectmen Chair's from the three towns would join in the advocacy efforts for additional funding. Pierce said that Bernie Cullen was kind enough to put together a draft letter.

Joe Perry made a motion to authorize Chairman Pierce to sign the letter, Bob Snow second, all in favor – aye (4-0).

OLD BUSINESS

1. Pine Grove School Project Update

Perry said they are working on the lower South. He said the project is still on time and is 60% complete.

2. Fire Station and Police Station Addition Project Update

Petersen said that the Police dispatch moved back in the renovated part of the old building. He said the Fire Department will be moving into the new building by May 1st. He said the paving and landscaping will be completed once the ground isn't frozen.

3. Review draft ballot questions

Chairman Pierce read the following:

We need to finalize the wording of the ballot questions. We have one binding question and two non-binding questions.

The wording on the ballot for the binding question has been approved by Town Counsel, which is:

Shall the town vote to have its elected Treasurer/Collector become an appointed Treasurer/Collector of the Town?

The wording of this question is set by state law.

Additionally, Town Counsel recommends the Selectmen vote to open the Annual Town Meeting Warrant to place an article on the warrant similar to the article from 2011 and to vote to close the warrant. (Debbie will work on this language with Tom Mullen.)

Joe Perry made a motion to open the ATM Warrant, Bob Snow second, all in favor – AYE (4-0).

Joe Perry made a motion to place the Treasurer/Collector appointment on the ballot, Dave Petersen second, all in favor – AYE (4-0).

Dave Petersen made a motion to close the ATM Warrant, Bob Snow second, all in favor – AYE (4-0).

Petersen said that this article previously past Town Meeting, but was voted down at the ballot by a small margin. He said that the Treasurer/Collector is a critical position that handles bonds, billing, and payroll. He said that is why they are putting it back on the ballot; the Town deserves to have a well-qualified Treasurer/Collector. Perry said that it is a position that requires certifications. Eagan said that the certification is voluntary, but is available through the Massachusetts Treasurer Collector Association. Pierce said that there is no guarantee that the person after Karen would be qualified or willing to get training.

Chairman Pierce continued reading the following:

The Board has discussed having two non-binding ballot questions on the Annual Town Election ballot. Chairman Pierce has suggested the following wording:

Should the Town vote to change the name of the Rowley Board of Selectmen to the "Rowley Select Board" or to a similar gender-neutral name?

Petersen said that Select Board is becoming a more common. Pierce said that some Town's call themselves a Town Council, but he finds it confusing.

Should the Town vote to ban or otherwise limit the use and distribution of single-use plastic checkout bags by retail establishments in the Town?

Petersen said that the State should set regulations for the plastic bags so that every Town is the same. Snow agreed.

Joe Perry made a motion to approve the language for both non-binding questions, Bob Snow second, all in favor – AYE (4-0).

4. Discuss Reserve Fund Request for Annex and Town Hall budgets

Chairman Pierce read the following:

There were several unforeseen and costly repairs made to the Town Hall and Town Hall Annex buildings during FY19. These repairs included:

- *Replacing the water line to both buildings from the street*
- *Repairs to the basement air conditioner at Town Hall, which cools the servers and RCM equipment*
- *Repairs to the Annex heating system*
- *Repairs to the corroding Annex heating condensate return pipes*

These repairs have depleted the budgets for the two buildings.

Debbie will be requesting a Reserve Fund transfer from the Finance Committee to cover the account shortfalls for the Town Hall and Town Hall Annex in the amount of \$4,850 and \$6,300, respectively.

For FY20, a capital request is being made to replace all of the 2" condensate piping at the Annex.

Dave Petersen made a motion to approve the transfer request, Joe Perry second, all in favor – AYE (4-0).

FY 20 BUDGETS

1. Finance Committee

Dave Petersen made a motion to approve the Finance Committee budget, Bob Snow second, all in favor – AYE (4-0).

2. Accounting Department

Joe Perry made a motion to approve the Accounting Department budget, Bob Snow second, all in favor – AYE (4-0).

3. Assessors – Revised

Dave Petersen made a motion to approve the revised Assessors budget, Joe Perry second, all in favor – AYE (4-0).

4. Personnel Department

Dave Petersen made a motion to approve the Personnel Department budget, Joe Perry second, all in favor – AYE (4-0).

5. Harbormaster

Joe Perry made a motion to approve the Harbormaster budget, Bob Snow second, all in favor – AYE (4-0).

6. Schools: Triton, Essex Technical Agricultural, and Whittier Vocational-Technical

Petersen said that every year they discuss the increases in the Triton budget, but there are also large increases this year in the Essex Aggie and Whittier Vocational Tech budgets, which they have no control over. Eagan said that for the Essex Aggie budget they had budgeted for four students and had been told there would probably be three, however there ended up being seven students in FY19, so they are short by \$52,000. She said there is currently a waiting list, there is a senior graduating, but 2 more students have applied. She said they are planning for eight Rowley students.

Dave Petersen made a motion to approve the three Schools budget, Bob Snow second, all in favor – AYE (4-0).

7. Highway Department – Revised

Dave Petersen made a motion to approve the revised Highway Department budget, Bob Snow second, all in favor – AYE (4-0).

8. Library – Revised

Joe Perry made a motion to approve the revised Library budget, Bob Snow second, all in favor – AYE (4-0).

10. Blanket Insurance

Petersen said the FY20 budget is greatly increasing due to the new police and fire stations along with the school renovation. Eagan added that the increase in insurance is also to cover all of the new equipment inside of these buildings.

Joe Perry made a motion to approve the Blanket Insurance budget, Dave Petersen second, all in favor – AYE (4-0).

11. Health Insurance Medicare and FICA

Chairman Pierce said that per tonight's discussion, the Town will no longer be budgeting for the Light and Water Departments out of this line.

Joe Perry made a motion to approve the Health Insurance Medicare and FICA budget, Bob Snow second, all in favor – AYE (4-0).

9. Veterans – Revised

Joe Perry made a motion to approve the revised Veterans budget, Bob Snow second, all in favor – AYE (4-0).

Eagan said that the budget was reduced by the Finance Committee, which the trend justifies.

ANNOUNCEMENTS

- Earth Day Event Co-hosted by the Rowley Open Space Committee and the YMCA on Saturday, April 20 at the Dodge Reservation and Camp Cedar Mill, 390 Wethersfield Street from 9:00 a.m. to 2:00 p.m. Rain date is Sunday, April 21. The event is a day of fun for the whole family: Events include: Yoga at 9:00 a.m.; trail clearing from 10 a.m. to 12 p.m.; 11 a.m. to 1 p.m. YMCA Health Kids programs and exhibits; and 1 p.m. to 2 p.m. a Community Hike. For more information call the Y at 978-356-1102 or the Conservation Office at 978-948-2330.
- The Town has the following vacancies:
 - a. Agricultural Commission Associate;
 - b. Cultural Council;
 - c. Deputy Shellfish Constables – two positions.For more information on these positions, please contact the Selectmen's Office at 948-2372.
- The Rowley Food Pantry is in need of donations. Donations can be left at the Rowley Public Library. The Food Pantry is open on Tuesdays from 10:00 a.m. to 12:00 p.m. and on Thursdays from 5:30 p.m. to 7:00 p.m.

ADJOURN

Chairman Pierce called for a motion to adjourn. Bob Snow so moved, Joe Perry second, all in favor - aye (4-0).

Open meeting adjourned at 9:01 p.m.

Respectfully submitted,
Natalie Lovett
Assistant Town Administrator

ATTACHMENTS:

1. Whitten Executive Session Motion
2. Proclamation for Ronald Keefe
3. Meeting memo regarding 7:05 p.m. APPOINTMENT: Treasurer/Collector Karen Summit and Town Administrator Deborah Eagan to discuss Light Department cash balance and health insurance payments with attachments
4. Letter from COA Director Brienne Walsh to the Board of Selectmen regarding the COA budget
5. FY20 COA budget package
6. FY20 Election, Town Clerk, Board of Registrars, and Constable budget package
7. FY20 Water Department budget package
8. Letter from Fire Chief James Broderick to the Board of Selectmen regarding 16-hour work schedule
9. FY20 Fire Department budget package
10. Meeting memo regarding New Business #1: Request from Crown Castle to approve a modification of Verizon's equipment and installation of a generator at the cell tower at 124 Haverhill Street
11. Meeting memo regarding New Business #2: Discuss request from Triton Regional School Committee to have the Board of Selectmen Chairman sign letters to the Massachusetts Legislature regarding regional school funding
12. Draft Letter to Legislators
13. Meeting memo regarding Old Business #1: Pine Grove School Project Update
14. Meeting memo regarding Old Business #2: Police and Fire Station Project Update
15. Meeting memo regarding Old Business #3: Review draft ballot questions
16. Meeting memo regarding Old Business #4: Discuss Reserve Fund Request for Annex and Town Hall budgets
17. FY20 Finance Committee budget package
18. FY20 Town Accountant budget package
19. FY20 Assessors budget package – revised
20. FY20 Personnel budget package
21. FY20 Harbormaster budget package
22. FY20 Schools budget package
23. FY20 Highway Department budget package – revised

- 24. FY20 Library budget package
- 25. FY20 Blanket Insurance budget package
- 26. FY20 Group Insurance budget package
- 27. FY20 Veterans budget package