

MINUTES OF THE BOARD OF SELECTMEN MEETING

May 21, 2018

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

7:00 p.m.

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

PUBLIC ATTENDEES: Bernie Cullen – 283 Wethersfield Street; Bonnie Berkowitz – 623 Wethersfield Street; Barbara Berkowitz – 623 Wethersfield Street; Kevin Daley; Donald Thurston – Board of Assessors; Sean McFadden – Principal Assessor; Geraldine Elliott; Mike Sabatini – 239 Main Street; Michele Pierro – 572 Railroad Avenue; Steve Pierro – 572 Railroad Avenue; Karen Summit – Treasurer/Collector

CALL MEETING TO ORDER

Chairman Pierce called the meeting to order at 7:01 p.m.

PLEDGE OF ALLEGIANCE

Joe Perry led the Pledge of Allegiance.

7:00 p.m. APPOINTMENT Proclamation for William “Bill” DiMento for his many years of service on the Board of Assessors

Pierce said DiMento is resigning from the Board of Assessors after his many years of service to the Town. Pierce thanked DiMento and read the proclamation.

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

Pierce signed the Proclamation and the Board presented it to DiMento.

Pierce said this meeting is being audio and video recorded and televised live by Rowley Community Media.

OLD BUSINESS

1. Update on Fire Station and Police Station Addition Project

Chairman Pierce read the following:

Framing of the Police Station addition is continuing this week. Underground plumbing is complete. Underground electrical work is continuing this week and should be completed by Friday. Concrete masonry units for the Fire Department are being worked on. The

radio tower is complete and is ready for delivery when the site and foundation are ready.

Petersen said they poured the floor in the Fire Station administrative part of the building and the roof trusses will be installed by the end of the week at the Police Department building. He said things are progressing well.

2. Pine Grove School project update

Chairman Pierce read the following:

We have received the first construction requisition from W.T. Rich in the amount of \$493,884.63. (Copy is in Chairman's folder only.) Construction started just before April vacation. Construction is in full swing and once school is out for the summer, the contractor will take over the entire premises of the building for construction throughout the summer.

Perry said there are construction meetings each Friday at 9:00 a.m., which started on April 16th.

NEW BUSINESS

2. Discuss request from Triton Regional School Committee to designate a Selectman and a Finance Committee member to serve as Town representatives to the District Communication Committee for discussion on the assessment formula

Chairman Pierce read the following:

There is a District Communications Committee meeting set for this upcoming Thursday evening. Please see attached agenda. Apparently, the Triton School Committee is requesting representatives from the Boards of Selectmen and Finance Committees of each of the three member Towns to discuss the budget funding formula.

Perry said he has been the Selectmen's representative to the School Committee for the past seven years, and they have been working on the Triton Regional Agreement all that time. He said there have been various committees, such as the Landlord/Tenant Committee, and they are looking to get this new committee together.

Dave Petersen made a motion to nominate Joe Perry to serve on the committee to discuss the budget funding formula, Bob Snow second, all in favor - aye (5-0).

7:10 – 7:15 p.m. PUBLIC COMMENT

There were no Public Comments.

NEW BUSINESS

3. Approve Town Liquor License Application Guidelines for Notification to Abutters and Others Form

Chairman Pierce read the following:

The attached Guidelines for Notification to Abutters and Others Form was created to guide liquor license applicants through their responsibility for notifying abutters and others of their application under Massachusetts General Laws Chapter 138, Section 15A. Please let us know if you have any comments or questions about these guidelines. We would like to provide applicants with these guidelines going forward once they are approved by the Board of Selectmen.

Perry said the guidelines clearly delineate what the responsibilities are, and it is nice to have them all in writing. Pierce said these are great to have and asked that the title be changed to Guidelines for Liquor License Applications. Pierce asked if the 4th paragraph should be extended to abutters. Eagan said doing so exceeds the statute.

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

7:15 APPOINTMENT Kevin Daley to discuss Planning Board Associate position

Chairman Pierce read the emails from Town Planner Kirk Baker and from Kevin Daley. Pierce said he is pleased to see a new applicant for the Planning Board, and they have had a hard time filling this position. Pierce asked Daley why he wants to be a Planning Board member. Daley said he moved to Rowley three years ago, has a daughter at Pine Grove, and a son who will be entering Pine Grove. He said he wants to get involved with the Town and with planning the Town's future. Pierce said Daley has a background as a mechanical contractor, he went to Wentworth Institute of Technology, and is a local realtor.

Joe Perry asked Daley the following, "The Planning Board deals with Special Permit and Site Plan applications as set under the Town's zoning bylaws. The Town follows the permitting process as stipulated under Mass. General Laws Chapter 40A. Please describe your knowledge of the zoning bylaws and the permitting process." Daley said he is learning and studying them, and is familiar with site plans through his work.

Pierce said, "The Planning Board typically meets the second Wednesday of the month with additional meetings during the fourth week of the month as needed. Are you able to accommodate this meeting schedule?" Daley said yes.

Perry said, "Also, this appointment is for the remainder of the fiscal year plus a one-year term, which expires June 30, 2019. Are you able to make this type of commitment?" Daley said yes.

Pierce said, "The Planning Board operates under the State Open Meeting Law. Please describe your knowledge of this Law." Daley said he will look up this Law and become familiar with it.

Perry said, "If you are appointed you will be required to take an online State Ethics Training test. This is required under the State Ethics Law. You will need to file a notice with the Town Clerk that you completed this test. Do you have any issues or concerns about this?" Daley said no.

Snow said his first involvement with the Town was with the Planning Board, and he took many courses. He said MVPC holds many courses and you can get a certificate. Pierce said there is a lot to learn with the zoning bylaws, the rules and regulations, and the process. He said the Associate position is a great way to get your feet wet, and Associates can only vote on Special Permit decisions.

Dave Petersen made a motion to appoint Kevin Daley to the Associate Planning Board position, Bob Snow second, all in favor - aye (5-0).

GENERAL BUSINESS

1. Appoint Michael Sabatini as Alternate member of the Agricultural Commission and as full member of the Agricultural Commission as of July 1, 2018

Chairman Pierce read the letter from Agricultural Chair Libby Tucker. Sabatini said he is well versed in farming lately and has worked with the Massachusetts Department of Agriculture. He said he was pleased to hear about this opening. Eagan said this would be a fill-in for Diane Short's position, since Short doesn't want to be reappointed.

Joe Perry made a motion to appoint Michael Sabatini as an Alternate member of the Agricultural Commission and as a full member of the Agricultural Commission as of July 1, 2018, Bob Snow second, all in favor - aye (5-0).

2. Request from Library to use Town Common for Annual Vehicle Night on Thursday, July 26

Chairman Pierce read the email from Hermayne Gordon of the Library.

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

3. Discuss Memorial Day Parade and Ceremonies
Notice from the Northeast Massachusetts Mosquito Control on aerial application to control mosquito larvae on coastal salt marshes

Discuss Memorial Day Parade and Ceremonies

Chairman Pierce read the following:

We have a proclamation from the Commonwealth of Massachusetts that should be read during the Memorial Day ceremony. We would like to confirm which Selectmen plan to attend the Memorial Day parade and ceremony and whether the Chairman will be reading the proclamation at the ceremony.

Pierce said he will attend and read the Proclamation. Snow, Perry and Merry said they will attend. Petersen said he will be at the ceremony but he will not march.

Notice from the Northeast Massachusetts Mosquito Control on aerial application to control mosquito larvae on coastal salt marshes

Chairman Pierce read the notice.

4. Sign Massachusetts Department of Transportation Chapter 90 Project Request form for work on Tenney Road, Cooper Pond Road, Isabelle Circle and Newbury Road from Boxford Road to Mehaffey Lane

Chairman Pierce read the following:

The Selectmen need to vote to authorize the use of Chapter 90 funds for the work on Tenney Road, Cooper Pond Road, Isabelle Circle and Newbury Road from Boxford Road to Mehaffey Lane and sign the forms where indicated.

Joe Perry made a motion to authorize the use of Chapter 90 funds for this project, Bob Snow second, all in favor - aye (5-0).

The Selectmen signed the forms.

5. Eastern Essex Veterans Services District Reserve A Seat Campaign

Chairman Pierce read the email from Karen Tyler.

Bob Snow made a motion to participate in the Reserve A Seat Campaign, Dave Petersen second, all in favor - aye (5-0).

7:30 p.m. PUBLIC HEARING - Liquor License Alteration of Licensed Premises
Application filed by Stephen Pierro of The Great American Barbecue, 5 Railroad Avenue, Rowley

Chairman Pierce read the Public Hearing Notice.

Bob Snow made a motion to open the Public Hearing, Joe Perry second, all in favor - aye (5-0).

Public Hearing opened at 7:31 p.m.

Pierce read the following:

The hearing was advertised in the May 7, 2018 edition of The Daily News. The applicant has paid all taxes, water bills and electric bills.

Chairman Pierce called the applicants forward and asked them to discuss their application.

Steve Pierro said he is here with his wife, Michelle, and they are proposing to add a bar to their existing location. He showed the plans to the Board for the existing and proposed building. He said 300 square feet total will be added, after a portion of the existing building is removed. He said there will be shrubs planted in the back portion of the parking lot. Michelle Pierro said they still plan to be a family restaurant, with families with kids and toys. She said the winters are tough, and people will want to sit at the bar and watch a game. Steve Pierro said they want to keep up with the times and with the other businesses in town. He said every other restaurant in town has a bar, and they want to get rid of the paper products used and move towards glasses and silverware. He said from the bar, you can see outside, and the servers can also see outside. He said the number of parking spaces will not be reduced. Michelle Pierro said they closed

their Beverly location a year ago and invested \$200,000 in the kitchen at the Rowley location. She said they live in town. Petersen said it looks attractive and he isn't aware of any complaints. Steve Pierro said they have been there for 15 years, and they will be enhancing the menu to coincide with the bar.

Pierce said the Board of Selectmen only handles the liquor license and the ZBA would authorize the expansion of the building. Pierce read the following from ZBA Administrative Assistant Lisa Lozzi:

The ZBA (Board Members) accepted and signed the Decision (on Thursday May 17th.) Tomorrow it will be brought to the Town Clerk's office where it will stay for the 20 day appeal period. At the end of the 'appeal' period, Mr. Pierro (applicant) will be by to pick up the Decision and take it to the Registry of Deeds for recording. When I (the ZBA office) receive a copy of the 'recorded' document, I then give to Ken (Inspector of Buildings) which gives him the ok to issue the 'permit'.

Pierce read the following:

There were no comments on this application from the Building Inspector. Chairman Pierce will read comments from the Town Planner, Fire Chief, Police Chief and Health Department into the record.

Pierce read the summary of comments in the email from Amy Lydon to Steve Pierro.

Pierro said they are installing plantings around the parking lot and the ZBA said it looked fine. He said regarding access, he spoke to the architect today, and there was a computer error.

Pierce read Chief Broderick's comments. Pierro said it is an egress which opens from the inside only.

Pierce read Chief Dumas's comments. Pierro said there are windows that provide a visual from the bar to the outside area, and the servers working inside can see the outside, there will be servers outside and a manager on duty at all times.

Pierce read the memo from the Health Department.

Pierce asked if there was anyone present who wants to speak on this application. Geraldine Elliott from 25 Railroad Avenue said they currently close at 9:00 p.m., and asked if people will be outside after dark. Steve Pierro said people won't be outside once the mosquitos come out around 8:00 and it gets dark out. Elliott said there are often motorcyclists there and she is concerned about the closing time and the noise factor past 9:00 p.m. Michelle Pierro said there are a number of people who ride

motorcycles along Route 1A. Pierce asked if the ZBA addressed the closing hours. Pierro said no. Petersen said are you changing the hours. Pierro said no – they are open until 9:00 now, and the maximum would be 10:00 p.m. outside depending on the weather and the mosquitos. Elliott said there are very few restaurants in neighborhoods like this. Pierro said his direct abutters have signed off on this project, and are happy they are there. Bonnie Berkowitz of 623 Wethersfield Street said she hasn't heard of any problems there and wished them the best of luck.

Bob Snow made a motion to close the Public Hearing, Bob Merry second, all in favor - aye (5-0).

Public Hearing closed at 7:56 p.m.

Bob Snow made a motion to approve the Alteration of Licensed Premises Application filed by Stephen Pierro of The Great American Barbecue, Bob Merry second, all in favor - aye (5-0).

Pierce read the following:

Amy will prepare the Local Licensing Authority Summary Form tomorrow, and will let the Board know when this is ready to be signed. The application, along with the Summary Form, needs to go to the ABCC for further review and approval.

NEW BUSINESS

1. Discuss FY 19 Revised Triton Assessment and holding a Town Meeting and/or Special Election

Chairman Pierce read the meeting memo outlining the five scenarios to fund the revised FY19 Triton budget, and the conclusions and free cash summary prepared by Deborah Eagan. Petersen said he looked back at the Triton increases and found the following, based on \$200,000 being allocated to Triton, which is half of the estimated new tax revenue for the Town:

FY 13, Triton's increase was \$274,000, with \$74,630 coming from free cash
FY 14, Triton's increase was \$209,000, with \$9,168 coming from free cash
FY 15, Triton's increase was \$381,674, with \$181,674 coming from free cash
FY 16, Triton's increase was \$385,783, with \$185,783 coming from free cash
FY 17, Triton's increase was \$484,998, with \$284,000 coming from free cash
FY 18, Triton's increase was \$456,159, with \$256,159 coming from free cash

Petersen said over the six year period, Rowley's assessment for Triton's budget has increased by \$2,192,000. He said for FY 19, the initial budget was an increase for Rowley of \$699,711 with \$499,711 coming from free cash. He said the increase to Rowley has been close to \$3,000,000 in the last seven years. He said this year there is a \$1,000,000 increase to cover pay raises, and next year these increases will probably be \$750,000, plus they will be looking to restore cuts. He said next year will be the real problem. He said in 2000/2001 there were 3,587 students in Triton, and in 2015/2016 there were 2,692 students in Triton for a loss of 900 students, yet the assessment has been increasing. He said he and Joe Perry explained this at the School Committee, they were given no feedback, and the School Committee passed an increase of \$699,711 for Rowley. He said he doesn't want to see the Police Sergeant and additional Fire Fighters being eliminated. He said the Town Planner is part time and doesn't have a secretary, and there is a lot of work, including looking at the Town's By-Laws for amendments, and this needs to be increased to a full-time position.

Perry said when the balanced budget was passed, it included a \$200,000 increase for Triton, and the revised assessment of \$514,313 is two and a half times the amount sent to the School Committee in November outlining what the Town could afford. He said the original budget of a \$997,000 was presented as a "cut to the bone" budget. He said he is pleased the Town voted overwhelmingly to defeat the override, but the revised budget is still too high. He said all of the funds cannot come out of free cash, this won't work in the future, and he doesn't want to lose the additional funding for the firefighters and the police sergeant.

Bob Snow said the townspeople of Rowley and Salisbury sent a message to Triton that Triton is not hearing since they are requesting \$300,000 more than they were told Rowley could afford. He said in 10 years, he hasn't heard Triton ask what the Town can afford, and with regionalization, we are just given a bill. He said this can't continue, this is a budget crisis, and we are going to run out of money. He said the 2.5% cuts the Town had to make several years ago will be nothing compared to what is coming in the future. He said he doesn't want to use all the free cash because he is afraid about next year. He said we go through this every year and there is no give from the other side. He said 60% of the Town's budget goes to the schools, and the Town has been more than generous in supporting Triton with the stadium and the Pine Grove School renovation. Perry said he has been on the Board for seven years and each year Town departments are asked to level fund their budgets, and we can't keep doing this. Pierce asked Treasurer/Collector Karen Summit what the effect of using free cash will have on the bond rating. Summit said the ratings look at assets, including free cash, and once it is spent, it is gone, in the budget, and the Town needs to come up with that money again. She said ideally we shouldn't use any free cash, and this should be funded through operating revenues. She said the Town is not investing in its employees, and

employees are taking home less money for the past two years because the health insurance costs are increasing more than their pay. Eagan said the Town doesn't contribute to the dental plan, like Triton does, and employees have second thoughts about working here when they see the health insurance costs.

Bernie Cullen said Nerissa Wallen has done an outstanding job mobilizing a political effort to increase State funding, but that is only half the battle. He said he would like to know what the School Committee is doing to manage the FY 20 budget. Nerissa said she can't speak for the Committee. She said they are actively going after State funding, enrollments have decreased, but special education costs have increased. She said they are looking at the PEC agreement, and the teacher contract is up for renewal the year after next year. She said they will be looking at the assessment calculation as well. Snow said the State funding is based on the number of pupils, so fewer pupils equals less money. Wallen said it depends on the homeless numbers.

Larry White said he would recommend using all free cash if this was a one year hiccup, but every year the Triton budget increases, and there is no credibility in the Triton budget. He said he would like to see the increases for the Police and Fire Departments remain since these have been level funded for too long. He said there are areas of the Triton budget that Triton refuses to cut, for example changing the Triton paid portion for health insurance from 70% to 60%. He said this year will be the baseline for next year's Triton budget, plus they will add in all the items not funded this year. He said Triton doesn't listen to the Town's input, they come back and say they need more money, and this is unacceptable and needs to change.

The Board debated the options.

Dave Petersen made a motion to approve Scenario #1, a combination of reducing FY 19 budget lines, amounts appropriated for OPEB and Stabilization, and a portion of free cash, Bob Snow second, all in favor - aye (5-0).

Dave Petersen made a motion to set the date for the Town Meeting for June 18, 2018 at 7:00 p.m. at the Pine Grove School gym, Joe Perry second, all in favor - aye (5-0).

4. Discuss Independence Day Celebration on the Town Common

Chairman Pierce read the following:

It is time to start planning for the Annual Independence Day Celebration on the Town Common. The Independence Day holiday falls on a Wednesday this year. (Wednesday, July 4).

Typically, the Board holds this event on the weekend before the holiday, which would be Saturday, June 30th. Tim Southall is available for this date.

Does the Board wish to schedule this event for the 30th?

Bob Snow made a motion to schedule this event for the 30th, Joe Perry second, all in favor - aye (5-0).

5. Discuss Recycling Center Issues

Chairman Pierce read the following:

Today Amy spoke to Jimmy Motzkin at JRM about two issues at the Recycling Center:

- 1. The containers onsite are old, rusted and have holes in them. One is owned by JRM and the other three are owned by the Town. Last week and today, while JRM was hauling two containers to empty them, they were pulled over by the DOT for unsafe hauling, and because litter was coming out of the containers. They tried to fix the one that was removed last week, but were not able to get it back to the Recycling Center before the center opened on Saturday.*
- 2. The recycling market is terrible and their pricing with the Town has been the same for the past ten years. He said the pricing needs to be increased considerably since they cannot continue at the current rates. The approved funding for Recycling, excluding the wages, for FY 19 is \$8,510, and will likely be insufficient to cover costs if the pricing is increased.*

He would like to meet with the Town to review their new programs and some options for the Town to consider, such as separating out mixed paper or to no longer offer glass recycling which is expensive because it is heavy. He said as a stop gap he will try to locate two bins for the Town to use until these issues are worked out.

Eagan said after this information was prepared, Motzkin called and said that he got two JRM bins for the Recycling Center. She said Motzkin said there is a huge separation cost for paper and cardboard, and all recyclables except for cardboard have zero value now, due to China not taking the recycling. She said she and Amy will meet with Motzkin and then he will meet with the Board of Selectmen. She said the current budget of \$8,570 and wages of \$4,000 can't cover the increased costs. Petersen said we need to keep this going for another year, and we should fund more money at the Special Town Meeting and then decide where to go for the long term. He said we can either move the Recycling Center, or get out of recycling all together. Pierce said it is

not a good site, and it should be paved. Petersen said we can add \$10,000 to the budget from free cash so it would be increased up to \$19,000. Pierce said when we get the numbers, we may decide to discontinue the program. Eagan said since Amazon has started, the amount of cardboard being recycled cannot be kept up with. She said the site is not suitable, and the Town works hard to keep it clear, plowed and sanded, She said the Town has grown, but the budget has stayed the same. Bernie Cullen said we should talk to Market Basket to see how they can help the Town. Pierce said he doesn't think they would want to get involved. Petersen said the Town looked into a trash compactor, but the cost to get electricity to it alone is high, then there is the risk that a kid could get stuck in it.

FY 19 RE-APPOINTMENTS

1. Discuss FY 19 Selectmen Re-appointments for the following:
 - Eastern Essex Veterans District
 - Personnel Advisory Committee
 - Rowley Emergency Management Agency
 - Cannoneer
 - Massachusetts Bay Transportation Authority Advisory Council Representative
 - Merrimack Valley Planning Commission Representative
 - Merrimack Valley Planning Commission Alternate Representative
 - Northern Essex Regional Planning Commission
 - Zoning Review Committee

Eagan said there are Selectmen representatives to various committees that are renewed each year. The following are the current Selectmen representatives:

- Eastern Essex Veterans District – Bon Snow
- Personnel Advisory Committee – Dave Petersen
- Rowley Emergency Management Agency – Cliff Pierce, Joe Perry
- Cannoneer – Bob Merry
- Massachusetts Bay Transportation Authority Advisory Council Representative – Bob Snow
- Merrimack Valley Planning Commission Representative – Bob Snow
- Merrimack Valley Planning Commission Alternate Representative – Joe Perry
- Northern Essex Regional Planning Commission – Cliff Pierce, Joe Perry
- Zoning Review Committee – Eagan said this is an advisory committee created by the Board of Selectmen.

Dave Petersen made a motion to change the composition of the Zoning Review Committee to include two members of the Board of Selectmen, with Bob Merry and Cliff Pierce serving as the representatives, Joe Perry second, all in favor - aye (5-0).

Dave Petersen made a motion to re-appoint the Selectmen representatives to the various committees as detailed above, Joe Perry second, all in favor - aye (5-0).

<u>Position or Board/Commission Member</u>	<u>Appointee</u>	<u>Expiration</u>
CPA Administrator–1 year appointment	Karen O'Donnell	6/30/2019

Bob Snow made a motion to re-appoint Karen O'Donnell as the CPC Administrator for the term specified, Dave Petersen second, all in favor - aye (5-0).

Limited Lighting Bylaw Enforcement Agent (1 year term)	Kirk Baker	6/30/2019
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Bob Snow made a motion to re-appoint Kirk Baker as the Limited Lighting Bylaw Enforcement Agent for the term specified, Dave Petersen second, all in favor - aye (5-0).

Parks & Recreation Committee–3 year term	Laurence Kendal	6/30/2021
Parks & Recreation Committee–3 year term	Tim Southall	6/30/2021

Bob Snow made a motion to re-appoint Laurence Kendall and Tim Southall to the Parks & Recreation Committee for the terms specified, Dave Petersen second, all in favor - aye (5-0).

Agricultural Commission-3 year term	Elizabeth Tucker	6/30/2021
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Dave Petersen made a motion to re-appoint Elizabeth Tucker to the Agricultural Commission for the term specified, Joe Perry second, all in favor - aye (5-0).

Board of Health-3 year term	Susan Elwell	6/30/2021
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Bob Snow made a motion to re-appoint Susan Elwell to the Board of Health for the term specified, Dave Petersen second, all in favor - aye (5-0).

Plumbing & Gas Inspector-3 year term Harry Bennett 6/30/2021

Alternate Plumbing & Gas Inspector-1 year term William Wendt 6/30/2019

Bob Snow made a motion to re-appoint Harry Bennett as the Plumbing & Gas Inspector and William Wendt as the Alternate Plumbing & Gas Inspector for the terms specified, Dave Petersen second, all in favor - aye (5-0).

Building Inspector-3 year term Ken Ward 6/30/2021

Alternate Building Inspector-1 year term Sam Joslin 6/30/2019

Bob Snow made a motion to re-appoint Ken Ward as the Building Inspector and Sam Joslin as the Alternate Building Inspector for the terms specified, Joe Perry second, all in favor - aye (5-0).

Wiring Inspector-3 year term David Levesque 6/30/2021

Joe Perry made a motion to re-appoint David Levesque as the Wiring Inspector for the term specified, Dave Petersen second, all in favor - aye (5-0).

FY 18 MGL Ch. 44 § 33B(b) Budget Transfers

- 1) Request from Town Administrator to transfer funds from Unemployment to Town Hall Expenses
- 2) Request from Town Administrator to transfer funds from Unemployment to Town Hall Annex Expenses
- 3) Request from Town Administrator to transfer funds from Administrative Assistant line to Assistant Town Administrator

Dave Petersen made a motion to approve the request from Town Administrator to transfer funds from Unemployment to Town Hall Expenses, Bob Snow second, all in favor - aye (5-0).

Joe Perry made a motion to approve the request from Town Administrator to transfer funds from Unemployment to Town Hall Annex Expenses, Bob Snow second, all in favor - aye (5-0).

Bob Snow made a motion to approve the request from Town Administrator to transfer funds from Administrative Assistant line to Assistant Town Administrator line, Joe Perry second, all in favor - aye (5-0).

ANNOUNCEMENTS

- The Rowley Highway Department is conducting road work on Christopher Road and Intervale Circle starting May 21 and running through the end of June
- Memorial Day Parade and Ceremonies will be held on May 28, 2018. The parade starts at 1:30 p.m. from the Rowley Veterans Association
- Information on the Pine Grove School project is available on the Town's website at www.townofrowley.net.
- The Town has the following vacancies:
 - a. **Planning Board Associate**
 - b. **Agricultural Commission Associate**
 - c. **Fence Viewer** – three positions;
 - d. **Wood, Lumber & Bark Inspector**;
 - e. **Zoning Board of Appeals Associate** – three seats;
 - f. **Parks and Recreation Committee** – one seat; and
 - g. **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

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

Open meeting adjourned at 9:40 p.m.

Respectfully submitted,

Amy Lydon

Assistant Town Administrator

ATTACHMENTS

1. Proclamation for William "Bill" DiMento for his many years of service on the Board of Assessors
2. Meeting memo regarding Old Business #1: Update on Fire Station and Police Station Addition Project
3. Meeting memo regarding Old Business #2: Pine Grove School project update
4. Meeting memo regarding New Business #2: Discuss request from Triton Regional School Committee to designate a Selectman and a Finance Committee member to serve as Town representatives to the District Communication Committee for discussion on the assessment formula

5. District Communication Committee agenda for May 24, 2018
6. Board of Selectmen Public Comment Policy
7. Meeting memo regarding New Business #2: Approve Town Liquor License Application Guidelines for Notification to Abutters and Others Form
8. Draft Guidelines for Notification to Abutters and Others Form
9. Mass. General Law Chapter 138 Section 15A
10. Meeting memo regarding 7:15 Appointment: Kevin Daley to discuss Planning Board Associate position
11. Email from Kirk Baker regarding Associate Planning Board Member
12. Planning Board Associate Member Notice
13. Letter from Kevin Daley regarding Planning Board
14. Kevin Daley's resume
15. Letter from Libby Tucker regarding appointment of Michael Sabatini as Alternate member of the Agricultural Commission and as full member of the Agricultural Commission as of July 1, 2018
16. Email request from Hermayne Gordon of the Library to use Town Common for Annual Vehicle Night on Thursday, July 26
17. Meeting memo regarding New Business #3: Discuss Memorial Day Parade and Ceremonies
18. Notice from the Northeast Massachusetts Mosquito Control on aerial application to control mosquito larvae on coastal salt marshes
19. Meeting memo regarding New Business #4: Sign Massachusetts Department of Transportation Chapter 90 Project Request form for work on Tenney Road, Cooper Pond Road, Isabelle Circle and Newbury Road from Boxford Road to Mehaffey Lane
20. Massachusetts Department of Transportation Chapter 90 Project Request form for work on Tenney Road, Cooper Pond Road, Isabelle Circle and Newbury Road from Boxford Road to Mehaffey Lane
21. Email from Karen Tyler regarding Eastern Essex Veterans Services District Reserve A Seat Campaign
22. Meeting memo regarding 7:30 p.m. Public Hearing - Liquor License Alteration of Licensed Premises Application filed by Stephen Pierro of The Great American Barbecue, 5 Railroad Avenue, Rowley
23. Public Hearing Notice for Liquor License Alteration of Licensed Premises Application filed by Stephen Pierro of The Great American Barbecue, 5 Railroad Avenue, Rowley
24. Email from Amy Lydon to Steve Pierro regarding Comments from Department Heads on Alteration of Premises Application
25. Memo from Frank Marchegiani regarding Great American Barbecue Liquor License
26. Letter from DEP to Steve Pierro regarding Title 5 system
27. Memo from Amy Lydon regarding the Great American Barbecue Liquor License
28. Liquor License Alteration of Licensed Premises Application package filed by Stephen Pierro of The Great American Barbecue, 5 Railroad Avenue, Rowley
29. Certified Abutters List for 5 Railroad Avenue, including map

30. ABCC Advisory regarding Guidelines for Extension of Premises to Patio and Outdoor Areas
31. Letter from Savoie Nolan Architects regarding American Barbecue, including drawings of the site
32. Deed for 5 Railroad Avenue, Rowley
33. Meeting memo regarding New Business #1: Discuss FY 19 Revised Triton Assessment and holding a Town Meeting and/or Special Election
34. Spreadsheet of free cash 2009 – 2019 (tentative)
35. Meeting memo regarding New Business #4: Discuss Independence Day Celebration on the Town Common
36. Meeting memo regarding New Business #5: Discuss Recycling Center Issues
37. Three photos of recycling bins
38. Memo from Amy Lydon regarding FY 19 Selectmen Appointments
39. FY 19 Re-appointments
40. Letter from Susan Elwell regarding Board of Health Reappointment
41. Request from Town Administrator to transfer funds from Unemployment to Town Hall Expenses
42. Request from Town Administrator to transfer funds from Unemployment to Town Hall Annex Expenses
43. Request from Town Administrator to transfer funds from Administrative Assistant line to Assistant Town Administrator
44. Spreadsheet of Town Hall and Town Hall Annex balances, remaining bills and shortfall