

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

June 3, 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 Amy Lydon)

**PUBLIC ATTENDEES:** Henry Rolfe; Larry Berger – Pinck & Co.; Bernard Cullen – 283 Wethersfield Street; Brad Dore – Dore & Whittier

### **CALL MEETING TO ORDER**

Chairman Pierce called the meeting to order at 7:00 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.

### **GENERAL BUSINESS**

1. Invitation to attend Rowley Girl Scouts Bridging and Awards Ceremony on June 14, 2019 at 7:00 p.m.

Chairman Pierce read the following:

*The Board of Selectmen have been invited to the Rowley Girl Scouts Bridging and Awards Ceremony on June 14<sup>th</sup>. Please let Debbie, Amy, or Natalie know if you are able to attend.*

Dave Petersen said he will try to go. Deana Ziev said she will attend. Perry and Pierce said they are unable to attend.

2. Request from Highway Surveyor Patrick Snow to appoint Lorant Ronai to the position of Highway and Tree Foreman and a request from Highway Surveyor Patrick Snow to lift freeze for the positions of Cemetery Supervisor/Highway Equipment Operator and Highway Truck Driver

Dave Petersen said he is the Chairman of the Cemetery Commissioners. He said Larry Ronai has been working as the Cemetery Supervisor for about two years and has done a fantastic job. He said he splits his day between the Cemetery and Highway

Departments. He said Ronai is an outstanding employee who takes initiative, is good with dealing with the public, and handles the burials.

Joe Perry made a motion to appoint Larry Ronai as the Highway and Tree Foreman, Bob Snow second, all in favor - aye (5-0).

Bob Snow made a motion to lift the hiring freeze for the Cemetery Supervisor/Highway Equipment Operator and Highway Truck Driver positions, Dave Petersen second, all in favor - aye (5-0).

3. Send thank you letter to Richard Caram, Jr. for donation of Town Hall monument shrub trimming

Chairman Pierce read the following:

*Before the Memorial Day services, Richard Caram, Jr. donated his time to trim the shrubs in front of Town Hall. Dave Petersen has requested that the Board of Selectmen send a thank you letter to Mr. Caram.*

*Attached is a draft thank you letter. The Selectmen will need to vote to approve the letter.*

Petersen said Caram called him the morning of Memorial Day to request permission to trim the shrubs and he told him to go ahead. He said Caram spent two to three hours trimming the shrubs.

Dave Petersen made a motion to approve and sign the thank-you letter, Deana Ziev second, all in favor - aye (5-0).

The Selectmen signed the letter.

4. Request from Neurofibromatosis Northeast to hold 9<sup>th</sup> Annual Coast to the Cure NF bike ride on September 14, 2019

Chairman Pierce read the following:

*Please see the attached request from Neurofibromatosis Northeast for their Annual Coast to the Cure Bike Ride to come through Rowley on September 14, 2019. The Rowley roads included are Cross Street, Central Street, Bennett Hill Road, Wethersfield Street, Independent Street, Summer Street and Main Street. They have confirmed that they route will not cross or go onto Route 1.*

*The Police Chief, Fire Chief, Health Agent and Highway Surveyor have reviewed this request and do not have any questions or concerns.*

Dave Petersen made a motion to approve this event, Bob Snow second, all in favor - aye (5-0).

5. Review Road Opening Permit Applications from National Grid to open the following streets:

- 1 Leslie Road at turnoff from Haverhill Street
- 28 Forest Ridge Drive
- 26 Forest Ridge Drive
- 33 Emily Lane
- 15 Daniels Road
- 57 Summer Street

Chairman Pierce read the following:

*Road Opening Permits were signed off on by the staff for the location listed above. Copies of the permits are in the Chairman's folder.*

**7:05 to 7:10 p.m. PUBLIC COMMENT**

There were no public comments.

**NEW BUSINESS**

1. Sign contract with Ockers for Rowley Community Media new video equipment for Town Hall

Chairman Pierce read the following:

*Please see memo below from RCM Director Janet Morrissey:*

*The HD upgrade of Rowley Community Media (RCM) equipment at Town Hall will bring the TV channel and RCM site to current technology standards. Verizon has included a HD channel in last year's contract and Comcast may as well. This improvement will greatly improve the quality for viewers. The upgrade will include the 3 HD meeting room cameras in the Selectmen's office, a production switcher in the basement, and equipment used to broadcast to Verizon and Comcast television channels.*

*RCM is looking forward to providing the best quality programming possible.*

*Thank you.*

*Janet Morrissey, RCM Director*

*Funds for this upgrade are coming from Article 16 of the May 6, 2019 Special Town Meeting. Seventy thousand dollars was appropriated from the Cable Fund. We are purchasing the equipment and the installation from Ockers Company through State Contract OFF40 in the amount of \$64,227.50*

*We need the Board of Selectmen to vote to approve the contract and authorize Chairman Pierce to sign the two (2) originals.*

Joe Perry made a motion to approve the contract with Ockers and to authorize Chairman Pierce to sign two originals, Bob Snow second, all in favor - aye (5-0).

Pierce signed the two original contracts.

2. Letter from the Merrimack Valley Planning Commission regarding the 2020 Pictometry program

Chairman Pierce read the following:

*Attached is a letter from the Merrimack Valley Planning Commission regarding an upcoming flight in the spring of 2020 for the Pictometry program. The Town participated in the last flight that was done in the spring of 2017. The cost for the 2020 flight is \$9,748, which can be made in equal installments in FY21 and FY22.*

*The Conservation Commission voted on May 28, 2019 to recommend that the Town continue with this program (see attached memo).*

*The Board of Assessors, Planning Board and Health Department provided the attached written comments that they would like to continue with this program.*

*Matt Brown and Eric Grover from the Light Department told Amy that they would like to receive updated images. Rob Swiniarski of the Water Department said that he uses the images, but they are not the Water Department's main mapping system. He indicated that he would like to expand their mapping system using this imagery in the future. Pat Snow of the Highway department said he uses the imagery as well.*

*If the Board wishes to participate in the FY20 flight, please authorize Chairman Pierce to sign the letter from MVPC. We will need to seek funding in FY21 and FY22 for this flight. The Board of Selectmen should consider requesting the Light and Water Departments contribute a portion of the cost. Would the Board like the office staff to work this out with these departments based on their anticipated uses?*

Dave Petersen made a motion to approve the funding for this program, to ask the Light and Water Departments to contribute money for this program, and to authorize the staff to work on this, Bob Snow second, all in favor - aye (5-0).

3. Approve contract with Human Resources Services, Inc. for pay equity/gender analysis study

Chairman Pierce read the following:

*Debbie has received the contract with Human Resources Services, Inc. for the pay equity and gender analysis study that the Town needs to do to comply with the Massachusetts Pay Equity Act.*

*Debbie is asking the Board to vote to authorize her to sign the contract. It was prepared by HRS and lists Debbie as the signatory.*

Petersen said this is a State requirement. Pierce said the upper limit on the contract is \$6,000.

Dave Petersen made a motion to authorize Debbie Eagan to sign this contract, Bob Snow second, all in favor - aye (5-0).

4. Letter from Fire Chief James Broderick regarding storage of Massachusetts Department of Public Health Radiation Control Program at the Rowley Fire Station

Chairman Pierce read the following:

*Fire Chief James Broderick has been approached by the Massachusetts Department of Public Health to store their radiation detection equipment at the new Fire Station. Attached is a letter from Chief Broderick and a draft Letter of Agreement between the Town of Rowley and the Department of Public Health.*

*Does the Board have any objections or concern regarding this request?*

*If there are no concerns, the Board will need to vote to enter into the agreement and to authorize Chairman Pierce to sign the agreement once it has been finalized by staff.*

Pierce read the letter from Chief Broderick.

Dave Petersen made a motion to enter into the agreement and to authorize Chairman Pierce to sign the agreement once it has been finalized by staff, Bob Snow second, all in favor - aye (5-0).

**7:15 p.m. APPOINTMENT** Larry Berger of Pinck & Co. to discuss the following Pine Grove School project items:

- Pending change orders;
- Dore & Whittier Additional Services request for NPDES Permitting; and
- Project update

Chairman Pierce read the following:

*Attached is the list of pending change orders. The first item on the list is the re-configuration of the entryway off Main Street to Pine Grove School site. Joe and Cliff have pointed out that the site plan design did not provide adequate space for school buses. The site needs to be re-constructed. Joe and Cliff have requested Town Counsel Tom Mullen to review the matter. His opinion is attached.*

*Joe and Cliff will update the Board on the remaining items on the pending change order list.*

Pierce said the driveway needs to be reconfigured as a result of design flaws. He said the road is too narrow and the radiuses are too short. He said this will cost \$75,000 to fix. He said he asked for an opinion from Tom Mullen on this and Mullen recommends that they approve and pay the change order, but reserve the right to pursue a claim against Dore & Whittier for this. He said in his opinion, this error is a violation of the standard of care. He read the second paragraph of Tom Mullen's email. He said we should proceed with the construction under protest, and we may take action to make the Town whole. Petersen said a telephone pole has been placed next to the entrance sign which impedes visibility, and it should be moved. Larry Berger said this will be part of the corrective work, and will be moved approximately twelve feet to the north. He said the school sign can be positioned anywhere in the island. Perry said we have gotten approval from the State for this work. He said permission from the State is needed because Route 1A is a State highway.

Joe Perry made a motion to approve and pay this change order under protest for approximately \$76,000, Dave Petersen second. The vote was not completed.

Berger said there are two funding sources for this: the Town's contingency account which has a current balance of \$786,000; or the general contractor/CM at risk contingency account. He said the project is on budget and the general contractor has been drawing against his contingency account for items such as the termite damage and moisture remediation. He said to date, there have been five change orders totaling \$685,000, \$400,000 of which was for the termite damage. He said other potential change orders are: curtain wall on the south wing for approximately \$25,000; moisture

mitigation due to the high water table – water permeates the concrete floor in the north and south wings. Pierce said he believes this should be paid out of the CM contingency account.

Brad Dore said regarding the claim, he doesn't think the problem was all design related. He said if this is paid from the CM contingency account, there needs to be a discussion with the contractor. He said the designed E&O on this \$30,000,000 job is .5%. He said this is a complex renovation job and the level of design errors is well below industry standards and other jobs with the MSBA. He said they are bringing in the project under budget, on schedule and with less than .5% errors, and the idea of a claim is a hard pill to swallow.

Petersen said he is sure the project overall is within industry standards, but using common sense the original design for the entrance by just looking at it wouldn't work. He said he isn't sure whose fault this is. Dore said construction isn't perfect, and that is what the contingency is for. He said he thinks it is a shame that the Town is going the route of a claim. Berger said the CM contingency is part of the guaranteed maximum price. He said it is a pool of money to be used when things go wrong or are unforeseeable. He said if this is used up, and more is needed, the GC needs to find it within the existing budget. Petersen asked if there is a disagreement between the design and construction for the error. Berger said yes. He said the GC offered to take the money from the GC contingency account. He said the project is 71% complete and they have started the last two phases. Dore said if the error is due to design flaws, the GC contingency shouldn't be used, but it is in the best interest of the Town to use this money since any remaining funds will need to be returned to the MSBA.

Joe Perry made a motion to approve and pay this change order under protest for approximately \$76,000, Dave Petersen second, all in favor - aye (5-0).

Perry said this doesn't necessarily mean that we will fight over this in the future.

Dave Petersen made a motion to notify Dore & Whittier of this via a letter, Bob Snow second, all in favor - aye (5-0).

Pierce said there is a list of other change orders to be reviewed. Deana Ziev said the sidewalk from the cross walk to the main entrance is very narrow. Berger said it is 5 feet wide. Pierce said the building committee and the working group recommended against this change order due to the cost of \$44,000. Berger said they talked about installing fences or curb stops, but this will create an issue with snow plowing. He said fiberglass yard markers can be used, which will bend without damaging cars and cost about \$3 each. Perry said out of the list of 12 items, only one or two have been approved. Berger said the gate, adding granite curbing at the rear of the east building and reconfiguring the island have been approved, items 191, 200 and 203 on the list. Pierce said we don't need the Board's vote on this. He said they have left open the

possibility of buying a Kuboto for snow plowing. Perry said they approved the work at the entrance, which had some urgency to it since the curbing isn't available for six to eight weeks.

Petersen asked what is happening with the basketball court area. Berger said it is still the area for refuge in the case of an emergency. He said the school was able to share the use of the Town's sidewalk plow to clear that area, and a Kubota would do the same thing. Berger said it was 2016 when the project was originally priced and the site work wasn't fully designed at that point. He said one item not included originally was the filing with MassDOT for the entrance, so there is an additional services request for \$2,860. He said this will be an amendment with Dore & Whitter, and then it will go to the MSBA. He said this will be paid out of the soft costs contingency, which has a current balance of \$605,000. Dore said the allowance for permitting was exceeded.

Joe Perry made a motion to approve the additional services request for \$2,860, Dave Petersen second, all in favor - aye (5-0).

Chairman Pierce read the following:

*General update on the project. Also here is an invoice in the amount of \$7,500 from Triton for reimbursement of "Aruba WAPs" See attached. Triton purchased these at Larry Berger's request.*

Pierce asked why we are reimbursing Triton. Berger said the WAP product went missing, and he authorized the replenishing of the missing product. He said the product was either lost or thrown out, there was room in the budget, and he made the decision to order the replacements, which are now installed. Eagan said this happened in February and the Town was never notified. She said this payment request was part of Package 33 and listed Triton as a vendor. She said she presumed this was a typo, but Pinck received delivery of the first order for \$7,500, didn't notify the Town when the product couldn't be located, and now the Town is purchasing the product again, and Pinck hasn't brought this to the Town's attention. Berger said all the technology purchases went to Triton, and they installed the technology at their expense. Eagan said the Board needs to vote to pay the \$7,500 again, which has already been paid once, and this should have been brought to the Selectmen's attention immediately.

Joe Perry made a motion to pay the \$7,500 for this product, Dave Petersen second, all in favor - aye (5-0).

Berger said there have been no other cases of missing items.

Berger said the Fire Chief has requested a second hydrant, at a cost of \$132,000. Perry said he spoke to Chief Broderick about this and if we don't put the hydrant in, they



will have to lay a hose from the existing hydrant that will block off access to the building by other vehicles. Petersen said the building is no bigger than it was, and this wasn't an issue before. Ziev said wouldn't this have been mapped out. Pierce said it should have been. Perry recommended putting this off and asking Broderick to come in to a meeting. Snow said fire standards change all the time, and we should defer to the Fire Chief on this. Berger said the binder pavement will need to be cut through. He said the cut needs to be 200 feet by 4 feet, and they received this request about one month ago. Pierce said the Fire Chief brought this up well after the initial design. Snow asked if this was brought up initially and asked if there are fire lines into the building. Perry and Pierce didn't recall this being brought up earlier. Berger said there are no standard fire pipes into the building, but it now has sprinklers. Petersen said the sprinklers will make a difference. Bernie Cullen asked if this is being requested because they don't want buses running over the hoses. Petersen said buses won't be in back of the building unless a fire happens at the end of the day. Perry said not having the hydrant installed will limit the ability for people parked in that area to move. Petersen said people won't be leaving the scene until the fire is resolved. He said the Fire Chief should come in to justify this. Ziev said we should have known about this before now and if there is a new fire standard we need to abide by it. Snow asked if an issue like this has been encountered on other projects. Dore said this isn't a code requirement, and is up to the Fire Chief. He said this is what the Fire Chief wants and thinks is in the best interest of the building. He said the plans were developed and reviewed many times, and he has been on projects with this situation before. He said the Town has \$1,200,000 in contingency funds available. Maggie Lemelin said at the soccer field behind the school she saw a water outlet. Berger said that is the well for the irrigation, which doesn't have an acceptable flow rate for fire protection purposes. The consensus of the Board was to invite the Fire Chief into the meeting on June 17<sup>th</sup>.

Berger said there is less than two weeks of school left, then they will close the site to everybody and run two and possibly three shifts for the remaining trades. He said tomorrow morning, kids will move into the lower south. He said demolition has started on the west side of the west wing and gymnasium. He said on the 14<sup>th</sup> they will take possession of the whole building. He said they have made every date as planned, and they don't expect to miss the last one. Perry said teachers have been moving around, and one teacher has moved three times.

### **OLD BUSINESS**

1. Update on the intersection of Route 1 and Central and Glenn Streets

Chairman Pierce read the following:

*Bob Snow attended a Metropolitan Planning Organization meeting last week and will update the Board on this agenda item.*

Snow said this is still in the design phase, he will continue to ask questions, and this is one of many projects. Bernie Cullen asked if people who regularly use the intersection will have input into the design review. Snow said this is a \$2 MM project and he will be a squeaky wheel. Petersen said a light at this intersection will not prevent all accidents.

2. Update on Fire Station and Police Station project

Chairman Pierce read the following:

*Attached is a draft invitation to the ribbon cutting and open house for the Public Safety Complex to be held on June 22. The Selectmen will need to vote to approve the invitation.*

Petersen said the building committee met and approved the basic language. He said there will be refreshments and tours, and Senator Tarr, Representative Hill and the Governor will be invited to attend.

Joe Perry made a motion to approve the invitation, Bob Snow second, all in favor - aye (5-0).

3. Annex ramp project update

Chairman Pierce read the following:

*The contractor, Unicon, has been working on the handicap ramp for the past two weeks. David Petersen will update the Board.*

*There are two items that require the Board's approval.*

- 1) We need to replace the door frame. This work has been reviewed by CBI and the amount is \$3,981 (labor and materials). See attached AIA document.*
- 2) We need CBI (architect) to proceed with construction administration services. CBI needs to oversee the construction of the ramp to ensure that it meets the specifications for materials and construction, ADA requirements, reviewing proposed change orders, and construction invoices. The amount for these services is \$3,250.00. See attached CBI Agreement for consulting services.*

Petersen said the project will be 90% done tomorrow, and the ramp will be usable on Wednesday for people with walkers or canes. He said it is going well, and there have been no complaints from people who have needed access to the building. He said the COA meal was cancelled today, and the door needs to be ordered. He said the door frame also needs to be replaced. He said the construction administration services from CBI for \$3,250 is well worth it since we don't have the expertise to perform this function.

Dave Petersen made a motion to approve the replacement of the door frame, Bob Snow second, all in favor - aye (5-0).

Dave Petersen made a motion to approve the agreement with CBI for construction administration services, Bob Snow second, all in favor - aye (5-0).

Henry Rolfe said knock the highway down out there at the intersection of Route 1, Central and Glen. He said knock it down.

### **FY 20 RE-APPOINTMENTS**

1. Discuss FY 20 Selectmen Re-appointments for the following:

- Eastern Essex Veterans District
- Personnel Advisory Committee
- Cannoneer
- Massachusetts Bay Transportation Authority Advisory Council Representative
- Merrimack Valley Planning Commission Representative
- Merrimack Valley Planning Commission Alternate Representative
- Zoning Review Committee

<b><u>Position or Board/Commission Member</u></b>	<b><u>Appointee</u></b>	<b><u>Expiration Date</u></b>
<b>Open Space Committee <i>one year term</i></b>	Sonja Vincola - Co- Chair	6/30/2020
<b>Open Space Committee <i>one year term</i></b>	Brooke Ten Eyck - Clerk	6/30/2020
<b>Open Space Committee <i>one year term</i></b>	Howard Vogel	6/30/2020
<b>Open Space Committee <i>one year term</i></b>	Alyssa King Co-Chair	6/30/2020

<b>Open Space Committee <i>one year term</i></b>	Jena Haag	6/30/2020
<b>Harbormaster <i>one year term</i></b>	William DiMento	6/30/2020
<b>Harbormaster <i>one year term</i></b>	Fred Hardy, Assistant	6/30/2020
<b>Harbormaster <i>one year term</i></b>	David S. Kent, Deputy	6/30/2020
<b>Harbormaster <i>one year term</i></b>	Frank Price, Assistant	6/30/2020
<b>Harbormaster <i>one year term</i></b>	Jenna DiMento, Assistant	6/30/2020
<b>Town Counsel <i>one year term</i></b>	Thomas A. Mullen & Judy Pickett	6/30/2020
<b>Rowley Cultural Council</b>	Deborah Streiff	6/30/2020
<b>Rowley Cultural Council</b>	Mary Bright	6/30/2020
<b>Shellfish Constable</b>	Travis Kneeland	6/30/2020
<b>Shellfish Constable (Deputies)</b>	William DiMento	6/30/2020
<b>Shellfish Constable (Deputies)</b>	Fred Hardy	6/30/2020
<b>Shellfish Constable (Deputies)</b>	Richard MacDonald	6/30/2020
<b>Sandy Point Committee Member</b>	William DiMento	6/30/2020
<b>Sandy Point Committee Member</b>	John Manning	6/30/2020
<b>Police Department <i>three year term</i></b>	John J. Raffi, Patrolman	6/30/2022
<b>Police Department <i>three year term</i></b>	Christopher Cassidy, Reserve Patrolman	6/30/2022

<b>Police Department <i>three year term</i></b>	Lucas Tubbs, Reserve Patrolman	6/30/2022
<b>Police Department <i>three year term</i></b>	Eric Giordano, Reserve Patrolman	6/30/2022
<b>Police Department <i>three year term</i></b>	Tara Bernard, Reserve Patrolman	6/30/2022
<b>Police Department <i>one year term</i></b>	Roseann Ferrante, Reserve Dispatcher	6/30/2020
<b>Police Department <i>three year term</i></b>	Juliana Paulette, Reserve Dispatcher	6/30/2022
<b>Keeper of the Rowley Police Station</b>		
<b>Lockup facility as required under</b>	Scott Dumas	6/30/2020
<b>MGL Ch. 40, Sec 35 <i>one year term</i></b>		

Bob Snow said he has served on the Veterans Board for eight years and would like to continue, but asked if another Board member could serve as an alternate. Petersen said he will be the alternate.

Joe Perry made a motion to re-appoint Bob Snow as the Eastern Essex Veterans District representative, and to appoint Dave Petersen as the alternate representative through June 30, 2020, Deana Ziev second, all in favor - aye (5-0).

Joe Perry made a motion to re-appoint Dave Petersen to the Personnel Advisory Committee through June 30, 2020, Bob Snow second, all in favor - aye (5-0).

Joe Perry made a motion to appoint Deana Ziev as the Cannoneer through June 30, 2020, Dave Petersen second, all in favor - aye (5-0).

Joe Perry made a motion to re-appoint Bob Snow to the Massachusetts Bay Transportation Authority Advisory Council Representative through June 30, 2020, Dave Petersen second, all in favor - aye (5-0).

Dave Petersen made a motion to re-appoint Bob Snow and Joe Perry (as Alternate) to the Merrimack Valley Planning Commission Representatives through June 30, 2020, Deana Ziev second, all in favor - aye (5-0).

Joe Perry made a motion to re-appoint Cliff Pierce to the Zoning Review Committee through June 30, 2020, Bob Snow second, all in favor - aye (5-0).

Dave Petersen made a motion to re-appoint the following individuals to the Open Space Committee through June 30, 2020:

Sonja Vincola - Co- Chair	Alyssa King Co-Chair
Brooke Ten Eyck - Clerk	Jena Haag
Howard Vogel	

Bob Snow second, all in favor - aye (5-0).

Bob Snow made a motion to re-appoint the following individuals to the Harbormaster Department through June 30, 2020:

William DiMento	Frank Price, Assistant
Fred Hardy, Assistant	Jenna DiMento, Assistant
David S. Kent, Deputy	

Dave Petersen second, all in favor - aye (5-0).

Bob Snow made a motion to re-appoint Tom Mullen and Judy Pickett as Town Counsel through June 30, 2020, Joe Perry second, all in favor - aye (5-0).

Bob Snow made a motion to re-appoint Deborah Streiff and Mary Bright to the Rowley Cultural Council through June 30, 2020, Joe Perry second, all in favor - aye (5-0).

Bob Snow made a motion to re-appoint Travis Kneeland as Shellfish Constable through June 30, 2020, Deana Ziev second, all in favor - aye (5-0).

Dave Petersen made a motion to re-appoint William DiMento, Fred Hardy and Richard MacDonald as Deputy Shellfish Constable through June 30, 2020, Deana Ziev second, all in favor - aye (5-0).

Dave Petersen made a motion to re-appoint William DiMento and John Manning to the Sandy Point Committee through June 30, 2020, Deana Ziev second, all in favor - aye (5-0).

Dave Petersen recommended that Deana Ziev recuse herself from the Police Department votes.

Dave Petersen made a motion to re-appoint the following individuals to the Police Department:

John J. Raffi, Patrolman	6/30/2022	Tara Bernard, Reserve Patrolman	6/30/2022
Christopher Cassidy, Reserve Patrolman	6/30/2022	Roseann Ferrante, Reserve Dispatcher	6/30/2020
Lucas Tubbs, Reserve Patrolman	6/30/2022	Juliana Paulette, Reserve Dispatcher	6/30/2022
Eric Giordano, Reserve Patrolman	6/30/2022		

Bob Snow second, all in favor - aye (4-0). Deana Ziev - RECUSED

Joe Perry made a motion to re-appoint Scott Dumas as the Keeper of the Rowley Police Station Lockup facility as required under MGL Ch. 40 Section 35 through June 30, 2020, Bob Snow second, all in favor - (4-0). Deana Ziev - RECUSED

#### **FY 19 MGL Ch. 44 § 33B(b) Budget Transfers**

- 1) Request from Town Administrator to transfer funds from Litigation to Annex Expense

Bob Snow made a motion to approve this budget transfer request, Dave Petersen second, all in favor - aye (5-0).

- 2) Request from Town Administrator to transfer funds from Litigation to Town Hall Expense

Dave Petersen made a motion to approve this budget transfer request, Bob Snow second, all in favor - aye (5-0).

- 3) Request from Treasurer/Collector to transfer funds from Treasurer's Expense to Assistant Collector wages

Dave Petersen made a motion to approve this budget transfer request, Bob Snow second, all in favor - aye (5-0).

#### **MINUTES**

May 20, 2019

Bob Snow made a motion to approve the May 20, 2019 minutes, Deana Ziev second, all in favor - aye (5-0).

### **ANNOUNCEMENTS**

- Vacancies:
  - 1) Two vacancies on the Conservation Commission;
  - 2) One vacancy on the Zoning Board of Appeals Associate seat;
  - 3) One vacancy on the Rowley Municipal Light Board; 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.
- Independence Day Celebration on the Town Common – Saturday, June 29, 2019. Parade starts at 8:30 a.m. followed by races, food, and music on the Town Common

### **ADJOURN**

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

Open meeting adjourned at 8:47 p.m.

Respectfully submitted,  
Amy Lydon  
Assistant Town Administrator

### **ATTACHMENTS:**

1. Meeting memo regarding General Business #1: Invitation to attend Rowley Girl Scouts Bridging and Awards Ceremony on June 14, 2019 at 7:00 p.m.
2. Invitation to attend Rowley Girl Scouts Bridging and Awards Ceremony on June 14, 2019 at 7:00 p.m.
3. Request from Highway Surveyor Patrick Snow to appoint Lorant Ronai to the position of Highway and Tree Foreman and a request from Highway Surveyor Patrick Snow to lift freeze for the positions of Cemetery Supervisor/Highway Equipment Operator and Highway Truck Driver
4. Meeting memo regarding General Business #3: Send thank you letter to Richard Caram, Jr. for donation of Town Hall monument shrub trimming
5. Signed thank you letter to Richard Caram, Jr. for donation of Town Hall monument shrub trimming
6. Meeting memo regarding General Business #4: Request from Neurofibromatosis Northeast to hold 9<sup>th</sup> Annual Coast to the Cure NF bike ride on September 14, 2019



7. Request from Neurofibromatosis Northeast to hold 9<sup>th</sup> Annual Cost to the Cure NF bike ride on September 14, 2019
8. Meeting memo regarding General Business #5: Review Road Opening Permit Applications from National Grid to open the following streets: 1 Leslie Road at turnoff from Haverhill Street; 28 Forest Ridge Drive; 26 Forest Ridge Drive; 33 Emily Lane; 15 Daniels Road; 57 Summer Street
9. Road Opening Permit Application from National Grid to open 1 Leslie Road at turnoff from Haverhill Street
10. Road Opening Permit Application from National Grid to open 28 Forest Ridge Drive
11. Road Opening Permit Application from National Grid to open 26 Forest Ridge Drive
12. Road Opening Permit Application from National Grid to open 33 Emily Lane
13. Road Opening Permit Application from National Grid to open 15 Daniels Road
14. Road Opening Permit Application from National Grid to open 57 Summer Street
15. Board of Selectmen Public Comment Policy
16. Meeting memo regarding New Business #1: Sign contract with Ockers for Rowley Community Media new video equipment for Town Hall
17. Quotation #53854 from Ockers
18. Signed contract with Ockers for Rowley Community Media new video equipment for Town Hall
19. Meeting memo regarding New Business #2: Letter from the Merrimack Valley Planning Commission regarding the 2020 Pictometry program
20. Letter from the Merrimack Valley Planning Commission regarding the 2020 Pictometry program
21. Memo from Brent Baeslack regarding Pictometry Program
22. Email from Sean McFadden regarding Pictometry Program
23. Email from Kirk Baker regarding Pictometry Program
24. Email from Frank Marchegiani regarding Pictometry Program
25. Meeting memo regarding New Business #3: Approve contract with Human Resources Services, Inc. for pay equity/gender analysis study
26. Email from Aleksandra Stapczynski regarding contract, including attached contract
27. Meeting memo regarding New Business #4: Letter from Fire Chief James Broderick regarding storage of Massachusetts Department of Public Health Radiation Control Program at the Rowley Fire Station
28. Letter from Fire Chief James Broderick regarding storage of Massachusetts Department of Public Health Radiation Control Program at the Rowley Fire Station
29. Letter from The Commonwealth of Massachusetts regarding Letter or Agreement, including Pre-written Letter of Agreement
30. Meeting memo regarding 7:15 p.m. Appointment: Larry Berger of Pinck & Co. to discuss the following Pine Grove School project items: Pending change orders; Dore & Whittier Additional Services request for NPDES Permitting; and Project update
31. Email from Thomas Mullen regarding Change Order for School

32. Spreadsheet titled Pine Grove School Costs Associated with Site Changes
33. Dore & Whittier Additional Service Request #14 – NPDES Permitting
34. Invoice # 61915 from Nitsch Engineering
35. Invoice #142 from Triton Regional School District
36. Signed contract for Designer Services with Dore & Whittier dated September 27, 2016
37. Meeting memo regarding Old Business #1: Update on the intersection of Route 1 and Central and Glenn Streets
38. Meeting memo regarding Old Business #2: Update on Fire Station and Police Station project
39. Invitation to the ribbon cutting and open house for the Public Safety Complex
40. Meeting memo regarding Old Business #3: Annex ramp project update
41. Change order for Annex door frame
42. Agreement for Consulting Services with CBI dated June 3, 2019
43. Agreement for Consulting Services with CBI dated March 1, 2018
44. Meeting memo regarding FY 20 Re-appointments
45. Request from Town Administrator to transfer funds from Litigation to Annex Expense
46. Request from Town Administrator to transfer funds from Litigation to Town Hall Expense
47. Request from Treasurer/Collector to transfer funds from Treasurer's Expense to Assistant Collector wages
48. Draft May 20, 2019 meeting minutes