

MINUTES OF THE BOARD OF SELECTMEN MEETING

April 1, 2019

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

7:00 p.m.

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

PUBLIC ATTENDEES: David Zizza – Finance Committee; Matthew Miller – Boy Scouts; Margaret Lemelin; Bryan DiPersia; Nancy Miller – Boy Scouts; Deana Ziev

CALL MEETING TO ORDER

Vice Chairman Perry 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 led by Matthew Miller.

7:00 p.m. APPOINTMENT Troop 15 Scoutmaster George Pacenka to present the following Eagle Scouts for Proclamation:

- Lucas Casaletto
- Luc-Daniel Metivier
- Matthew W. Miller

Vice Chairman Perry read the proclamation for Matthew W. Miller.

Dave Petersen made a motion to sign the proclamation, Bob Snow second, all in favor - aye (3-0). Cliff Pierce – ABSENT

The proclamation was presented and photos were taken.

The other Eagle Scouts were not yet in attendance.

7:10 to 7:15 p.m. PUBLIC COMMENT

There were no Public Comments.

GENERAL BUSINESS

1. Request from North Shore Montessori School to hang poems on trees on the Town Common as part of Poetry Month

Vice Chairman Perry read the comments from Highway Surveyor Patrick Snow, and the request.

Dave Petersen made a motion to approve this request, Bob Snow second, all in favor - aye (3-0). Cliff Pierce – ABSENT

NEW BUSINESS

1. Request from Crown Castle to approve a modification of Verizon's equipment at the cell tower at 124 Haverhill Street

Vice Chairman Perry read the following:

The Board will need to vote to authorize Vice Chairman Joe Perry to sign the attached Letter of Authorization. Town Planner, Kirk Baker, has reviewed the modification and has determined that this request is exempt from formal site plan review.

Dave Petersen made a motion to authorize Joe Perry to sign the Letter of Authorization, Bob Snow second, all in favor - aye (3-0). Cliff Pierce – ABSENT

Perry signed the document.

2. Letter from Karla Chafee requesting to be appointed to the Zoning Board of Appeals Associate Member seat

Vice Chairman Perry read the recommendation from ZBA Chairman Don Thurston to appoint Karla Chafee to the Associate member seat. Petersen and Snow said she is well qualified.

Bob Snow made a motion to appoint Karla Chafee to the Zoning Board of Appeals Associate Member seat, Dave Petersen second, all in favor - aye (3-0). Cliff Pierce – ABSENT

3. Discuss emergency generators at Annex and Fire Station

Vice Chairman Perry read the following:

As part of the Police and Fire Station projects, a new emergency generator was installed that will service both buildings. The old generator for the Police Station was moved to the Annex property temporarily because it was in the way of the construction. The Fire Chief needs to make plans to move the generator at the Hammond Street Fire Station as soon as possible.

What does the Board wish to do with the old emergency generators?

Petersen said he originally thought that the Police Department generator should be moved to the Annex so that they can use the building as a warming station when we have storms. He said the Plantation now has a generator and the Pine Grove School has a new generator. He said he thinks we could use the Pine Grove School for a warming center if needed. He said he is guessing the cost to hook up the generator at the Annex would be \$8,000 to \$10,000, plus there would be an additional yearly maintenance cost. He said he suggests the Town auction or properly dispose of the old Police Department generator. He said it is about 10 to 12 years old. He said the generator at the Hammond Street Fire Station is also older and belongs to the Town. He said unless the Water Department wants it, it should be disposed of as well.

Perry said the new generator at Pine Grove School needs to be exercised once a month. He said if we don't need these generators, we should find a way to dispose of them.

Dave Petersen made a motion to declare both generators as surplus property and available for disposition, Bob Snow second, all in favor - aye (3-0). Cliff Pierce – ABSENT

7:00 p.m. APPOINTMENT - Continued: Troop 15 Scoutmaster George Pacenka to present the following Eagle Scouts for Proclamation:

- Lucas Casaletto
- Luc-Daniel Metivier
- Matthew W. Miller

Vice Chairman Perry read the proclamation for Lucas Casaletto.

Dave Petersen made a motion to sign the proclamation, Joe Perry second, all in favor - aye (3-0). Cliff Pierce – ABSENT

Lucas said for his project he installed a brick pathway from the sidewalk to the driveway at St. Mary's church. Matthew Miller said his project was installing pavers, benches and a fire pit at the Fire Congregational Church.

The proclamation was presented to Lucas and photos were taken.

Snow thanked George Pacenka for all the work he does with the Scouts.

OLD BUSINESS

1. Pine Grove School Project Update

Vice Chairman Perry said there are little issues, but all looks good. He said he hopes there is a good turnout at Town Meeting, and the change in the All Purpose Room is amazing. He said the project is on time, and the last wing is the Library and gym area. He said they are on target to finish by Labor Day at or under budget.

2. Fire Station and Police Station Addition Project Update

Petersen said the Police Department is completely moved into both buildings. He said the Fire Department will be moved in by May 1st. He said they are starting the landscaping, and the third week of April they will finish the paving. He said they hope to have open houses for both buildings in May and June. He said the project is under budget. Snow said he toured the building last week and they are very professional. Maggie Lemelin asked if there are meeting rooms in the buildings. Perry said there are training rooms. Petersen said these rooms will be available for limited use with the security needed at the Police and Fire Stations. He said the Police and Fire Departments will need to staff the building to open and close the building when the rooms are being used.

3. Review Cannabis Control Commission Municipal Response forms for Verdant Medical, Inc. and Nature's Remedy

Vice Chairman Perry read the following:

The Cannabis Control Commission (CCC) has sent the Town notices of completed adult-use marijuana establishment applications for Verdant Medical, Inc. and Nature's Remedy. The CCC is asking the Town to confirm that these applicants are in compliance with municipal bylaws or ordinances by completing Municipal Response forms.

Town Planner Kirk Baker has provided the following updates regarding the applicant's permitting status:

Nature's Remedy is conditionally approved and the Planning Board is writing up the Certificate of Vote.

The hearing for Verdant Medical application was opened on March 13th and continued to April 10th. In the interim they are under-going the technical review. The Planning Board is doing a visit to the site at 124 Newburyport Turnpike this Wednesday, April 3rd, 2019 at 4pm. The Selectmen are welcome to send a representative to this site visit.

Both applicants still need to obtain building permits and occupancy permits.

The attached Municipal Response forms for Nature's Remedy and Verdant Medical, Inc. have been completed by checking off the box that they are in compliance with municipal

bylaws, with a note that this is contingent upon the approval of the local licenses and permits. David Lakeman from the CCC said this is how other municipalities are completing this form when the local licensing and permitting process is not yet complete.

David Lakeman said this Municipal Response form is needed for them to grant the applicants provisional licenses. The CCC will check back with the Town to verify that the local licenses and permits have been granted before issuing their final licenses.

Please vote to authorize Vice Chairman Joe Perry to sign these forms.

Bob Snow made a motion to authorize Joe Perry to sign these forms, Dave Petersen second, all in favor - aye (3-0). Cliff Pierce – ABSENT

Joe Perry signed the forms.

FY 20 BUDGETS

1. Harbormaster – Revised

Eagan said there has been a correction to the Pumpout Boat wages.

Bob Snow made a motion to approve the revised Harbormaster budget, Dave Petersen second, all in favor - aye (3-0). Cliff Pierce – ABSENT

2. Highway Department – Revised

Petersen said the original budget included a new full-time Truck Driver and a new full-time Laborer. He said this was held to see if there was sufficient funding. He said they would like to hire one additional full-time employee to replace the position that was not re-funded due to a retirement ten years ago. He said during this ten year period we have had three Highway employees, and the Town has accepted new streets, and the department now maintains the Town Common and Town Hall. He said we can no longer get by with three employees in the department, and next year we will look at funding the other position. Snow said he doesn't know how the Highway Department has managed over the years, and he read the data about the number of Highway Department employees in the surrounding towns. He said there are 50.9 miles of roads in Rowley.

Bob Snow made a motion to approve the revised Highway Department budget, Dave Petersen second, all in favor - aye (3-0). Cliff Pierce – ABSENT

3. Omnibus Budget

Vice Chairman Perry said we have a balanced budget that the Town Administrator and her team have worked hard on. He said the Town cannot work with a deficit, and revenues have to match expenses. Eagan said some budget requests came in high and beyond the guidelines. She said the restoration of the Highway position and the \$5,000 for the COA additional programming rose to the top of priorities, but all departments have valid needs. She said many Boards are concerned about retaining their Department Heads, and the State minimum wage has increased. She said the new compensation schedule addresses these issues, and the wage increases will be covered by the new meals tax revenue. She said there will be higher maintenance and insurance costs for the new buildings. She said the Whittier and Essex Tech budget increases have been addressed. She said this is a balanced budget that has met the goals with the available revenues. She said she is requesting the Board to approve this as presented. Perry said the Police and Fire buildings are new and the expenses to run them are estimated and won't be known until they are open for a year. Petersen said the insurance premiums are up by \$100,000, and they will try to prioritize the other requests that were not funded for next year. He said hopefully the residents will support the budget.

Bob Snow made a motion to approve the Omnibus budget, Dave Petersen second, all in favor - aye (3-0). Cliff Pierce – ABSENT

ANNOUNCEMENTS

- Earth Day Event Co-hosted by the Rowley Open Space Committee and the YMCA on Saturday, April 20 at the Dodge Reservation and Camp Cedar Mill, 390 Wethersfield Street from 9:00 a.m. to 2:00 p.m. Rain date is Sunday, April 21. The event is a day of fun for the whole family: Events include: Yoga at 9:00 a.m.; trail clearing from 10 a.m. to 12 p.m.; 11 a.m. to 1 p.m. YMCA Health Kids programs and exhibits; and 1 p.m. to 2 p.m. a Community Hike. For more information call the Y at 978-356-1102 or the Conservation Office at 978-948-2330.
- Town Meeting will be held on May 6, 2019 at 7:00 p.m.
- Annual Town Election will be held on May 14, 2019
- The Town has the following vacancies:
 - a. Agricultural Commission Associate;
 - b. Cultural Council;
 - c. Deputy Shellfish Constables – two positions.For 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

Vice Chairman Perry called for a motion to adjourn. Bob Snow so moved, Dave Petersen second, all in favor - aye (3-0). Cliff Pierce – ABSENT

Open meeting adjourned at 7:40 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting memo regarding 7:00 p.m. Appointment: Troop 15 Scoutmaster George Pacenka to present the following Eagle Scouts for Proclamation: Lucas Casaletto; Luc-Daniel Metivier; Matthew W. Miller
2. Proclamation for Matthew W. Miller
3. Proclamation for Luc-Daniel Metivier
4. Proclamation for Lucas Casaletto
5. Comments from Patrick Snow on Request from North Shore Montessori School to hang poems on trees on the Town Common as part of Poetry Month
6. Request from North Shore Montessori School to hang poems on trees on the Town Common as part of Poetry Month, included photos provided
7. Meeting memo regarding New Business #1: Request from Crown Castle to approve a modification of Verizon's equipment at the cell tower at 124 Haverhill Street
8. Letter of Authorization from Crown Castle
9. Letter from Donald Thurston regarding ZBA Alternate Member Board Position
10. Letter from Karla Chafee requesting to be appointed to the Zoning Board of Appeals Associate Member seat
11. Resume from Karla Chafee
12. Meeting memo regarding New Business #3: Discuss emergency generators at Annex and Fire Station
13. Meeting memo regarding Old Business #1: Pine Grove School Project Update
14. Meeting memo regarding Old Business #2: Fire Station and Police Station Addition Project Update
15. Meeting memo regarding Old Business #3: Review Cannabis Control Commission Municipal Response forms for Verdant Medical, Inc. and Nature's Remedy

16. Cannabis Control Commission Municipal Response forms for Verdant Medical, Inc. Cannabis Control Commission Municipal Response forms for Nature's Remedy
17. FY 20 Budget for Harbormaster – Revised
18. FY 20 Budget for Highway Department – Revised
19. FY 20 Budget for Omnibus Budget