

## **MINUTES OF THE BOARD OF SELECTMEN**

September 11, 2023

Rowley Town Hall, 139 Main Street, Rowley, MA

4:30 p.m.

**MEMBERS PRESENT:** Chairman Cliff Pierce; Vice Chairman Christine Kneeland; Sheri David (Town Administrator Deborah Eagan; Assistant Town Administrator Amy Lydon) Clerk Deana Ziev – ABSENT until 5:54 p.m. Robert Snow – ABSENT

### **CALL MEETING TO ORDER**

Chairman Pierce called the meeting to order at 4:30 p.m. He said the meeting is being audio and video recorded by Rowley Community Media.

### **PLEDGE OF ALLEGIANCE**

Sheri David led the Pledge of Allegiance.

### **EXECUTIVE SESSION**

- 1) To discuss the dismissal of an employee pursuant to State Open Meeting Law G.L. c. 30A, Section 21(a) (1)
- 2) To conduct a collective bargaining session and to discuss strategy with respect to collective bargaining concerning Massachusetts Coalition of Police Local 360 pursuant to State Open Meeting Law, G.L. c.30A sections 21(a) (2) and (3) as having the discussion in open meeting may have a detrimental effect on the bargaining position of the Town

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

To discuss the dismissal of an employee pursuant to State Open Meeting Law G.L. c. 30A, Section 21(a) (1)

To conduct a collective bargaining session and to discuss strategy with respect to collective bargaining concerning Massachusetts Coalition of Police Local 360 pursuant to State Open Meeting Law, G.L. c.30A sections 21(a) (2) and (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 so moved, Sheri David second, all in favor – roll call vote: Cliff Pierce – aye; Christine Kneeland – aye; Sheri David – aye. Robert Snow – ABSENT; Deana Ziev - ABSENT

Executive session opened at 4:31 p.m. and open session resumed at 5:53 p.m.

Christine Kneeland left the meeting room at 5:53 and returned at 5:58. Deana Ziev entered the meeting room at 5:54 p.m.

**MOMENT OF SILENCE IN HONOR OF THE VICTIMS OF THE SEPTEMBER 11, 2001 TERRORISM ATTACK**

A moment of silence was observed. Pierce said the Memorial Service held this morning was a well attended event and was very nice. He called upon the other Board members for comments.

Sheri David made the following comments:

*Thank-you to Selectman Snow and the Rotary for making the Memorial spot so beautiful. Today we gathered at the 911 Memorial at Cross/Pleasant Street. Reverend Bob, our Police and Fire Chaplain spoke powerfully and eloquently as he always does. He has always been a comfort. We gathered to remember firefighters, police officers and first responders who died that day. But we also gathered to remember Jim and Mary Trentini and Laurie Neira, folks from our own community who forever link our Town to this event. During that dark time, this Town, this country pulled together. We became a giant neighborhood of people introducing themselves and getting to know one another where ever you went. Reverend Bob referenced that there were flags everywhere. Our flag wasn't politicized back then. It simply stood for our country and our love of it like it always has. Sadly at the Memorial today I heard an audible sign of disgust/disagreement as the Reverend talked about standing for our flag. To that person, the flag has been politicized. I hope they took the day to reflect. Thank you to all our Dispatchers, Patrolmen and Firefighters and EMS personnel for all you do. We will never forget your brothers and sisters. In closing I heard a quote once that stuck with me, "Those who disrespect the flag, have never been handed a folded one." Thank you Mr. Chairman.*

Pierce said Reverend Bob sung "The Star Spangled Banner."

**6:05 p.m. APPOINTMENT** Fire Chief Mark Emery to present James D. Chadbourne for appointment to the position of full-time firefighter

Fire Chief Emery read the request his letter to appoint James D. Chadbourne. Pierce welcomed Chadbourne.

Sheri David made a motion to appoint James D. Chadbourne to the position of full-time firefighter with a term through June 30, 2026, Deana Ziev second, all in favor – aye (4-0). Bob Snow - ABSENT

Town Clerk Catie McClenaghan swore Chadbourne into the position, Chadbourne's wife pinned his badge on him, and photos were taken.

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

There were no public comments.

**6:15 p.m. APPOINTMENT** Kyle McWilliam-Lopez, Executive Director Northeastern Chapter American Red Cross, to discuss the “Sound the Alarm” smoke detector installation event scheduled for October 7, 2023

Kyle McWilliam-Lopez said the American Red Cross responds to an average of two home fires per day and over one hundred fires each year in this region. He said as part of their preparedness efforts, they chose a community to focus on and partner with the Fire Department to hold an event to install smoke detectors. He said this year they are partnering with Rowley on October 7<sup>th</sup> for this event. He said he is asking for the Board’s support to raise awareness using social media, requesting that people schedule an appointment in advance, and also they are looking for volunteers. He said they have flyers that can be used to publicize the event, and the goal is to make at least 50 homes safe on October 7<sup>th</sup>. He said volunteers will work in teams of three or four people including Fire Department personnel and Red Cross volunteers, who will go to the homes. David asked if they need a minimum of 50 homes signed up to have the event. McWilliam-Lopez said no, that number is aspirational. David said when people’s smoke alarm goes off, they call the police, but carbon monoxide alarms get ignored. Pierce said we will do whatever it takes to get the word out. Kneeland said she will sign up for this. McWilliam-Lopez thanked the Board and said the Town can reach out to him if there are any impacts from Hurricane Lee which is expected to potential impact Massachusetts next week.

**GENERAL BUSINESS**

1. Accept donation of new flag for the September 11, 2001 Memorial

Chairman Pierce read the following:

*Rowley resident Scott David donated a replacement flag for the Town’s September 11, 2001 Memorial.*

*In accordance with State law, GL c.44 §53A ½, the Board needs to vote to approve and accept the donation from Mr. David.*

Christine Kneeland made a motion to approve and accept the flag donation from Mr. David, Deana Ziev second, all in favor – aye (3-0). Bob Snow – ABSENT; Sheri David - ABSTAIN

2. Request from Police Chief Scott Dumas to appoint Hetian Lu to the position of full-time Tele-communicator Dispatcher

Chairman Pierce read the following:

*Chief Dumas is requesting the Board to appoint Hetian Lu to the position of full-time tele-communicator dispatcher. Heitan was recently appointed by the Board to the reserve on-call dispatcher position. This new appointment will move his status to a full-time dispatcher.*

*Could the Board please vote to appoint Hetian Lu to the position of full-time tele-communicator dispatcher for a term through June 30, 2024.*

Christine Kneeland made a motion to appoint Hetian Lu to the position of full-time tele-communicator dispatcher for a term through June 30, 2024, Sheri David second, all in favor – aye (3-0). Bob Snow – ABSENT Deana Ziev - ABSTAIN

### **NEW BUSINESS**

1. Request from The Bluebird Performance Venue for One-Day Entertainment License for live music and poetry offered in a coffee house format at the First Congregational Church at 175 Main Street on November 4, 2023 from 6:30 p.m. – 9:00 p.m. – Church Sanctuary

Chairman Pierce read the following:

*The attached 1-day Entertainment License application submitted by The Bluebird Performance Venue has been circulated to relevant Town Departments for review. These are the comments submitted by the Department Heads:*

***Health Director, ZBA, Building Inspector, Fire Chief – No comments or concerns.***

#### ***Town Planner:***

*I looked at the request for the one day event at the First Congregational Church on Saturday, November 4<sup>th</sup> from 6:30 to 9pm. The applications specify the events will consist of coffeehouse style (acoustic) music and poetry reading that would involve use of a PA system.*

*There are a couple of residences across Main Street from the Church and also a couple along Hammond Street for which Saturday night Church activities might pose a nuisance. However, the Church facility is already designed to accommodate larger scale speaking/music events on a weekly basis, so I don't see any issue with permitting them to hold this event as it's a Saturday evening when some Church's may be expected to have events.*

*As long as there is an approval condition that they have a crowd manager on-site for the event to make sure the event does not exceed occupancy limits of the Church Sanctuary and perhaps a condition for not parking on Main Street (Route 1A).*

*I think both these conditions were applied to their application for three events during the summer.*

**Police Chief:**

*Same conditions as the last event. No parking on Main Street.*

*Does the Board wish to approve this 1-Day Entertainment license with the following recommended conditions:*

- 1. No Parking on Main Street*
- 2. Crowd manager must be present at all times during the event and must enforce the occupancy limits*
- 3. Amplified sound equipment to be used mindfully since there are residences in the area.*

Deana Ziev made a motion to approve the entertainment license with the three listed conditions, Christine Kneeland second, all in favor – aye (4-0). Bob Snow – ABSENT

2. Request from the Agricultural Commission to use the Town Common on September 17, 2023 from 10:00 a.m. to 1:00 p.m. for the Annual Tractor Show and for an Entertainment License to have a small acoustic band to play during the Tractor Show

Chairman Pierce read the following:

*The attached 1-day Entertainment License application submitted by the Rowley Agricultural Commission has been circulated to relevant Town Departments for review. This is an annual end-of-the season Farmer's Market event held by the Agricultural Commission These are the comments submitted by the Department Heads:*

**Health Director, ZBA, Building Inspector, Fire Chief, Police Chief – No comments or concerns.**

**Town Planner:** *My comments are similar to my other comments on these types of events – they should have a crowd events manager on-site to address any issues to ensure orderly crowd behavior and to apply security measures.*

*Does the Board wish to approve this request? Does the Board wish to include as a condition of the approval that a crowd manager be present? This condition has been included on other Entertainment License approvals.*

Christine Kneeland made a motion to approve the use of the Town Common and the entertainment license with the condition that a crowd manager be present, Deana Ziev second, all in favor – aye (4-0). Bob Snow – ABSENT

3. Request from the Rowley Volunteer Fire Protection Association to hold a 5K Road Race and Kids 1 Mile Fun Run on the Town Common and on Town streets on November 11, 2023

Chairman Pierce read the following:

*The RVFPA submitted the attached letter and application to the Board requesting permission to hold a 5K Road Race and Kids 1 Mile Fun Run on the Town Common and on Town streets on Saturday, November 11, 2023, Veterans Day, from 7:00 a.m. to 12:00 p.m.*

*The letter and application has been circulated to relevant Town Departments for review. Chief Dumas spoke to the event organizer and clarified that in addition to the Town Common and Summer Street, other Town roads were planned to be used for the race. The organizer sent the additional information below about the race routes, which were also sent to the Department Heads for review.*

*<https://www.mapmyrun.com/routes/view/5599654069> 5K Race - Start on Summer St, Straight on Main St, Left on Jellison Rd, Left on Cross St, Left on Central St, Right on Wethersfield, Left on Bradford St, Left on Summer St across the finish line. (Total: 3.21 Miles)*

*<https://www.mapmyrun.com/routes/view/5599658863> Kids 1 Mile Fun Run - Start on Summer St, Straight on Main St, Left on Central St, Left on Wethersfield, Left on Independent St, Left on Summer St across the finish line. (Total: 0.80 Miles)*

*<https://runsignup.com/Race/MA/Rowley/RowleyVeteransDay5K> This is the official race website as well.*

*These are the comments submitted by the Department Heads:*

**Health Director, Highway Surveyor and Fire Chief – No comments or concerns.**

**Police Chief:** *After speaking with the organizer, it was agreed to have the fun run for the children organized on the Town Common as opposed to the street course outlined. Summer Street will be closed for the duration of the event eastbound at Independent Street to Main Street in both directions. Barricades will be required. An approximated 3 foot coned section (running lane) beginning on Bradford Street at Wethersfield up to the finish line on Summer Street is recommended. Police department will get runners out onto Main Street from Summer at beginning of the race. Police department will cross people onto Jellison Road from route Main Street. It is recommended runners utilize sidewalk on Central Street. Police Department will cross runners from Central Street onto Wethersfield. Volunteers to be utilized at other crossovers and water stations with police assistance. Dependent upon the number of volunteers available, the police department reserves the right to provide details. It is recommended the utilization of the electronic signs a couple of days before the race to educate public. Organizer is working with Principal at Pine Grove to direct parking there for the day of the event.*

*Does the Board wish to approve this request? If so, does the Board wish to include as conditions of the approval the following recommendations of the Chief Dumas:*

- 1. Fun run for the children to be organized on the Town Common only and not on the streets.*
- 2. Summer Street to be closed from Independent Street to Main Street for duration of the event, barricades are required*
- 3. Must install an approximately 3 foot coned section (running lane) beginning on Bradford Street at Wethersfield up to the finish line on Summer Street (not for the entire race route – just on Bradford Street to Summer Street)*
- 4. Runners must use sidewalk on Central Street*
- 5. Police will assist with crossing runners at these locations: Summer to Main at start of race; Main Street to Jellison Road; Central Street to Wethersfield Street. Volunteers to be used at other crossing locations and at water stations.*
- 6. Police Department reserves the right to require police details.*
- 7. Electronic signs must be set up three days before the event to educate the public.*
- 8. Event parking to be directed to the Pine Grove School with permission from the Principal.*

Christine Kneeland made a motion to approve the request with the eight listed conditions, Sheri David second, all in favor – aye (4-0). Bob Snow – ABSENT

Ziev asked the length of the Kids Fun Run. Fire Chief Emery said he thinks it is one mile. He said Action Ambulance will be on standby and atvs will be used to patrol the parade.

4. 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 a multi-vaccine clinic on September 28, 2023

Chairman Pierce read the following:

*The Board of Health is holding a multi-vaccine clinic for the public on Thursday, September 28, 2023 at St. Mary's Church Hall from 10:00 a.m. to 1:00 p.m. 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.*

Christine Kneeland 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 (4-0). Bob Snow – ABSENT

5. Authorize a license agreement between the Town of Rowley and the Archdiocese of Boston for the Town Clerk to use St. Mary's Church Hall, 202 Main Street for election purposes on January 22-24, 2024; March 4-6, 2024, May 13-15, 2024, September 16-18, 2024, and November 4-6, 2024

Chairman Pierce read the following:

*Town Clerk Catie McClenaghan has reserved St. Mary's Church Hall for several upcoming elections that will take place over the next year. 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 Town Clerk Catie McClenaghan to sign the agreement on behalf of the Town.*

Deana Ziev made a motion to approve the License Agreement and to authorize Town Clerk Catie McClenaghan to sign the agreement on behalf of the Town, Sheri David second, all in favor – aye (4-0). Bob Snow – ABSENT

6. Request from Fire Chief Mark Emery to discontinue the agreement with Massachusetts Department of Public Health Radiation Control Program to use a portion of the Fire Station for radiation monitoring equipment

Chairman Pierce read the following:

*Chief Emery is requesting the Board to discontinue an inter-governmental agreement between the Town and the Massachusetts Department of Public Health Radiation Control Program that designates a section of the Fire Station for the storage of State radiation emergency response equipment. The agreement is attached. Chief Emery explains that he needs this space to store RCM cable television equipment. RCM has been broadcasting and video-recording Town board meetings in the Fire Station meeting room.*

*A 90-day written notice is required to cancel the agreement.*

*If the Board is in agreement, the Board will need to vote to cancel the agreement and to authorize Debbie to issue a written notice to the State.*

Christine Kneeland made a motion to cancel the agreement and to authorize Debbie to issue a written notice to the State, Deana Ziev second, all in favor – aye (4-0). Bob Snow – ABSENT

Bernie Cullen asked if the Town is losing anything. Fire Chief Emery said they weren't gaining anything from the agreement, and they will be gaining space from the equipment being removed. He said the Fire Department needs space for the Fire Department equipment.

7. Discuss contract for services for the Merrimack Valley Planning Commission Fiscal Year 24 Stormwater Mobile Collection application used in inspections of stormwater drainage infrastructure

Chairman Pierce read the following:

*Conservation Agent Brent Baeslack, who oversees the Town's compliance with the National Pollution Discharge Elimination System (NPDES), has been working with MVPC under a contract to inspect stormwater drainage structures. He has been using a mobile "app" to do this work. He is requesting the Board of Selectmen approve the Stormwater Management contract with MVPC for FY 24. The cost is \$1,500 and will be expended through the Town's FY 24 Stormwater Budget.*

*If the Board is in agreement, the Board needs to vote to approve the contract and to authorize Chairman Pierce to sign it.*

Christine Kneeland made a motion to approve the contract and to authorize Chairman Pierce to sign it, Deana Ziev second, all in favor – aye (4-0). Bob Snow – ABSENT

8. Review Verizon proposed renewal cable license

Chairman Pierce read the following:

*Town Counsel Tom Mullen has received the draft Verizon cable renewal license from the Verizon's attorney. Attached.*

*Tom summarizes the changes as follows in an email message to Debbie:*

*Debbie:*

*I have attached a draft I received from Verizon's counsel, John Harrington, of their proposed renewal cable license. The renewal is scheduled for September though I expect that, as before, we should be able to continue on our current basis until we are ready to sign a new agreement.*

*Like its predecessor, this agreement is for 5 years, but there is something new: anytime after the first 2 1/2 years, Verizon may terminate on 180 days' notice. See ss. 2.3-2.4. I understand from John that Verizon is adamant about this.*

*Other new provisions include:*

*-- the reasons for force majeure now include epidemics; see s. 1.13;*

*-- the Town is not allowed to impose any subscriber privacy requirements beyond those of state and federal law; see s. 2.11; I doubt that this matters, since I don't believe there is any groundswell in Town for such measures;*

*-- there will be 2 SD PEG channels (not 3, as the previous contract said) and 1 HD PEG channel; see s. 5.1;*

*-- note that the PEG grant amount is left blank for now; I understand this to be a pass-through, and therefore something that Verizon does not care much about; see s. 5.3;*

*-- if the Town licenses a competing video service provider, it may not piggyback on Verizon's PEG access infrastructure; see s. 5.2.2;*

*-- customer service standards have been deleted in favor of relying on federal regulations; Verizon is specifically permitted to rely on its website and call centers to supply customer needs; see s. 7.1;*

*-- a right to audit payments that was previously open to the Town has been removed; see s. 6.8;*

*-- in case the federal rule is reversed which provides that in-kind services count against the Town's 5% cap on fees which may be exacted from providers, the Town is given just 60 days to request a cable drop, outlet and service to public buildings; see s. 3.4; this is a confusing provision, but if I'm reading it right, I don't like the deadline because it is highly likely we may not learn of any reversal in time.*

*Please feel free to call me if you want to talk about this. I am frankly not hopeful about the Town's bargaining power, but I would be happy to take any message back to Verizon to see what we can get. Thanks.*

*Tom*

*At tonight's meeting, the Board needs to do the following:*

- Review the draft and your summary of the changes*
- Discuss the changes and authorize Town Counsel Tom Mullen to try to negotiate some of the points he raised in his email message (**REQUIRES A VOTE**)*
- Approve an extension of the existing license until we reach an agreement with Verizon. (**REQUIRES A VOTE**)*

*When the final version has been submitted by Tom, the Board will need to have a public hearing, with a published hearing notice, prior to voting on it.*

Eagan asked if the Board had any questions. She said the Town's leverage is greatly reduced and people are dropping cable due to streaming services. She said she showed this contract to Janet Morrissey, we need the contract extension, and the Board could authorize Tom Mullen to go back to Verizon's Attorney Harrington.

Christine Kneeland made a motion to authorize Mullen to negotiate the points in his email and approve the extension with Verizon until an agreement is reached, Deana Ziev second, all in favor – aye (4-0). Bob Snow – ABSENT

### **OLD BUSINESS**

1. Town Hall HVAC project update

Chairman Pierce read the following:

*We requested a proposal from Crossfield Engineering for their assistance to re-bid the Town Hall HVAC Installation project as well as to oversee the construction. Attached is a copy of Crossfield Engineering's proposal for these services.*

*Please vote to authorize Town Administrator Debbie Eagan to sign the contract.*

Christine Kneeland made a motion to authorize Debbie Eagan to sign this contract, Sheri David second, all in favor – aye (4-0). Bob Snow – ABSENT

### **MINUTES**

- August 21, 2023

Deana Ziev made a motion to approve the minutes of August 21, 2023, Christine Kneeland second, all in favor – aye (4-0). Bob Snow – ABSENT

### **ANNOUNCEMENTS**

1. The Board of Health is sponsoring a multi-vaccine clinic at St. Mary's Church, 202 Main Street, from 10:00 a.m. to 1:00 p.m. Registration is required. Please register through the Town's website. For more information, call the Health Department at 948-2231
2. The Town has the following board vacancies:
  - **Planning Board Associate**
  - **Conservation Commission**
  - **Council on Aging**
  - **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). Bob Snow – ABSENT

Meeting adjourned at 6:39 p.m.

Respectfully submitted,  
Amy Lydon  
Assistant Town Administrator

### **ATTACHMENTS:**

1. Written Executive Session Motion
2. Meeting memo regarding Moment of Silence
3. Written comments made by Selectman Sheri David
4. Meeting memo regarding 6:05 p.m. Appointment: Fire Chief Mark Emery to present James D. Chadbourne for appointment to the position of full-time firefighter
5. Request from Fire Chief Mark Emery to appoint James D. Chadbourne to the position of full-time firefighter
6. Meeting memo regarding 6:15 p.m. Appointment: Kyle McWilliam-Lopez, Executive Director Northeastern Chapter American Red Cross, to discuss the “Sound the Alarm” smoke detector installation event scheduled for October 7, 2023
7. Flyer for the “Sound the Alarm” smoke detector installation event scheduled for October 7, 2023
8. Meeting memo regarding General Business #1: Accept donation of new flag for the September 11, 2001 Memorial
9. Meeting memo regarding General Business #2: Request from Police Chief Scott Dumas to appoint Hetian Lu to the position of full-time tele-communicator dispatcher
10. Request from Police Chief Scott Dumas to appoint Hetian Lu to the position of full-time tele-communicator dispatcher
11. Meeting memo regarding New Business #1: Request from The Bluebird Performance Venue for One-Day Entertainment License for live music and poetry offered in a coffee house format at the First Congregational Church at 175 Main Street on November 4, 2023 from 6:30 p.m. – 9:00 p.m. – Church Sanctuary
12. One-Day Entertainment License application from The Bluebird Performance Venue

13. Meeting memo regarding New Business #2: Request from the Agricultural Commission to use the Town Common on September 17, 2023 from 10:00 a.m. to 1:00 p.m. for the Annual Tractor Show and for an Entertainment License to have a small acoustic band to play during the Tractor Show
14. One-Day Entertainment License application from The Agricultural Commission
15. Meeting memo regarding New Business #3: Request from the Rowley Volunteer Fire Protection Association to hold a 5K Road Race and Kids 1 Mile Fun Run on the Town Common and on Town streets on November 11, 2023
16. Request from the Rowley Volunteer Fire Protection Association to hold a 5K Road Race and Kids 1 Mile Fun Run on the Town Common and on Town streets on November 11, 2023
17. Application for the Use of the Town Common from the Rowley Volunteer Fire Protection Association
18. Email from Merissa Titus-Abate regarding Request to Use Rowley Town Common
19. Email from Chief Dumas regarding Request for use of Rowley Common – RVFPA 5K & Fun Run
20. Meeting memo regarding New Business #4: 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 a multi-vaccine clinic on September 28, 2023
21. 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 a multi-vaccine clinic on September 28, 2023
22. Meeting memo regarding New Business #5: Authorize a license agreement between the Town of Rowley and the Archdiocese of Boston for the Town Clerk to use St. Mary's Church Hall, 202 Main Street for election purposes on January 22-24, 2024; March 4-6, 2024, May 13-15, 2024, September 16-18, 2024, and November 4-6, 2024
23. Letter from Town Clerk Catie McClenaghan regarding Permission to Sign St. Mary's Church Agreement for 2024 Elections
24. License agreement between the Town of Rowley and the Archdiocese of Boston for the Town Clerk to use St. Mary's Church Hall, 202 Main Street for election purposes on January 22-24, 2024; March 4-6, 2024, May 13-15, 2024, September 16-18, 2024, and November 4-6, 2024
25. Meeting memo regarding New Business #6: Request from Fire Chief Mark Emery to discontinue the agreement with Massachusetts Department of Public Health Radiation Control Program to use a portion of the Fire Station for radiation monitoring equipment
26. Request from Fire Chief Mark Emery to discontinue the agreement with Massachusetts Department of Public Health Radiation Control Program to use a portion of the Fire Station for radiation monitoring equipment

27. Agreement with Massachusetts Department of Public Health Radiation Control Program to use a portion of the Fire Station for radiation monitoring equipment
28. Meeting memo regarding New Business #7: Discuss contract for services for the Merrimack Valley Planning Commission Fiscal Year 24 Stormwater Mobile Collection application used in inspections of stormwater drainage infrastructure
29. Email from Brent Baeslack regarding Rowley Stormwater Mobile Application Renewal, including attached renewal contract
30. Meeting memo regarding New Business #8: Review Verizon proposed renewal cable license
31. Email from Tom Mullen regarding Draft Verizon Renewal License, including attached Verizon Renewal 2023 – Clean.docx and Verizon Renewal 2023 – Redlined Draft.docx
32. Meeting memo regarding Old Business #1: Town Hall HVAC project update
33. Proposal from Crossfield Engineering to re-bid the Town Hall HVAC Installation project
34. Draft minutes of August 21, 2023