

MINUTES OF THE BOARD OF SELECTMEN

November 7, 2022

Town Hall, 139 Main Street, Rowley, MA

6:00 p.m.

MEMBERS PRESENT: Chairman Robert Snow; Vice Chairman Joseph Perry; Clerk Deana M.P. Ziev; Cliff Pierce; Christine Kneeland (Town Administrator Deborah Eagan; Assistant Town Administrator Amy Lydon)

CALL MEETING TO ORDER

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

PLEDGE OF ALLEGIANCE

Deana Ziev led the Pledge of Allegiance.

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

There were no public comments.

GENERAL BUSINESS

1. Letter of resignation from Water Department Accountant Ashley Brown

Chairman Snow read the following:

The Board needs to vote to accept the resignation of Ashley Brown.

Snow read the resignation letter.

Cliff Pierce made a motion to accept the resignation, Christine Kneeland second, all in favor - aye (5-0).

2. Animal Inspector designation and nomination form

Chairman Snow read the following:

We can have multiple animal inspectors. Megan Sousa has offered to serve as an additional animal inspector.

We need the Board to vote to nominate Megan Sousa as the animal inspector. The appointment will be made by the Department of Agricultural Resources.

Joe Perry made a motion to nominate Megan Sousa as the animal inspector, Cliff Pierce second, all in favor - aye (5-0).

3. Request from Friends of the Rowley Public Library regarding donation of a "Junior Selectman for the Day" for Annual Basket Raffle

Chairman Snow read the following:

Jenny Patterson of the Friends of the Rowley Public Library is asking if the Board will offer to donate a "Junior Selectman for the Day" event as part of their Annual Basket Raffle. Several years ago, the Board did offer a "Junior Selectman." Jenny has provided the attached photos.

Does the Board wish to do this again?

Snow said he remembers Doug Alyward as the Junior Selectman in the past, and Bob Merry did a great job showing Doug around.

Christine Kneeland made a motion to offer to donate a "Junior Selectman for the Day" again as a part of the Library's Annual Basket Raffle, Cliff Pierce second, all in favor - aye (5-0).

4. Invitation from Scoutmaster George Pacenka of Troop #15 to attend the Court of Honor ceremony on November 26, 2022 for: Mason Mysliwy, Skylar Archer Patterson, and Nathan Spofford Ewell

Chairman Snow read the following:

The Board has been invited to attend the Eagle Scout Court of Honor for Mason Mysliwy, Skylar Archer Patterson, and Nathaniel Spofford Ewell on Saturday November 26 at 2:00 p.m. The Board previously issued proclamations to each of these individuals for having achieved the rank of Eagle Scout.

Are any members of the Board able to attend the ceremony? If so, would you like to make a presentation at the ceremony to recognize the Eagle Scouts' achievements?

Perry said he will attend, he enjoys going, and both of his grandsons are Eagle Scouts.

5. Letter of resignation from Call Firefighter Timothy Shirley

Chairman Snow read the following:

Tim Shirley has resigned from the position of Call Firefighter. The Board needs to vote to accept his resignation.

Christine Kneeland made a motion to accept the resignation, Cliff Pierce second, all in favor - aye (5-0).

6. Road Opening Permit Application from Robert K. Daigle Construction LLC to open 25 Prospect Street for water service

Chairman Snow read the following:

This permit application has been reviewed and approved by the relevant Town department heads. Does the Board have any questions or concerns?

There were no questions or concerns.

7. Request from the Pine Grove School PTA to hang Annual Craft Fair banner on the Town Common backstop

Chairman Snow read the following:

The Pine Grove School is holding their Annual Craft Fair on December 3 and they are requesting permission from the Board to hang a banner publicizing the event on the Town Common backstop. The Board has approved these requests in the past. We currently have the Wreaths Across America banner on the backstop and there is adequate space to hang a second banner.

The Board will need to vote to approve this request.

Cliff Pierce made a motion to approve this request, Christine Kneeland second, all in favor - aye (4-0). Deana Ziev – ABSTAINED because she is a member of the PTA.

NEW BUSINESS

1. Authorize a license agreement between the Town of Rowley and the Archdiocese of Boston for the Rowley Board of Health to use St. Mary's Church Hall, 202 Main Street for COVID Booster Vaccine and Flu Shot Clinic on November 16, 2022

Chairman Snow read the following:

The Board of Health is holding a second vaccination clinic for the public this fall at St. Mary's Church Hall. The Archdiocese of Boston, the owner of St. Mary's Church, is requesting the Town to sign a License Agreement for the use of the hall and to provide an insurance certificate. The Archdiocese has required these documents in the past when the Town has requested to use the church hall.

Town Counsel Tom Mullen has reviewed the License Agreement and is satisfied with the language. Debbie is asking the Board to vote to approve the License Agreement and to authorize Board of Health Chairman Charles Costello to sign the agreement on behalf of the Town.

Joe Perry made a motion to approve the License Agreement and to authorize Board of Health Chairman Charles Costello to sign the agreement on behalf of the Town, Deana Ziev second, all in favor - aye (5-0).

2. Discuss Triton High School and Middle School building feasibility study

Chairman Snow read the following:

Vice Chairman Joe Perry has requested this topic be placed on the agenda.

He will lead the discussion.

Attached for reference are:

- 1) Board of Selectmen October 23, 2021 Meeting Minutes in which the Board of Selectmen voted to support Triton's application to the MSBA for the Core Program.*
- 2) The Town Common newspaper article October 19, 2022 on the MSBA tour of the building*
- 3) Newburyport Daily News newspaper article dated October 31, 2022 that states that there are 24 schools in the MSBA application process, down from 54 school*

Perry said he was at the Middle School and he found out that the State sent a team to do a preliminary evaluation, the project does qualify for State aid, and the school is in desperate need. He said if this project is welcomed into the program, it will begin in April and it will take nine months to get the details down. He said the first step is to hire an architect to do an evaluation. He said this evaluation cost \$800,000 for the Pine Grove project, and is estimated to cost \$1,500,000 for this project, with the cost split between the three towns. He said this evaluation will determine the needs of the building and there is a guestimate of \$63,000,000, but he thinks this number is very low. He said he walked the school during a storm and there was a lot of water in the basement, water was coming in through the roof and there were classrooms with over a foot of water in them. He said we will be asked to approve the cost of \$1,500,000 for the architect survey.

Snow asked how long the MSBA process will take. Perry said if the three towns agree to go into the program we will have about six months to find the architect, and they are saying that the State may reimburse 50% to 55% for the project. Snow said he thinks the cost will be higher than \$63,000,000. Pierce asked when we will be asked to approve the contribution for the architect. Perry said this will be presented at Town Meeting in May. Perry said there were 54 schools in the mix, it has been whittled down to 24, and we should hear from the State in the spring if we are selected, and then we will make a presentation at Town Meeting for an appropriation to fund the feasibility study.

Kneeland said the Pine Grove project timeline was four to five years from start to finish. Perry said it was five years and there is more work to be done at Triton, so it may take longer. He said he will be looking for a Rowley Selectman representative to the Triton School Committee.

Bernie Cullen from 283 Wethersfield Street said the initial study done for Triton was just for repairs that cost \$66,000,000 and it is hard to imagine that the cost will be less than

this. He said likely it will be double that amount, after seeing the recent Pentucket project, and with inflation higher than expected. He asked if the State funds a portion of the feasibility study. Perry said he is guessing the State will fund 50% to 55%. Cullen said Triton can use reserve funds to fund this as well.

3. Review and approve updated Special Municipal Employee list

Chairman Snow read the following:

Debbie has been advised by Town Counsel Tom Mullen and the State Ethics Commission to update the Special Municipal Employee list. In 1963 the Board of Selectmen designated several positions as "Special." Many of these job titles are obsolete or do not qualify for this designation. Additionally, some other positions were added in later years that do not qualify, and in some cases the titles need to be updated and "re-named."

Debbie is asking the Board to approve the updated Special Municipal List that needs to be filed with the State Ethics Commission, by voting to:

- 1) Remove the titles in "strikethrough";*
- 2) Re-naming the titles as written on the list*

Snow reviewed some of the changes to be made. Eagan said the law distinguishes that positions designated as "Special" cannot work more than 800 hours per year, so a lot of these positions don't qualify for this status.

Christine Kneeland made a motion to approve the updated list with the removal of titles and renaming of titles as presented, Joe Perry second, all in favor - aye (5-0).

4. One Day Liquor License Application filed by Adelaide Majeski for December 9, 2022 at the Clark School, 26 Newburyport Turnpike for a private event

Chairman Snow read the following:

Adelaide Majeski is applying for a One Day Wine & Malt Liquor License for a wedding rehearsal dinner event on December 9, 2022 from 4 p.m. to 11 p.m. at the Clark School Theatre. This application has been reviewed by Police Chief Scott Dumas. Chief Dumas did not have any comments or concerns and has signed off on the application.

Adelaide has provided a copy of the bartender's TIPS certification. (See attached.)

How does the Board wish to proceed with this application? Does the Board wish to vote to approve the application?

Cliff Pierce made a motion to approve this application, Christine Kneeland second, all in favor - aye (5-0).

5. Review Zoning Board of Appeals Special Permit Application filed by McDonald's USA, LLC c/o Bill Lucas of Bohler Engineering for a second drive-thru order point, additional browse board, menu board, canopy and double arm clearance bar at 155 Newburyport Turnpike

Chairman Snow read the following:

The ZBA is circulating this application to the Town Boards and Departments for comments. Do the Board members have any comments on this application that they would like to submit to the ZBA?

The Board did not have any comments on this application.

OLD BUSINESS

1. Update on Route 1 and Central and Glen Streets traffic light intersection project

Chairman Snow read the following:

We have good news to report on this project. The Massachusetts Department of Transportation is moving this project along at a great pace. MDOT has awarded the construction contract for this project to Newport Construction Corporation. Debbie received the attached letter from Paul Stedman.

Chairman Snow has been the Board's "point person" on the project and will give the Board an update.

Snow read the letter from MDOT into the record.

Pierce said this has been a long time coming. Kneeland said this is great news. Snow said this will begin at the end of March/early April. Kneeland asked if there will be a press release about this project to notify the general public and the people who commute via Route 1. Snow said we will get the word out through Rowley Community Media and the newspaper can write an article.

Bernie Cullen of 283 Wethersfield Street asked how long the project is anticipated to take from start to finish. Snow said he doesn't know. Pierce said the letter says 359 days. Snow said the road will be widened and they need to put the electricity in, so his guestimate is 2 months. Cullen asked if Wethersfield Street will be used for the additional traffic flow. Kneeland said the buses also use these roads. Snow said Chief Dumas will address the safety concerns. Snow said this is the first stage of the project and he sits on the MPO, and this project was helped along through the MPO, Senator Tarr and Representative Belsito. He said there is a lot more work to be done and he will

keep the Board updated. Cullen said Wethersfield Street is a country way, and this project will push traffic onto Wethersfield Street. Snow said this project needs to get done and he will provide updates on it. Eagan said construction meetings will be starting and these issues will be flushed out. She said the contractor is responsible for the means and methods of construction, and the local officials and the schools will be involved in these construction meetings. Perry said he echoes Cullen's concerns about the traffic being re-routed. Snow said the project will upset traffic for a while, but we will get through this and we will be better off once this project is complete.

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

Chairman Snow read the following:

At the last meeting with Mark Tocci of Crossfield Engineering, the Board discussed that the exterior HVAC unit would have a lattice enclosure. Debbie told the Board that we would reach out to Sara Bourque of the Historic District Commission to discuss this. As Mark explained to the Board, this enclosure needs to provide adequate air flow to the unit so that it can work properly.

Debbie provided Sara with the design. Sara felt that from a Historic District perspective that the lattice would not be suitable and appeared to be "too busy" for the building. She is suggesting a vertical/fence-like screen. Mark Tocci said that we could have other types of examples and provided examples, though he was clear that these would have to be modified so that bottom section of the fence would be open for air flow. We sent those to Sara to review and she provided us with a sketch of what she feels would be appropriate. We have asked Mark to review the design from Sara and confirm that the air circulation is sufficient to operate the system.

An important note, Mark pointed out that the materials costs to change from wooden lattice to a more fence-like enclosure could be a few thousand dollars more.

UPDATE – Crossfield Engineering reviewed Sara's plan. We can keep Sara's recommended "fence style" but Mark is saying that he needs two (2) additional inches on the bottom opening in order to get the air flow velocity to be under 700. Under Sara's design the velocity won't be sufficient and it calculates out to 791 feet per minute (f/p/m) especially during the winter when there is a lot of snow around the unit. The two inches will improve the velocity to 659 f/p/m. Mark also says that the opening needs to be 36 inches to conform for safety reasons and to be in conformance with the Electrical Code. For this reason, he is proposing a door along the front of the unit. (See attached plan.)

The Board will need to make a decision on the type of enclosure, such as the original lattice enclosure or the fence-like enclosure. 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 December meeting on December 1, but is asking if one of the Board members wants to attend as well.

Attachments:

- 1) Lattice Enclosure designed by Crossfield Engineering*
- 2) a, b, and c – Examples from Crossfield Engineering other enclosure options*
- 3) Sara's sketch of an option for the enclosure*
- 4) Proposed Mechanical Equipment Enclosure Plan 11/7/2022*

Once we have the approval of the enclosure we can finalize the specifications and go out to bid.

Eagan said there was a late afternoon update to the meeting package, and the Board hasn't seen attachment #4, where Tocci took Sara Bourque's (of the Historic District Commission) recommendation for a fence-like enclosure and took 2 inches off of the bottom of the fence to get the needed airflow, accounting for the winter weather, and added two gates: a double wide gate in front to allow wider clearance for maintenance workers and code requirements; and a side gate on the left side. Snow said that because Town Hall is in the Historic District Commission, the material needs to be wood. Eagan said the entrance road into Town Hall is a public way, this unit would be viewed from a public way even though the unit is in the back of the building, so that is why this is under the Historic Commission's review. Kneeland asked if the decision is between 2b and 2c. Eagan said the Board can move forward with the originally designed lattice enclosure, but the Historic District prefers an enclosure that is more fence-like. She said the fence-like enclosure can be done, but the materials will be more expensive. She said Tocci doesn't think there will be a difference in the labor costs. Kneeland said she likes 2b. Ziev said she isn't as concerned about how this looks from the parking lot and she thinks we should use the lattice, which is the least expensive and safest, but she understands that this may not be approved by the Historic District Commission (HDC). Perry said the design is not as important as the air flow. Ziev asked if the lattice used on the handicap ramp at Town Hall was approved by the HDC. Eagan said yes. Ziev said the HDC thought it was appropriate for the ramp, but doesn't think it is appropriate for this project. Eagan said the original lattice design was sent for feedback, but that it hasn't officially gone before the HDC. Ziev said Sara's design looks nice, but she likes the air flow with the lattice and that the lattice is less money.

Snow asked for the Board's preferences between the options. Eagan said Sara's design focuses on the 2b photo provided by Tocci, but the engineer required that Sara's design be modified so that there is an additional two inches of opening at the bottom, and this meets the air flow standards, but there could be additional materials cost. Snow asked the Board if they are good with Sara's design with the additional two inches. Kneeland said she is good with it. Snow called for a motion. A vote was not taken.

Bernie Cullen of 283 Wethersfield Street said there is snow on the ground for three to four months out of the year and snow comes from ground up. He said if air flow is a critical parameter, then it seems that the lattice is the only solution. Pierce said 2c seems to have enough airflow regardless of snow because of the staggered slats.

Perry said there will be no airflow if the snow is blocking the opening on the bottom. Snow agreed and said airflow is critical for this project. Eagan said the airflow is fine under Sara's design as modified by Tocci. Eagan asked the Board if they don't want to do Sara's design. Snow asked if this will delay the project. Eagan said yes because we will have to go back to Tocci and Sara. Snow said the Board is concerned about airflow. Eagan read the notes on the Proposed Mechanical Equipment Enclosure Plan 11/7/2022. She said if the Board prefers the design in 2c, she can go back to Sara and Tocci, but #4 works for airflow. Eagan asked what airflow the Board is looking for so that she can communicate this to Tocci. Perry said he doesn't like the airflow on 2b even if it raised 12 inches off of the ground because the snow on the ground will block the airflow. He said there is more airflow with 2c and we won't need to worry about the snow. Eagan said she will go back to the engineer with this. Perry said he doesn't understand why we can't use the lattice that was approved for the ramp. Ziev said she wants the most economical design, and she doesn't approve the cost increase based on the opinion that the lattice will look too busy. Eagan said these were suggestions and we can file the application with the HDC for the lattice, but we need direction from the Board of Selectmen on this and it can be put back on the agenda for the 21st.

3. Update on Kids Kingdom Playground Project

Chairman Snow read the following:

The Playground Team has been working with the landscape architect Bill Murray on finalizing the scope of work for this project. We are planning to go out to bid later this month, so that we will have a contractor ready for an early spring construction.

The plan is to have a fully-accessible poured in place surface, similar to what is at Pine Grove School, under the existing play systems. We will repair and replace some of the existing structures pursuant to the playground inspection report. Attached is the draft IFB.

The Playground Team is asking for the Board's approval to proceed with issuing the IFB, subject to updates, within the next few weeks.

Cliff Pierce made a motion to proceed with issuing the IFB, subject to updates, within the next few weeks, Joe Perry second, all in favor - aye (5-0).

MINUTES

- October 24, 2022 – Executive Session

Joe Perry made a motion to approve the minutes of October 24, 2022 – Executive Session, Cliff Pierce second, all in favor - aye (4-0). Deana Ziev - ABSTAINED

- October 24, 2022

Deana Ziev made a motion to approve the minutes of October 24, 2022, Christine Kneeland second, all in favor - aye (5-0).

ANNOUNCEMENTS

1. The Rowley Veterans Committee will be holding a Veterans Day Service in front of Town Hall at 10:45 a.m. on Friday, November 11, 2022. The service will include a flag raising ceremony and rededication of the war memorials located in front of Town Hall. All are welcome to attend.
2. The November 8, 2022 State Election voting hours are 7:00 a.m. to 8:00 p.m. at St. Mary's Church Hall, 202 Main Street, in the rear of the building.
3. The Board of Health, in conjunction with Conley's Drugstore, will hold a Flu Shot and COVID Vaccine Booster Shot Clinic at St. Mary's Church Hall, 202 Main Street from 1:00 p.m. to 3:00 p.m. on November 16, 2022. Please register online at the Conley's Drugstore website or call the Rowley Health Department at 948-2231.
4. The Board of Health is holding a Household Hazardous Waste Collection Day on Saturday, November 19, 2022 from 8:30 a.m. to 12:30 p.m. at the Highway Department facility on Independent Street for Town residents. The list of items that will be accepted can be found on the News and Notices section on the homepage on the Town website, www.townofrowley.net.
5. 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
6. 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.
7. 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.
8. 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

Christine Kneeland made a motion to adjourn, Cliff Pierce second, all in favor - aye (5-0).

Meeting adjourned at 7:04 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting memo regarding General Business #1: Letter of resignation from Water Department Accountant Ashley Brown
2. Letter of resignation from Water Department Accountant Ashley Brown
3. Meeting memo regarding General Business #2: Animal Inspector designation and nomination form
4. Animal Inspector designation and nomination form
5. Meeting memo regarding General Business #3: Request from Friends of the Rowley Public Library regarding donation of a "Junior Selectman for the Day" for Annual Basket Raffle
6. Request from Friends of the Rowley Public Library regarding donation of a "Junior Selectman for the Day" for Annual Basket Raffle, including attached photos
7. Meeting memo regarding General Business #4: Invitation from Scoutmaster George Pacenka of Troop #15 to attend the Court of Honor ceremony on November 26, 2022 for: Mason Mysliwy, Skylar Archer Patterson, and Nathan Spofford Ewell
8. Invitation from Scoutmaster George Pacenka of Troop #15 to attend the Court of Honor ceremony on November 26, 2022 for Nathan Spofford Ewell
9. Invitation from Scoutmaster George Pacenka of Troop #15 to attend the Court of Honor ceremony on November 26, 2022 for Mason Mysliwy
10. Invitation from Scoutmaster George Pacenka of Troop #15 to attend the Court of Honor ceremony on November 26, 2022 for: Skylar Archer Patterson
11. Meeting memo regarding General Business #5: Letter of resignation from Call Firefighter Timothy Shirley
12. Letter of resignation from Call Firefighter Timothy Shirley
13. Meeting memo regarding General Business #6: Road Opening Permit Application from Robert K. Daigle Construction LLC to open 25 Prospect Street for water service

14. Road Opening Permit Application from Robert K. Daigle Construction LLC to open 25 Prospect Street for water service
15. Meeting memo regarding General Business #7: Request from the Pine Grove School PTA to hang Annual Craft Fair banner on the Town Common backstop
16. Request from the Pine Grove School PTA to hang Annual Craft Fair banner on the Town Common backstop
17. Meeting memo regarding New Business #1: Authorize a license agreement between the Town of Rowley and the Archdiocese of Boston for the Rowley Board of Health to use St. Mary's Church Hall, 202 Main Street for COVID Booster Vaccine and Flu Shot Clinic on November 16, 2022
18. License agreement between the Town of Rowley and the Archdiocese of Boston for the Rowley Board of Health to use St. Mary's Church Hall, 202 Main Street for COVID Booster Vaccine and Flu Shot Clinic on November 16, 2022, including certificate of insurance
19. Meeting memo regarding New Business #2: Discuss Triton High School and Middle School building feasibility study
20. Newburyport Daily News newspaper article dated October 31, 2022 that states that there are 24 schools in the MSBA application process, down from 54 school
21. The Town Common newspaper article October 19, 2022 on the MSBA tour of the building
22. The Town Common newspaper article October 19, 2022 on the MSBA tour of the building
23. Board of Selectmen October 25, 2021 Meeting Minutes in which the Board of Selectmen voted to support Triton's application to the MSBA for the Core Program
24. Minutes of the October 28, 2021 Triton District Communications Committee meeting
25. Meeting memo regarding New Business #3: Review and approve updated Special Municipal Employee list
26. Updated Special Municipal Employee list
27. Print-out from State Ethics Commission website regarding Special Municipal Employees
28. Meeting memo regarding New Business #4: One Day Liquor License Application filed by Adelaide Majeski for December 9, 2022 at the Clark School, 26 Newburyport Turnpike for a private event
29. One Day Liquor License Application filed by Adelaide Majeski for December 9, 2022 at the Clark School, 26 Newburyport Turnpike for a private event, including bartender's TIPS certification
30. Meeting memo regarding New Business #5: Review Zoning Board of Appeals Special Permit Application filed by McDonald's USA, LLC c/o Bill Lucas of Bohler Engineering for a second drive-thru order point, additional browse board, menu board, canopy and double arm clearance bar at 155 Newburyport Turnpike
31. Zoning Board of Appeals Special Permit Application filed by McDonald's USA, LLC c/o Bill Lucas of Bohler Engineering for a second drive-thru order point,

- additional browse board, menu board, canopy and double arm clearance bar at 155 Newburyport Turnpike
32. Meeting memo regarding Old Business #1: Update on Route 1 and Central and Glen Streets traffic light intersection project
 33. Letter from Paul Stedman regarding Rowley Intersection Improvements and Related Work
 34. Meeting memo regarding Old Business #2 – UPDATE 11/7/22: Update on Town Hall first floor heating, ventilation, and air conditioning (HVAC) system conversion project
 35. Lattice HVAC unit enclosure designed by Crossfield Engineering
 36. a, b, and c – Examples from Crossfield Engineering other HVAC unit enclosure options
 37. Sara Bourque’s sketch of an option for the HVAC unit enclosure
 38. Proposed Mechanical Equipment Enclosure Plan 11/7/2022
 39. Meeting memo regarding Old Business #3: Update on Kids Kingdom Playground Project
 40. Email from William Murray regarding Eiras Park, Rowley – Little Tikes Playgrounds, including attachment
 41. Draft Invitation for Bids for Eiras Park Project
 42. Draft minutes of October 24, 2022