

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

August 8, 2016

Meeting held at Town Hall, 7:00 p.m.

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

**PUBLIC ATTENDEES:** Henry F. Rolfe – Independent Press; Bernard Cullen - 283 Wethersfield Street

### **CALL MEETING TO ORDER**

Chairman Perry called meeting to order at 7:00 p.m. He said the meeting is being audio and visually recorded digitally.

### **PLEDGE OF ALLEGIANCE**

Chairman Perry led the Pledge of Allegiance.

### **OLD BUSINESS**

#### **2. Update on the Triton Stadium Project**

Chairman Perry said he took photos of the projects from the second floor of the middle school. He showed some photos to the Board on the electronic monitor. He said they are hoping that the field will be ready by Labor Day. He said the bleachers may not be complete, and the amenities building is about four to six weeks behind schedule. He said the Opening and Dedication Ceremony will possibly take place in October. He said they are making good progress. He said the bleachers will be on the school side only, and the track will go all the way around the field.

### **7:10 – 7:15 P.M. CITIZEN QUERY**

There were no Citizen Queries.

### **GENERAL BUSINESS**

#### **1. Accept resignation from Water Treatment Operator 1/Assistant Chief Operator Robert Gray**

Chairman Perry read the letter of resignation.

Dave Petersen made a motion to accept this resignation and send a thank-you letter to Mr. Gray, Bob Snow second, all in favor - aye (5-0).

2. Request from Water Superintendent MaryBeth Wiser to lift the hiring freeze for the position of Water Treatment Operator 1/Assistant Chief Operator, Distribution Working Foreman, and Distribution Utility Maintenance Laborer

Bob Snow made a motion to lift the hiring freeze for these positions, Dave Petersen second, all in favor - aye (5-0).

3. Request from COA Director Brienne Walsh to lift hiring freeze to post COA Part-Time Van Driver position

Dave Petersen made a motion to lift the hiring freeze for the Part-Time Van Driver position, Bob Snow second, all in favor - aye (5-0).

4. Request from Harbormaster Bill DiMento to appoint Coleman Nicholson, Daniel Colpitts, Thomas Colpitts as pumpout boat operators

Eagan said she recommends that the Board make these three appointments as requested. She said only one has a completed background check, and the appointments of Daniel Colpitts and Thomas Colpitts should be conditional upon the completion of their background checks.

Dave Petersen made a motion to appoint Coleman Nicholson as a Pump-Out Boat Operator, and Daniel Colpitts and Thomas Colpitts as Pump-Out Boat Operators conditional upon the completion of the background checks, Bob Snow second, all in favor - aye (5-0).

5. Review list of Road Opening Permits for National Grid to open the following roads:
  - 489 Haverhill St. for emergency gas leak repair
  - 31-33 Summer St. for cut and cap of gas service at the gas main in the street
  - 29 Bradford St. for installation of new gas service
  - 31-33 Pleasant St. for new gas service

Chairman Perry read the following:

- *489 Haverhill St. for emergency gas leak repair*
- *31-33 Summer St. for cut and cap of gas service at the gas main in the street*

- 29 Bradford St. for installation of new gas service
- 31-33 Pleasant St. for new gas service

*The Chairman has the copies of the signed permits in his meeting packet, in case there are any questions from the Board.*

Eagan said under the new policy, the Town Administrator and Assistant Town Administrator are authorized to sign these. Petersen said the Selectmen get the list of approved permits. Cullen asked if diagrams are included with a level of information that is beneficial. Eagan said yes, National Grid always provides diagrams.

6. Letter from Michael Woronka, Chief Executive Officer of Action Ambulance Service, Inc. regarding response to medical emergency

Chairman Perry read the letter. He said it is a nice letter and said those involved should be congratulated.

Bob Snow made a motion to send appreciation letters to all those involved, Cliff Pierce second, all in favor - aye (4-0). Bob Merry - PRESENT

#### CONFIRM VOTE FORMAT WITH DE

7. Discuss ZBA Special Permit application submitted by Kevin Dahlke, 37 Hammond St. to build detached garage

Pierce said this application is for a garage within the 15 foot side set back. He said the building is ten feet from the side lot line. He said the plan submitted shows the building outside the 15 foot side set back, so he doesn't understand what this is about, but it is up to the ZBA to review this. He said the garage is approximately 700 square feet, so it is below the square footage requirement for a Planning Board Special Permit.

The Board had no comments on this application for the ZBA.

8. Northeast Mass. Mosquito Control notice on aerial application to control mosquito larvae on coastal salt marshes

Chairman Perry read the notice.

#### **NEW BUSINESS**

1. Request from Cathy Sutherby of the Village Pancake House to move date of Special One Day Liquor License from September 25, 2016 to October 2, 2016

Chairman Perry read the letter. Eagan said if approved, we will notify the Police Chief.

Dave Petersen made a motion to approve this request, Bob Snow second, all in favor - aye (5-0).

2. Sign contract extension with PRS Group, Inc.

Chairman Perry read the following:

*IS Coordinators Karen Summit and Sue Bailey request that the Board of Selectmen extend the current contract with PRS Group, Inc. for one year as provided for under Section VI - 2 of the solicitation. This contract may be renewed for two additional years on a year-by-year basis.*

*Please vote to authorize the Chairman to sign this contract extension.*

Bob Snow made a motion to authorize Chairman Perry to sign the contract extension with PRS Group, Inc., Cliff Pierce second, all in favor - aye (5-0).

3. Sign MIIA Membership Agreement

Chairman Perry read the following:

*The Town's insurance carrier, MIIA, has contacted Debbie about the need to have a signed Membership Agreement on file. The State Division of Insurance is requiring MIIA to have these agreements on file at MIIA.*

*The Board of Selectmen needs to vote to authorize Chairman Perry to sign the agreement. Debbie will get the signed agreement to MIIA.*

Bob Snow made a motion to authorize Chairman Perry to sign the Membership Agreement with MIIA, Dave Petersen second, all in favor - aye (5-0).

4. Letter from Tina Tzortzis expressing an interest in serving on the Open Space Committee and letter from the Conservation Commission recommending Ms. Tzortzis be appointed to the Open Space Committee

Chairman Perry read the email letter from Tina Tzortzis.

Cliff Pierce made a motion to appoint Tina Tzortzis to the Open Space Committee, Dave Petersen second, all in favor - aye (5-0).

**OLD BUSINESS**

1. Sign contract with Cassidy Corporation for Annex Parking Lot Project

Petersen said this is all set to go. He said the Light and Highway Departments collaborated to cut and trim some of the trees.

Dave Petersen made a motion to sign the contract with Cassidy Corporation for the Annex Parking Lot Project, Bob Snow second, all in favor - aye (5-0).

The Selectmen signed the two copies of the contract.

### 3. Update on the Pine Grove School Project

Chairman Perry said he will update the Board on this item. He said they have selected the OPM, Pinck & Co., and they are very pleased. He said Pinck President Jennifer Pinck brought an architect and a business manager to a recent meeting; they were enthusiastic and they brought great information on what happens with the MSBA and the next steps. He said they will be interviewing architect candidates, but the Committee only makes a recommendation, and the State chooses the architect. He said the fifteen member committee has been meeting regularly, and the project is progressing. Pierce said the consultant Pinck & Co. is very impressive. He said this is a long, complicated and strange process, and Pinck seems to be knowledgeable, so the sub-committee made a great choice in selecting Pinck. Perry said Pinck has done a lot of business with the MSBA, and they know the ins and outs. He said there is an ambitious schedule and they hope to have an architect on board to present plans and costs as early as the 2017 Spring Town Meeting.

### 4. Designate a Selectman to serve on the Designer Selection Committee for the Annex Elevation Addition

Chairman Perry read the following:

*The Board of Selectmen needs to designate one of its own to serve on the Designer Selection Committee, in accordance with the Request for Qualifications. The DSE is made up of the Town Administrator, Assistant Town Administrator Natalie Lovett and one Selectman. The DSE will evaluate the proposals based on the established criteria set forth in the RFQ and submit the list of the ranked top three finalists to the Board of Selectmen. The DSE will meet next Tuesday, August 16, 2016 at 10:00 a.m. to evaluate and rank the proposals. The Selectmen designated tonight will need to be at this meeting.*

Perry suggested that Petersen be designated. Petersen said he was involved with the walk-through and has worked with Assistant Town Administrator Natalie Lovett on this project. He said he will be happy to serve on this Committee.

Bob Snow made a motion to appoint Dave Petersen as the Selectmen's representative to the Designer Selection Committee, Cliff Pierce second, all in favor - aye (5-0).

5. Update from Chairman Perry on meeting with Mehaffey family and site walk of the proposed conservation restriction area on Newbury Road

Chairman Perry read the following:

*Chairman Perry met with representatives of the Mehaffey family on July 28<sup>th</sup> at the site of the proposed conservation restriction. He will update the Board on this meeting.*

Perry said Vanessa Johnson, Brent Baeslack and representatives of the Mehaffey family were present at the meeting. He said the farm has an amazing set-up, including a towable greenhouse that is moved periodically so the ground doesn't get burned out. He said they showed the areas that the Conservation Restriction will cover and how they are using the farm. He said they are growing experimental seeds, the crops are amazing, and the produce looked great and fresh. He said they were very forthcoming in their interest in continuing the farm. He said Johnson clarified that the payment for the CR would be going to the Harrison/Tenney Trust and not to the Mehaffey Farm. He said the Mehaffey family members had a lot of information and they clearly enjoy their work. He said they follow the organic principles, but they are not certified organic. He said they didn't walk the pathway into the woods. Pierce asked if the parking for the public access was discussed. Perry said there will be an area up the road for parking two to three cars for the trail access. He said people will be able to access the farm from the trail. Perry said they have chickens and sell eggs, but he doesn't believe they have cows. He said they sell CSA shares.

## **MINUTES**

- June 27, 2016

Bob Snow made a motion to approve the minutes of June 27, 2016, Cliff Pierce second, all in favor - aye (5-0).

- June 27, 2016 Executive Session

Bob Snow made a motion to approve the minutes of June 27, 2016 Executive Session, Dave Petersen second, all in favor - aye (5-0).

- July 6, 2016

Bob Snow made a motion to approve the minutes of July 6, 2016, Dave Petersen second, all in favor - aye (4-0). Cliff Pierce - ABSTAINED

- July 11, 2016

Bob Snow made a motion to approve the minutes of July 11, 2016, Dave Petersen second, all in favor - aye (4-0). Joseph Perry - ABSTAINED

- July 25, 2016

Bob Snow made a motion to approve the minutes of July 25, 2016, Dave Petersen second, all in favor - aye (5-0).

- July 25, 2016 Executive Session

Bob Snow made a motion to approve the minutes of July 25, 2016 Executive Session, Dave Petersen second, all in favor - aye (5-0).

## **ANNOUNCEMENTS**

- The Rowley Water Department has set a mandatory water ban in place. Outdoor watering is not permitted during the hours of 9:00 a.m. to 5:00 p.m.
- 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. **Open Space Committee** – one seat; and
  6. **Deputy Shellfish Constables** – two positionsFor more information on these positions, please contact the Selectmen's Office at 948-2372.
- Rowley Food Pantry is in need of donations. The Food Pantry is open Tuesdays from 10:00 a.m. to 12:00 p.m. and Thursdays from 5:30 p.m. to 7:00 p.m.

## **EXECUTIVE SESSION**

- Collective bargaining strategy: AFSCME Local 2905 and Massachusetts Coalition of Police (MCOP) Local 360

Chairman Perry called for a motion to go into Executive Session for the following purpose: To discuss collective bargaining strategy - AFSCME Local 2905, and Massachusetts Coalition of Police (MCOP) Local 360 because an open meeting may have a detrimental effect on the negotiating position of the Town; and to not return to open session. Dave Petersen so moved, Cliff Pierce second, all in favor – roll call vote: Robert Merry - aye, Joseph Perry - aye, David Petersen -aye; Cliff Pierce – aye; Robert Snow – aye.

Executive session opened and open session closed at 7:44 p.m.

Respectfully submitted,  
Amy Lydon  
Assistant Town Administrator

**ATTACHMENTS:**

1. Meeting Memo regarding Old Business #2: Update on the Triton Stadium
2. Photos of the Triton Stadium Project presented by Chairman Perry
3. Letter of resignation from Water Treatment Operator 1/Assistant Chief Operator Robert Gray
4. Email from Water Superintendent MaryBeth Wiser regarding Bob Gray
5. Email request from Water Superintendent MaryBeth Wiser to lift the hiring freeze for the position of Water Treatment Operator 1/Assistant Chief Operator, Distribution Working Foreman, and Distribution Utility Maintenance Laborer
6. Meeting Memo regarding General Business #3: Request from COA Director Brienne Walsh to lift hiring freeze to post COA Part-Time Van Driver position
7. Email request from COA Director Brienne Walsh to lift hiring freeze to post COA Part-Time Van Driver position
8. Email request from Harbormaster Bill DiMento to appoint Coleman Nicholson, Daniel Colpitts and Thomas Colpitts as Pump Out boat operators
9. Meeting Memo regarding General Business #5: Review list of Road Opening Permits for National Grid to open the following roads:
  - 489 Haverhill St. for emergency gas leak repair
  - 31-33 Summer St. for cut and cap of gas service at the gas main in the street
  - 29 Bradford St. for installation of new gas service
  - 31-33 Pleasant St. for new gas service
10. Road Opening Permit for National Grid to open 489 Haverhill St. for emergency gas leak repair
11. Road Opening Permit for National Grid to open 31-33 Summer St. for cut and cap of gas service at the gas main in the street



12. Road Opening Permit for National Grid to open 29 Bradford St. for installation of new gas service
13. Road Opening Permit for National Grid to open 31-33 Pleasant St. for new gas service
14. Letter from Michael Woronka, Chief Executive Officer of Action Ambulance Service, Inc. regarding response to medical emergency
15. ZBA Special Permit application submitted by Kevin Dahlke, 37 Hammond St. to build detached garage
16. Northeast Mass. Mosquito Control notice on aerial application to control mosquito larvae on coastal salt marshes
17. Request from Cathy Sutherby of the Village Pancake House to move date of Special One Day Liquor License from September 25, 2016 to October 2, 2016
18. Signed One Day Liquor License for Village Pancake House
19. Meeting Memo regarding New Business #2: Sign contract extension with PRS Group, Inc.
20. Signed contract extension with PRS Group, Inc.
21. Meeting Memo regarding New Business #3: Sign MIIA Membership Agreement
22. Signed MIIA Membership Agreement
23. Meeting Memo regarding New Business #4: Letter from Tina Tzortzis expressing an interest in serving on the Open Space Committee and letter from the Conservation Commission recommending Ms. Tzortzis be appointed to the Open Space Committee
24. Email from Tina Tzortzis regarding Interest in open space committee vacancy
25. Letter from Brent Baeslack regarding Request for appointment to the Open Space and Recreation Committee
26. Meeting memo regarding Old Business #1: Sign contract with Cassidy Corporation for Annex Parking Lot Project
27. Signed contract with Cassidy Corporation for Annex Parking Lot Project and Insurance Certificates
28. Letter to Cassidy Corporation regarding Contract Award – Town Hall Annex Parking Lot Expansion
29. Bid attachments submitted by Cassidy Corporation
30. Invitation for Bids Town Hall Annex Parking Expansion
31. Meeting memo regarding Old Business #3: Update on the Pine Grove School Project
32. Meeting memo regarding Old Business #4: Designate a Selectman to serve on the Designer Selection Committee for the Annex Elevation Addition
33. Meeting memo regarding Old Business #5: Update from Chairman Perry on meeting with Mehaffey family and site walk of the proposed conservation restriction area on Newbury Road
34. June 27, 2016 Draft Meeting Minutes
35. July 6, 2016 Draft Meeting Minutes
36. July 11, 2016 Draft Meeting Minutes
37. July 25, 2016 Draft Meeting Minutes
38. Written Executive Session Motion