

**MINUTES OF THE BOARD OF SELECTMEN**

Town Hall, 139 Main Street, Rowley

March 11, 2024

6:00 p.m.

**MEMBERS PRESENT:** Vice Chair Christine Kneeland, Clerk Deana Ziev, Sheri David, Bob Snow (Town Administrator Debbie Eagan)

**ABSENT:** Chairman Cliff Pierce

**MEETING ATTENDEES:** Bernie Cullen, 283 Wethersfield St; Pam Jacobson, Library Director; Patrick Snow, Highway Surveyor; T. Glenn Blakney, Library Trustee

**CALL MEETING TO ORDER**

Vice Chair Kneeland called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE**

Vice Chair Kneeland asked Bob Snow to lead the Pledge of Allegiance.

**GENERAL BUSINESS**

**1. Request from the Agricultural Commission for the following:**

- Hold the Farmers Market on the Town Common on Sundays from July 7 - October 27, 2024 from 9:00 a.m. to 1:00 p.m.
- Hold the Annual Tractor Show on Sunday, September 15, 2024 from 10 a.m. to 1:00 p.m.
- Hang a banner on the backstop from July 1 - July 6, 2024 regarding the Farmers Market

The Board needs to vote to approve this request.

Deana Ziev made a motion to approve this request for the 3 (three) dates listed, Bob Snow second, all in favor – AYE (4-0).

**GENERAL BUSINESS**

**2. Request from Town Administrator Deborah Eagan to appoint Rosemary Restuccia to the position of Assistant Town Administrator**

Vice Chair Kneeland read the following:

*Debbie is asking the Board to vote to appoint Rosemary Restuccia to the position of Assistant Town Administrator. Debbie has submitted the attached memo and resume.*

Bob Snow said he thinks it is a wonderful choice. Kneeland commented that she is thrilled that Debbie is finally getting the help that she greatly needs.

Snow made a motion to appoint Rosemary Restuccia to the position of Assistant Town Administrator, Sheri David second, all in favor – AYE (4-0).

### **NEW BUSINESS**

#### **1. Update on Essex County Fire Chief's Association Legislative Meeting**

Vice Chair Kneeland read the following:

*Selectmen Sheri David and I attended this event. Sheri will provide an update on this meeting.*

Sheri David said that the Fire Chiefs of Essex County, Senator Tarr and Representative Kassner were at the event and we learned that they have a common motto; it's how can we help and what do you need. David said she was impressed. David noted that some of the discussions in the legislature include sprinklers for new, one and two-family dwellings and providing firefighters who were injured on duty with their entire pension. Senator Tarr has earmarked \$1.4 million for the study and design of the Essex County Training and Operations Center for Firefighters.

David said a motor vehicle accident occurred at the end of her street. She commented that the firefighters were very methodical and that each firefighter has certain assignments, which depend on where they sit on the truck. David said the driver is responsible for securing the vehicle, two handle patient care assessments, and the officer in charge is responsible for the team's safety and making decisions. She said she wondered what if you didn't have four firefighters and only had two and noted that would be less than ideal and very dangerous.

David said that Fire Chief Emery mentioned that over the weekend there were three calls and one was a head injury. David said the Chief noted that there was no response because they do not have any firefighters scheduled after 6 p.m.

David said that Chief Emery mentioned that the Department was able to secure a grant for trauma kits that cost approximately \$400.00, and each kit can take care of eight people. David noted that the kits were secured through an emergency grant, and they are trying to get one kit for each truck.

David offered her congratulations to Andrew Krajewski and Ryan Smith, who are recent graduates from the Fire Academy.

## **FY 25 BUDGETS**

- Rowley Public Library
- Tree Warden
- Highway Department
- Snow & Ice Removal
- Moderator
- Board of Selectmen
- Animal Inspection & Animal Control

### **Rowley Public Library**

Vice Chair Kneeland asked Pam Jacobson, Library Director, to present the FY 25 Rowley Public Library budget.

Jacobson said that you usually see three items in the budget every year: COLA (Cost-of-Living Adjustment), Merrimack Valley Planning Library Consortium annual assessment, which is a fixed rate based on usage, and Materials Expenditures, which is a requirement that we spend 15 percent of the overall budget on materials. Jacobson said that the other increase is due to way that she has calculated the cost for the Library Technicians.

David asked about the volume of foot traffic. Jacobson confirmed that the volume is 3,000 visits per month.

Bob Snow made a motion to approve the FY 25 Rowley Public Library budget, Deana Ziev second, all in favor – AYE (4-0).

### **Tree Warden**

Vice Chair Kneeland asked Tree Warden, Patrick Snow, to present the FY 25 Tree Warden budget.

Snow said the budget is level-funded and that the salary has increased two percent per COLA guidelines.

Bob Snow made a motion to approve the FY 25 Tree Warden budget, Deana Ziev second, all in favor – AYE (4-0).

### **Highway Department**

Vice Chair Kneeland asked Highway Surveyor, Patrick Snow, to present the FY 25

Highway Department budget.

David asked if Highway Department was fully staffed. Snow said that they still don't have an administrative assistant and that position has been difficult to fill because it is for eight hours. Snow noted that the open truck driver position has been hard to fill because it is hard to compete with prices people are paying, but they are managing.

Bob Snow made a motion to approve the FY 25 Highway Department budget, Deana Ziev second, all in favor – AYE (4-0).

### **Snow & Ice Removal**

Vice Chair Kneeland asked Highway Surveyor, Patrick Snow, to present the FY 25 Snow & Ice Removal budget.

Bob Snow made a motion to approve the FY 25 Snow & Ice Removal budget, Deana Ziev second, all in favor – AYE (4-0).

### **Moderator**

Deana Ziev made a motion to approve the FY 25 Moderator budget, Bob Snow second, all in favor – AYE (4-0).

### **Board of Selectmen**

Bob Snow made a motion to approve the FY 25 Board of Selectmen budget, Sheri David second, all in favor – AYE (4-0).

### **Animal Inspection & Animal Control**

Bob Snow made a motion to approve the FY 25 Animal Inspection & Animal Control budget, Deana Ziev second, all in favor – AYE (4-0).

### **ANNOUNCEMENTS**

The Town has the following board vacancies:

- **Conservation Commission**
- **Housing Partnership Committee – Five members**
- **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**

Bob Snow made a motion to adjourn, Deana Ziev second, all in favor – AYE (4-0).

Meeting adjourned at 6:24 p.m.

Respectfully submitted,

Rosemary Restuccia  
Assistant Town Administrator

**ATTACHMENTS:**

1. Meeting memo for General Business #1
2. Email from Rowley Agricultural Commission re: Request to use Town Common for Farmer's Market, Annual Tracker Show and banner
3. Meeting memo for General Business #2
4. Letter from Debbie Eagan re: Assistant Town Administrator appointment
5. Resume for Assistant Town Administrator appointment
6. Meeting memo for New Business #1
7. Letter from Library Director to Board of Selectmen re: FY 25 Budget
8. FY 25 Departmental Budget for Rowley Public Library with supporting Budget Development, Budget Issues and Options Form
9. FY 25 Departmental Budget for Tree Warden
10. FY 25 Departmental Budget for Highway Department
11. FY 25 Departmental Budget for Snow & Ice Removal
12. FY 25 Departmental Budget for Moderator
13. FY 25 Departmental Budget for Board of Selectmen
14. FY 25 Departmental Budget for Animal Inspection & Animal Control