

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

July 16, 2018

Meeting held at Town Hall, 139 Main Street, Rowley, MA  
6:30 p.m.

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

**PUBLIC ATTENDEES:** Lawrence White – FINCOM; Larry Berger – Pinck & Co, Inc.; Tom Hood – W.T. Rich Company; Tom Corben; Ursula Corben; Debi Morrissey – 207 Central St.; Bernard Cullen – 283 Wethersfield St.; Holly Gagne – 136 Fenno Dr.; Stephen Cabitt – 55 Glen St.; Phil Towne – 22 Bennett Hill Rd.; Michael Sabatini – 239 Main St.; Henry Rolfe – 13 Plantation Dr.; Karen Summit – Treasurer; Susan Hazen – Town Clerk

### **CALL MEETING TO ORDER**

Chairman Pierce called the meeting to order at 6:30 p.m. He said the meeting is being audio and video recorded and broadcast live via Rowley Community Media.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited, led by Larry White.

**6:30 p.m. APPOINTMENT\*** \*\* Larry Berger of Pinck and Company to discuss Change Order for Pine Grove School construction project

Chairman Pierce read the following:

*Larry Berger is here today to discuss a change order related to necessary work in the All Purpose Room at the Pine Grove School.*

*The Change Order involves unexpected work in the All Purpose Room due to the conditions of the current structural supports. The contractor has discovered that the existing columns are unusable and need to be replaced due to termite damage. These columns are significant structural components of the All Purpose Room.*

*Attached is a copy of the Change Order, which details the scope of work to be done, including sketches (last two pages) from the structural engineer. The Change Order amount is \$353,502. Joe Perry discussed this work with Larry Berger during Friday's construction meeting. This Change Order needs to be approved very soon, so the work in the All Purpose Room is not delayed.*

*Also, this work was discussed at the last PGS Building Committee, but the cost estimate the actual scope of work was not complete at that time.*

*The Triton School District has an existing contract with a pest control company, Maguire Pest & Termite Control. The contractor will be using this company to rid the area of the termites. Larry Berger expects the cost to approximately \$1,900 for this service. This termite work will not need to be procured, because it will be coming on the existing pest control contract held by Triton.*

*Larry also just submitted a request for approval for technology. (See attached Raptor Technologies quote.) The Board will need to vote to approve this purchase before we can issue a purchase order.*

Larry Berger said that this change order reflects only the structural component of the work. He said that after the structural work is completed, there will be an architectural component to mask the exposed steel. He said the repairs are a combination of additional steel as well as taking out the wood glue legs that have been compromised and replacing them with reinforced concrete. He said the legs will be cut off at approximately 5 feet. He said there are turnbuckles that keep the building in tension, but certain columns are no longer in tension because they have been eaten away. He said this repair will put them back in the tension. He said there are 3 phases of the project: shoring, demo, and masking. He said they will utilize two different demolition companies: one for finesse work at the slab and below, and the other to remove the CMU blocks and larger scale demo.

Pierce asked if competitive bidding is required. Berger responded that it is not required. He said all of the contractors are subcontracted under the General Contract with WT Rich. He said the prices are competitive and they are able to mobilize the sub-contractors quicker than they would if they were to use a new competitive bid process. He said the structural engineer will review two sets of shop drawing, shoring and steel. He said if the structural engineer notices anything that is not necessary in the shop drawings, they will go back to the subcontractor to see if they can remove it and save money. He said they hope to better these numbers.

Tom Hood, from W.T. Rich Co., said that there will probably be cost savings however, he can't plan on them at this time without knowing the full condition of the columns. He said he did not believe they would exceed this number; it will only come down.

Petersen asked where the project budget stands. Berger responded that there is a \$1.4 million contingency incorporated into the budget. He said this is the 1<sup>st</sup> real change order for the project. He said there are some accrued savings from the project so far as well.

Petersen asked if the columns are wood throughout. Berger responded that they are laminated wood. He said the new leg will be reinforced concrete with steel in the middle. He said there is a channel that goes over that and the channel will then have a carpentry finish added. He said the damage was discovered when they removed the benches. Petersen asked if all the columns are damaged. Berger responded in the

affirmative. He said they used ground penetrating radar (GPR) technology to take a look at the condition of the columns and they could see that there are voids in the middle of columns where the termites have eaten them. He said the rest of the school building is mostly brick and block until you get to the roof deck and they haven't seen any damage at that level. He said the all-purpose room has mostly wood. He said they are looking at the end of September before reopening the all-purpose room.

Dave Petersen made a motion to approve the change order in the amount of \$353,502, Bob Snow second, all aye – (4-0). Joe Perry – ABSENT

Berger said the schools have asked that a new visitor monitoring system be incorporated into the project. He said the school department is putting it in all the other schools in the district. He said the system essentially provides instantaneous CORI/SORIs.

Dave Petersen made a motion to approve the purchase order, Bob Snow second, all aye – (4-0). Joe Perry – ABSENT

Eagan asked if she can issue the purchase order immediately for the Raptor system. Pierce responded in the affirmative. Berger said that the Selectmen can sign the change order tomorrow and handed copies of the change order to Eagan.

### **GENERAL BUSINESS**

1. Letter of resignation from Barry White

Chairman Pierce read the resignation letter from Barry White.

Dave Petersen made a motion to accept the resignation of Barry White, Bob Snow second, all aye – (4-0). Joe Perry - ABSENT

### **NEW BUSINESS**

1. Award Town Bridges and Culverts Conditions and Maintenance Plan contract

Chairman Pierce read the following:

*In May, the Town issued a solicitation to three civil engineering firms for price quotes to complete a Bridges and Culverts Conditions and Maintenance Plan. Development of this Plan is being paid for using funds granted to the Town as part of the Community Compact agreement.*

*The Town received one response to the solicitation, from VHB. Their proposed total project cost is \$24,750, which is within budget.*

*Natalie contacted three municipalities for references on similar projects and received responses from two of the three communities. Both of those references were very positive and the communities stated that they would work with VHB again.*

*Highway Surveyor Pat Snow has also reviewed VHB's proposal and is recommending that the Board of Selectmen vote to award the contract to VHB.*

Chairman Pierce asked if the project was being fully funded with State funds. Deborah Eagan responded in the affirmative. Petersen asked if the Glen Street bridge is included in the study. Eagan responded in the affirmative, the study covers all of the structures in Town.

Dave Petersen made a motion to award the contract to VHB, Bob Snow second, all aye – (4-0). Joe Perry - ABSENT

### **OLD BUSINESS**

1. Update on Fire Station and Police Station Addition project

Chairman Pierce read the following:

*Work is moving along. The Fire Station framing is nearly complete. The trim and siding are being installed on both buildings. The septic system will be installed in a couple of weeks.*

2. Update on the Pine Grove School project

Chairman Pierce read the following:

*This agenda item was taken up under the 6:30 p.m. appointment with Larry Berger of Pinck & Company.*

3. Update on the request for a traffic light at Route 1 and Central and Glen Streets

Chairman Pierce read the following:

*Senator Tarr and Representative Hill have informed the Board of Selectmen that an amendment was made by Senator Tarr in the Senate Bond Bill to include funds for the planning and construction of a signalization light at the intersection of Route 1 and Central and Glen Streets. (Bob Snow will update the Board.)*

Pierce said that he thought the amendment only applied to Central Street. Snow said he spoke with Representative Brad Hill, who has been working with Senator Bruce Tarr to get the intersection study into the bill. He said the bill needs to go through the House and Senate. Snow said it may be a year before the Town sees the study completed. He said in 2015, he and Representative Hill met with Bruce Steadman from the Department of Transportation and looked at the intersection. He said at that time DOT did not find that there was enough traffic to warrant a light.

Debbie Morrissey, Central Street, asked if there is anything that residents can do to move the bill along. Snow responded that the bill is in the process of moving through the House of Representatives and will then need go before the Senate. He said that funding for this project is in competition with other communities.

Phil Towne, 22 Bennet Hill Road, asked if there could be signage installed that would warn drivers of a dangerous intersection ahead. He said it could be a good 1<sup>st</sup> step. Pierce responded that Route 1 is a State highway, so the Town cannot install signage without approval from the State. Eagan clarified that the Environmental Bill will only fund the study of intersection. She said if the study finds that a traffic light is needed, more funding will be required to design and install the light.

Henry Rolfe, Plantation Drive, asked if traffic count records have been kept. Snow said there was a traffic count taken in 2015. Petersen said that a traffic study was completed before however, the study concluded that the amount of traffic at that time did not warrant a light. He said a new traffic study will be needed in order to see how traffic has increased. He said he could see it taking up to 3 years for a light to be installed at the intersection. Snow said that after the meeting with Paul Steadman in 2015, they were able to get the turn arrow at the intersection of Route 1 and Haverhill Street, so some good did come out of that meeting. He said that speed is a factor, people are driving too fast on Route 1, and with the dip in the road it is hard to see entering traffic.

**7:00 p.m. APPOINTMENT\*** Police Chief Scott Dumas to present Robert Adams for the position of detective

Chief Scott Dumas said that the Detective position has been open since the promotion of Sergeant Ziev. He thanked Sergeant Ziev for covering double duties over that time. He said they did not immediately fill the detective position because they wanted to make sure every officer was getting well rounded and also to allow time for the officers, many of whom he did not know very well, to present their skills and motivation. He said that Officer Adams has shown great initiative and ability. He said that Adams has taken various trainings on his own time. He also became the Town's sexual assault officer, International Crimes Against Children (ICAC) taskforce member, and participated in the High Intensity Drug Trafficking Area (HIDTA) team. Petersen said Adams sounds like a well-qualified appointee.

Bob Snow made a motion to appoint Officer Robert Adams as Detective, Bob Merry second, all aye – (4-0). Joe Perry – ABSENT

Town Clerk Susan Hazen swore in Detective Robert Adams. His mother removed his Officer badge from his uniform and his girlfriend put his new Detective badge on.

**7:10 p.m. APPOINTMENT\*** Stephen Cabitt to discuss serving on the Historic District Commission and Historical Commission

Chairman Pierce read the following:

*The Board of Selectmen is meeting with three residents interested in serving on the Historic District Commission and Historical Commission.*

*There is a **full-member seat** open for the Historic District Commission and the Historical Commission.*

*There is an opening for an **alternate member** of the Historic District Commission and the Historical Commission.*

*After meeting with the candidates the Board can vote to make the appointment to the full member seat and the alternate seat on each respective board (HDC and HC).*

Chairman Pierce then read a letter of support from Frank Todd, Chair of the Historical Commission and Historic District Commission, and Sara Bourque, member of the Historical Commission and Historic District Commission, recommending that the Board of Selectmen appoint Stephen Cabitt to the Historic District Commission and Historical Commission.

Pierce told Stephen Cabitt that he sounds very well qualified. Stephen Cabitt said that he always wanted to be more involved in the Town. He said this is a good time for him to do so.

Petersen asked Cabitt if he has read through the Historic District Guidelines and Bylaws. Cabitt responded that he has not read through them yet, but he is familiar with the roles of the Historical Commission and Historic District Commission. Pierce asked if he is willing to familiarize himself with the various guidelines and bylaws. Cabitt responded affirmatively.

Pierce stated that they will let Cabitt know their decision on whether to appoint him to the HC/HDC.

**7:20 p.m. APPOINTMENT\*** Holly Gagne to discuss serving as an Alternate member on the Historic District Commission and Historical Commission

Chairman Pierce read a letter of support from Frank Todd, Chair of the Historical Commission and Historic District Commission, and Sara Bourque, member of the Historical Commission and Historic District Commission, recommending that the Board of Selectmen appoint Holly Gagne as an alternate member of the Historic District Commission and Historical Commission.

Pierce read the letter of interest from Holly Gagne. He stated that becoming an alternate member is a great way for residents to get their feet wet on a board. He asked if Gagne is familiar with the guidelines and bylaws that apply to the Commissions. Gagne responded in the affirmative. Pierce asked if she is able to attend the meetings. Gagne responded in the affirmative. Pierce said that even though she will be an alternate, it

would be of benefit for her to attend all or most of the meetings. Gagne said that she agreed. Pierce said that Gagne should be careful to not participate in any items where she may have a business conflict.

Dave Petersen made a motion to appoint Holly Gagne to the Historical Commission and Historic District Commission as an alternate member, Bob Snow second, all aye – (4-0). Joe Perry - ABSENT

**7:30 p.m. APPOINTMENT\*** Michael Sabatini to discuss serving on the Historic District Commission and Historical Commission

Chairman Pierce read the letter of interest from Michael Sabatini.

Sabatini said that there was a misunderstanding in 2014 between himself and the Historic District Commission; however, the issue was cleared up quickly after he showed documentation that he had received approval for the work from the Historic District Commission. He said he goes before the Historic District Commission every 3 months to show them what work is being done on the farm. He said that his building experience is of a benefit to the Commission and he enjoys being on the Commission. Pierce thanked him for his service to the Town and work on the barn. Pierce said that the Commission members are requesting that another member be appointed. He said that he personally defers to the various Town boards on who to appoint. He said that it is not the role of the Board of Selectmen to appoint someone to the Board that the Board would prefer not to work with. Snow concurred with Pierce.

Bernie Cullen, said that he has not heard a reason not to reappoint Sabatini to the Commission. He said it sounds like the issues in the past have been cleared up. He said if there is something else that then the Selectmen should be explicit about their decision. Sabatini agreed with Cullen. Snow said the Commission has asked for a specific person to be appointed. He said that it may be that the Commission is looking for a specific qualification on the Board. Pierce said he disagrees that the Selectmen need to make an inquiry. On volunteer boards there is no right to continue on the Board if the term is up. He said they need to respect the opinion of the other members of the Commission. Phil Towne, Bennet Hill Road, said that it seems like Sabatini is not getting treated respectfully.

Merry said that there is a conflict with Sabatini serving on the Historical Commission, given that the Historical Commission holds the Preservation Restriction on the Bradstreet Farm owned by Sabatini.

Petersen said that Sabatini has completed work without getting the building permits. He said that if someone hadn't noticed, he isn't sure Sabatini ever would have gotten the permits. He said that if you are on a Board and a builder, that he should have been aware that the building permit is required. He said for that reason, he will not vote for Sabatini. He said he is looking for people who comply with the rules and regulations.

Dave Petersen made a motion to appoint Stephen Cabitt to Historic District Commission and the Historical Commission, Bob Snow second, all aye (4-0). Joe Perry - ABSENT

**7:40 pm APPOINTMENT\*** Treasurer/Collector Karen Summit to discuss signing of bonds

Chairman Pierce read the following:

*Karen Summit is here tonight for the signing of bonds related to construction projects.*

*As part of the approval of the bonds, the Clerk of the Board of Selectmen, Robert Snow, will need to read a lengthy printed motion into the record before the vote is called.*

*Karen will then circulate several documents for the Board to sign.*

Treasurer/Collector Karen Summit said that last Thursday they went out to bid for \$20 million worth of bonds for the Public Safety Building and Pine Grove School. She said they did very well and received responses from 6 bidders. She said the average interest rate from the low bidder, Janney Montgomery, was 3.35%. She said the Town chose to lock in the rate now. She also said the S&P confirmed the Town's AA+ rating and they may be able to improve the rating in the future.

Bob Snow read the vote of the Board of Selectmen.

Petersen asked if the total for 2019 includes principle and interest. Summit responded that she believes it is only principle. She said that 2019 is a small amount because they did a one year coupon because they hadn't budgeted out the interest. She said the first interest payment won't be until July 2019.

Bob Snow made a motion to approve the bonds, Dave Petersen second, all aye – (4-0). Joe Perry – ABSENT

Bernie Cullen, 283 Wethersfield St, asked why the interest rate is front loaded. Summit responded that the bidders each give their own structure to the bond, the Treasurer looks at the average (net) interest rate. She said the Town structures it so that there are level debt payments.

The Board of Selectmen, Treasurer Karen Summit, and Town Clerk Susan Hazen then signed the bond notes for each year of maturity, tax certificates, and continuing disclosure certificate.

Petersen said that free cash and stabilization accounts are factors contributing to the Town's bond ratings. He said that better ratings help to get better interest rates. He said for many years the Town didn't have much in those accounts but they have been trying to build up those accounts.



**7:50 p.m. APPOINTMENT\*** Ron Kneeland, Chairman, Board of Shellfish Commissioners to discuss Aquaculture License Application process

Chairman Pierce read the following:

*We originally planned to have a joint meeting tonight with the Board of Shellfish Commissioners to discuss the continuation of the Aquaculture Program. The Aquaculture application process was always administered through the Shellfish Department, with the Board of Selectmen holding the official public hearing and approving the licenses.*

*Bob Snow has been in contact with Shellfish Board Chairman Ron Kneeland and plans to attend the Shellfish Commissioners meeting tomorrow evening. Bob has also been working with the Division of Marine Fisheries (DMF).*

*The DMF sent Amy an email with a draft of a legal notice (see attached) on the Aquaculture Renewals. According to the list provided by DMF there are four licenses eligible for renewal at Club Head Sands and three license are eligible to be re-issued at Club Head Sands. There are six licenses eligible for renewal at Hog Island Point. Copies of the applications are attached. Two applicants did not sign their applications.*

*The DMF is asking the Board of Selectmen to hold a public hearing on the applications on July 30. The legal notice needs to be published in the Daily News not less than 10 days from the date of the hearing. We need information from the Shellfish Department on:*

- 1) Confirm the length of the period of the license. (G.L. c.130 §57 says a period of 10 years.)*
- 2) Based on a review of prior aquaculture licenses, the fee amount has been \$25.00. Has the Shellfish Department collected the license fees for the pending applications? The fees were not submitted with the applications.*
- 3) Are there any Shellfish Department regulations or special requirements per the Shellfish Planting General Bylaw regarding who is checking the boundary markers of the licensed areas up for renewal?*
- 4) Licensees are required (G.L. c.130 §65) to file an annual report on the number and kind of shellfish planted, produced or marketed in the licensed area during the preceding year. We don't have any reports from the license holders currently up for renewal.*

Ron Kneeland said that all of the license holders need to file reports. He said some people haven't filed Town licenses for 2 years. Eagan said that it seems like the State is saying that these 2 flats are OK to be licensed. She said the Board of Selectmen needs to draft a legal notice for the license hearing. Petersen said that the Board of Selectmen could hold the hearing, but if the applicants don't submit their application, fee, and annual report at the hearing, they won't be renewed. Kneeland said he will call the applicants to make sure they want to apply.

Dave Petersen made a motion to hold a hearing on the Aquaculture License Applications, Bob Snow second, all aye – (4-0). Joe Perry – ABSENT

Dave Petersen made a motion for Bob Snow to be the Board's representative at the next Shellfish Commission meeting, Bob Merry seconded, all aye – (4-0). Joe Perry – ABSENT

Debbie Eagan asked if the July 30 Board of Selectmen meeting should start at 6:30p.m. Cliff Pierce said yes.

**8:00 p.m. APPOINTMENT\*** James Motzkin, JRM Hauling and Recycling to discuss recycling cost increases

Chairman Pierce read the following:

*Jimmy Motzkin is unable to attend this evening's meeting due to a death in his family. He has assigned a representative from JRM, Ricky Floramo, to attend the meeting on his behalf.*

*The first point that needs to be discussed is the June 2018 Recycling bill. We don't have the funds to cover the bill. We were aware that we would be charged the \$125 for the use of JRM's containers, since the Town's containers are no longer usable. The fees for the hauling and disposal increased in June from \$65.00 to \$150.00 – hauling and \$35.00 per ton to \$75.00 per ton for disposal. (\$85.00 increase for hauling and \$40 increase per ton for disposal. The contract provides for pricing and has not been amended.*

*The second point deals with the long term issue. The Town's FY 19 budget cannot cover the cost. The annual cost under these price points brings this over \$50,000, which doesn't include the extra hauling and recycling we need during the holiday season. What kind of options do we have?*

*Some ideas could be to:*

- Limit what is accepted at the Recycling Center to just paper and cardboard. This will reduce the number of bins we're renting from JRM and the hauling and recycling costs (One problem to strongly consider with this idea is that people who enter the site off hours as they currently do, may continue to dispose of plastics, glass, etc. We may be charged penalties for this.*
- Close the Center pending the move of the Center to a secured area. Phase out the closing for a determined period of time with the FY 19 budget parameters and give the public due notice (3 months or 4 months)*
- Try to get additional funding at a special fall/winter Town Meeting to continue operating the Center. The total FY estimated cost is over \$50,000 based on the amount JRM is saying they need to charge the Town on a monthly basis, so we'*

*will need another approximately \$32,000 to \$33,000 at least in addition to the current FY 19 appropriation of \$19,000.*

*Solicit prices from other recycling companies though, I'm not sure if that will result in a dramatic price reduction.*

Ricky Floramo said that every town in the State is dealing with this issue. He said the recycling market is nonexistent right now, they need to pay to get rid of recyclables and glass is the hardest to get rid of. He suggested that the Town not allow residents to recycle glass, it weighs the most and is not recyclable. He said that could save the Town money. He said that the only thing worth value is some paper and cardboard. He said the Town could also get pricing from other trash companies.

Petersen said there is a problem with the Recycling Center not being secured, it is the DPW garage. He said people drop off items during off hours that are non-recyclable. He said the recycling center site cannot be locked because it is on the State DPW garage property. He said the last time they went out to bid for the recycling pick-up, JRM was the only bidder. He said the company the Town had used prior to JRM was not reliable.

Floramo said there are other Towns that aren't doing recycling anymore because of the market conditions.

Pierce said that he doesn't feel the service is worth the Town spending \$50,000. He said the site security is problematic and he thinks they should end the program and restart is with a secure site in the future. Petersen said they should find out the amount of money left in the recycling account and work with JRM to phase out the program. He said if we get the Didax building or another site in the future, we can set up a new program and maybe the market will have changed by then.

Eagan said that the Board of Selectmen also needs to address the June invoice from JRM. She said there is not enough money left in the budget to pay the invoice. Petersen said the Town Administrator will work with JRM on the invoice; they may need to get money at a future Town Meeting to pay the June 2018 bill. Merry said they need to be careful that people are aware of the recycling phase out. Eagan said that she and Assistant Town Administrator Amy Lydon were discussing keeping the recycling operators on staff for a few weeks after the center is closed. She said they should also put up signage and horses at the entrance of the recycling center.

Bernie Cullen, 283 Wethersfield St., asked if the Highway Department could open every month to do cardboard recycling, similar to the semi-annual recycling days held by the Board of Health. Petersen said the Boy Scouts have been holding collection days periodically. He said he feels like the Town should either do it or not; it would be more difficult coordinating part-time.

Eagan asked if Ricky Floramo should attend the June 30 Board of Selectmen meeting. Petersen responded in the affirmative.

Petersen made a motion to authorize Debbie Eagan to work with JRM to set up a plan to phase out the Recycling Center and an agreement for the June bill, Bob Snow second, all aye – (4-0). Joe Perry - ABSENT

### **OLD BUSINESS**

#### 4. Update on the Peabody Essex Museum Collection Center

Chairman Pierce read the following:

*Bob Snow attended a private tour of the Peabody Essex Museum Collection Center at 306 Newburyport Turnpike last week. He met with Museum officials and Salem Mayor Kim Driscoll.*

*Bob will give the Board an update on the PEM Collection Center.*

Bob Snow stated that the new PEM Collection Center is in the old Shilling Toy building. He said it is a warehouse where they will store everything that will not fit in the PEM. He said the building is already 40% filled. He said he thinks it will be a beneficial addition to Rowley. He said the PEM is the 15<sup>th</sup> largest museum in the country. He said the building is not open to the public with the exception of the research center, which has specific hours.

#### 5. Sign State Liquor License form for Andy Sunny, Inc., 21 Main Street

Chairman Pierce read the following:

*The ABCC Returned with “No Action” the application for a Transfer of a Package Store Wine and Malt Beverages License from Andy Sunny Inc. Please see the attached Recommendation of the Investigator form from the ABCC for details about this.*

*The applicant’s attorney has provided the documentation requested by the ABCC.*

*The other issue raised by the ABCC is, “This application is confusing in the sense...is this also a change of location? If so, the town board did not approve so on the Form 43.”*

*When the public hearing on this application was held, the applicant’s attorney discussed how this was a transfer of a license and that the new location was the smoke shop down the street on 1A. Therefore, the Board’s approval of the transfer included the change of location. The application form submitted to the Board only checked off Transfer of License and did not check off Change of Location under Transaction Type. The Local Licensing Authority Review Record (replacement for Form 43) that the Board signed mirrored the single transaction type submitted on the application form.*

*The applicant has submitted a revised application form with both the Transfer and Change of Location boxes checked. A new Local Licensing Authority Review Record has been prepared with both boxes checked as well.*

*Please vote to sign the new Local Licensing Authority Review. Once signed, this form, along with the other documentation from the applicant will be forwarded to the ABCC.*

Dave Petersen made a motion to sign the new Local Licensing Authority Review for Andy Sunny, Inc., Bob Snow second, all aye – (4-0). Joe Perry – ABSENT

The Board signed the Local Licensing Authority Review form.

6. Update on Annex Elevator Project and the Town Hall Handicap Ramp project\*\*

Chairman Pierce read the following:

*We have the funding for the replacement of the Town Hall Handicap Ramp and the Annex Elevator Project.*

*Debbie is seeking authorization to move forward with these projects and is requesting approval of the CBI Consulting Inc. agreements:*

- 1) Contract Amendment for Ramp Project - \$17,468*
- 2) Agreement for Town Hall Ramp (construction plans, bidding and construction administration) - \$9,350*

*These funds were included in the appropriations.*

Eagan said she would like to move forward on the project and get the architect working on the design plans.

Dave Petersen made a motion to approve the CBI Consulting agreements, Bob Snow second, all aye – (4-0). Joe Perry – ABSENT

Tom Corben, Kittery Ave, asked where the ramps will be located and whether it is worth putting money into the Annex building. Petersen responded that the ramps will be in the same place. He said they need the ramps to be able to use the 1<sup>st</sup> floor of the Annex building. He said that the Annex building is a historical building, and nothing deteriorates faster than a historical building that is going unused.

## **MINUTES**

- May 7, 2018

Bob Snow made a motion to approve the May 7, 2018 minutes, Dave Petersen second, all in favor – aye (4-0). Joe Perry – ABSENT

- May 14, 2018

Bob Snow made a motion to approve the May 14, 2018 minutes, Dave Petersen second, all in favor – aye (4-0). Joe Perry – ABSENT

### **ANNOUNCEMENTS**

- The pool at the YMCA Camp Cedar Mill on Wethersfield Street in Rowley is open for the summer season. The pool is free for Rowley residents. The hours are Monday through Friday from 3:00 p.m. to 6:00 p.m. and on weekends from 10:00 a.m. to 6:00 p.m.
- The band 3 Blocks East will be giving a free concert on the Town Common on Saturday, August 25, 2018 at 6:00 p.m.
- 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. **Agricultural Commission Associate**
  - b. **Cultural Council**
  - c. **Council on Aging**
  - d. **Fence Viewer** – three positions;
  - e. **Wood, Lumber & Bark Inspector**;
  - f. **Zoning Board of Appeals Associate** – three seats;
  - g. **Parks and Recreation Committee** – one seat; and
  - h. **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**

Chairman Pierce called for a motion to adjourn. Bob Snow so moved, Bob Merry second, all in favor, (4-0). Joe Perry – ABSENT

Open meeting adjourned at 9:08p.m.

Respectfully Submitted,  
Natalie Lovett  
Assistant Town Administrator

### **ATTACHMENTS:**

1. Meeting memo regarding 6:30 p.m. Appointment: Larry Berger of Pinck and Company to discuss Change Order for Pine Grove School construction project
2. Quote from Raptor Technologies dated June 22, 2018
3. Email from Scott Goodrich regarding Pine Grove Raptor System

4. W.T. Rich Company, Inc. Submission of Change Order dated July 2, 2018
5. Letter from Barry White regarding resignation dated July 2, 2018
6. Meeting memo regarding New Business #1: Award Town Bridges and Culverts Conditions and Maintenance Plan contract
7. Letter from Pat Snow, Highway Surveyor, regarding Contract Award dated July 16, 2018
8. VHB Bridges and Culverts Conditions Plan price quote dated June 4, 2018
9. Meeting memo regarding Old Business #2: Update on the Pine Grove School project
10. Meeting memo regarding Old Business #3: Update on the request for a traffic light at Route 1 and Central and Glen Streets
11. Email from Hirak Shah, Legal Counsel for Senator Bruce Tarr, regarding Environmental Bond Bill
12. Letter from Police Chief Scott Dumas recommending Officer Robert Adams for Detective position dated July 2, 2018
13. Meeting memo regarding the Historic District Commission and Historical Commission appointments
14. Meeting memo regarding 7:10 p.m. Appointment: Stephen Cabitt to discuss serving on the Historic District Commission and Historical Commission
15. Letter from Frank Todd and Sara Bourque recommending Stephen Cabitt dated July 5, 2018
16. Email from Stephen Cabitt regarding Application for Rowley Historic District Commission
17. Letter from Stephen Cabitt regarding appointment to the Historic District Commission and Historical Commission dated July 7, 2018
18. Resume for Stephen Cabitt
19. Meeting memo regarding 7:20 p.m. Appointment: Holly Gagne to discuss serving as an Alternate member on the Historic District Commission and Historical Commission
20. Letter from Frank Todd and Sara Bourque recommending Holly Gagne dated July 10, 2018
21. Email from Holly Gagne regarding Application for Rowley Historic District Commission
22. Letter from Holly Gagne regarding appointment to the Historic District Commission and Historical Commission dated July 10, 2018
23. Meeting memo regarding 7:30 p.m. Appointment: Michael Sabatini to discuss serving on the Historic District Commission and Historical Commission
24. Letter from Michael Sabatini regarding appointment to the Historic District Commission and Historical Commission dated July 10, 2018 with attachments
25. Copy of Town of Rowley Demolition Delay Bylaw
26. Copy of Massachusetts General Law Chapter 40, Section 8D
27. Copy of Town of Rowley Historic District Bylaw
28. Copy of Rowley Historic District Guidelines
29. Meeting memo regarding 7:40 p.m. Appointment: Treasurer/Collector Karen Summit to discuss signing of bonds
30. Vote of the Board of Selectmen

31. General Obligation Municipal Purpose Loan of 2018 Bond
32. Continuing Disclosure Certificate
33. Tax Certificate
34. Meeting memo regarding 7:50 p.m. Appointment: Ron Kneeland, Chairman, Board of Shellfish Commissioners to discuss Aquaculture License Application process
35. Email from Christopher Schillaci, MA Division of Marine Fisheries, regarding Information on Aquaculture Licenses in Rowley
36. Draft Legal Notice for Shellfish Aquaculture license hearing
37. Copy of Massachusetts General Law Chapter 130, Section 57-65
38. Copy of Town of Rowley Shellfish Commissioners Bylaw and Shellfish Planting Bylaw
39. Copy of Requests for Shellfish Aquaculture licenses
40. Meeting memo regarding 8:00 p.m. Appointment: James Motzkin, JRM Hauling and Recycling to discuss recycling cost increases
41. Email from Debbie Eagan regarding JRM Rowley Contract dated July 10, 2018
42. Copy of Recyclables Collection Agreement with JRM Hauling and Recycling Services, Inc. dated January 4, 2010
43. Invoice from JRM dated June 30, 2018
44. Meeting memo regarding Old Business #4: Update on the Peabody Essex Museum Collection Center
45. Article from the Salem News regarding Collection Center for Artifacts from Peabody Essex Unveiled dated July 16, 2018
46. Meeting memo regarding Old Business #5: Sign State Liquor License form for Andy Sunny, Inc., 21 Main Street
47. Revised application for Andy Sunny, Inc.
48. Local Licensing Authority Review Record for Andy Sunny, Inc.
49. Meeting memo regarding Old Business #6: Update on Annex Elevator Project and the Town Hall Handicap Ramp project
50. Copy of Articles 27 and 28 of the April 30, 2018 Special Town Meeting
51. Agreement for Consulting Services for CBI Consulting, LLC dated March 1, 2018
52. Contract Amendment for Additional Services on the Existing Contract with CBI Consulting, LLC dated March 1, 2018
53. Draft minutes of May 7, 2018
54. Draft minutes of May 14, 2018