

MINUTES OF THE BOARD OF SELECTMEN

November 21, 2022

Town Hall, 139 Main Street, Rowley, MA

5:45 p.m.

MEMBERS PRESENT: Chairman Robert Snow; Clerk Deana M.P. Ziev – ABSENT until 6:16 p.m.; Cliff Pierce; Christine Kneeland (Town Administrator Deborah Eagan; Assistant Town Administrator Amy Lydon) Vice Chairman Joseph Perry - ABSENT

CALL MEETING TO ORDER

Chairman Snow called the meeting to order at 5:48 p.m.

PLEDGE OF ALLEGIANCE

Cliff Pierce led the Pledge of Allegiance.

EXECUTIVE SESSION

To discuss strategy with respect to collective bargaining concerning American Federation of State, County, and Municipal Employees Local 2905 pursuant to State Open Meeting Law, G.L. c.30A section 21(a) (3) as having the discussion in open meeting may have a detrimental effect on the bargaining position of the Town

Cliff Pierce made a motion to go into Executive Session to discuss strategy with respect to collective bargaining concerning American Federation of State, County, and Municipal Employees Local 2905 pursuant to State Open Meeting Law, G.L. c.30A section 21(a) (3) as having the discussion in open meeting may have a detrimental effect on the bargaining position of the Town and to return to open session, Christine Kneeland second, all in favor – roll call vote: Bob Snow – aye; Cliff Pierce – aye; Christine Kneeland – aye. Joe Perry – ABSENT Deana Ziev – ABSENT

Executive Session opened at 5:49 p.m. and open session resumed at 6:17 p.m.

Deana Ziev sat at the Selectmen's table at 6:17 p.m.

Chairman Snow announced that the meeting is being audio and video recorded by Rowley Community Media.

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

There were no public comments.

GENERAL BUSINESS

1. Road Opening Permit Applications from Robert K. Daigle Construction LLC to open 19 Prospect Street and to open 47 Prospect Street for water service

There were no comments or questions from the Board on these applications.

2. Letters of resignation from Highway Department Secretary Krista Cuddy and Highway On-Call Truck Driver Dean Matthews

Chairman Snow read the following:

Call Firefighters Nick Scire and Jack Miller have resigned from their positions. The Board needs to vote to accept these resignations.

Cliff Pierce made a motion to accept these resignations with regrets, Deana Ziev second, all in favor - aye (4-0). Joe Perry - ABSENT

3. Letters of resignation from Call Firefighters Nick Scire and Jack Miller

Chairman Snow read the following:

Pumpout Boat Operators Dan Colpitts, Tom Colpitts, and Coleman Nicholson have resigned from their positions. The Board needs to vote to accept these resignations.

Christine Kneeland made a motion to accept these resignations, Cliff Pierce second, all in favor - aye (4-0). Joe Perry - ABSENT

4. Letters of resignation from Pumpout Boat Operators: Dan Colpitts, Tom Colpitts, and Coleman Nicholson

Chairman Snow read the following:

Pumpout Boat Operators Dan Colpitts, Tom Colpitts, and Coleman Nicholson have resigned from their positions. The Board needs to vote to accept these resignations.

Cliff Pierce made a motion to accept these resignations, Deana Ziev second, all in favor - aye (4-0). Joe Perry - ABSENT

5. Letter of resignation from Reserve Per Diem Dispatcher Sandra Hamel

Chairman Snow read the following:

Reserve Per Diem Dispatcher Sandra Hamel has resigned from her position. The Board needs to vote to accept this resignation.

Christine Kneeland made a motion to accept this resignation, Cliff Pierce second, all in favor - aye (4-0). Joe Perry - ABSENT

6. Approve Library Department donation

Chairman Snow read the following:

Library Director Pamela Jacobson has provided the Board with the attached email detailing a monetary donation to the Library. In accordance with State law, G.L. c.44 §53A, the Board needs to vote to approve this donation.

Cliff Pierce made a motion to accept this donation, Christine Kneeland second, all in favor - aye (4-0). Joe Perry - ABSENT

Snow said the donation is for \$50.50 from Bob Gillis Jr.

7. Massachusetts Interlocal Insurance Association Notice of Grant award for safety equipment for the Highway Department and Light Department

Chairman Snow read the following:

Through the Massachusetts Interlocal Insurance Association (MIIA) FY23 Risk Management Grant, we applied for \$4,867 for a thermographic camera for the Light Department and for Work Zone Safety equipment for the Highway Department. We were awarded \$3,701 of the requested funds which will cover the thermographic camera and half of the requested Work Zone Safety equipment.

8. Review Massachusetts Cultural Council FY 23 Grant Award and authorize Chairman Robert Snow to sign the grant forms

Chairman Snow read the following:

The Town is receiving a \$6,000 Massachusetts Cultural Council grant for this fiscal year (FY 23).

The Board of Selectmen needs to vote to accept the grant and to authorize Chairman Snow to sign the grant forms.

Rowley Cultural Council (RCC) Co-Chairs Bryn Samuel and Mary Taggart have been notified of the State grant award. Once the completed grant paperwork is returned to the State, the Town will receive the funds. The RCC will need to meet to review applications and to award grants.

Deana Ziev made a motion to accept the grant and authorize Chairman Snow to sign the grant forms, Cliff Pierce second, all in favor - aye (4-0). Joe Perry - ABSENT

NEW BUSINESS

1. Review Personnel Plan language updates

Chairman Snow read the following:

The Personnel Advisory Committee is requesting the Board to approve Personnel Plan language updates pertaining to Section B-12-0 Unpaid Leave of Absence Policy. The language updates are intended to provide clarity to the policy.

Eagan said the Personnel Advisory Committee is adding language to differentiate between medical and non-medical related leave. She said the new language is shown as underlined.

Deana Ziev made a motion to approve the Personnel Plan language changes, Cliff Pierce second, all in favor - aye (4-0). Joe Perry - ABSENT

OLD BUSINESS

1. Award contract for Workplace Health and Safety Plan Consultant

Chairman Snow read the following:

We released a new Request for Price Quotes for consultant services to complete a Workplace Health and Safety Plan. Three responses were received. The lowest quote was from SafetyNet Compliance Solutions, of South Windsor, CT, in the amount of \$27,930. Assistant Town Administrator Natalie Lovett called the references for SafetyNet Compliance Solutions, all of whom gave positive feedback on the company.

Please vote to authorize Chair Bob Snow to sign the contract with SafetyNet Compliance Solutions in the amount of \$27,930.

Christine Kneeland made a motion to authorize Chair Bob Snow to sign the contract with SafetyNet Compliance Solutions in the amount of \$27,930, Deana Ziev second, all in favor - aye (4-0). Joe Perry - ABSENT

2. Approve purchase orders for public safety equipment to be purchased through the State Contract for the Police and Fire departments radio communication infrastructure project

Chairman Snow read the following:

Police Chief Scott Dumas and Fire Chief Mark Emery have been working on the Police and Fire Departments Radio Communication Infrastructure Project, which was funded through a capital borrowing article in the amount of \$465,000 at the May 2, 2022 Annual Town Meeting.

This project will upgrade the radio infrastructure to address many "dead spots" in the Town and radio interference.

We are working with Neil Joyce of CMS, who has worked with the Town on the police station and fire station construction project. He is recommending that we purchase some of the public safety communications equipment from two vendors under the State Contract PS01 as follows:

Motorola Solutions – \$112,588.19

Cyber Communications – \$139,509.85

Debbie is asking the Board for approval to issue purchase orders to these two vendors.

Attached, for your reference, are copies of the vendor quotes under PSE01.

Cliff Pierce made a motion to approve the issuance of purchase orders to these two vendors, Christine Kneeland second, all in favor - aye (3-0). Joe Perry – ABSENT
Deana Ziev - ABSTAINED

**6:30 p.m. JOINT MEETING BOARD OF ASSESSORS – TAX CLASSIFICATION
PUBLIC HEARING**

Chairman Snow called the Joint Meeting with the Board of Assessors to order by calling for a motion to open the joint meeting by a roll call vote. Bob Snow – aye; Cliff Pierce – aye; Christine Kneeland – aye; Deana Ziev – aye. Joe Perry – ABSENT

Chairman Don W. Thurston called the Joint Meeting with the Board of Selectmen to order by calling for a motion to open the joint meeting by a roll call vote. Don Thurston – aye; Jami Snow – aye. David Zizza - ABSENT

Joint meeting opened at 6:30 p.m.

Chairman Snow read the Tax Classification Hearing Notice into the record.

Deborah Eagan stated that that notice of this public hearing was published in the November 9, 2022 edition of The Newburyport Daily News.

Cliff Pierce made a motion to open the tax classification hearing, Deana Ziev, second, all in favor – roll call: Bob Snow – aye; Cliff Pierce – aye; Christine Kneeland – aye; Deana Ziev – aye. Joe Perry – ABSENT

Donald Thurston made a motion to open the tax classification, Jami Snow second, all in favor – roll call vote: Don Thurston – aye; Jami Snow – aye. David Zizza – ABSENT

Public Hearing opened at 6:32 p.m.

Chairman Snow called upon the Board of Assessors to make a presentation on the classification of the tax rates and a recommendation for fiscal year 2023. Chairman Thurston turned it over to Principal Assessor Sean McFadden.

McFadden said he included more information in the packet this year than normal because the market is very aggressive. He said to determine the assessments the State requires him to look at one year if there are enough sales in that year. He said the single family and condo classifications had enough sales in 2021, so they are based only 2021. He said all other classifications are based on 2020 and 2021 sales. He said they did not look at 2022, which has been a funny year. He said if he used the first six months of 2022, the assessments would have gone up even more. He said the biggest factor has been the substantial change to land valuation, which increased from \$225,000 an acre last year to \$300,000 an acre now. He said he has to bring the land valuations up and the value of the homes can be used to offset the change to come within the range. He said he has to be within 95% to 105% of the values and he came in at 95% because he didn't want to be very aggressive.

He said even with this approach, the value of an average single family home increased by \$88,000 and the tax rate decreased by \$1.60. He said last year the average increase was \$237, and this year it is \$65. He said not everyone will be happy. He said colonials are the most common construction style. He said many retirees have sold their homes, and with a lot of turnover of long term residents, the value of colonials is increasing 16% to 20%. He said the old style homes do not have as substantial of an increase. McFadden said commercial has gone up 10%, apartment complexes have gone up 36% and industrial has gone up 18%. He said recent 2022 sales have not been used because he is trying to find out the details of the sales. He said if he dramatically changes these assessments without knowing the details and the owners file an appeal and win, the Town will need to give this money back. He said there are 1,700 single family properties, 38 industrial properties, 98 commercial properties and 57 mixed use properties in Town.

McFadden reviewed page two of the packet where he broke it down by style, property class and overall class. He reviewed the number of high priced single family sales over the last four years and discussed the trend of the increasing number of homes that sold for more than \$1,000,000. He said the next page shows tax changes for different examples and styles of homes.

Snow said things can change with a recession, he thinks COVID is still a factor and we shouldn't jump at anything. McFadden said Ipswich Bay Glass has two properties that sold for \$54,000,000. He said he is trying to find out the details of this sale, which he thinks may have included specialized manufacturing equipment, which is exempt.

McFadden said the last page is the primary purpose for tonight's hearing: to decide whether or not to shift the tax burden from residential to commercial. He said this page shows the impact of doing this at various levels. He said if we get to 25% commercial, he thinks it makes sense to do this, but we are now at 13% commercial. Snow said we

want to attract businesses to the Town. McFadden said in Amesbury they shifted the burden to commercial and the businesses moved to Newburyport. He said they are trying to shift back, and that is very painful to do, especially for the residents.

Bernie Cullen said he agrees to keep a flat rate to encourage businesses. He said 420 / 428 Newburyport Turnpike sold for \$54,000,000 and is assessed for \$18,000,000 and we need an explanation for the \$36,000,000 difference, as this is significant tax money. He said we need to do something more systematic to determine values of commercial properties, which is difficult when there is low turnover. He said the 2021 sales versus the assessed values of the homes is approximately 80% across the 58 homes sold, with some at 90%/95%, 15 were below 75%. He said this is an issue of equity and some property owners carrying more of the burden than others. He said people should look at their tax bills to see if they are being taxed at an appropriate value and to make sure the assessment is more consistent to the sales value.

McFadden said the assessments were just approved, and what Cullen is looking at are not the new assessments. He said the assessments are now at 95% overall (FY23 values based on 2021 sales.) He said the numbers in Vision are not current (they are FY22 values using 2020 sales), and they can't be updated until we get certified. He said if the assessments weren't accurate, the State wouldn't approve it.

Cliff Pierce made a motion to close the tax classification hearing, Deana Ziev, second, all in favor – roll call: Bob Snow – aye; Cliff Pierce – aye; Christine Kneeland – aye; Deana Ziev – aye. Joe Perry – ABSENT

Donald Thurston made a motion to close the tax classification hearing, Jami Snow second, all in favor – roll call vote: Don Thurston – aye; Jami Snow – aye. David Zizza – ABSENT

Public Hearing closed at 6:56 p.m.

Chairman Snow called for a discussion on the tax classification rates by the Selectmen and Assessors. There was no discussion.

Cliff Pierce made a motion to keep a flat tax rate, Christine Kneeland, second, all in favor – roll call: Bob Snow – aye; Cliff Pierce – aye; Christine Kneeland – aye; Deana Ziev – aye. Joe Perry – ABSENT

Donald Thurston made a motion for a factor of one, single tax rate, Jami Snow second, all in favor – roll call vote: Don Thurston – aye; Jami Snow – aye. David Zizza – ABSENT

Deana Ziev made a motion to close the joint meeting with the Board of Assessors, Christine Kneeland, second, all in favor – roll call: Bob Snow – aye; Cliff Pierce – aye; Christine Kneeland – aye; Deana Ziev – aye. Joe Perry – ABSENT

Donald Thurston made a motion to close the Joint Meeting with the Board of Selectmen and to adjourn, Jami Snow second, all in favor – roll call vote: Don Thurston – aye; Jami Snow – aye. David Zizza – ABSENT

Joint Meeting closed and Board of Assessors meeting adjourned at 7:01 p.m.

The Selectmen signed the form to be sent to the Department of Revenue.

OLD BUSINESS

3. Update on Town Hall first floor heating, ventilation, and air conditioning (HVAC) system conversion project

Chairman Snow read the following:

At the last meeting, the Board discussed the options for the HVAC exterior unit enclosure. The material to be used for the enclosure is the last item that needs to be resolved before we can go out to bid for this project.

Debbie discussed two viable and sufficient options in terms of air flow and velocity rates at the last meeting for the exterior enclosure:

- 1) *the original wooden lattice as proposed by Crossfield Engineering in the draft plans, and,*
- 2) *a vertical fence-like option proposed by Sara Bourque of the Historic District Commission.*

The option proposed by Sara was reviewed for adequate air flow to the HVAC unit by Crossfield Engineering. With some modifications recommended by Crossfield Engineering, the option provided by Sara, will provide sufficient air flow to the unit.

At the last meeting, the Board asked Debbie to look into a third option of a shadowbox fence enclosure. If this shadowbox fence option is the Board's choice, Crossfield Engineering strongly recommends it be modified similar to Sara's option, as follows:

- *Vertical boards based on 1" x 6" planks staggered 8" apart.*
- *Framing to be 2" x 8" creating a 7-1/4" air space between the front and backboards.*
- *In addition to the gate on the short side, the long side must be openable, operable, or removable to satisfy the 36" service clearances in the front of the equipment.*

The estimated velocity with the modifications is 367 f/p/m, which Crossfield Engineering says is acceptable.

Also at the last meeting, the Board members discussed their concerns over the cost differences between the lattice enclosure and the non-lattice fence type enclosures. Mark Tocci of Crossfield Engineering believes regardless of the materials used for the enclosure, the labor costs should be about the same. The wooden fence costs in general are higher than wooden lattice. Debbie looked up costs for the materials of the

three types of enclosures through an internet search for: wood lattice, wood shadowbox fence, and wood privacy vertical fence. What she found is:

- Lattice panel 4' X 8' \$32.98*
- shadowbox fence panel 6' X 8' \$77.00*
- wood privacy fence panel 6' X 8' \$80.00*

This doesn't include the cost for the posts or gate hardware. The costs are higher for the fence panels, than the lattice panel.

The Board will need to make a decision on the type of enclosure to propose to the Historic District Commission, such as:

- 1) the original lattice enclosure or,*
- 2) the vertical fence-like option proposed by Sara Bourque of the Historic District Commission or,*
- 3) the shadowbox fence option the Board discussed at the last meeting.*

Once that decision is made, the Board needs to file an application with the Historic District Commission for a Certificate of Appropriateness. Debbie will plan to attend the HDC meeting on December 1, but is asking if one of the Board members wants to attend as well.

Attached are the following for the Board's reference:

- Wood lattice panel info (from the internet)*
- Shadowbox fence panel info (from the internet)*
- Privacy vertical fence panel info (from the internet)*
- Nov. 7, 2022 meeting packet information*

Eagan said to sum it up, last meeting the Board had concerns about the air velocity and cost of the enclosures. She said the Board wanted more information on the shadowbox style enclosure since there are openings for air between the pickets. She said the shadowbox does give better air velocity than the solid fence style suggested by Sara Bourque. She said Mark Tocci is a mechanical engineer and not a cost estimator. She said the cost increase for either the shadowbox or fence-like materials could be \$1,000 to \$2,000 more than the originally proposed lattice material. She said Bourque's design does have acceptable velocity. She said the Board needs to decide on the style of the enclosure to present to the Historic District Commission.

Pierce said he thinks the lattice should be rejected for esthetic reasons, and because it breaks easily and is a pain to fix. He said a fence isn't needed for privacy, and the shadowbox looks appropriate and is also slightly cheaper. Kneeland asked how many panels will be needed. Eagan said she isn't sure and that the enclosure will need to be customized to add the access gates that are needed. Snow said the Board has three choices. Pierce, Kneeland and Ziev said they like the shadowbox style.

Christine Kneeland made a motion to propose the shadowbox style enclosure to the Historic District Commission, Cliff Pierce second, all in favor - aye (4-0). Joe Perry – ABSENT

Pierce agreed to attend the Historic District Commission meeting with Eagan.

LICENSE RENEWALS

Class III

- Donald Savory and Mark Savory d/b/a Rowley Auto Salvage Inc. 588 Main Street

Chairman Snow read the following:

We have received the renewal paperwork from the one Class III Dealer's license holder. There are no overdue taxes, water or electric balances from this applicant.

Deana Ziev made a motion to renew the Class III Dealer's License for Donald Savory and Mark Savory d/b/a Rowley Auto Salvage Inc. at 588 Main Street, Christine Kneeland second, all in favor - aye (4-0). Joe Perry - ABSENT

Class II

1. Gino Tzortzis d/b/a Gino's Collision Center, Inc. 274 Newburyport Turnpike

Cliff Pierce made a motion to renew this license, Christine Kneeland second. The vote was not completed.

Chairman Snow read the following:

Last year we were notified that Gino sold this business to a new owner Timothy Harder, but that Gino would be involved in the day-to-day business for the next year. Mr. Harder told Amy that Gino is still involved, but is transitioning out. Amy informed Mr. Harder that he will need to file for a license amendment to reflect the new ownership once Gino transitions out of the day-to-day operations.

Christine Kneeland made a motion to renew the Class II Dealer's License for Gino Tzortzis d/b/a Gino's Collision Center, Inc. at 274 Newburyport Turnpike, Cliff Pierce second, all in favor - aye (4-0). Joe Perry - ABSENT

2. Josephine Bornstein d/b/a D&D Auto Sales LLC 274 Newburyport Turnpike

Christine Kneeland made a motion to renew the Class II Dealer's License for Josephine Bornstein d/b/a D&D Auto Sales LLC at 274 Newburyport Turnpike, Deana Ziev second, all in favor - aye (4-0). Joe Perry - ABSENT

3. Mark Ouellette d/b/a M & J Foreign Cars, Inc. 415 Newburyport Turnpike

Deana Ziev made a motion to renew the Class II Dealer's License for Mark Ouellette d/b/a M & J Foreign Cars, Inc. at 415 Newburyport Turnpike, Christine Kneeland second, all in favor - aye (4-0). Joe Perry - ABSENT

4. Kostantinos Baltopoulos d/b/a Car and Truck Exchange, Inc. 185 Newburyport Turnpike

Deana Ziev made a motion to renew the Class II Dealer's License for Kostantinos Baltopoulos d/b/a Car and Truck Exchange, Inc. at 185 Newburyport Turnpike, Christine Kneeland second, all in favor - aye (4-0). Joe Perry - ABSENT

5. Donald Savory and Mark Savory d/b/a Bay Road Auto Sales 56 Newburyport Turnpike

Deana Ziev made a motion to renew the Class II Dealer's License for Donald Savory and Mark Savory d/b/a Bay Road Auto Sales 56 Newburyport Turnpike, Christine Kneeland second, all in favor - aye (4-0). Joe Perry - ABSENT

6. Salvatore A. LaFauci d/b/a AutoPro Collision Corp. 266 Haverhill Street

Deana Ziev made a motion to renew the Class II Dealer's License for Salvatore A. LaFauci d/b/a AutoPro Collision Corp. 266 Haverhill Street, Christine Kneeland second, all in favor - aye (4-0). Joe Perry - ABSENT

7. Thomas Boucher d/b/a Boucher's Automotive Machine Shop, Inc. 239 Haverhill Street

Deana Ziev made a motion to renew the Class II Dealer's License for Thomas Boucher d/b/a Boucher's Automotive Machine Shop, Inc. 239 Haverhill Street, Cliff Pierce second, all in favor - aye (4-0). Joe Perry - ABSENT

8. Darya Litvinava d/b/a Auto Imports Unlimited, Inc. 357 Main Street

Deana Ziev made a motion to renew the Class II Dealer's License for Darya Litvinava d/b/a Auto Imports Unlimited, Inc. 357 Main Street, Cliff Pierce second, all in favor - aye (4-0). Joe Perry - ABSENT

9. Donald Savory and Mark Savory d/b/a Bay Road Auto Sales 588 Main Street

Cliff Pierce made a motion to renew the Class II Dealer's License for Donald Savory and Mark Savory d/b/a Bay Road Auto Sales 588 Main Street, Deana Ziev second, all in favor - aye (4-0). Joe Perry - ABSENT

10. Thomas C. Mannelta Jr. d/b/a Legendary Motors LLC 28 Forest Ridge Drive Building #3

Christine Kneeland made a motion to renew the Class II Dealer's License for Thomas C. Mannelta Jr. d/b/a Legendary Motors LLC 28 Forest Ridge Drive Building #3, Deana Ziev second, all in favor - aye (4-0). Joe Perry - ABSENT

11. Robert Souza d/b/a Automotive Transport Service, Inc. 60 Main Street

Cliff Pierce made a motion to renew the Class II Dealer's License for Robert Souza d/b/a Automotive Transport Service, Inc. 60 Main Street, Deana Ziev second, all in favor - aye (4-0). Joe Perry - ABSENT

MINUTES

- November 7, 2022

Deana Ziev made a motion to approve the minutes of November 7, 2022, Christine Kneeland second, all in favor - aye (4-0). Joe Perry - ABSENT

ANNOUNCEMENTS

1. The Town of Rowley Veterans Committee is sponsoring a Wreaths Across America event on December 17, 2022 at 10:00 a.m. in the Rowley Cemetery in which remembrance wreaths will be laid on the graves of approximately 700 veterans. Volunteers are needed. For more information on the event please go to the News and Notices section on the homepage on the Town's website, www.townofrowley.net
2. The Town continues to be in a drought status. Please check the Town's website for the latest information or call the Rowley Water Department at 978-948-2640 for more information.
3. The Board of Selectmen announces that a textile recycling bin has been placed in the rear parking lot of the Town Hall Annex at 39 Central Street. Residents can drop off clothing, shoes, linens, sheets, pillows, blankets, hats, duffle bags, belts, gloves, towels, draperies, handbags, tablecloths, bathrobes, and stuffed animals. All items must be dry, bagged, and placed into the bin. Please do not leave items on the ground.
4. The Town has the following board vacancies:
 - **Council on Aging**
 - **Conservation Commission**

- **Open Space Committee**
- **Rowley Cultural Council**
- **Zoning Board of Appeals – Alternate member**

Interested residents should send a letter of interest to the Board of Selectmen.

Positions are open until filled.

ADJOURN

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

Meeting adjourned at 7:20 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Written Executive Session Motion
2. Meeting memo regarding General Business #1: Road Opening Permit Applications from Robert K. Daigle Construction LLC to open 19 Prospect Street and to open 47 Prospect Street for water service
3. Road Opening Permit Applications from Robert K. Daigle Construction LLC to open 19 Prospect Street and to open 47 Prospect Street for water service
4. Meeting memo regarding General Business #2: Letters of resignation from Highway Department Secretary Krista Cuddy and Highway On-Call Truck Driver Dean Matthews
5. Letter of resignation from Highway Department Secretary Krista Cuddy
6. Letter of resignation from Highway On-Call Truck Driver Dean Matthews
7. Meeting memo regarding General Business #3: Letters of resignation from Call Firefighters Nick Scire and Jack Miller
8. Letter of resignation from Call Firefighter Nick Scire
9. Letter of resignation from Call Firefighter Jack Miller
10. Meeting memo regarding General Business #4: Letters of resignation from Pumpout Boat Operators: Dan Colpitts, Tom Colpitts, and Coleman Nicholson
11. Letter of resignation from Pumpout Boat Operators Dan Colpitts
12. Letter of resignation from Pumpout Boat Operator Tom Colpitts
13. Letter of resignation from Pumpout Boat Operator Coleman Nicholson
14. Meeting memo regarding General Business #5: Letter of resignation from Reserve Per Diem Dispatcher Sandra Hamel
15. Letter of resignation from Reserve Per Diem Dispatcher Sandra Hamel
16. Meeting memo regarding General Business #6: Approve Library Department donation
17. Email from Pam Jacobson regarding Library Department donation
18. Meeting memo regarding General Business #7: Massachusetts Interlocal Insurance Association Notice of Grant award for safety equipment for the Highway Department and Light Department

19. MIIA Grant Statement
20. Meeting memo regarding General Business #8: Review Massachusetts Cultural Council FY 23 Grant Award and authorize Chairman Robert Snow to sign the grant forms
21. Email from Massachusetts Cultural Council regarding Rowley's FY 23 Grant Award, including attachments
22. Meeting memo regarding New Business #1: Review Personnel Plan language updates
23. Memo from Deb Eagan regarding Personnel Plan Revisions, including pages showing the changes
24. Meeting memo regarding Old Business #1: Award contract for Workplace Health and Safety Plan Consultant
25. Contract with HazCompliance d/b/a SafetyNet Compliance Solutions for Workplace Health and Safety Plan Consultant services
26. Request for Price Quotation documents for Workplace Health and Safety Plan Consultant
27. Bid Price submitted by HazCompliance for Workplace Health and Safety Plan Consultant
28. Meeting memo regarding Old Business #2: Approve purchase orders for public safety equipment to be purchased through the State Contract for the Police and Fire departments radio communication infrastructure project
29. Memo from CMS regarding Award of Public Safety / Communications
30. Vendor quote from Motorola Solutions
31. Vendor quote from Cyber Communications
32. Article 26 from May 2, 2022 Annual Town Meeting warrant
33. Purchase Order with Construction Monitoring Services, Inc. for Communications Systems Upgrade project management services
34. Meeting memo regarding Tax Classification Public Hearing
35. Tax Classification Public Hearing Notice
36. Tax Classification Public Hearing Notice publication in Newburyport Daily News
37. Presentation from Board of Assessors for Tax Classification Hearing
38. Meeting memo regarding Old Business #3: Update on Town Hall first floor heating, ventilation, and air conditioning (HVAC) system conversion project, including attachments
39. Meeting memo regarding Class III Dealer License Renewals
40. Meeting memo regarding Class II Dealer License Renewals
41. Report from Regulatory Compliance Agent Frank Marchegiani regarding site visits, including checklist for each site visit
42. Draft minutes of November 7, 2022