

MINUTES OF THE BOARD OF SELECTMEN

December 20, 2021

Town Hall, 139 Main Street, Rowley, MA

7:00 p.m.

MEMBERS PRESENT: Chairman Cliff Pierce; Vice Chairman Deana M. P. Ziev; Clerk Robert Snow; Joe Perry (Town Administrator Deborah Eagan, Assistant Town Administrator Amy Lydon) David Petersen – ABSENT

PUBLIC ATTENDEES: Mark Tocci – Crossfield Engineering; Bernie Cullen – 283 Wethersfield Street

CALL MEETING TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

NEW BUSINESS

1. One-day Entertainment License Application filed by Rowley Veterans Association, 19 Bradford Street, for musical entertainment on January 21, 2022 from 7:00 p.m. to 10:00 p.m.

Chairman Pierce read the following:

The attached application has been reviewed by Police Chief Dumas, Fire Chief Broderick, Building Inspector Ken Ward, Health Director Frank Marchegiani, and Town Planner Kirk Baker. The Departments had no concerns provided that this event comply with the following conditions:

- 1. A crowd manager be present during the event,*
- 2. Doors and windows to the exterior be kept closed*
- 3. There be no congregating in the parking area outside*
- 4. Equipment volume levels are kept so that music cannot be heard from outside,*
and
- 5. Occupancy will not exceed 99 persons*

Does the Board wish to approve this application with conditions recommended by the department heads? If, so the Board needs to vote to approve it.

Bob Snow made a motion to approve this application with the conditions recommended by the department heads, Deana Ziev second, all in favor – aye (4-0). Dave Petersen – ABSENT

2. Update on the Zoning Review Committee Meeting

Chairman Pierce said he attended the recent Zoning Review Committee meeting. He said their main initiative for the next Town Meeting is to require 10% affordable units in the OSRD bylaw, which currently has no requirement for affordable units. He said this won't allow us to achieve the 10% State requirement, but it will help us to keep up. He said we will need a big development to reach the 10% and the Town's current percent is approximately 4%.

7:00 p.m. APPOINTMENT* Mark Tocci of Crossfield Engineering to discuss Town Hall mini-split heat and air conditioning design as part of the Green Communities Designation Grant project

Chairman Pierce read the following:

Attached are DRAFT plans of the system.

The plans show the system running in the basement with units being placed in most locations where the existing radiators are located. The outdoor unit is placed near the basement entryway. Mark and his team still need to work on the first floor restroom and hallways. The plans also call for removing the boiler and oil tanks, but that won't be necessary to do as part of this project.

After tonight's meeting Mark can come back to one of the January meetings with the final plan.

Mark Tocci said the plans are 75% to 80% complete and they made assumptions that can be changed such as the demolition of the current system, which we may want to wait to do since the budget is tight. Pierce said he uses mini splits in his home and he thinks they are great, but they don't seem to do the job on really cold days. He asked if the existing system should be kept as a back-up system. Tocci said the system proposed for Town Hall is more robust than home systems and operates down to negative ten degrees. He said they were the engineers at the Police and Fire Stations projects and they used light commercial systems which were half the cost, and those systems can't be compared to the system proposed here because they aren't as robust. Pierce asked if there is a reason that the boiler can't stay. Tocci said as long as Green Communities is okay with it they are okay with it. He said his staff has been to the building four to five times, and they can put units on the walls with patches if that is preferred. He said some locations require the removal of the radiators to make room for the new units. He said they need to add additional units in the hallways and a unit with heat only for the bathroom. He said the whole first floor would be electric and not use fossil fuels which is the goal of the Green Communities program.

Tocci reviewed the full sized color drawings that he brought. Eagan said the old system requires constant maintenance and she is not sure about the longevity of it as a back-

up. She said there is a lack of parts for the system and it is hard to find people to service it. She said we could leave it there and use it if needed if it still runs. Tocci said the boiler could be kept to heat the basement only which would be a great source of savings. He said he can dig up some names of companies who can service it. Eagan said she doesn't think we should get rid of it, but doesn't want any false hopes that it will last a long time. Tocci said the existing system may operate worse if it has a smaller load, and it would be set to 55 or 60 degrees just to keep the pipes from freezing. Eagan said there is electric heat in the Rowley Community Media office and server room in the basement. Perry said we can't go much longer with the existing boiler.

Snow asked if there is only one heat pump under the plan. Tocci said there is one outdoor heat pump by the back basement door. Tocci said if the Town leaves the existing system in place, removing it would be a great project for a Vocational Technical school. Tocci says the plan calls for removing all the radiators, but these can all be kept except for the one outside of Eagan's office. He said we need a two ton unit there which is 24.5". He said he hasn't included patchwork and painting of the existing wainscoting, which will need to be matched to the time period. Eagan said this can be done as a separate project with a local carpenter. Tocci said during the bid walk, the contractors may have their own suggestions and they are open to making changes based on this feedback. He said they will include finish work to include commonly used trim pieces rather than the existing wainscoting.

Tocci said there will be fencing or lattice around the unit outside and the unit will be raised up onto stands. He said he recommends using the fencing panels that they used in Merrimack, which were inexpensive, and the Board can let him know what they would like to use in January. Eagan said this is important for the Historic District Commission and the design has to be sensitive to the historic exterior of the building.

Snow asked if the system is sized just for the first floor. Tocci said yes, it has capacity to add a couple more units for 400 to 600 square feet with low occupancy, but the rest of building cannot be heated with this unit. He said there is a to-scale drawing to show how the exterior unit will look against the building. He said they have included some high wall units in the smaller offices where they want to keep the floor space, and sheetrock will be used to hide the pipes. He said there is a plan to show a diagram of the system and the BC1 box, which will be installed in the basement, has room for one more unit. Tocci said they put all information needed into the drawings and less information in the job manual since the drawings are used by the contractors. He said the interior units they are recommending are a little shorter than standard units so that they fit underneath window sills and have a clean plain front that comes in colors, but we may need to use what is available. He said these units cost \$150 to \$200 more than the standard style.

Snow asked what type of maintenance is required. Tocci said filters need to be changed every three to six months, which can be done in-house with either washable or throw away filters. He said there is no other maintenance required for the first year, and then the refrigerant and fans should be checked and the system should be cleaned. He

said snow and sand should not be piled against the outside unit. He said there is not a lot of maintenance, with about half the amount of maintenance required for a traditional system, but we should talk to a service contractor about this. Snow said it is his understanding that the fan unit inside the wall unit needs to be cleaned and this can be expensive and time consuming to do. Tocci said he will look into this and let the Board know, but he hasn't been told by contractors that it is difficult to clean the fans.

Tocci said the bid documents will need to have language that allow an equivalent to the recommended systems to be installed by the contractors, and not all manufacturers have a style that looks like this. He said to be equivalent they need to have equivalent warranty and construction. Tocci said they will come up with a plan to heat the basement without the boiler. He said the electrical engineers will be in soon to do a survey.

Eagan said we will plan to meet again on January 24th. She said the goal is to bid this out as soon as possible to find out if we will need additional funding at Town Meeting if the grant money doesn't cover the whole cost.

Bernie Cullen asked if the refrigerant in the units meet all of the existing and anticipated environmental changes. Tocci said he is not an expert in this, but the units use R410A which is non-toxic and is the only new product he knows of. He said the previous refrigerant was totally phased out due to its' impact on the ozone layer, but the phase-out didn't require anyone to remove functional equipment that used it. Cullen said a concern is snow and ice falling off of the roof slopes onto the exterior unit. He said the Water Department lost a condenser unit because of this. He said the unit should have a shield on top of it to prevent this from happening. Tocci said he is unsure how to do this with the requirements of the Historic District Commission. He said he will look into this.

7:05 P.M. TO 7:10 p.m. PUBLIC COMMENT

There were no public comments.

NEW BUSINESS

3. Discuss new law on multifamily zoning requirements for Massachusetts Bay Transportation Authority (MBTA) communities

Chairman Pierce said he would like to provide a brief update on this new law, which is requiring us to do a lot in a limited time frame. He said the law applies to all MBTA communities and requires the communities to allow multi-family zoning by-right within a half mile radius of the train station. He said we don't currently have this and will need to create a new zoning district for this near the train station. He said we can have a site plan review for developments in the new zoning area, but it can't be conditioned under a special permit. He said we don't have to do this, but if not, we become ineligible for DHCD grants, and he doesn't believe that the Town has ever received any of these grants. He said he doesn't recommend that the Town ignore this. He said this was discussed at the ZRC meeting and they concluded that this is a preliminary law which

doesn't become effective until the State issues guidelines. He said the State has issued interim guidelines. He said the proposed timeline is to have the ZRC start to develop the bylaw to meet this requirement in the beginning of September, send the bylaw to the State by the end of the year for approval and at the 2023 Town Meeting, make the zoning changes. He said the Didax property is a perfect example of the type of parcel to apply this to. He said the requirement is that the units allowed in the new district be 15% of total units in Town. He said he doesn't know how we will meet this and we may need to apply the new zoning to additional districts in Town. He said this is a lot of information to digest.

4. Authorize Invitation for Bid for Town Hall Annex Slate Roof Restoration

Chairman Pierce read the following:

The May 3, 2021 Special Town Meeting appropriated \$65,000 from Community Preservation Committee funds to preserve and restore the historic and valuable Monsoon slate tile roof on the Town Hall Annex. (See attached Town Meeting Warrant Article.) The Historic District Commission approved this project on March 25, 2021.

Attached is the draft Invitation for Bids document. We are asking for the Board's authorization to release the bid documents as soon as they are ready, after any additional minor language revisions.

Joe Perry made a motion to authorize the release of the bid documents as soon as they are ready, after any additional minor language revisions, Bob Snow second, all in favor – aye (4-0). Dave Petersen – ABSENT

MINUTES

- December 6, 2021

Bob Snow made a motion to approve the December 6, 2021 minutes, Joe Perry second, all in favor – aye (3-0). Dave Petersen – ABSENT Deana Ziev - ABSTAINED

- December 6, 2021 – Executive Session

Bob Snow made a motion to approve the December 6, 2021 Executive Session minutes, Joe Perry second, all in favor – aye (3-0). Dave Petersen – ABSENT Deana Ziev - ABSTAINED

- December 13, 2021

Joe Perry made a motion to approve the December 13, 2021 minutes, Deana Ziev second, all in favor – aye (3-0). Dave Petersen – ABSENT Bob Snow - ABSTAINED

ANNOUNCEMENT

Chairman Pierce read an additional announcement from Bob Breaker about the Wreaths Across America program, thanking the various participants.

ADJOURN

Bob Snow made a motion to adjourn, Joe Perry second, all in favor – aye (4-0). Dave Petersen – ABSENT

Meeting adjourned at 8:12 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting memo regarding New Business #1: One-day Entertainment License Application filed by Rowley Veterans Association, 19 Bradford Street, for musical entertainment on January 21, 2022 from 7:00 p.m. to 10:00 p.m.
2. One-day Entertainment License Application filed by Rowley Veterans Association
3. Email from Kirk Baker regarding 1 – Day Entertainment License
4. Email from Frank Marchegiani regarding 1 – Day Entertainment License
5. Email from Chief Dumas regarding 1 – Day Entertainment License
6. Email from Chief Broderick regarding 1 – Day Entertainment License
7. Meeting memo regarding New Business #2: Update on the Zoning Review Committee Meeting
8. Updated Meeting memo regarding 7:00 p.m. Appointment: Mark Tocci of Crossfield Engineering to discuss Town Hall mini-split heat and air conditioning design as part of the Green Communities Designation Grant project
9. Specifications sheet for Mitsubishi heat pumps
10. Original Meeting memo regarding 7:00 p.m. Appointment: Mark Tocci of Crossfield Engineering to discuss Town Hall mini-split heat and air conditioning design as part of the Green Communities Designation Grant project
11. Five plan sheets from Crossfield Engineering
12. Meeting memo regarding New Business #3: Discuss new law on multifamily zoning requirements for Massachusetts Bay Transportation Authority (MBTA) communities
13. Zoning map showing property within a ½ mile radius from the Rowley MBTA train station, with listing of parcels
14. Email from Michael Kennealy from Executive Office of Housing and Economic Development regarding Update on the New Multifamily Zoning Requirement for MBTA Communities
15. Draft Compliance Guidelines for Multi-Family Districts Under Section 3A of the Zoning Act from The Department of Housing and Community Development

16. Article from MMA titled, "DHCD releases draft multifamily zoning guidelines from MBTA communities"
17. Meeting memo regarding New Business #4: Authorize Invitation for Bid for Town Hall Annex Slate Roof Restoration
18. Draft Invitation for Bid for Town Hall Annex Slate Roof Restoration
19. Draft minutes of December 6, 2021
20. Draft minutes of December 13, 2021