

MINUTES OF THE BOARD OF SELECTMEN MEETING

February 9, 2015
Meeting held at Town Hall

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

PUBLIC ATTENDEES: None

CALL MEETING TO ORDER

Chairman Robert Merry called the meeting to order at 7:02 p.m. He said the meeting is being audio and video recorded digitally.

PLEDGE OF ALLEGIANCE

Joseph Perry led the Pledge of Allegiance.

CHAIRMAN'S COMMENTS

Chairman Merry said everyone should be careful with all the snow banks, particular around corners.

GENERAL BUSINESS

1. Request from Pine Grove School PTA re: social request for 2nd Annual Spring Social

Chairman Merry said, "The Board wanted to hold off on this item for a week to have more time to think about a possible donation."

Merry asked the Board if they had any thoughts. He said one idea he has is to appoint the raffle item winner as pro-temp Chairman of the Board of Selectmen. He said they could present a couple of items on the agenda and call for a vote on them. Perry said that is a great idea. Petersen said they could also be presented with a proclamation.

Dave Petersen made a motion to offer a donation to the PTA as detailed above, Bob Snow second, all in favor - aye (5-0).

7:05 – 7:15 p.m. CITIZEN QUERY

Citizen's Query opened at 7:05 p.m. and continued until 7:15 p.m. There were no citizen's queries.

GENERAL BUSINESS

2. Letter of resignation from Police Officer Daniel Lee

Chairman Merry read Daniel Lee's letter. Cook asked that the Board send him a nice letter thanking him for his service as a reserve and then a full time Police Officer.

Jack Cook made a motion to accept Lee's resignation with regrets, Joseph Perry second, all in favor - aye (5-0).

NEW BUSINESS

1. Flea Market application from Sandra Hamel for Sandy's Flea Market

Chairman Merry read the following:

The attached application is in order, with taxes, water and light bills paid in full. The required signatures have been obtained. The Building Inspector has reviewed the application and has no issues. If approved, please sign the attached license.

Dave Petersen made a motion to approve and sign the flea market license for Sandy's Flea Market, Jack Cook second, all in favor - aye (5-0).

The Selectmen signed the license.

2. Review updated Flea Market Application

Chairman Merry read the following:

Please review and approve the updated Flea Market Application. The following has been added:

Under "Sign Offs" (second page)

Building Inspector:

Conditions required:

The previous application did not have a sign off requirement from the Building Inspector.

Dave Petersen made a motion to approve the updated Flea Market Application, Bob Snow second, all in favor - aye (5-0).

3. Discuss MVPC Stormwater training workshops

Chairman Merry read the following:

The Town is participating in the MVPC Stormwater Collaborative. The MVPC has scheduled mandatory workshops as part of the EPA Stormwater MS4 Permit requirements.

Conservation Agent Brent Baeslack and Highway Surveyor Patrick Snow are planning to attend all of these workshops, however, other employees and officials need to also attend. The Board of Selectmen needs to vote to request these employees to attend these workshops, if possible.

Dennis DiZoglio the executive director of the Merrimack Valley Planning Commission has sent Debbie the attached email message on this important training program.

Workshop 1 – Parks and Recreation Staff

Tuesday, March 10, 2015 (8 - 10:00 AM)

Northern Essex Community College (Lawrence) – Classroom LRW 312

Instructors: Brian Kuchar and Gary Hedman

Workshop # 1 will focus on the proper use, storage, and disposal of pesticides, herbicides, fertilizers, and organic wastes for public parks, including fields and golf courses. We will review the importance of following manufacturer's instructions, and how to evaluate and adapt the lawn management strategies to protect water quality. We will review and discuss methods for placing signage and instituting effective trash containment and removal programs at public parks. Participants will review strategies for problem-solving and cost-effective compliance with environmental regulations.

Employees and officials from the following Town Departments need to attend: Highway, Conservation, Planning, Water and Cemetery

Workshop 2: Buildings, Facilities, Vehicle and Equipment Maintenance

Friday, March 20, 2015 (8 - 11:00 AM)

Andover Public Services Building and Public Works Maintenance Yard

Instructors: Anne Kitchell and Gary Hedman

Workshop #2 is designed for municipal staff members responsible for maintaining publicly owned or operated buildings or facilities where pollutants are stored and may be exposed to stormwater runoff. This group includes staff from public works, police, fire, municipal parking garages, or other relevant staff. We will review responsible storage and handling of petroleum products and other potential stormwater pollutants at these sites, and present guidance for developing a spill prevention, control, and countermeasure plan (SPCC). We will also provide guidance for vehicle storage and fueling station designs and procedures to protect water resources from pollutants.

Employees and officials from the following Town Departments need to attend: Highway, Conservation, Planning, Water, Cemetery, Light and Fire

Workshop 3: Stormwater Management and Infrastructure Maintenance

Friday, April 10, 2015 (8 - 11:00 AM)

Northern Essex Community College (Lawrence) – Classroom LRW 312

Instructors: Richard Claytor and Ellie Baker

Workshop #3 is geared toward public works staff that are responsible for maintaining roadways, sidewalks and municipal stormwater management infrastructure. This workshop will provide guidance on recommended maintenance schedules and management practices for stormwater infrastructure such as cleaning catch basins, street sweeping, winter snow and ice maintenance, disposal of catch basin and street sweeping waste, and use and design of stormwater treatment structures, drainage ditches and swales. We will provide a sample format for an operation and maintenance plan to assist in managing the maintenance of these facilities.

Employees and officials from the following Town Departments need to attend: Highway, Conservation, Planning, and Water.

The workshops are designed to benefit a wide array of Merrimack Valley officials involved in stormwater management. Local public works personnel, city and town engineers, wastewater facility operators, community development planners, conservation agents, real estate developers, consulting engineers, and watershed groups all are encouraged to attend.

Joseph Cosgrove, MVPC Environmental Program Manager, will open the session, followed by stormwater management experts from Weston & Sampson, who will interpret and discuss the proposed new Phase II stormwater management regulations, and how they will affect municipalities and private properties. A panel of stormwater professionals will be on hand to answer attendees' questions and explore opportunities for sharing costs of developing local stormwater management plans.

Snow said he has taken Citizen Planner training courses through MVPC and finds them beneficial, and we should spread the word about upcoming workshops. Eagan said these courses are required participation for the stormwater permit, and other classes that MVPC offers can be put on a future agenda. Cook asked if there is a charge for these courses and Eagan said no, they are covered under the MVPC agreement. Perry said he will try to make Workshop #3.

Bob Snow made a motion to request the departments to attend as outlined by Bob Merry, Jack Cook second, all in favor - aye (5-0).

4. Discuss Triton District Communications Committee Meeting scheduled for Feb. 12* and Triton Budget

Chairman Merry read the following:

Last week the Board discussed the Triton District Communications Committee meeting that is scheduled for Thursday, Feb. 12 for the purpose of discussing funding of the Triton Stadium. Since last week's meeting, we have received a letter from Triton Regional School Committee Chair Debbie Choate. (see attached.)

Parents have also sent the selectmen email communications from Triton Superintendent Christopher Farmer on the Triton Budget development (see attached.)

Perry said the meeting on February 12, 2015 will have discussions about how to fund the stadium project and how to divide the payment for the project amongst the three towns. Perry said that the email sent to parents included information about the budget development and should have been sent to the Board of Selectmen directly. He said the email gave a summary of the spending reductions under consideration and he is surprised there are no changes to student fees. Snow said they are waiving the 180 day requirement for snow days. Merry said teachers can't work beyond June 30th. Eagan said a key point of the discussion will be the proposed 4% increase in the budget which will need to be taken into consideration when discussing the stadium funding. Petersen said there are serious concerns with a 4% increase. He said the Town is giving 2.5% increases and he encourages them to stick with a 2.5% increase. He said a 4% increase will be devastating given the very high snow removal costs we are facing. He said with the stadium and upcoming Pine Grove School renovation project, there are huge expenditures coming up, and a 4% increase may require an override. He said it will be tough to come up with a funding plan for the next School Committee meeting with the total lack of information at this point. He said the Board will have to put the plans together and present them to the taxpayers, and some will pass, but others won't.

Perry said he will attend the School Committee meeting on Wednesday weather permitting, and he is usually the only attendee and cannot participate. He said at Thursday's meeting, he can voice an opinion and appreciates any support at the meeting on Thursday.

OLD BUSINESS

1. Prospect Hill access road

Chairman Merry read the following:

At last week's meeting, the Board discussed having a joint meeting with the Board of Water Commissioners to discuss a plan of action for improving the Prospect Hill access road. Since last week, Chairman Merry has decided that we should hold off on this meeting until sometime in mid-March and invite all relevant departments including but not limited: Water, Highway, Conservation Commission, Fire Chief and Police Chief.

Which evening in March does the Board wish to have this meeting? March 16, March 23 or March 30?

Snow said the sooner the better and suggested March 16th. Merry said the 16th will be set as the tentative date and it will be a productive round table meeting with these groups.

2. Town Hall Floor project update

Eagan read the following:

The following responses came in for the Town Hall Flooring Project:

- | | |
|---|--------------|
| 1. EdgePro Flooring | \$ 13,857.00 |
| 2. Atkinson Carpet Installation Co., Inc. | \$ 29,600.00 |
| 3. Capital Carpeting & Flooring Specialists, Inc. | \$ 22,333.00 |
| 4. Pavilion Floors, Inc. | \$ 10,846.00 |

The low bidder is Pavilion Floors, Inc., 90 Commerce Way, Woburn, MA. The documents are in order and two references have been reached, one for a project at Logan Airport and the other at Dana Farber Hospital. Both references came back very positive, with good quality work, on budget and both would hire Pavilion again.

In order to keep the project going, I recommend that we hire Pavilion Floors, Inc.

A moving company has been contacted to move the furniture out of the offices during the project and to replace it after the installation of the flooring.

*Respectfully submitted,
Doreen Glowik
Asst. Town Administrator*

Dave Petersen made a motion to hire Pavilion Floors, Inc., Joseph Perry second, all in favor - aye (5-0).

3. Review RFP for lease of camp area of Town-owned Girl Scouts land

Chairman Merry read the following:

Debbie is writing the draft.

In order to expedite this, does the Board wish to authorize Debbie to work with Selectmen Merry and Petersen in finishing this, so that it can be advertised in the next edition of The Central Register. The deadline for the Feb. 18th issue is tomorrow.

If the Board agrees to this plan of action, the Board needs to approve the following key components of the RFP:

- 1) Lease to a tax exempt organization with a minimum of ten years of experience in running high quality youth camp programs, activities and programs for children, adults and families, including but not limited to exercise and fitness programs, aquatics, after school programs, school vacation programs, and art and dance programs.*
- 2) Lease requires that all of these programs be offered to Rowley residents at a reduced cost.*
- 3) Lease price = \$1.00 – because the goal and objectives of this lease is to have a reputable organization run these programs, which will benefit the townspeople.*
- 4) The Lessee will have care and control over all the buildings on the camp area, including the caretaker's house*
- 5) The Lessee will provide appropriate insurance coverage on the property, and also have proof of general liability and workers' compensation insurance.*

Petersen said this has been discussed, and if we want to lease the camp in time to have a camp there this summer, we have to expedite the process. He said he highly recommends that we use these key components and see what happens. He said we don't have to accept the bids if it doesn't work out.

Bob Snow made a motion to approve the key components as outlined by Chairman Merry, Joseph Perry second, all in favor - aye (5-0).

MINUTES

- November 24, 2014

Joseph Perry made a motion to approve the minutes from November 24, 2014, Bob Snow second, all in favor - aye (5-0).

ANNOUNCEMENTS

- The Board of Selectmen is reminding residents that if they have the opportunity and the ability to clear hydrants near their homes
- The Public Hearing on the Proposed Reconstruction of Central Street with Highway Surveyor Patrick Snow has been re-scheduled to Monday, February 23, 2015 at 7:30 p.m. at Town Hall
- Library Event - The Songs of Cole Porter - Saturday, Feb. 14, at 1:00 p.m. at the Library
- The Town has the following vacancies:
 - a) **Fence Viewer**– three positions;
 - b) **Wood, Lumber & Bark Inspector**; and
 - c) **Zoning Board of Appeals Associate** – two open seats
 - d) **Historical Commission-Historic District Commission** - two seats

e) **Parks and Recreation Committee** - two seats

f) **Open Space Committee** is seeking members

For 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.

There being no further business before the Board, Chairman Merry called for a motion to adjourn. Jack Cook so moved, Bob Snow second, all in favor – aye (5-0).

Open meeting adjourned at 7:45 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting memo regarding General Business # : Request from Pine Grove School PTA re: social request for 2nd Annual Spring Social
2. Email correspondence with Nerissa Wallen regarding Request from Pine Grove School PTA re: social request for 2nd Annual Spring Social
3. Letter of resignation from Police Officer Daniel Lee
4. Meeting memo regarding New Business #1: Flea Market application from Sandra Hamel for Sandy's Flea Market
5. Flea Market application package from Sandra Hamel for Sandy's Flea Market
6. Meeting memo regarding New Business #2: Review updated Flea Market Application
7. Updated Flea Market Application
8. Meeting memo regarding New Business #3: Discuss MVPC Stormwater training workshops
9. Email correspondence from Dennis DiZoglio from MVPC regarding stormwater workshops
10. Meeting memo regarding New Business #4: Discuss Triton District Communications Committee Meeting scheduled for Feb. 12* and Triton Budget
11. Letter from Debbie Choate of Triton School Committee dated February 28, 2015
12. Email from Triton to parents dated February 6, 2015
13. Email from Triton to parents dated February 4, 2015
14. Meeting memo regarding Old Business #1: Prospect Hill access road
15. Meeting memo regarding Old Business #2: Town Hall Floor project update
16. Meeting memo regarding Old Business #3: Review RFP for lease of camp area of Town-owned Girl Scouts land
17. Draft minutes November 24, 2014
18. Library announcement regarding Cole Porter