

MINUTES OF THE BOARD OF SELECTMEN MEETING

March 7, 2016

Meeting held at Town Hall, 7:00p.m.

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

PUBLIC ATTENDEES: Ronald Kneeland; Henry F. Rolfe; Lawrence White; Bernard Cullen; Janet Peabody – Library Trustee; Pamela Jacobson – Library Director; Patrick Snow – Highway Surveyor; Fire Chief Broderick

CALL MEETING TO ORDER

Chairman Robert Merry called meeting to order at 7:00 p.m. He said the meeting is being audio and video recorded digitally.

PLEDGE

Bob Snow led the Pledge of Allegiance.

MOMENT OF SILENCE Aldene Gordon

Chairman Merry read the attached comments about Aldene which outlines her many years of service to the Town.

Perry said he served with Aldene on the Board of Library Trustees and she was a very nice lady.

APPOINTMENT 7:00 p.m.– Ron Kneeland to discuss interest in filling a vacancy on the Shellfish Board

Chairman Merry read the following:

The Board of Shellfish Commissioners has not been able to function because it lacks a quorum of its membership. Last summer, the Board of Selectmen accepted the resignations of Jack Grundstrom and Michael Cook from the Board of Shellfish Commissioners. The Board of Selectmen has been seeking to fill these two open seats until the next election.

Ron Kneeland has expressed an interest in serving on the Board of Shellfish Commissioners. The Shellfish Commissioners responsibilities are outlined in the Shellfish Commissioners Bylaw. (A copy is attached.) According to the Bylaw, the

Shellfish Commissioners were established “to serve in an advisory capacity to the Board of Selectmen for the purpose of promoting, regulating and protecting the shellfish industry of the Town.”

Chairman Merry will ask Mr. Kneeland why he is interested in serving as a Shellfish Commissioner. (Other Board members may ask questions.) Shellfish Commissioner Stuart L. Dalzell, Jr. was contacted about tonight’s meeting to see if he would like to attend and ask questions of Mr. Kneeland. He conveyed to Amy that he knows Mr. Kneeland and has no problems with his appointment to the Shellfish Board.

Merry asked Kneeland why he is interested in this position. Kneeland said he is a lifelong Rowley resident, and he has been digging clams for many years. He said he was a Commissioner in the early 1990s for five years, and his son is the Shellfish Constable. He said there hasn’t been much interest in this position, and his schedule has changed so he is able to serve. He said he would like to see the Commissioners meeting more and providing more information to the people. He said with the upcoming Green Crab Program, time will be needed to manage this and to fill out the required paperwork. He said he hasn’t spoken to Shellfish Commissioner Stuart L. Dalzell, Jr. yet, and he would like to get another member on the Shellfish Commission. Petersen said Kneeland may need to file conflict of interest paperwork, and said Kneeland’s past experience will be beneficial.

Chairman Merry continued:

Because Ron Kneeland is the father of Shellfish Constable Travis Kneeland, Debbie recommends that Ron Kneeland contact the State Ethics Commission to see if he will need to file any disclosures because of an appearance of a conflict of interest. One important distinction is that the Shellfish Commissioners are elected and the Shellfish Constable is appointed by the Board of Selectmen, so there is no conflict in terms of appointing authority.

If the Board appoints Ron Kneeland, this appointment will be made in accordance with G.L. c.41§11 – appointment to fill vacancy in town office. The vote must be done by a roll call vote.

Joseph Perry made a motion to appoint Ron Kneeland as a Shellfish Commissioner, subject to a successful state ethics disclosure filing, until the next annual election, Bob Snow second, all in favor - aye roll call vote - Robert Merry - aye, Joseph Perry - aye, Robert Snow - aye, David Petersen - aye, Cliff Pierce –aye.

Perry told Kneeland to check with the State Ethics Commission about which disclosures he needs to make. Merry said as a Town employee, Kneeland will have to do an online ethics exam.

CITIZEN QUERY 7:10 p.m. – 7:15 p.m.

Bernie Cullen of Wethersfield Street asked for the results of the mini golf tournament between the Board of Selectmen and the Board of Library Trustees for the record. Petersen said he played golf with his wife, and Pierce played with Library Trustee Janet Peabody. Janet Peabody said it was a tie. Pam Jacobson said there were 142 golfers at this event, \$1,200 was raised for the Friends of the Rowley Public Library and food was donated for the Rowley Food Pantry.

APPOINTMENT 7:15 p.m. – Library Director Pam Jacobson to discuss FY 17 Library budget and Board of Selectmen proclamation for Library's 125th Anniversary

Chairman Merry read the letter submitted by Pam Jacobson regarding the FY17 budget for the Library. Jacobson said the total increase in the budget is 2.5%, with expenses increasing 2.13% and wages and salaries increasing 2.74%. Eagan said she spoke with Jacobson about the increase in the Custodian's hours. She said it is difficult to keep restrooms and hallways clean with minimal custodian hours, and this increase is more than warranted from a Personnel point of view. Petersen said as the Town grows, more services are required. He said we asked for level funded budgets, but an explanation was provided for this increase.

Dave Petersen made a motion to approve the Library budget, Cliff Pierce second, all in favor - aye (5-0).

Chairman Merry read the proclamation for the Rowley Public Library's 125th Anniversary.

Joseph Perry made a motion for Bob Merry to sign the proclamation, Bob Snow second, all in favor - aye (5-0).

Jacobson said the Library was founded on March 9, 1891, so this proclamation is being issued almost to the day 125 years after the Library was founded. Merry said the first books in the Library came from the Rowley Book Club, and the Library was originally on the first floor of Town Hall, including the room now used as the Selectmen's Office. Jacobson said Ruth Lambert Cheney donated the land next to Town Hall for the new Library.

GENERAL BUSINESS

1. One day liquor license application from Triton Music Parents Organization

Chairman Merry read the following:

The Triton Music Parents Organization is requesting a one-day liquor license for a “Beer Tasting” fundraiser on Saturday, April 9, 2016 at Saint Mary’s Church Hall. Chief Mulligan has approved this request. The application is attached.

If the Board votes to grant this request, they will need to sign the One-Day Liquor License.

Dave Petersen made a motion to approve the One-Day Liquor License application, Cliff Pierce second, all in favor - aye (5-0).

2. Independent Living Center Legislative Forum on March 25, 2016

Chairman Merry read the invitation. Perry and Snow said they would like to attend.

3. Department of Agricultural Resources Division of Animal Health Annual Nomination of Animal Inspector

Chairman Merry read the following:

The Department of Agricultural Resources Division of Animal Health has submitted the Animal Nomination of Animal Inspector form to the Board of Selectmen. The Board of Selectmen needs to vote to nominate Reed Wilson for the position of Animal Inspector. (The Selectmen do not sign the form.) An Official Action Notice will be issued to Reed from the Selectmen’s Office. Reed will sign the form and it will be sent to the Division of Animal Health. The Division of Animal Health makes the official appointment.

Dave Petersen made a motion to nominate Reed Wilson for the position of Animal Inspector, Bob Snow second, all in favor - aye (5-0).

APPOINTMENT 7:30 p.m. – Fire Chief James Broderick to discuss:

- FY 16 Fire Department unforeseen expenses
- FY 17 Fire Department budget and
- FY 17 Emergency Management budget

Chief Broderick said he has gotten more bad news today. Broderick read his letter to the Finance Committee regarding shortfall of Fire Department Expense line for remainder of the 2016 fiscal year. He said today it was discovered that an issue with the transfer case and the pump shift mechanism on Engine 4 will cost \$6,000 to fix. He provided an updated letter regarding the shortfall to the Board and read the letter.

Snow asked Broderick to re-submit the original letter to the Board of Selectmen rather than the Finance Committee in line with protocol. Snow asked Broderick regarding the leak in the building. Broderick said the pipe goes into the back of the building and is

used to fill the trucks. He said the back flow preventer was leaking, the valve broke while repairing it, water was shut off at the curb stop which also broke. He said the pipe needed to be replaced from the curb to the station, which involved removal of pavement and the reinstallation of a back-flow preventer, all which cost \$4,228.69. Snow asked if the landlord should pay for this building expense. Broderick said he didn't look to see who was responsible for this repair, he was trying to get water back into the building. Merry asked if the responsibility was the landlords and Broderick said yes. Merry said they should help pay, and asked if the cell phones could be put off. Broderick said this expense is for the monthly service fee, not for new cell phones. Petersen said the pipe is clearly a landlord expense, the Fire Department already paid for it, but if we get a check back, but he thinks it would go into the General Fund and not the Fire Department Expense line. Eagan said she believes so. Broderick said light fixtures needed to be replaced, so the landlord paid for these to offset the cost of the pipe repair. Petersen said he has a number of concerns about this major over expenditure, and the Board should have been involved in the decision about the light fixtures. Petersen asked when the Forestry Truck will be paid for. Broderick said six or seven more years. Petersen said this was a fifteen year loan for a pick-up truck. He said this truck is now eleven years old and we are looking to put \$11,000 into it, when the truck has a book value of slightly more than this. He asked how many fires this truck responds to. He said Engine 4 is the oldest truck, it needs \$5,400 in repairs now, and asked what other repairs are pending. Broderick said Engine 4 is thirty years old and we are at least five years away from replacing it.

Petersen said the Town pays the Fire Association \$9,000 per year for rent, they are a 503C charitable organization, and part of their duty is to donate back to the Town. He asked Broderick what the Association has donated in the last two years. Broderick said they donated two televisions a couple of years ago and nothing since then. Petersen said the Town pays for all of the bills for the station and he is disturbed that the Association is making a profit, kicking nothing back in. He said the Town is in a bind and the Fire Association jumped forward to put in new light fixtures instead of paying for the repair for the water supply. He said we cannot deplete the Finance Committee's reserve fund for unforeseen expenses and said the Fire Department needs to spend as little as possible until May when we can do a transfer from another budget line. He said the Fire Department needs to look at what has to be done now and what can be put off and then when they are running out of money go to the Finance Committee. Petersen said he recommends parking the Forestry Truck. Broderick said last spring they were in the woods with the Forestry Truck quite a bit.

Petersen said we are looking to cut back on the Town budgets next year in order to fund the School budget. He said he recommends someone from the Board along with the Town Administrator and a member of the Finance Committee sit with the Fire Chief to look for a workable solution. He said the Association gets money tax free from the Town and maybe they can donate suits for the firefighters. He said a couple of televisions doesn't fulfill the Association's obligation as a non-profit. He said the group can sit down with them too, and this is long overdue. He said we should also look at the

number of vehicles that respond to minor calls. He said firefighting is becoming extremely expensive.

Snow said our backs are against the wall this budget year. He said out of a fifteen to seventeen million dollar budget, only two million is left to run the Town – the rest goes to the schools. He said Rowley is frugal and is a lean and mean Town. Broderick said he always tries to keep a tight budget and didn't anticipate these costs. He said he understands the situation the Town is in, he has never had this problem before.

Bob Merry recused himself due to his relationship with a firefighter and left the meeting room at 8:02 p.m.

Eagan said they will coordinate the meeting with the Chief, Bob Snow and a Finance Committee representative. Petersen said he doesn't fault the Fire Chief, but he should have come in in January to discuss this. Broderick said in January he thought he had enough money, and there have been many expenses since mid-February.

Petersen asked if the video of the Fire Station is complete. Broderick said yes, it was finished on Friday. Perry said it was running on RCM before tonight's meeting. Petersen said we need to plan to publicize this project. Petersen said we haven't discussed the FY17 budget.

Dave Petersen made a motion approve the FY17 Fire Department and REMA budgets as submitted if they are level funded with salary increases as allowed, subject to amendments, Bob Snow second, all in favor - aye (4-0). Bob Merry – ABSENT

Broderick said he will not be working March 22 – 25th.

Bob Merry returned to the meeting room at 8:10 p.m.

7:45 APPOINTMENT – Highway Surveyor and Tree Warden Patrick Snow to discuss Highway Department budget, Tree Department budget, and Snow and Ice budget

Perry said this has been a great year for snow but asked if we will have enough water. Patrick Snow said the budgets are level funded. He said as of the last Accounting report, he has \$8,475.16 or 8% left in the snow and ice budget. He said the snow storm last Friday will cost about \$1,000 to \$2,000 in overtime costs. Petersen said there were two plow trucks plowing bare pavement on Friday night. He said he is concerned about snow and ice spending which is rising each year and suggested putting another \$20,000 in the budget. Patrick Snow said this was a light winter, but each year the salt prices increase, and a decrease is unlikely unless there is a surplus. Petersen said the budget should be increased to \$145,000, which may need to be reduced if there is a budget crunch. He said this year we won't have to touch the reserve fund or free cash for snow and ice expenditures, which will help this year's budget. Petersen said he would like to sit down with Patrick Snow and a group to agree on how to handle snow and ice while keeping costs down.

Dave Petersen made a motion to approve the increase in the Snow and Ice budget to \$145,000, and have a group sit down with Patrick Snow to agree on how to handle snow and ice while keeping costs down, Bob Snow second, all in favor - aye (5-0).

Petersen said they do a great job with the snow and ice removal, we just need to look for ways to cut back a little, with sand and salt becoming unaffordable. Patrick Snow said he is willing to discuss this. Petersen said the Highway Department does a lot with a lack of help. He said with the lack of snow, he would like to meet at the Dodge Reservation to review how the Highway Department can help with the parking lot project near the camp area. He said the Highway Department did help with brush removal at the camp, and the Board has received a number of commendation letters about the performance of the Highway Department.

Patrick Snow said he has a capital request to replace the sander on the large dump truck with a stainless steel sander, which has a long life. Petersen asked if this is the sander that was damaged. Patrick Snow said yes, we will be getting a percentage of the cost from the insurance company to repair the damaged sander. Bob Snow asked when the street sweeping will start. Patrick Snow said early April, the same time that stripping starts. Petersen said there is a pot hole at Route 1 and Wethersfield. Patrick Snow thanked Petersen for pointing this out and encouraged all to report any potholes that they see.

Patrick Snow said he has spoken with Eagan about reviewing the Department's current positions and making changes with the Personnel Board. He said the Tree budget is level funded, the Town Land Maintenance, which includes mowing the Dodge Reservation areas, is staying at \$3,500. Perry said Patrick Snow does a great job, there is no problem with the roads in the winter, and he does a great job with the budget.

Dave Petersen made a motion to support the Highway Budget, the Snow & Ice Budget as amended, the Town Land Maintenance budget and the Tree Budget, Joseph Perry second, all in favor - aye (5-0).

OLD BUSINESS

1. Discuss the following:

- Request from Triton Superintendent Christopher Farmer to extend the due date for the final FY 17 Triton Budget;
- FY 17 Triton Budget Update and recap of the March 2, 2016 Triton School Committee meeting and March 1, 2016 Triton District Communications Committee meeting; and
- Pine Grove School Project

Chairman Merry read the following:

Request from Triton Superintendent Christopher Farmer to extend the due date for the final FY 17 Triton Budget - There is a request from Superintendent Farmer in your packet.

Merry read the request from Farmer. Perry said the School Committee is seeking a delay so that they can get further information from the State regarding the FY17 budget. He said there will be no further adjustments from the School Committee, the only adjustment would be if they get more State aid.

Joseph Perry made a motion to approve the request from Triton Superintendent Christopher Farmer to extend the due date for the final FY17 Triton budget to March 31, 2016, Cliff Pierce second, all in favor - aye (5-0).

Merry read the following:

Pine Grove School Project – Assistant Superintendent Brian Forget has sent us the School Building Committee roster. He said that the School Committee would like to have two teachers and two parents. Could the Board please review Brian's outline? (See attached email.)

Perry said he met with PGS PTA representatives this morning and they sent the School Committee a letter about their concerns with the School Council Nominee, and they were expecting a PTA Member to be part of the SBC. He said the School Committee voted to change the seat to a School Council representative, and the PTA would like a member of the PTA to be on the SBC. Eagan said Forget pointed out that the School Committee completed their openings and there are eight school representatives and six Town representatives. Petersen said he recommends one School Council representative and one PTA representative. Perry agreed.

Dave Petersen made a motion to recommend to the Superintendent that the community representatives should be one School Council member and one PTA member, Joseph Perry second, all in favor - aye (5-0).

2. Discuss funding requests submitted to the Community Preservation Committee and CPA finances

Chairman Merry read the following:

Attached is the CPA balance sheet for the Board to review.

The Board of Selectmen has received two articles from the Community Preservation Committee for placement on the Annual Town Meeting Warrant. One article is the

standard "appropriation" article and the other is an appropriation for restoring an estimated 10 trees in the Cemetery.

Debbie also met with Vanessa Johnson-Hall of Essex County Greenbelt to discuss their CPA application seeking funds for the purchase of a Conservation Restriction involving the Mehaffey-Tenney property. Ms. Johnson-Hall contacted Debbie today to inform her that the Greenbelt organization would like to hold off on the application at this time and come back after their conversations with the family members are complete and she has more details on the project. She is planning to work on this project over the next several months and would like to come back with an application for consideration at a Fall Town Meeting. She told Debbie that she would like to meet with the Selectmen when the details are worked out with the family.

Perry asked that the two CPC Articles be treated separately.

Joseph Perry made a motion approve the standard appropriation article, Dave Petersen second, all in favor - aye (5-0).

Merry read the Article for the trees in the Cemetery, Snow read the explanatory note. Pierce said planting is a better word than restoring used in the article. He said Arthur Page said during the presentation to the CPC that there were real pear trees in the past, and proposed an ornamental pear tree in the same family. Petersen said he is not sure how this is a historic project and said this is the first of an eight year plan totaling \$80,000 for trees in the Cemetery. He said he is not in agreement that this is a need, he is not fond of spending money for the sake of spending money. He said the Town Common restoration project had a committee that tried to recreate the plantings on the Town Common using CPC money. He said CPC money was also used to restore the beech tree at the Cemetery entrance. Merry said that is the last beech tree in Town. Petersen said planting trees on side streets would be more visible. He said the CPC has \$73,000 and expects another \$100,000 at the end of the fiscal year. He said there are a number of requests such as approximately \$200,000 for the installation of an elevator at the Annex, which is allowable under the CPC and he thinks this more of a real need. Pierce said the CPC didn't approve the master plan for 80 trees, and he doesn't see the commitment beyond 10 trees. Merry said the digging fees for the Cemetery have doubled, which go into a revolving account, and that money can be used for planting these trees. Petersen said there are a lot of major issues with the Cemetery Department, and he would like to see what the situation is and then look at starting this type of project. He said he thinks this is more a capital project than a CPC project. Snow said this is a great idea, but the Town is in desperate need of Town Offices. He said employees are huddled together and need more space to function, and the focus should be on that. Petersen said if the Conservation Department Secretary is added, there isn't much room or privacy between the departments sharing that room at the Annex. Pierce said there is \$285,000 from the sale of the Bradstreet

property and said that can be repurposed to another historical project. Petersen said between Bradstreet and the Dodge Reservation, we are in debt for \$5.25 million until 2027. He said we should accumulate cash for a while, since there may be other projects or land acquisitions needed. He said the public should be part of the spending decisions for CPC money.

Petersen said we should send this article back to the CPC for reconsideration, with the reasons outlined. He said it is the Selectmen's decision what goes on the Town Meeting Warrant and he thinks the people should vote. Merry said the Cemetery revolving fund has been used for grading the land and expanding the Cemetery, so this fund can be used to plant trees. Petersen said there is no plan showing where the trees are going, and we need more information.

Dave Petersen made a motion to return the article with the arguments for reconsideration by the CPC, Joseph Perry second, all in favor - aye (5-0).

Henry Rolfe said the beech tree was donated more than 200 years ago, and they can look into a donation program for trees in the Cemetery.

Petersen said he spoke with Brent Baeslack regarding the Greenbelt's request for \$350,000 for 50% of a conservation restriction on the Mehaffey-Tenney land. Merry said this means that the Town is a bank. Petersen said we don't have \$350,000, and the big picture real need is the Annex project and more recreation land in Town. He said before the acquisition of the Girl Scout property, the inventory of land in Town showed that there are more than 4,000 acres of land in open space/conservation, and 71 acres of land for recreation. He said we have more than 4,000 acres of conservation land, and 40 acres of usable land for recreation. He said we should build up the CPC balance and look to buy land for a badly needed expansion of playing fields. He said he wants to eliminate the baseball field on Haverhill Street since it is a safety issue, and if the PGS renovation takes place, it will be a couple of years and the fields there will be used to house trailers. He said the Greenbelt project came up out of the blue and was done in a secretive manner. He said the big picture needs to be looked at and priorities decided before decisions are made about spending CPC money.

Merry said Eiras Park was owned by a company who pulled the sand out for building Logan Airport, and they sold the land to the Town once they were done. Petersen said Dana Warren did a lot of work on Eiras, and he isn't really recognized for it. Pierce said the Greenbelt project would be saving a large working farm in Rowley that is located between three State forests, protecting a large area.

NEW BUSINESS

1. Letter from Assistant Attorney General Hanne Rush regarding Open Meeting Law Complaint response for complaint against the Board of Registrars

Chairman Merry read the following:

Timothy Toomey filed an Open Meeting Law Complaint against the Board of Registrars on November 30, 2015. The members of the Board of Registrars are: Town Clerk Susan Hazen, Millie Dummer, Gordon Densmore and Barbara DiMento.

The Attorney General Office has responded to Mr. Toomey's complaint. Chairman Merry will read the letter from the Attorney General's Office into the record.

Merry read the letter from the Attorney General's Office into the record.

2. Open Special Town Meeting Warrant and review 2016 Annual and Special Town Meeting Schedule

Chairman Merry read the following:

The Board of Selectmen needs to vote to open the May 2, 2016 Special Town Meeting Warrant and to close it at 12:00 p.m. on March 23, 2016.

The Annual and Special Town Meeting Warrant Schedule shows that during every meeting the Board of Selectmen, along with the Finance Committee, will be reviewing budgets and warrant articles.

Some important dates on this schedule that Debbie wants the Board to be aware of are:

- *Monday, March 28 – the Board needs to finalize the wording of the ballot questions*
- *Monday, April 4 – the Board needs to finalize the FY 17 Budget and ATM and STM Warrants*
- *Thursday, April 7 – the Board needs to hold a special meeting to sign the warrants*
- *Monday, April 25 – the Board of Selectmen and Finance Committee will hold the Informational Hearing on the Warrants*
- *Monday, May 2 – Town Meeting at 7:30 p.m.*

Dave Petersen made a motion to open and close the Special Town Meeting warrant as detailed above, Bob Snow second, all in favor - aye (5-0).

3. Discuss Town Report

Chairman Merry read the following:

Chairman Merry has suggested that the cover of the 2015 Town Report have either a picture of the new Fire Department ladder truck or the new Water Treatment Plant. Copies of the photos are attached. (Color photos are in Chairman Merry's packet.)

Also, the Board needs to review the draft Selectmen's Report.

Merry said he originally thought the Water Treatment Plant photo would be good, but there are issues with fitting it onto the cover since it is a landscape photo. He said there is another photo of the new ladder truck that shows the dedication to Cornelius Haley. Pierce said that photo is his favorite.

Joseph Perry made a motion to use the photo of the ladder truck on the cover and to approve the Selectmen's Report, Dave Petersen second, all in favor - aye (5-0).

Henry Rolfe asked if the photo of the Water Treatment Plant would be included inside the Town Report. Merry said we are thinking of doing that.

4. Set meeting schedule for March, April, May and June

Chairman Merry read the following:

The March meeting schedule was set by the Board several months ago. However, because March is the busiest month for the Board, Debbie is asking if the Board can start the meetings at 6:30 p.m. on March 14, March 21, and March 28.

Also, Chairman Merry may schedule an additional meeting during the day if needed in order to keep up with the workload.

The meeting schedule going forward will be:

April 4

April 11

April 25

May 2 – brief meeting prior to Town Meeting

May 9

May 16

May 23

June 6 (The Summer schedule starts in June, however we should plan for three meetings this month because of the end of the fiscal year appointments, etc.)

June 20

June 27

Eagan said since the Fourth of July falls on a Monday, a third meeting will be needed in June to finalize reappointments and 33B transfers.

Bob Snow made a motion to approve the meeting schedule as outlined above for March - June, Cliff Pierce second, all in favor - aye (5-0).

Perry said he will not be present at the May 16, 2016 meeting.

5. Appoint Attorney Steven Fletcher as Special Town Counsel to work on Conservation Commission Order of Conditions legal question

Chairman Merry read the following:

The Conservation Commission needs legal advice concerning tolling of a Wetlands Bylaw Order of Conditions. The Order of Conditions pertains to Said Abuzahra, a Trustee of the Abuzahra Family Trust. Tom Mullen and Judy Pickett have told Debbie that they cannot handle this matter because of a conflict of interest matter. Tom and Judy recommend that Steve Fletcher work on this matter with the Conservation Commission.

Dave Petersen made a motion to appoint Attorney Steven Fletcher as Special Counsel to work on Conservation Commission Order of Conditions legal question, Cliff Pierce second, all in favor - aye (5-0).

MINUTES: February 29, 2016

Joseph Perry made a motion to approve the February 29, 2016 minutes, Cliff Pierce second, all in favor - aye (3-0). Bob Merry – ABSTAINED Bob Snow - ABSTAINED

ANNOUNCEMENTS

- Rowley Community Blood Drive March 15, 2-7 p.m. Rowley Veterans Association Hall
- The Rowley Water Department 2015 Annual Water Quality Report is available online at www.rowleywater.com. If you would like a copy of the report mailed to you contact Customer Service at 800-553-5191 or stop by the Water Department Office at 401 Central Street or Town Hall at 139 Main Street
- The Town has the following vacancies:
 - a. **Shellfish Commissioners** – two seats;
 - b. **Fence Viewer** – three positions;
 - c. **Wood, Lumber & Bark Inspector**;
 - d. **Zoning Board of Appeals Associate** - three seats;
 - e. **Historical Commission-Historic District Commission** – two seats;
 - f. **Parks and Recreation Committee** – two seats; andFor more information on these positions, please contact the Selectmen's Office at 948-2372.

- Rowley Food Pantry is in need of donations. The Food Pantry is open Tuesdays from 10:00 a.m. to 12:00 p.m. and Thursdays from 5:30 p.m. to 7:00 p.m.

ADJOURN

There being no further business before the Board, Chairman Merry called for a motion to adjourn. Joseph Perry so moved, Cliff Pierce second, all in favor - aye (5-0).

Open meeting adjourned at 9:34 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Chairman Merry's remarks about Aldene E. Gordon
2. Meeting memo regarding 7:00 Appointment: Ron Kneeland to discuss interest in filling a vacancy on the Shellfish Board
3. Shellfish Commissioners Bylaw and Shellfish Planting Bylaw
4. Budget packet submitted by Library Director Pam Jacobson
5. Proclamation for the Rowley Public Library's 125th Anniversary
5. Meeting Memo regarding General Business #1: One day liquor license application from Triton Music Parents Organization
6. Application package from Triton Music Parents Organization for one-day liquor license
7. Invitation for Independent Living Center Legislative Forum on March 25, 2016
8. Meeting Memo regarding General Business #3: Department of Agricultural Resources Division of Animal Health Annual Nomination of Animal Inspector
9. Forms from the Department of Agricultural Resources Division for Animal Health Annual Nomination of Animal Inspector
10. Letter from Fire Chief Broderick to Rowley Finance Committee dated February 23, 2016
11. Letter from Fire Chief Broderick to Rowley Board of Selectmen dated March 7, 2016
12. Letter from Fire Chief Broderick to Rowley Board of Selectmen dated March 3, 2016
13. Fire Department FY17 Budget
14. FY17 Budgets: Highway, Snow & Ice, Town Land Maintenance, Tree Warden
15. Meeting memo regarding Old Business #1: Discuss the following: Request from Triton Superintendent Christopher Farmer to extend the due date for the final FY 17 Triton Budget; FY 17 Triton Budget Update and recap of the March 2, 2016 Triton School Committee meeting and March 1, 2016 Triton District Communications Committee meeting; and Pine Grove School Project

16. Request from Triton Superintendent Christopher Farmer to extend the due date for the final FY 17 Triton Budget
17. Email from Triton Regional School District regarding: Budget Decision delayed: Action Being Taken
18. Email from Brian Forget Regarding: Update
19. Meeting memo regarding Old Business #2: Discuss funding requests submitted to the Community Preservation Committee and CPA finances
20. Two CPC Articles
21. CPC current balances
22. Meeting memo regarding New Business #1: Letter from Assistant Attorney General Hanne Rush regarding Open Meeting Law Complaint response for complaint against the Board of Registrars
23. Letter from Assistant Attorney General Hanne Rush regarding Open Meeting Law Complaint response for complaint against the Board of Registrars
24. Meeting memo regarding New Business #2: Open Special Town Meeting Warrant and review 2016 Annual and Special Town Meeting Schedule
25. 2016 Annual and Special Town Meeting Schedule
26. Meeting memo regarding New Business #3: Discuss Town Report
27. Color photos of the Water Treatment Plant, two photos of Ladder Truck
28. Draft Report of the Board of Selectmen
29. Meeting memo regarding New Business #4: Set meeting schedule for March, April, May and June
30. Meeting memo regarding New Business #5: Appoint Attorney Steven Fletcher as Special Town Counsel to work on Conservation Commission Order of Conditions legal question
31. Email between Steven Fletcher and Debbie Eagan regarding Legal advice on tolling of Wetlands Bylaw Order of Conditions
32. Draft Meeting Minutes from February 29, 2016