

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

January 29, 2018

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

7:00 p.m.

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

**PUBLIC ATTENDEES:** Lawrence White – FINCOM; Dan Folding – Light Department; Richard Lodge – Daily News; Henry Rolfe – Plantation; James Broderick – Fire Department; Brent Baeslack – Conservation Agent; Alyssa King – Open Space Committee; Bernard Cullen – 283 Wethersfield Street; Nerissa Wallen – School Committee

### **CALL MEETING TO ORDER**

Chairman Perry called the meeting to order at 7:00 p.m. Perry announced that the meeting is being video and audio recorded and televised live by Rowley Community Media.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **GENERAL BUSINESS**

1. Request from Police Chief Scott Dumas to lift the hiring freeze for the positions of Reserve Dispatcher and Reserve Police Officer

Chairman Perry read the request.

Dave Petersen made a motion to lift the hiring freeze for the positions of Reserve Dispatcher and Reserve Police Officer, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

Henry Rolfe asked if the Police Chief appears before the Board for these requests, or if this is just added to the payroll. Perry said the Chief can appear before the Board. Petersen said these are not additional people, but rather replacements for when Officers are out.

### **NEW BUSINESS**

1. Request from the Pine Grove School – School Council to appoint Jeff Vincola as their representative to the Pine Grove School Building Committee

Chairman Perry read the email request from Christine Kneeland.

Dave Petersen made a motion to appoint Jeff Vincola as the School Council representative to the Pine Grove School Committee, replacing Jay Szymanski, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

## 2. Open Annual Town Meeting Warrant

Chairman Perry read the following:

*The Board of Selectmen needs to vote to open the Annual Town Meeting Warrant and to close the warrant on Monday, February 26, 2018 at 4:00 p.m.*

Cliff Pierce made a motion to open the Annual Town Meeting Warrant and to close the warrant on Monday, February 26, 2018 at 4:00 p.m., Dave Petersen second, all in favor - aye (4-0). Bob Snow - ABSENT

## **7:05 – 7:10 p.m. PUBLIC COMMENT**

Larry White of Central Street said including the requests from the various schools, the Triton budget is increasing by \$4,835,000. He said to give the public an idea of the Town Services that would have to be cut to fund Rowley's share of this increase:

- Police Department cut in half with people and services
- Fire Department cut in half with people and services
- Library cut in half with people and services
- Complete shut-down of Finance Committee; Inspection Department; Emergency Management; Constable; Council on Aging; Conservation Commission; Harbormaster; Highway Department and Board of Health

He said this is a lot of cutbacks and shutdowns. He said Triton may need to cut personnel and programs, but so will the Town.

Henry Rolfe of 13 Plantation Drive said he has lived in Rowley for over sixteen years. He suggested the following ways for the Town to increase revenue:

- Adopt the hotel/motel occupancy tax at once. State is 5.7%; local option is 6%
- Town Departments decrease budget requests for next fiscal year by a minimum of 5%
- Revise the liquor license fees and base them on the store/restaurant financial statements
- Charge \$50 fee for a public hearing before Town Boards
- Investigate the COA shopping trips since the number of participants have decreased

- For Pine Grove School athletic fields, use CPC money and also the state budget amendment funds accessed by State Representatives/Senators
- Create Rowley economic development commission similar to Georgetown
- Update zoning to allow five story industrial/commercial buildings along Route 1
- Develop unused parts of Dodge Reservation – Rowley Forest Products Enterprise – to harvest hardwoods

## **NEW BUSINESS**

### 3. Discuss FY 19 Budget Update and Budget Guidelines

Chairman Perry read the following:

*We're proceeding to build a FY 19 Town Budget based on a 1% cost-of-living increase and 1.25% step increases for a total of 2.25% in wage increases. The Personnel Advisory Committee has recommended to the Board of Selectmen that the Longevity Schedule match the amounts in the AFSCME agreement. The adjustment increases are as follows:*

*Current*

<b>YEARS OF CONTINUOUS ACTIVE SERVICE</b>	<b>AMOUNT OF COMPENSATION</b>
5 or more	\$225.00
10 or more	\$325.00
15 or more	\$375.00
20 or more	\$425.00

*Proposed – to match current AFSCME amounts:*

<b>YEARS OF CONTINUOUS ACTIVE SERVICE</b>	<b>AMOUNT OF COMPENSATION</b>
5 or more	\$250.00
10 or more	\$375.00
15 or more	\$450.00
20 or more	\$525.00

- 5 or more increase by \$25
- 10 or more increase by \$50
- 15 or more increase by \$75
- 20 or more increase by \$100

*Governor Baker has just released his budget, which includes a 3.5 percent increase in the Unrestricted General Government Aid (UGGA), and a 2.2% increase in Chapter 70 aid. Unfortunately, the Governor's budget level funds regional school transportation. Under the Governor's budget the UGGA local aid amount Rowley is slated to receive is an additional \$18,882 over last year.*

*FY 18 UGGA = \$539,494*

*FY 19 UGGA = \$558,376 (Governor's Budget House 1)*

*UGGA Increase = \$18,882*

*While this increase is small, we need to hope that it won't be decreased by the Legislature when it takes up its budget review.*

Dave Petersen made a motion to approve the longevity increases as recommended by the Personnel Advisory Committee, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

4. Discuss Division of Marine Fisheries FY 18 Green Crab Trapping Program

Dave Petersen made a motion to participate in the FY 18 Green Crab Trapping Program administered by the Division of Marine Fisheries, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

5. Discuss sending a letter to the Peabody Essex Museum

Chairman Perry read the following:

*Finance Committee Member Paul Jalbert has been following the move of some of the Peabody Essex Museum's collection to Rowley. He expressed some concerns to Debbie about the tax exempt status of the museum and the impact on Rowley's property tax revenue. He suggested it would be a good idea to meet with the head of the museum to discuss the establishment of a relationship between the Town and the Peabody Essex Museum. Attached is a draft letter to the museum.*

Perry read the draft letter. Eagan said Finance Committee Chairman Larry White spoke with Paul Jalbert about this. She said if the Selectmen endorse this letter, White will put it on the next Finance Committee meeting agenda.

Cliff Pierce made a motion to approve sending the letter to the Peabody Essex Museum, Dave Petersen second, all in favor - aye (4-0). Bob Snow - ABSENT

**7:15 p.m. APPOINTMENT** Alyssa King and Conservation Agent Brent Baeslack to discuss Open Space Committee vacancy

Chairman Perry read the following:

*There is one opening on the Open Space Committee.*

*Ms. Alyssa King attended a recent Conservation Commission meeting to discuss her interest in serving on the Open Space Committee. The Conservation Commission has submitted a letter to the Board of Selectmen recommending that Ms. King be appointed to the vacancy*

*Ms. King's letter of interest and resume are also attached.*

Perry read the letter from the Conservation Commission and King's letter of interest.

Conservation Agent Brent Baeslack said the letter from the Conservation Commission stands on its own and he believes King will be an asset given her education and enthusiasm. King said that she sat in on an Open Space Committee meeting, she was enthralled and would love to be a part of it. She thanked the Board for their time and consideration.

Perry asked King if she is available to attend the Open Space Committee Meetings. King said yes. Perry asked King, "The Open Space Committee works with and through the Conservation Agent, who is the onsite custodian of the Town's open space property. Do you have any questions about this?" King said she has no questions about this. Eagan said King will need to take the online State Ethics exam as required.

Dave Petersen made a motion to appoint Alyssa King to the Open Space Committee through June 30, 2018, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

Pierce said it is great to get new people involved, especially well qualified people like King.

## **NEW BUSINESS**

6. Discuss alarm systems for municipal buildings

Chairman Perry read the following:

### **FIRE ALARM SYSTEM**

*Chief Broderick provided the attached memo regarding the Municipal Fire Alarm systems. If the Selectmen wish to keep the current municipal alarm system, an agreement will need to be entered into with Verizon, or the wires will need to be moved to the Town's portion of the poles. The Selectmen may wish to instead decommission this system, and move to a fire system where each building is monitored by a private company for a monthly fee. Chief Broderick and Dan Folding are here tonight to discuss these options, and which also pertains to Old Business #1 – Verizon Pole Agreement.*

Fire Chief Broderick said there are 26 buildings on the system, and they have the red box in the front. He said 6 of the buildings are Town buildings, and the rest are for businesses in Town. He said originally the line was just for Town buildings, but has been expanded over time. He said there have never been monitoring fees associated with it, and individual companies have paid to install the wires and their box on the system, along with maintenance fees. He said it has run well for a long time with few repairs. He said a couple of years ago, there were \$12,000 in repairs made. He said he is looking at a way to phase this old system out, and parts have not been made for this system since 1980. He said he originally proposed a radio fire alarm box, which is the same thing using radio waves, but it would cost \$150,000 to get this up and running for the Town buildings. He said another option, used currently by the Water Department, is cellular radio transmission, which works very well. He said he obtained a quote to outfit the Town buildings with this system, and the total cost will be less than \$10,000, with a cost of \$500 per year for monitoring. He said the cost may vary depending on the age of the fire panels in each building. He said once the Town transfers from the current system, he would give the businesses a timeframe to move to a new monitoring system before decommissioning the current system. Perry said there are no fees being charged under the current system to non-Town buildings. Petersen said he looked through Broderick's submitted capital request, and agrees that the cellular radio transmission for \$10,000 plus the monitoring fee seems to be the way to go. He said he recommends that we move in that direction and to notify the private businesses using the current system, and to keep the wire system in place for a year or two. He said this can be put into the capital budget for this year. Broderick said the wire system should be decommissioned eighteen months after the last Town building is taken off of the system.

Light Manager Dan Folding said the Town and Verizon own the light poles 50%/50%, and anyone else using the poles, such as Comcast, rents space. He said 90% of the fire wires are in the municipal space, they have been in place for quite a long time, and he is not sure why Verizon is requesting a pole agreement now. Petersen asked if the Light Department would take down the fire wire. Folding said they will do that. Perry asked if the ownership of the poles is strictly 50%/50%. Folding said it is not that

simple, and there are guidelines about where the different spaces are. He said the fire wire is in the Town's space. Petersen asked what happens when a pole is damaged. Folding said Verizon would reimburse the Light Department for the labor for the repair. Bernie Cullen asked what the yearly monitoring costs will be under the new system. Broderick said \$500 per building per year. Petersen said we should take this under advisement and include it in the capital budget. Broderick said if the Board decides to keep the fire wire system, there are parts of the wire that are very old and will need to be replaced at a substantial cost. Eagan said once we have the appropriation, we would do a solicitation, and asked Broderick to get a couple of estimates so that we have a ballpark number for the appropriation.

## **OLD BUSINESS**

### **1. Discuss Verizon Pole Agreement**

Eagan said 90% of the fire wire is on the municipal part of the poles, and we should push back on the agreement, especially with the future plan. Folding said if a few of the fire wires are not in the municipal space, the Light Department can move those. Eagan said the fire wires are the Town's, not the municipal Light Department's, so she will write back to Verizon explaining it is our understanding that 90% of the fire wires are on the Town's portion of the pole, and to ask them to show us which ones aren't and we can move them.

Dave Petersen made a motion to send the letter as described by Eagan, copying the Light and Fire Departments, and letting them know it is our intent to eliminate these wires in the next couple years, Cliff Pierce second, all in favor - aye (4-0). Bob Snow – ABSENT

Bernie Cullen asked why not notify the businesses now that we are planning to change, so they can start planning now. Broderick said other municipalities have given a three year blanket notice, but if the Town does it first, the businesses will see this as a serious move, and we don't want them to ask for an extension. Petersen said if money is appropriated in fiscal year 2019 for the new system, we should give them one year after that. Eagan said we will need to research fire alarm and security alarm systems and we can add these to the capital request if the Board wishes. Petersen said the security system in Town Hall is old and tired and a new system should be installed in the Town Hall and Annex.

### **2. Update on the Pine Grove School Project**

Chairman Perry read the following:

*Last Wednesday evening, the architects gave an informal presentation on the site plan to the Planning Board. The meeting went well.*

*The next meeting of the Pine Grove School Building Committee is February 8, 2018 at 6:30 p.m.*

Henry Rolfe asked if the plans include a new yard light. Perry said yes. Perry said the renovation starts Monday, April 16<sup>th</sup>.

### 3. Update on Fire Station and Police Station Addition Project

Chairman Perry read the following:

*Things are moving forward on the Fire Station and Police Station Addition Project.*

- *Rowley Light Department removed wires last week;*
- *Tree removal at the site is underway;*
- *Construction trailers are being installed this week;*
- *Temporary access to the Police Station is being finalized;*
- *Castagna's construction superintendent is now on site;*
- *Construction site is now sectioned off and restricted;*
- *Castagna has contacted National Grid to schedule the re-location of the existing gas line; and*
- *The foundation for the Police Station addition is scheduled to be built in the middle of March, pending weather conditions.*

### 4. Discuss Recycling Center

Chairman Perry read the following:

*We have reached out to George Pacenka to find out more information about the Boy Scouts sponsored recycling events.*

*Selectmen Petersen has been in discussions with Highway Surveyor Patrick Snow about moving the recycling center temporarily to the Highway Department parking lot. This location can be locked up, and provides greater security.*

*There have also been recent news reports about significant issues with the end markets for plastic recyclables, which may impact the recycling center. China's import ban on certain recyclable materials went into effect in January, and recycling facilities are enforcing rules about acceptable items in order to preserve their profits.*



Petersen said there have been articles about China cracking down on the quality of the recyclables, and about problems with plastic bags and non-recyclable items. He said the price of recycling will go up substantially, and even if we don't do anything with the site, we should talk to JRM about the future costs. He said after the holidays there were issues at the Recycling Center, and the staff picked up a dump truck load of recycling. He said Patrick Snow is not really excited to have the recycling bins in the Highway Department parking lot, but he has reluctantly accepted it, if that is what the Board of Selectmen wants. He said the current location is better now with the barrier horses in place, and we can see how this goes and move it to the Highway Department if needed. Pierce said it doesn't seem that there is sufficient room at the Highway Department with the gravel and sand there. Petersen said the Highway Department would be a short-term fix, and the center would be moved to another location in the summer. He said it definitely needs to be moved, and if the Town gets the Didax building, there will be options. He said the recycling operators working on the weekends put up with a lot, and the recycling budget has been level funded except for staff wages. He said we can look around and see what we want to do.

5. Discuss Triton budget and update on Triton January 25, 2018 Special District Communication Committee meeting

Chairman Perry read the following:

*The Triton School Committee and Administration is working on the FY 19 Preliminary Budget. Triton Superintendent Brian Forget is calling for an Emergency District Communications Committee meeting this upcoming Thursday evening at 6:30 p.m. at the Triton High School Library.*

*Chairman Perry attended last week's Triton District Communication Committee meeting and will update the Board.*

Perry read the email message from Superintendent Forget. Perry passed out the meeting agenda to the Board, and said he will be there. Petersen said he will also be there. Perry said Thursday night, State Auditor Bump spoke to an audience including government leaders about the lack of State support for regional budgets and State funding. He said Forget pointed out that the Chapter 70 aid Triton currently received is \$300,000 less than it was fifteen years ago, this is killing their budget and hurting the Towns. Petersen said the State aid to cities and towns has also declined over the same time period, the State is not accounting for inflation, and all school increases are put onto the local taxpayers. He said with the current Federal budget cutbacks, this will only get worse. He said Triton is getting \$48,000 in additional State aid, and the Town is getting \$18,000, and the economy is supposedly booming. He said what will happen

when there is an economic downturn? He said each year Rowley gives Triton a boatload of free cash, and he is concerned about Triton's emergency meeting. He said if the total increase is \$2,000,000 or \$3,000,000, Rowley's share will be over \$600,000, and this will wipe out every nickel. Pierce said these numbers are the increases, not the total amount the Town pays for Triton. Petersen said the increases are from raises and special education and there are no changes on the educational side of the budget. He said we have a problem, and even if there is enough free cash this year, there won't be enough next year. He said we don't have the personnel to cut back the Police and Fire Departments by 50%. He said in the early 1990s, we were able to draw from the pothole fund in an emergency. He said the goal is to revamp how regional schools are treated, and we need Triton's budget before we can do the Town budget. Perry said for the mandated regional school transportation, the State promised 100% funding, but this has never been 100% funded. Cullen asked if Thursday's meeting will be a re-statement of the problems, or if there is room for negotiation or a re-assessment of the expenses. Perry said we will get a better idea of the costs. He said this is a District Communications Meeting, not a School Committee Meeting, so the three towns are able to discuss concerns.

Petersen said the big cost items are raises (\$900,000), special education (\$500,000 / \$600,000), and health insurance (\$600,000). He said the only way to reduce these items is through layoffs, but these cost items aren't going anywhere. He said we can turn the budget down three times, then the State comes in and tells us how to fund it. He said the State can run the Town after it goes into bankruptcy. He said we will see where we are going on Thursday and how Newbury and Salisbury feel. He said we have an emergency. Perry gave copies of the Regional School District budget process to the Board of Selectmen.

Nerissa Wallen said since the last District Communications Meeting, they have gotten the step one calculation from DESE. She said there is not a huge swing this year like last year. Perry said the Board of Selectmen offered half of the Town's 2.5% increase plus new growth, and anything over that amount is concerning. Petersen said anything over \$200,000 / \$250,000 comes from free cash.

## **MINUTES**

- January 8, 2018

Dave Petersen made a motion to approve the minutes from January 8, 2018, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

## **ANNOUNCEMENTS**

- The Friends of the Council on Aging is sponsoring a Shoe Drive during the month of April at the Town Hall Annex, 39 Central Street. Paired footwear, such as the following may be deposited in the container at the Annex Parking lot: shoes, boots, work boots, sandals, slippers, flip flops, heels, sneakers, pocket books, purses, backpacks and belts.
- Information on the Pine Grove School project is available on the Town's website at [www.townofrowley.net](http://www.townofrowley.net).
- The Town has the following vacancies:
  - a. **Open Space Committee** – one seat;
  - b. **Fence Viewer** – three positions;
  - c. **Wood, Lumber & Bark Inspector**;
  - d. **Zoning Board of Appeals Associate** – three seats;
  - e. **Parks and Recreation Committee** – one seat; and
  - f. **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**

There being no further business before the Board, Chairman Perry called for a motion to adjourn. Dave Petersen so moved, Cliff Pierce second, all in favor - (5-0).

Open meeting adjourned at 8:12 p.m.

Respectfully submitted,  
Amy Lydon  
Assistant Town Administrator

## **ATTACHMENTS:**

1. Request from Police Chief Scott Dumas to lift the hiring freeze for the positions of Reserve Dispatcher and Reserve Police Officer
2. Request from the Pine Grove School – School Council to appoint Jeff Vincola as their representative to the Pine Grove School Building Committee
3. Meeting memo regarding New Business #2: Open Annual Town Meeting Warrant
4. 2018 Annual and Special Town Meeting Schedule
5. Board of Selectmen Public Comment Policy for Public Meetings
6. Meeting memo regarding New Business #3: Discuss FY 19 Budget Update and Budget Guidelines

7. FY2019 Local Aid Estimate for Rowley
8. Email from Shellfish Constable Travis Kneeland regarding FY2018 Green Crab Trapping Program
9. Meeting memo regarding New Business #5: Discuss sending a letter to the Peabody Essex Museum
10. Draft letter to the Peabody Essex Museum
11. Meeting memo regarding 7:15 p.m. Appointment: Alyssa King and Conservation Agent Brent Baeslack to discuss Open Space Committee vacancy
12. Letter from Conservation Commission regarding Recommendation for appointment to Open Space Committee
13. Email letter of interest from Alyssa King for Open Space Committee Volunteer Application
14. Alyssa King resume
15. Meeting memo regarding New Business #6: Discuss alarm systems for municipal buildings
16. Letter from Fire Chief Broderick regarding Rowley Municipal Alarm System
17. Memo from Amy Lydon regarding Entry Method and Security System – Town Hall
18. Meeting memo regarding Old Business #1: Discuss Verizon Pole Agreement
19. Email from Tom Mullen regarding Verizon Pole Attachment Agreement
20. Verizon Municipal Attachments Policy dated February 17, 2017
21. Draft Pole Attachment Agreement with Verizon dated February 17, 2017
22. Listing of locations of poles where fire wire is installed
23. Meeting memo regarding Old Business #2: Update on the Pine Grove School Project
24. Meeting memo regarding Old Business #3: Update on Fire Station and Police Station Addition Project
25. Meeting memo regarding Old Business #4: Discuss Recycling Center
26. Meeting memo regarding Old Business #5: Discuss Triton budget and update on Triton January 25, 2018 Special District Communication Committee meeting
27. Email from Brian Forget regarding District Communications Committee
28. Meeting agenda for February 1, 2018 District Communication Committee meeting
29. Draft January 8, 2018 minutes