

MINUTES OF THE BOARD OF SELECTMEN

July 29, 2019

Meeting held at Town Hall, 139 Main Street, Rowley, MA
7:00 p.m.

MEMBERS PRESENT: Chairman Cliff Pierce; Vice Chairman Joseph Perry; Clerk Robert Snow; David Petersen, Deana M.P. Ziev (Town Administrator Deborah Eagan, Assistant Town Administrator Natalie Lovett)

PUBLIC ATTENDEES: Thomas Lynch, Carolyn Lynch, Katie Lynch, Lisa Lynch, Dan Harney, Michael Harney, Mary Mighill, Paul Pelletier, John Mighill, Chaplain Bob Hagopian – Rowley FD, Cooper Carifio – Rowley FD, Matthew Harney – Rowley FD, Alison Story, Don Dupry – Rowley FD, Police Caption Dave Sedgwick, David Keeler – Action Ambulance, Mike Woronka – Action Ambulance, Police Sergeant Dave MacMullen – Rowley PD, Michael Dwyer – West Newbury FD, Ronald Knuuttila, Lindsey Knuuttila, Mr. and Mrs Leo Ottani, Fire Chief James Broderick, Robert O’Leary – Rowley FD, Perry Collins – Rowley PD, Sergeant Matthew Ziev, Police Chief Scott Dumas, Bernie Cullen – 283 Wethersfield St.

CALL MEETING TO ORDER

Chairman Pierce called the meeting to order at 7:04 p.m. He said the meeting is being audio and video recorded by Rowley Community Media.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

7:00 p.m. APPOINTMENT Police Chief Scott Dumas to present the following individuals for appointment:

- Carolyn M. Lynch - reserve police officer
- Ronald R. Knuuttila - reserve police officer

and to present Commendation Letters of Community Service to the following individuals:

- Communications Specialist Marc Pelletier for Commendation
- Police Officer Christopher Ottani
- Police Sergeant Matthew Ziev
- Action Ambulance Paramedic David Keeler
- Action Ambulance Paramedic Joseph Andrade

Deana Ziev stated that she will be recusing herself from any and all Police-related matters, so she will not be participating in these discussions.

Chief Scott Dumas introduced the two candidates for reserve police officers; Carolyn Lynch and Ronald Knuuttila. He said that Lynch is a graduate of Ipswich High School and holds a Bachelor's of Science degree from Curry College in Criminal Justice with a minor in Psychology. He said Lynch currently serves in the United States Marine Corp as a reservist, holding the rank of Lance Corporal and she graduated from the MLETA Intermittent Reserve Academy in January 2019.

Dumas said that Knuuttila is a graduate of North Shore Technical High School in Middleton. He said he is a 2018 graduate of the MLETA Reserve Intermittent Academy in Topsfield and is certified in CPR, AED, and First Aid.

Joe Perry made a motion to appoint Carolyn Lynch and Ronald Knuuttila as reserve police officers, Bob Snow second, all in favor - aye (4-0). Deana Ziev – ABSTAINED

Lynch and Knuuttila voiced their thanks for being appointed. Photos were taken with their families, Chief, and Board of Selectmen.

Chief Dumas then called the following individuals to the front of the room:

- Communications Specialist Marc Pelletier
- Police Officer Christopher Ottani
- Police Sergeant Matthew Ziev
- Action Ambulance Paramedic David Keeler

- Action Ambulance Paramedic Joseph Andrade was unable to attend the meeting.

Dumas said he would like to present Letters of Commendation to the above individuals and recognize their quick and successful actions during a recent emergency call. Dumas said that a 29 year old woman called the Rowley E911 Communication Center at 2:54 a.m. on June 28th saying she was having difficulty breathing. He said Dispatcher Pelletier provided the caller with life-saving measures while rescuers were called. He said Police Officer Ottani and Sergeant Ziev responded and arrived within minutes of the call. He said when the officers arrived the woman was in cardiac arrest and they immediately began CPR, applied an AED, and were able to quickly regain a pulse. He said Action Paramedics Keeler and Andrade arrived and supplied medications to stabilize the patient, while members of the Rowley Fire Department assisted with the transfer and transport of the patient. He said that because of the quick response of these individuals, the woman survived.

Petersen said he is happy that a Dispatcher is being recognized as a key part of the emergency response team, yet one that rarely gets commended. He said it is an important position in the Town along with the officers and EMT.

Joe Perry made a motion to support the Letters of Commendation for Service to the Community, Bob Snow second, all in favor – aye (4-0). Deana Ziev – ABSTAINED.

GENERAL BUSINESS

1. Request from Board of Water Commissioners to appoint Robert Gray to the position of Water Superintendent

Chairman Pierce read the letter from the Board of Water Commissioners. Mark Emery, Board of Water Commissioners Chair, said that he is glad that Bob Gray finally stepped up and submitted his application for this position. Emery said that Gray previously held this position in another community. Pierce said that this position has been vacant for a long time. Emery said it was nearly two years.

Bob Snow made a motion to appoint Robert Gray to the position of Water Superintendent, Joe Perry second, all in favor – aye (5-0).

2. Request from Board of Cemetery Commissioners to appoint Alan Kulakowski as Seasonal Cemetery Laborer

Bob Snow made a motion to appoint Alan Kulakowski to the position of Seasonal Cemetery Laborer, Deana Ziev second, all in favor – aye (5-0).

3. Request from Harbormaster Bill DiMento to lift the hiring freeze for two pump-out boat operators

Bob Snow made a motion to lift the hiring freeze for this position, Joe Perry second, all in favor – aye (5-0).

4. Request from Essex County Greenbelt Association to hold road cycling event on September 21, 2019

Deana Ziev made a motion to approve the Essex County Greenbelt Association road cycling event, Bob Snow second, all in favor – aye (5-0).

5. Request from Rowley Community Media Director Janet Morrissey to lift the hiring freeze for the position of Production Technician

David Petersen made a motion to raise the hiring freeze for this position, Joe Perry second, all in favor – aye (5-0).

6. Accept donation of American flags from Sean McFadden

Joe Perry made a motion to accept the donation, Bob Snow second, all in favor – aye (5-0). Cliff Pierce said that a letter of thanks should be sent for the donation.

7. Review Road Opening Permit Applications submitted by National Grid to open the following roads:
 - 16 Burke Avenue to install new gas service

- 48 Pleasant Street to install new gas service

There were no comments on this agenda item.

OLD BUSINESS

1. Update on Pine Grove School Project

Joe Perry said that the Building Committee met on Thursday at 10am. Perry read the following:

The contractor has total control over the site this summer and all phases of construction are underway, including the site work. The contractor has put a binder coat on the surface of the access roadways and parking lot. With a significant amount of heavy equipment still working on the site, the final coat will not be put on until the last of the site work is done. Also, the waterline for the hydrant has been installed. The target date for the completion is still the start of the school year.

Perry said he went on a walk-through of the east wing, where the library is located. He said that is the area where the mold was located. He said all of the mold has been remediated. He said the mold did not affect any of the children, because it was contained behind the wall board. Perry said after the mold was removed the air quality was tested and there was no mold present in the air. He said mineral wool was installed behind the new wall board to prevent any reoccurring mold growth. Perry said that the workers have begun plastering, installing ceiling metal, and tiling the bathrooms. He said they have even started painting some of the walls.

7:15 to 7:20 p.m. PUBLIC COMMENT*

There was no public comment.

7:20 p.m. APPOINTMENT* Fire Chief James Broderick to present the following individuals for appointment:

- Mathew Harney- Full-time Firefighter
- Cooper Carifio – Full-time Firefighter
- Joseph Warren – Probationary Call Firefighter

Chief Broderick introduced the three individuals for appointment. He said that Harney has been a member of the Call Firefighting Force for the Town of Rowley since November of 2014. He said that Harney has become certified as a Firefighter I/II, Hazmat First Responder at the Operations Level, Fire Training Instructor, Fire Officer I, and EMT (basic). Broderick said that Harney's time on the fire department will allow him to quickly acclimate himself to the position of full-time Firefighter.

Broderick said that Carifio started his career in the West Newbury FD of which he is still a member and attended the Fire Academy Class at the same time as Harney. He said Carifio is also certified as a Firefighter I/II, Hazmat First Responder at the Operations

Level, has attended Fire Officer I, and is moving towards certification as a Fire Officer. Broderick said that Carifio is also involved with a program in West Newbury that acclimates 14-18 year olds so that they may become interested in becoming firefighters.

Broderick said that Warren's brother is also on the call force. He said that Warren has a vast knowledge of trucks along with knowledge of the roads and infrastructure of the Town of Rowley. He said that he will enroll in the next Mass Fire Academy Call Recruit Program in the Fall. He said Warren is a longtime resident of Rowley.

Joe Perry made a motion to appoint Harney, Carifio, and Warren, Bob Snow second, all aye – aye (5-0).

Petersen welcomed the new appointed individuals to Town service and said that having additional members on the force will add better protection for the citizens of Rowley and other employees.

NEW BUSINESS

1. Pine Grove School Project Update

This item was taken up under Old Business #1.

2. Request from Principal Assessor Sean McFadden for technical assistance from the Merrimack Valley Planning Commission for assistance on Assessors' Maps

Chairman Pierce read the following:

Principal Assessor has discussed this request with Selectman Snow, the Town's representative to the Merrimack Valley Planning Commission. The Board of Assessors is seeking four hours of technical assistance from the Merrimack Valley Planning Commission to update some maps. MVPC has the ability to do this work under the Local Technical Assistance Program. The Board needs to vote to approve this request.

Dave Petersen made a motion to approve the technical assistance request, Joe Perry second, all aye – aye (5-0).

3. Approve filing of the Department of Energy Resources grant application for Municipal Energy Technical Assistance for an energy audit

Chairman Pierce read the following:

MA DOER has a grant available that will fund energy audits of municipal buildings that are both located within a municipal Light Department service area and heated with oil or propane fuel. There are three office buildings within the Town that meet this criteria: Town Hall, the Water Department Administrative Offices at 401 Central Street, and the Highway Garage and Offices. If the Town receives this grant, the audits will serve as

part of Rowley's Green Community application, which requires the Town to develop an Energy Reduction Plan to reduce energy use in all Town facilities by 20% in 5 years.

We received quotes to conduct the energy audits and the lowest quote was in the amount of \$10,017. It is vital for the Town to get this grant, because we don't have the funds available to pay for this work.

The grant application, which is due on August 1st, requires that the Board of Selectmen complete a "Certification of Application."

In order to facilitate this application, the Board will need to vote to authorize Chairman Pierce to sign the "Certification of Application" form.

Dave Petersen made a motion to approve the DOER grant application and to authorize Cliff Pierce to sign the form, Bob Snow second, all aye – aye (5-0).

4. Discuss Bridge Maintenance and Inspection Recommendations Report

Chairman Pierce read the following:

The Report took VHB less time to complete than they expected. As a result, they offered to draft a Small Bridges State grant application for the Town at no additional cost. The Bridge Inspection Report found the Glen Street Bridge to be in poor condition and it was placed as the highest priority for replacement. VHB has been working on a grant application, under the grant program, to fund the full replacement cost of this structure, which is estimated at \$796,000. The deadline for the Small Bridge grant is October 1.

We are asking for the Board of Selectmen to authorize the staff to pursue this grant opportunity and to authorize the Chairman to sign off on the application, including the letter of support.

Petersen said he has been working with Highway Surveyor Pat Snow and Natalie Lovett on the report and it is very comprehensive. He said it is now up to the Town to utilize the report and to allocate funding in future budgets to address the structures that were found to need repairs or replacement. Pat Snow said the report puts the Town in a good place for capital planning and grant opportunities.

Bernie Cullen, 283 Wethersfield St., requested a copy of the final report.

Dave Petersen made a motion to approve the grant application, Bob Snow second, all in favor – aye (5-0).

5. Update on Town website project

Chairman Pierce read the following:

The Town is able to purchase a website development and service package from CivicPlus under the State Contract. CivicPlus has an excellent reputation in creating and maintaining city and town websites.

The cost of the website development is \$9,000 and the annual service is \$2,500 for a total contract price of \$11,500.

Does the Board wish to proceed with CivicPlus for the website development? If so, the Board will need to vote to authorize Chairman Pierce to sign the contract.

Joe Perry made a motion to approve the contract with Civic Plus and authorize Chairman Pierce to sign on behalf of the Board, Bob Snow second, all in favor – aye (5-0).

6. Discuss traffic light signaling issues at the intersection of Routes 1 and Route 133

Chairman Pierce read the following:

The Massachusetts Department of Transportation has been conducting roadway improvements on Route 1 in Rowley. This work necessitated the temporary removal of the auto signaling wires for the left turn arrow at the intersection of Routes 1 and 133 for drivers coming from the east on Route 133 and seeking to take a left turn at the intersection and head south on Route 1.

We have been receiving calls from drivers saying the traffic has been backed up on the east side of Route 133 for up to a half of a mile. We contacted Representative Brad Hill who subsequently contacted MDOT on the Town's behalf and asked that the project manager update us on the project. The project manager stopped by the office last Friday and gave us an update. MDOT made a manual adjustment to the left-turn signal so that it would stay on longer to allow more traffic coming from the east and taking a left turn on to the southbound side of Route 1 at the intersection. The project manager told us that they still need to put a binder coat on the road and that they most likely won't have the signal wires back on until mid-September after the paving is complete.

Eagan said that they are monitoring the situation. Petersen said that his wife went through the intersection the other day and it took 3 lights to get through; for every 20 cars let through the light going East there were 8 cars let through that were going West. He said he notified Eagan and she got in touch with the engineer overseeing the project which resulted in some adjustments being made to the light. Petersen added that next week the State will be resurfacing Route 1, which is a 2 year project, so there will continue to be more traffic than usual.

Perry said he has still experienced backup at the light; there are still some adjustments that need to be made to the light. Snow said that the blinking yellow left-turn signal, which was added through a National Highway Program change, saves gas but compounds the issue.

7:30 p.m. APPOINTMENT* Rowley Emergency Management Director/Fire Chief James Broderick to discuss Massachusetts Emergency Management Agency disaster aid related to the storms of March 2018

Chief James Broderick said that the paperwork has been completed for a federal reimbursement and now someone needs to be authorized to sign. He said in the past either himself or the Chair have signed the forms. Broderick said the aid requests are for two storm declarations. He said the reimbursements request 90% of what the actual costs were. Eagan said that the State has already prepared the documents with the REMA Director as the signatory.

Dave Petersen made a motion to authorize Chief Broderick to sign the forms, Bob Snow second, all in favor – aye (5-0).

MINUTES

- July 1, 2019

Bob Snow made a motion to approve the minutes of July 1, 2019, Deana Ziev second, all in favor - aye (5-0).

- July 15, 2019

Bob Snow made a motion to approve the minutes of July 15, 2019, Joe Perry second, all in favor - aye (5-0).

- July 15, 2019 – Executive Session

Bob Snow made a motion to approve the minutes of July 15, 2019 – Executive Session, Joe Perry second, all in favor - aye (4-0). Deana Ziev - ABSTAIN

ANNOUNCEMENTS

- Vacancies:
 - 1) Planning Board Associate Member
 - 2) Two vacancies on the Conservation Commission;
 - 3) One vacancy on the Zoning Board of Appeals Associate seat; and
 - 4) Several vacancies on the Rowley Cultural CouncilInterested residents should send a letter of interest to the Board of Selectmen or call the Selectmen's Office at 948-2372.

ADJOURN

Chairman Pierce called for a motion to adjourn. Joe Perry so moved, Bob Snow second, all in favor - aye (5-0).

Meeting adjourned at 7:45 p.m.

Respectfully submitted,
Natalie Lovett
Assistant Town Administrator

ATTACHMENTS:

1. Meeting memo regarding 7:00 p.m. Appointment
2. Letter from Police Chief Scott Dumas recommending the appointment of Carolyn Lynch and Ronald Knuuttila
3. Letter of Commendation for Marc Pelletier
4. Letter of Commendation for Christopher Ottani
5. Letter of Commendation for Matthew Ziev
6. Letter of Commendation for David Keeler
7. Letter of Commendation for Joseph Andrade
8. Letter from Water Board of Commissioners Chairman Mark Emery regarding recommendation to appoint Robert Gray as Water Superintendent
9. Meeting memo regarding General Business #2: Request from Board of Cemetery Commissioners to appoint Alan Kulakowski as Seasonal Cemetery Laborer
10. Meeting memo regarding General Business #3: Request from Harbormaster Bill DiMento to lift the hiring freeze for two pump-out boat operators
11. Email from Harbormaster Bill DiMento regarding request to lift hiring freeze for pump-out boat operators
12. Meeting memo regarding General Business #4: Request from Essex County Greenbelt Association to hold road cycling event on September 21, 2019
13. Letter from Essex County Greenbelt Association regarding cycling event with enclosures
14. Letter from PEG Access Director Janet Morrissey regarding request to lift hiring freeze for the Production Technician
15. Meeting memo regarding General Business #6: Accept donation of American flags from Sean McFadden
16. Meeting memo regarding General Business #7: Review Road Opening Permit Applications submitted by National Grid
17. Meeting memo regarding 7:20 p.m. Appointment
18. Letter from Fire Chief James Broderick recommending Mathew Harney for appointment
19. Letter from Fire Chief James Broderick recommending Cooper Carifio for appointment
20. Letter from Fire Chief James Broderick recommending Joseph Warren for appointment
21. Meeting memo regarding Old Business #1: Update on Pine Grove School project
22. Meeting memo regarding New Business #1: Pine Grove School Project Update

23. Meeting memo regarding New Business #2: Request from Principal Assessor Sean McFadden for technical assistance from the Merrimack Valley Planning Commission for assistance on Assessors' Maps
24. Merrimack Valley Planning Commission Request for Local Technical Assistance
25. Meeting memo regarding New Business #3: Approve filing of the Department of Energy Resources grant application for Municipal Energy Technical Assistance for an energy audit
26. Attachment B – Certification of Application
27. Meeting memo regarding New Business #4: Discuss Bridge Maintenance and Inspection Recommendations Report
28. Meeting memo regarding New Business #5: Update on Town website project
29. Email from Debbie Eagan regarding website project with attachment
30. Meeting memo regarding New Business #6: Discuss traffic light signaling issues at the intersection of Routes 1 and Route 133
31. Meeting memo regarding 7:30 p.m. Appointment: Rowley Emergency Management Director/Fire Chief James Broderick to discuss Massachusetts Emergency Management Agency disaster aid related to the storms of March 2018
32. Letter from Fire Chief James Broderick regarding MEMA documents for Federal Disaster Assistance for March 2018 Storms
33. Draft minutes from July 1, 2019 meeting
34. Draft minutes from July 15, 2019 meeting