

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

April 22, 2019

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

7:00 p.m.

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

**PUBLIC ATTENDEES:** David Zizza – Fincom; Bernie Cullen – 283 Wethersfield Street; Deana M. P. Ziev; Bryan DiPersia – 500 Wethersfield Street; Phil Towne – 22 Bennett Hill Road; Henry Rolfe – 13 Plantation Drive

### **CALL MEETING TO ORDER**

Chairman Pierce called the meeting to order at 7:00 p.m. He said the meeting is being audio and video recorded and broadcast live via Rowley Community Media.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **GENERAL BUSINESS**

1. Letter of resignation from Light Commissioner Kevin Snow

Chairman Pierce read the letter of resignation.

Joe Perry made a motion to accept this resignation with a letter of thanks and regrets, Dave Petersen second, all in favor - aye (3-0). Bob Snow - RECUSED

### **NEW BUSINESS**

1. Sign contract with Pennichuck Water Service Corporation for Water Department Customer Service, Billing and Collection Services

Chairman Pierce read the following:

*The Board of Water Commissioners is requesting that the Board of Selectmen sign the contract with Pennichuck Water Service Corporation for Water Department Customer Service, Billing and Collection Services.*

*The Board of Water Commissioners awarded the contract to Pennichuck through a Request for Proposals process. It has been past practice that the Board of Selectmen also signs the contract.*

*The Board will need to vote to sign the contract with Pennichuck.*

Dave Petersen made a motion to sign the contract with Pennichuck, Bob Snow second, all in favor - aye (4-0).

The Selectmen signed the contract.

2. Renew FY 20 Town Property, Casualty & Worker's Compensation Insurance

Chairman Pierce read the following:

*Debbie is working on the Town's insurance policy renewals. She is asking the Board of Selectmen to authorize her to renew the policies for the upcoming fiscal year.*

Joe Perry made a motion to authorize Eagan to renew the policies for the upcoming fiscal year, Bob Snow second, all in favor - aye (4-0).

3. Vacation carry-over request from Town Administrator/Personnel Officer Deborah Eagan

Chairman Pierce read the request.

Dave Petersen made a motion to approve the vacation carry-over request for Deborah Eagan, Bob Snow second, all in favor - aye (4-0).

The Selectmen signed the form.

4. Sign Cannabis Control Commission Host Community Agreement Certification Form for Old Planters of Cape Ann

Chairman Pierce read the following:

*This is a ministerial action required by the Cannabis Control Commission.*

*The Board needs to vote to authorize Chairman Pierce to sign the Host Community Agreement Certification Form.*

Joe Perry made a motion to authorize Chairman Pierce to sign the Host Community Agreement Certification Form, Bob Snow second, all in favor - aye (4-0).

## **OLD BUSINESS**

### **1. Pine Grove School Project Update**

Perry said Phase 4 is finishing on May 31<sup>st</sup> and then we will move into the final Phase 5. He said everything is on target, and we will be getting the final FF&E request.

### **2. Fire Station and Police Station Addition Project Update**

Petersen said the project is nearing completion and the landscaping was finished last week. He said they couldn't do the paving today as planned due to the rain, but are planning to do it Thursday, depending on the weather. He said the Fire Department is moving in and the Police Department is completely moved in.

### **3. Letter from Rowley Volunteer Fire Protection Association, Inc. regarding emergency generator and exhaust system**

Chairman Pierce read the letter. Pierce asked the Board if they agree with the Association's interpretation of the contract. Petersen said the Board has voted to declare the generator surplus property to be disposed of, so it is fine if the Association wants to keep it. Snow said it is an improvement to the building, it looks permanent to him, and he wouldn't argue against their interpretation.

Joe Perry made a motion to send an acknowledgement letter to the Fire Association on the generator, Bob Snow second, all in favor - aye (4-0).

### **4. Sign Memorandum of Agreement with Teamsters Local 170**

Chairman Pierce said this agenda item is not ready for tonight.

### **5. Review Annual and Special Town Meeting articles and assign motions**

Chairman Pierce read the following:

*The Board needs to assign motions for each of the Annual and Special Town Meeting articles.*

*Attached is a copy of the Annual and Special Town Meeting warrants.*

Pierce asked if Eagan could randomly assign the motions and said Perry expressed an interest in presenting the Fire Truck article. Petersen said it doesn't matter to him.

Bernie Cullen asked who would be presenting the Zoning articles. Pierce said the Planning Board would. Eagan said the Citizen Petition motions are made by the individual submitting the petition. She said the Planning Board is required to prepare a report under the statute.

**7:15 p.m. APPOINTMENT** Neal Duffy, Massachusetts Green Communities Program to discuss process for the Town to become a Green Community

Neal Duffy said he met with Deborah Eagan and her staff a couple months ago, and is here to present the information to the Board. He said if the Town was to be designated as a Green Community, it will allow access to more grants, but there are also grants available to non-green communities. He said 240 out of the 351 municipalities in Massachusetts have been designated as green communities, and he expects 20 to 30 more municipalities to apply by the October deadline. He said for municipalities with their own light plants, there is an additional renewable energy charge to participate in the program, which goes into a Trust, and has been an obstacle for municipalities in joining the program. He said there is at least one National Grid customer in Rowley, so Rowley is eligible to participate without the payment of the renewable energy charge. He said Rowley will need to document this through getting information on the customer, confirming with National Grid, and providing an Assessors map of the lot. He said he can help with this. Duffy reviewed the presentation slides and made the following points:

- There is a designation grant and then there are annual competitive grants, with \$20,000,000 in grants annually
- Rowley's estimated designation grant is \$136,000, and once that is spent Rowley can apply for competitive grants up to \$250,000 annually
- There are five designation criteria
  1. **Adopt Expedited permitting process**
  2. **Adopt as-of-right siting for RE/AE generation, R&D, or manufacturing**

Pierce said we have a Site Plan Review process that won't qualify as expedited. Duffy said the Town can zone Town-owned property for solar panels, and he can help us look at the bylaws. He said he and their land use planner would review any proposed changes to zoning bylaws before Town Meeting.
  3. **Create an Energy Reduction Plan to reduce energy use by 20% in 5 years.** Duffy said this is the "term paper" for the designation process and involves calculating the energy baseline for Town facilities and planning how to reduce use by 20% in five years. He said they have an online tracking tool that can be used to assist with this. He said for buildings heated by gas, National Grid can do an energy audit. He said Municipal Light Plants may be able to help with the electrical audit; they provide grants to fund audits for buildings, or the Town could pay for an audit. He

said FY17 could be used as a baseline if the Town applies for designation in the fall of 2019, and the LED streetlight conversion could be applied to the reduction plan. Pierce said the Pine Grove School has also undergone an extensive renovation. Duffy said we need to know the projected energy savings for this. He said they provide technical assistance through Merrimack Valley Planning Commission. He said the Town would need a MOU with Merrimack Valley Planning Commission soon as the funding timeframe for this closes in a month. Snow asked if they look at EVs for residential purchases. Neal said the program funding is just for municipal facilities. Bernie Cullen said we also have a municipal Water Department. Duffy said they don't track water usage, but the electricity and gas used by the Water Department would be counted. Duffy said given that the Town is part of a regional school district, the elementary school should be included, and the middle and high school could be included at a later date, even after the designation has been made. He said the advantage of including the middle and high school is that the Towns could apply for grants jointly which could result in \$750,000 for a large project, rather than the \$250,000 maximum for Rowley alone. He said there is no real penalty if the 20% energy reduction goal is not met, but they may ask the Town why. He said the plan will include projects that the Town plans to do, but the Town won't be held to doing specific projects in any way. He said this is a living document. He said they require 15% of the planned reduction to be hard, quantifiable reductions, and the other 5% can be softer, such as behavioral change of employees.

4. **Adopt Fuel Efficient Vehicle Purchase Policy.** He said the Town would need to purchase fuel efficient vehicles when practical and when available. He said emergency and DPW vehicles are exempt. He said the fuel efficient vehicle standards are not stringent, and said a Ford F150 and Ford Explorers are allowable. He said the policy would need to be adopted by the Board of Selectmen.
5. **Minimize the life cycle cost in new construction → adopt the Stretch Code.** He said this would require a vote at Town Meeting, and 251 municipalities have adopted the Stretch Code. He reviewed the slides about the Stretch Code. Petersen asked what the cost is to build a structure under the Stretch Code requirements. Duffy said it costs \$500 to \$1,300 for a HERS rating, and he reviewed the last slide about the timing to be cash flow positive. He said most contractors are familiar with the Stretch Code and don't have a problem with it.

Duffy said the action items if the Town is interested in applying for designation are:

- Think about a MOU for a REPA grant with MVPC now
- Determine if want to apply for Fall 2019 for Fall of 2020. He said if applying for the Fall of 2020, FY18 would be used as the base year.

- Look into MEDA grants to fund the audits of the buildings not heated with gas, which are available in the fall.

Pierce thanks Duffy and said he thinks the Town should pursue this. Snow said definitely. Pierce said it would be too much of a rush to apply for the fall of 2019, and we should aim for a fall 2020 application. Eagan said she will reach out to Karen Conard of MVPC regarding the REPA grant, and will look to form a group and volunteers to work on this project. She said she will update the Board from time to time on this project.

Joe Perry made a motion to authorize Eagan to put together a working group and to contact the MVPC to start the process of getting their help, Bob Snow second, all in favor - aye (4-0).

## **MINUTES**

- March 11, 2019

Dave Petersen made a motion to approve the March 11, 2019 minutes, Bob Snow second, all in favor - aye (4-0).

- March 11, 2019 Executive Session

Dave Petersen made a motion to approve the March 11, 2019 Executive Session minutes, Bob Snow second, all in favor - aye (4-0).

## **ANNOUNCEMENTS**

- The Friends of the Rowley Public Library Candidates Night will be held at the Library on Tuesday, April 30, 2019 at 7:00 p.m.
- The Annual Friends of the Rowley Public Library Book and Bake Sale will be held on Saturday, May 4 and Sunday, May 5 at the Rowley Public Library. Book donations may be dropped off at the Library between 9:00 a.m. and noon on Saturday, April 27
- Town Meeting will be held on May 6, 2019 at 7:00 p.m. at Pine Grove School
- Annual Town Election will be held on May 14, 2019 from noon to 8:00 p.m. at St. Mary's Church Hall

## **ADJOURN**

Chairman Pierce called for a motion to adjourn. Joe Perry so moved, Dave Petersen second, all in favor - aye (4-0).

Open meeting adjourned at 8:24 p.m.

Respectfully submitted,  
Amy Lydon  
Assistant Town Administrator

**ATTACHMENTS:**

1. Letter of resignation from Light Commissioner Kevin Snow
2. Meeting memo regarding New Business #1: Sign contract with Pennichuck Water Service Corporation for Water Department Customer Service, Billing and Collection Services
3. Signed contract with Pennichuck Water Service Corporation for Water Department Customer Service, Billing and Collection Services
4. Meeting memo regarding New Business #2: Renew FY 20 Town Property, Casualty & Worker's Compensation Insurance
5. MIIA FY 2020 Renewal Proposal
6. Vacation carry-over request from Town Administrator/Personnel Officer Deborah Eagan
7. Meeting memo regarding New Business #4: Sign Cannabis Control Commission Host Community Agreement Certification Form for Old Planters of Cape Ann
8. Signed Cannabis Control Commission Host Community Agreement Certification Form for Old Planters of Cape Ann
9. Meeting memo regarding Old Business #1: Pine Grove School Project Update
10. Meeting memo regarding Old Business #2: Fire Station and Police Station Addition Project Update
11. Meeting memo regarding Old Business #3: Letter from Rowley Volunteer Fire Protection Association, Inc. regarding emergency generator and exhaust system
12. Letter from Rowley Volunteer Fire Protection Association, Inc. regarding emergency generator and exhaust system
13. Letter to Rowley Volunteer Fire Protection Association, Inc. regarding Fire Station Lease Extension, including enclosures
14. Meeting memo regarding Old Business #4: Sign Memorandum of Agreement with Teamsters Local 170
15. Meeting memo regarding Old Business #5: Review Annual and Special Town Meeting articles and assign motions
16. Annual and Special Town Meeting warrants
17. Meeting memo regarding 7:15 p.m. Appointment: Neal Duffy, Massachusetts Green Communities Program to discuss process for the Town to become a Green Community
18. Presentation slides for Massachusetts Green Communities Program
19. Draft minutes of March 11, 2019