

MINUTES OF THE BOARD OF SELECTMEN MEETING

April 10, 2017

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

7:00 p.m.

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

PUBLIC ATTENDEES: Bernie Cullen - 283 Wethersfield Street; Tim Southall - Parks & Recreation Committee

CALL MEETING TO ORDER

Chairman Perry called meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Bob Merry led the Pledge of Allegiance. Chairman Perry said the meeting is being audio and video recorded digitally.

GENERAL BUSINESS

1. Sign Annual Town Election Warrant

Chairman Perry read the following:

The Board needs to vote and sign the Annual Town Election warrants. There are eight (8) warrants that need to be signed.

Bob Snow made a motion to sign the Annual Town Election warrants, Cliff Pierce second, all in favor - aye (4-0). Dave Petersen – ABSENT

The Selectmen signed eight copies of the warrant.

2. Request from Highway Surveyor Patrick Snow to appoint Robert Diehl to the position of Heavy Equipment Operator/Truck Driver

Chairman Perry read the request from Highway Surveyor Patrick Snow to appoint Robert Diehl to the position of Heavy Equipment Operator/Truck Driver.

Bob Snow made a motion to appoint Robert Diehl to the position of Heavy Equipment Operator/Truck Driver, Cliff Pierce second, all in favor - aye (4-0). Dave Petersen – ABSENT

3. Request from the Rowley Historical Society to use the Margaret Scott Green at the intersection of Main and Pleasant Streets on Saturday, May 13, 2017 for its Annual Plant Sale

Chairman Perry read the request from the Rowley Historical Society to use the Margaret Scott Green at the intersection of Main and Pleasant Streets on Saturday, May 13, 2017 for its Annual Plant Sale.

Bob Merry recused himself and left the meeting room at 7:05 p.m.

Cliff Pierce made a motion to approve this request, Bob Snow second, all in favor - aye (3-0). Dave Petersen – ABSENT Bob Merry – RECUSED (Absent from meeting room when vote taken).

Bob Merry returned to the meeting room at 7:06 p.m.

4. Review list of Road Opening Permits for National Grid to open the following roads:
 - 20 Intervale Circle for gas leak repair

Chairman Perry read the following:

Road Open Permits were signed off by the staff. (Copies of the permits are in the Chairman's folder.)

NEW BUSINESS

1. Discuss Massachusetts Department of Transportation notification on plan to suspend weekend train service

Chairman Perry read the following:

The Mass. DOT sent Debbie an email on March 24th informing her that they plan to suspend weekend train service from July 8 through September 30 because they are installing hardware as part of the federally mandated implementation of the Commuter Rail Positive Train Control (PTC). (Email message is attached.)

Vice Chairman Bob Snow is the Town's representative to the MBTA Advisory Board. He asked that this item be added to tonight's agenda for discussion. He is concerned that the lack of weekend train service may impact Town residents.

Snow said they need the weekends to put the controls in, but he is concerned about this getting prolonged into the rest of the week. He said we need to announce this through the fall and run an announcement on Rowley Community Media channels. He said he will find out more information at the next meeting. He said there are rumors that

weekend service is being terminated, and this would devastate towns like Newburyport and Rockport. Merry said there is work also being done at the Salem/Beverly bridge, and this will be another hitch. Snow said it would be nice to see two tracks here and two in Rockport. Eagan asked if the Board would like her to send a message to Colon at the DOT. She said Senator Tarr will be holding regional meetings on this and it will affect North Shore towns. Snow asked Eagan to put a letter together. Bernie Cullen of Wethersfield Street said it doesn't make sense that they need two to three months to do this work, and it sounds like they are curtailing weekend service. Snow asked for a letter to be sent to the MBTA outlining concerns about curtailing service, especially through the summer months when tourists visit towns like Newburyport, Rockport and Gloucester on the weekends. Merry said the tall ships will also be coming into the Boston Harbor. Snow said this was decided very suddenly.

Bob Snow made a motion to send the letter to the Mass DOT, Cliff Pierce second, all in favor - aye (4-0). Dave Petersen – ABSENT

2. Request from Town Planner Kirk Baker to use four hours of Merrimack Valley Planning Commission Local Technical Assistance time for assessing and zoning map updates

Chairman Perry read the following:

Town Planner Kirk Baker has requested to use four hours of Merrimack Valley Planning Commission hours to update the Assessors' Maps and Zoning Maps to reflect recent zoning amendments.

The Board of Selectmen needs to vote to approve this request and to authorize Vice Chairman Robert Snow, the MVPC representative to sign the Local Technical Assistance form.

Cliff Pierce made a motion to approve this request, Bob Merry second, all in favor - aye (4-0). Dave Petersen – ABSENT

7:10 – 7:15 p.m. CITIZEN QUERY

There were no Citizen Queries.

NEW BUSINESS

3. Discuss Merrimack Valley Planning Commission Housing Production Plan Memorandum of Agreement

Chairman Perry read the following:

The Merrimack Valley Planning Commission received a grant to conduct a Housing Production Plan for its member communities. Debbie and Town Planner Kirk Baker met with MVPC Director Karen Conard last week to discuss this opportunity. MVPC can do the housing production plan for the Town of Rowley for free. Many years ago, the Town hired a consultant to do this study. At that time, we were fortunate to have Sue Moses work with the consultant, Karen Sunnarborg on the Housing Production Plan. The plan needs to be updated. This is a great opportunity for the Town. If the Board is in agreement to go forward with this project, the Board needs to approve the attached Memorandum of Agreement with the MVPC and vote to authorize Vice Chairman Bob Snow to sign it. (Bob is the Town's representative to the MVPC and serves as the signatory for all the MVPC documents.)

Once the MOA is approved, Kirk will schedule this on the Planning Board's meeting agenda to discuss. Kirk will be the point of contact with the MVPC on this project.

Pierce said he was on the Committee the first time, and he thinks Petersen was too. He said now we have a Town Planner, and the MVPC will do this for free, so why not participate in this.

Cliff Pierce made a motion to approve the MOA and authorize Bob Snow to sign it, Bob Merry second, all in favor - aye (4-0). Dave Petersen – ABSENT

Eagan said Snow can sign this once we get the final version.

OLD BUSINESS

1. Pine Grove School Building Project Update

Chairman Perry read the following:

Chairman Perry will update the Board on the format for the presentation of the Pine Grove School article at the April 24th Informational Hearing on the Warrant and at the May 1 Town Meeting.

The Pine Grove School Renovation Project Article is number 20 on the Annual Town Meeting Warrant.

Perry said on April 24th, there will be a review of the Special and Annual Town Meeting warrants, and all Department Heads, Pinck & Co., Dore & Whittier and WT Rich the Construction Manager will be present.

2. Discuss proposed amendments to Triton Regional School District Regional Agreement

Chairman Perry read the following:

Chairman Joseph Perry has been representing the Town at the meetings on the Triton Regional Agreement. He will update the Board on this agenda item.

Perry said the District Communications Committee is supposed to meet at least quarterly, but they barely meet quarterly. He said the Personnel sub-committee of the School Committee went through the Triton Regional Agreement, suggested changes, and presented these suggested changes to the three towns. He said they have been requesting amendments to the agreement for at least three years, and have asked the towns for their suggested changes, but haven't received any. He said one item they are looking at is the landlord tenant agreement. He said a sub-committee has been formed to look at this, and he and Finance Committee member Peter Censullo are on this committee. He said he thinks they should adopt Dore & Whittier definition of the building which is if you pick up the school and shake it, everything inside that moves belongs to Triton, and everything else belongs to the Town. He said a subcommittee has been formed to review how the assessments are made to the towns. He said hopefully this will be put into motion, he and Censullo are on this subcommittee, and he will update the Board on the progress. He said some other items they are looking at include: when there is a vacancy on the School Committee, 1 member of the other two towns vote on the replacement - this was voted down by all three towns; change deadline for the submittal of the budget from March 15th to March 30th. He said the budget extension is on a case by case basis, the budget is needed by the 15th, but in extenuating circumstances the deadline could be extended to the 30th. He said the revised agreement should be completed next spring and will be submitted for approval at the Annual Town Meeting.

Bernie Cullen said he recalls them also doing a five-year strategic capital plan, and his strong feeling is that there should be a five-year operational plan. He said there is no reason we shouldn't push them to look over a longer horizon, and it makes sense to do this in both areas. Perry said we might suggest that as an amendment to the agreement at the District Communications Meeting.

7:00 p.m. 7:30 p.m. APPOINTMENT* ()** – Parks and Recreation Committee Vice Chairman Tim Southall to discuss lawn maintenance contract for Town's recreational fields

Tim Southall said the lawn maintenance agreement expired this past fall, and there is a three-year renewal option at the end of each year that the Parks & Recreation

Committee can exercise. He said they drafted a new quote and sent it to ten area vendors. He said it is nice to have a local vendor available to help them if needed. He said there was a pre-quote meeting at the Annex on March 18th. He said three vendors came: North Shore Landscape, Nunan's and Chickadee Hill. He said all three vendors submitted sealed bids by the deadline of April 4th at 1:00 p.m. He said he opened the bids with Assistant Town Administrator Natalie Lovett, and after reviewing them, Chickadee Hill is the lowest responsive bidder. He said they have renewed the previous contract annually with Chickadee Hill, and they are happy with their upkeep of the fields and the service provided. He said the Parks & Recreation Committee voted to recommend that the Board of Selectmen award the contract to Chickadee Hill. Perry said it is an advantage to have a local vendor. Southall said yes, and they are the lowest responsive bidder.

Cliff Pierce made a motion to award the lawn maintenance contract to Chickadee Hill, Bob Merry second, all in favor - aye (4-0). Dave Petersen – ABSENT

OLD BUSINESS

3. Assign motions for Town Meeting articles

The motions for the Town Meeting articles were assigned as follows:

ANNUAL TOWN MEETING:

Joseph Perry: 2, 3, 16, 20, back-up to 26, 32

Bob Snow: 11-14, 23

Cliff Pierce: 15, 17, 18, 21, 22, 27

Bob Merry: back-up to 19, 31

Dave Petersen: 28, 30

Finance Committee will do 4, Health will do 19, Treasurer will do 24 and 25, Shellfish Commission will do 29.

SPECIAL TOWN MEETING:

Joseph Perry: 2, 8, back-up to 12 and 20

Bob Snow: 5, 6, 10, 21

Cliff Pierce: 7, 11, 13 back-up to Planning for 14-19

Bob Merry: 3, 9

Dave Petersen: 4

CPC will do 12 and 20, Water and Planning will do 14-19.

MINUTES

- March 13, 2017

Bob Snow made a motion to approve the minutes of March 13, 2017, Bob Merry second, all in favor - aye (3-0). Dave Petersen – ABSENT Cliff Pierce - ABSTAIN

- April 6, 2017

Bob Snow made a motion to approve the minutes of April 6, 2017, Cliff Pierce second, all in favor - aye (4-0). Dave Petersen – ABSENT

ANNOUNCEMENTS

- Earth Day Dodge Reservation trail work. Saturday, April 22 from 9:00 a.m. to noon with rain date of Sunday, April 23 from 9:00 a.m. to noon. All are welcome! For more information call the Conservation Commission at 948-2330 or email at conservation@townofrowley.org.
- Annual and Special Town Meeting is scheduled for May 1, 2017 at the Pine Grove School. **The meeting starts at 7:00 p.m.**
- Informational hearing on the Town Meeting Warrant is scheduled for Monday, April 24, 2017 at 7:00 p.m. at Town Hall
- Town Election is scheduled for May 9, 2017 from noon to 8:00 p.m. in Saint Mary's Church Hall
- White Goods/Light Metal Household Recycling Event – April 29, 2017 from 8:30 a.m. to 11:30 a.m. at the Highway Department, 40 Independent Street
- Hydrant Flushing will start April 24. Residents are asked to check the Water Department website at www.rowleywater.com for more information or to call the Water Department
- The Water Department and the Great American Rain Barrel Company are offering rain barrels to residents as part of a community wide conservation and sustainability program. For more information, go to the Water Department's webpage at www.rowleywater.com
- Information on the Pine Grove School project is available on the Town's website at www.townofrowley.net.
- The Town has the following vacancies:
 1. **Fence Viewer** – three positions;
 2. **Wood, Lumber & Bark Inspector**;
 3. **Zoning Board of Appeals Associate** – two seats
 4. **Parks and Recreation Committee** – one seat;
 5. **Deputy Shellfish Constables** – two positionsFor more information on these positions, please contact the Selectmen's Office at 948-2372.
- The Rowley Food Pantry is in need of donations. Donations can be left at the Rowley Public Library. The Food Pantry is open on Tuesdays from 10:00 a.m. to 12:00 p.m. and on Thursdays from 5:30 p.m. to 7:00 p.m.

ADJOURN

There being no further business before the Board, Chairman Perry called for a motion to adjourn. Bob Snow so moved, Cliff Pierce second, all in favor - aye (4-0). Dave Petersen - ABSENT

Open meeting adjourned at 7:50 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting Memo regarding General Business #1: Sign Annual Town Election Warrant
2. Annual Town Election Warrant
3. Request from Highway Surveyor Patrick Snow to appoint Robert Diehl to the position of Heavy Equipment Operator/Truck Driver
4. Request from the Rowley Historical Society to use the Margaret Scott Green at the intersection of Main and Pleasant Streets on Saturday, May 13, 2017 for its Annual Plant Sale
5. Meeting Memo regarding General Business #4: Review list of Road Opening Permits for National Grid to open the following roads: 20 Intervale Circle for gas leak repair
6. Road Opening Permit for National Grid to open 20 Intervale Circle for gas leak repair
7. Meeting Memo regarding New Business #1: Discuss Massachusetts Department of Transportation notification on plan to suspend weekend train service
8. Email from Rick Colon regarding MBTA Positive Train Control Project
9. Meeting Memo regarding New Business #2: Request from Town Planner Kirk Baker to use four hours of Merrimack Valley Planning Commission Local Technical Assistance time for assessing and zoning map updates
10. Form for Merrimack Valley Planning Commission Request for Local Technical Assistance
11. Meeting Memo regarding New Business #3: Discuss Merrimack Valley Planning Commission Housing Production Plan Memorandum of Agreement
12. Press release from Karen Conard titled The Merrimack Valley Starts Planning for the Future of Housing in the Region
13. Draft 2017 Merrimack Valley Regional Housing Plan Memorandum of Agreement, including Exhibit
14. Meeting Memo regarding Old Business #1: Pine Grove School Building Project Update
15. Meeting Memo regarding Old Business #2: Discuss proposed amendments to Triton Regional School District Regional Agreement

16. Meeting Memo regarding 7:30 Appointment: Parks and Recreation
Committee Vice Chairman Tim Southall to discuss lawn maintenance contract
for Town's recreational fields
17. Letter from Tim Southall regarding lawn maintenance contract
18. Meeting Memo regarding Old Business #3: Assign motions for Town Meeting
articles
19. Annual and Special Town Meeting Warrants
20. Draft March 13, 2017 Minutes
21. Draft April 6, 2017 Minutes