

MINUTES OF THE BOARD OF SELECTMEN

November 25, 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: Fire Chief James Broderick; Nick Scire – Rowley Fire Department; Robert Breaker – Veteran's Committee; Bernie Cullen – 283 Wethersfield Street; David Zizza – Finance Committee; William Kelly – Veterans Committee; Larry Berger – Anser Advisory (formerly Pinck & Co.)

CALL MEETING TO ORDER

Chairman Pierce called the meeting to order at 7:00 p.m. He said the meeting is being video recorded and televised live by Rowley Community Media.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

7:00 p.m. APPOINTMENT Fire Chief James Broderick to present Nicholas Scire as Probationary Call Firefighter

Fire Chief James Broderick introduced Nicholas Scire to the Board of Selectmen. He said Scire is already a Certified Firefighter I/II in Maine, and works for the U.S. FDA teaching incident communication. He said Scire lives on Wethersfield Street and wants to give back to the community. He said Scire can hit the ground running. Pierce said we are glad to have an applicant that is so qualified. Petersen asked if the certification in Maine is the same as in Massachusetts. Broderick said yes, it is the same curriculum.

Joe Perry made a motion to appoint Nicholas Scire as a Probationary Call Firefighter, Bob Snow second, all in favor – aye (5-0).

GENERAL BUSINESS

1. Discuss request from the Board of Cemetery Commissioners to extend a seasonal laborer's work schedule for up to 18 hours per week

Dave Petersen said he is the Chairman of the Cemetery Commissioners. He said the part-time employee who works 20 hours per week may be out for a period of time, and they need someone to coordinate the burials. He said the Cemetery Board is requesting these additional hours until the employee comes back.

Joe Perry made a motion to extend a seasonal laborer's work schedule for up to 18 hours per week, Bob Snow second, all in favor – aye (4-0). Dave Petersen – ABSTAINED.

NEW BUSINESS

1. Discuss Massachusetts Department of Energy Resources grant for Town building energy audit services

Chairman Pierce read the following:

The Town has been awarded a \$10,020 grant from the Massachusetts Department of Energy Resources to be used to cover the cost of an energy audit as part of the Town's work towards becoming a State-designated "Green Community."

Chairman Pierce has already been authorized by the Board of Selectmen to sign the State Contract paperwork for the Grant.

Now, the Board needs to authorize Debbie to go forward with the energy audit. She is requesting the Board to authorize her to contract with the energy audit firm, Firefly, to do the energy audit of Town buildings. We reached out to various firms, and Firefly submitted the lowest proposal.

Debbie is asking the Board to authorize her to hire Firefly for the energy audit.

Bob Snow made a motion to authorize Deborah Eagan to hire Firefly for the energy audit, Deana Ziev second, all in favor – aye (5-0).

2. Discuss Massachusetts Municipal Vulnerability Preparedness Planning Grant Application

Chairman Pierce read the following:

The Town is applying for a Municipal Vulnerability Preparedness Planning Grant from the Executive Office of Energy and Environmental Affairs. This grant provides funding to municipalities to complete a comprehensive climate change and natural hazard vulnerability assessment, and create an Action Plan to prepare for climate change impacts and build community resilience. Many of the surrounding Towns have utilized funds from this program to create plans and address climate change.

As part of the grant application submittal, we need to include letters from Town boards, commissions, and departments that are focused on climate change adaptation, emergency preparedness, planning, natural resources, and land conservation. We also need a letter from the Board of Selectmen. Attached is a draft letter for the Board to review. If the Board is in agreement to send this letter, we are asking for the Board to vote and sign it.

Pierce read the draft letter from the Board of Selectmen.

Bob Snow made a motion to approve and sign the draft letter audit, Deana Ziev second, all in favor – aye (5-0).

The Selectmen signed the letter.

Bernie Cullen asked how much the grant is for. Eagan said the State serves as the conduit for hiring a firm, which can cost from \$15,000 to \$100,000 depending on the circumstances of the municipality. Cullen asked how long the grant is for. Eagan said the first step is funding, and then the grant is planned out. She said we can apply for a second tier grant.

7:10 to 7:15 p.m. PUBLIC COMMENT

There were no Public Comments.

OLD BUSINESS

1. Update on Pine Grove School Project

Joe Perry said the School Building Committee met last Thursday and they spoke about field work that wasn't done last week, which was rescheduled for today, but postponed again due to the rain yesterday. He said they can't get the equipment on the field, and they hope to get the sod in when it stops raining.

He said snow removal concerns were also discussed and we will not be purchasing a Bobcat machine. He said Eagan was going to contact the Highway Department to get in touch with the contractor who will be plowing the school. Eagan said she followed up with Patrick Snow who said that the contractors they use are already lined up for other work, and he can't find one to commit to clearing the sidewalks. She said he asked if we can hire a Laborer instead of filling the posted Truck Driver position, who would be responsible for maintaining the school sidewalks. She said there is money in the budget for this. Ziev asked if this would be a full-time position. Eagan said there is a full-time position on the books. Ziev asked if the Laborer would fill other needs when there isn't a storm. Eagan said yes, the Highway Department is currently short staffed. She said it is a competitive job market, and the CDL and hoisting licenses are like gold. She said the idea is to bring someone in at a lower level and train them. She said the Laborer would assist the skilled truck drivers, and to operate the Town's Bobcat, you only need a driver's license, not a CDL license. She said this is the backup plan if a contractor won't commit to clearing the sidewalks.

Perry said Larry Berger gave him a change order, and he passed out information to the Board. He asked Larry to explain the change order. Berger said that we have a small credit from changing the hardware on the building monitoring system which would be used towards this. He said there are costs for cleaning out the space on the back side of the theatre. He said there was a void from a building addition there, and there was a

bad ceiling. He said he worked with the Fire Chief and he is now comfortable with the lighting, and a full sized door. He said they also changed the locks on the bathrooms so no key is required. He said there is new door hardware for the OTPT space. He said they added safety rails on the roof hatches. He said these items were all discussed at construction meetings and it was agreed to bring these forward. Pierce asked why these weren't discussed at the building meetings. Berger said they were brought up at the construction meetings. Pierce said the total cost is \$34,000. Berger agreed. Petersen asked if they have determined what the balance of the funds are. Eagan said we haven't gotten this from Pinck yet. Berger said with Change Order #9 there is \$363,065 remaining in the contingency balance, which may increase depending on the mold insurance claim proceeds. He said the change orders to date have totaled \$1,095,713.

Joe Perry made a motion to authorize himself to sign as continuing signee on the MSBA documents, Dave Petersen second, all in favor – aye (5-0).

Petersen said it is hard to believe we are putting sod down in December, and there is talk about heavy rain, frost and cold weather coming up. He said he is concerned that if the sod is put in now, that the field won't be ready to play on in the spring. He said the water in the sprinkler system will also freeze up, and the sod will need to be watered. He said he is very concerned about this. Berger said the contractor doing the work has taken the position that the field will be viable for the spring, and he would be putting it in at his risk. He said the irrigation system is not in yet. Petersen said with the recent weather, it will be the second to third week in December before the work can be done. Berger said according to the contractor, the irrigation system is going in tomorrow and the sod will follow. Ziev asked why the work was put off until now. Berger said they had to finish the septic system first, then the teaching garden, and then this. He said they have been fighting the weather, and they tried to get it done earlier. Ziev asked what will happen if the field goes in and then needs to be replaced. Berger said the contractor is responsible. Ziev said that will be another year without being able to use the field and that is unfortunate. Petersen said we should notify the Parks & Recreation Committee that there is a 50% chance that the field won't be usable. Ziev asked what the repercussions are if this work isn't done. Berger said there is not a cavalier attitude towards it. Ziev said if we go another year without the field, we say "okay no problem?" Eagan said normally retainage is held. Berger said they can carve out some retainage. Pierce said we would like to carve out some retainage.

Ziev asked what is going on with the sign. Perry said the sign wasn't part of the original project. Perry read the following:

The Committee discussed the purchase and installation of a new sign. Karen Summit reported that the sign was not included as part of the project budget and that the cost for this will not be reimbursed by the MSBA. Larry Berger reported to the Committee that the school sign at the entryway of the school was damaged by the contractor while

they were installing conduit. Larry Berger says that a claim was not filed for the damage because the sign was rotted. The contractor put a new "construction type" temporary sign up between the two granite posts. This sign is not a permanent sign. The Committee would like to pay for a new sign, which would not have flashing messages like the old sign, from funds in the Contingency line of the project budget. We still haven't been provided the Contingency Account balance from Larry. The footings under the granite posts need to be re-set in concrete and a downward facing light fixture needs to be installed. The Committee voted to request the Selectmen to approve a \$8,000 not to exceed budget for a new replacement sign, the re-setting of the granite posts footings, and the installation of a downward facing light fixture. If these funds are not enough, the Selectmen could seek an appropriation at a future Town Meeting to fund the balance of the cost.

Berger said the contractor didn't damage the sign. He said when they took the sign apart, the sign fell apart. Pierce said there was talk about an expensive illuminated sign, but the committee said no to this. He said he and Perry said they would support a basic wooden sign with downward facing lights, not to exceed \$8,000.

David Zizza of Bradford Street asked what the status of the 800 punchlist items and the 79 disputed items are. Perry said the disputed items have been cleared and there are 4 or 5 open items. Berger said there are 25 to 30 items still being worked on.

Dave Petersen made a motion to purchase a sign for an amount not to exceed \$8,000, Bob Snow second, all in favor – aye (5-0).

Pierce said for the snow removal, the contractor will handle it when it is a plowable event only, otherwise the school janitor will put ice melt down on the sidewalks. He asked if we should notify the Superintendent. Eagan said the Highway Department will be doing the sidewalks, even without the Laborer. She said it is outside the job scope for the school janitor to use the Bobcat machine.

Joe Perry made a motion that the plan is for the Town to be responsible for the plowing and clearing the sidewalks at the Pine Grove School, Deana Ziev second, all in favor – aye (5-0).

Eagan said she will communicate the Board's vote to the Superintendent and Chair of the School Committee.

7:15 p.m. APPOINTMENT Robert C. Breaker, United State Coast Guard Retired and William Kelly, Captain United States Coast Guard Retired to discuss forming a Town Veterans Committee

Petersen said a few weeks back, the Board discussed putting flags in at the Star Garden. He said the new flagpole in front of Town Hall looks nice. He said they would like to install service flags at the Star Garden. He said originally, the Rowley VFW

donated the Star Garden to the Town, and last year, The Great Marsh Garden Club disbanded and donated money to the Town which was used for the stonework and service brick that have been installed. He said he and Robert Breaker discussed setting up a Town Veterans Committee, which would raise funds, install the flags, plant flowers and maintain the Star Garden. He said hopefully other Veterans are watching this and will want to help out.

Robert Breaker handed out a paper to the Board with suggestions for the Town Veterans Committee. He said he has worked with the Veterans Committee in Wenham for 4 to 5 years, looking after Vets with the Veterans Services Officer. Bill Kelly said he is a post service officer for the Ipswich post. He said this is a volunteer position and is not affiliated with Karen Tyler who helps Veterans with State 115 benefits, versus their more VA focused work.

Breaker said two things they can start working on right away are getting the Rowley Cemetery designated for the Wreaths Across America program, and selling bricks with Veterans names etched on them for placement around the Veterans Memorials in Town. He said they would be doing outreach to Veterans in Town, including helping them to get VA benefits. He said the Committee would meet monthly and help organize the Memorial Day Parade and Veterans Day celebration. Snow said he likes the brick idea, and many service museums have bricks for sale. Petersen said the Committee would get together once per month, and start with the Star Garden. He asked who runs the fund in Wenham. Breaker said it is out of the Treasurer's Office. Eagan said the Selectmen could set up a special donation account that would be defined on what the money is from and what it can be spent on. Petersen said there is no accurate count of the Veterans in the Cemetery. Breaker said identifying the Veterans in the Cemetery would be a great Boy Scouts project. Petersen said the elementary school kids can also write to Veterans, and this is a way for Veterans to come together and support each other. Snow said younger Veterans are different and this may be a way to reach them. Kelly said the first step would be to do a Veterans census in Town. Perry said the COA does a supper for Veterans each year, and only 25 or so Veterans come. Eagan said the Selectmen will need to vote to establish a Veterans Committee, define its roll and authority, the number of members and if there are special requirements to be on the committee, such as a requirement that you are a Veteran.

Breaker said in Wenham, the Veterans Committee is given a little money by the Town, and the Assistant Town Administrator does the paperwork and mailings. He said he would urge Police and Fire Department members. Eagan said we may want a bylaw for this. Breaker said Wenham did not go that far. Petersen asked Breaker to get more information about how this works in Wenham, and we will put this on the agenda after Thanksgiving. Ziev said this will be great and is much needed.

7:30 p.m. APPOINTMENT Fire Chief James Broderick to discuss Assistance to Firefighting Grant (AFG)

Fire Chief James Broderick said they have received a grant for breathing apparatus. He said their current equipment was purchased in 2007 through a grant. He said a 5% match from the Town is required for this \$160,000 grant, so the Town's match would be \$8,000. He said he doesn't have this money in the Fire Department budget. He said the bottles on the current equipment are past their life, and would cost \$45,000 to replace them. Petersen said the Fire Department budget should absorb this expense, and they if they run short, the funds can be replaced at the Special Town Meeting.

Broderick said they want to use this vendor on the State Contract, even though the cost is \$780 more because: they use this brand now, so the operation will be similar, so there won't need to be a lot of training; the masks are the same as their current masks, which will allow everyone to have two masks; the mutual aid communities have the same ones, and they can be used to track a firefighter in the building; they use them to service the equipment, and it can all be done in one day.

Bob Snow made a motion to authorize the contract with Industrial Protection Services out of Salem New Hampshire, Joe Perry second, all in favor – aye (5-0).

Ziev asked how are the evening hours going at the station. Broderick said they haven't moved to the shifts yet as they are still training the new firefighters, and are planning to in January. He said he would like to talk to the Selectmen again about this because he doesn't like having only two people available to be on the truck for eight hours. He said this isn't a good situation and he needs to re-think it. Petersen said we need to have a meeting to talk about this. Ziev said she thought the coverage would be until 11:00 p.m., and coverage until 8:00 p.m. is not very late. Broderick said they tried to add coverage when call firefighters are not in town while they are working their full-time jobs. Ziev said we have to figure this out and the station should definitely be manned in the evening. Broderick said we need to have more than two people on a shift. Ziev said she thought there would be a Supervisor on each shift. Broderick said there will be, but there are three senior employees in the department with 5 weeks of vacation and 6 personal days each. Ziev said that is a lot of personal time. Broderick said thank-you. He said there is the possibility that a Supervisor won't be available to cover when another Supervisor is out. Ziev asked if they get denied the day if there is no one to cover for them. Broderick said this possibility will always be there and he cannot deny them vacation. Petersen said we need to sit down and look at the whole picture, and maybe use per diem people, or call firefighters to help cover. Broderick said instead of hiring another full-time employee we can draw from the call force, but many have other jobs.

ANNOUNCEMENTS

- Vacancies:
 - 1) One vacancy on the Conservation Commission;
 - 2) One vacancy on the Zoning Board of Appeals Associate seat; and
 - 3) Several vacancies on the Rowley Cultural Council

Interested residents should send a letter of interest to the Board of Selectmen or call the Selectmen's Office at 948-2372.

- Toys for Tots Drop off box – Town Hall

ADJOURN

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

Meeting adjourned at 8:14 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting memo regarding 7:00 p.m. Appointment: Fire Chief James Broderick to present Nicholas Scire as Probationary Call Firefighter
2. Letter from Fire Chief James Broderick requesting the appointment of Nicholas Scire as Probationary Call Firefighter
3. Meeting memo regarding General Business #1: Discuss request from the Board of Cemetery Commissioners to extend a seasonal laborer's work schedule for up to 18 hours per week
4. Meeting memo regarding New Business #1: Discuss Massachusetts Department of Energy Resources grant for Town building energy audit services
5. Meeting memo regarding New Business #2: Discuss Massachusetts Municipal Vulnerability Preparedness Planning Grant Application
6. Signed letter from Board of Selectmen regarding Rowley Municipal Vulnerability Preparedness Planning Grant Application
7. Meeting memo regarding Old Business #1: Update on Pine Grove School Project
8. Change Order Number 009 for Pine Grove School Project
9. Meeting memo regarding 7:15 p.m. Appointment: Robert C. Breaker, United State Coast Guard Retired and William Kelly, Captain United States Coast Guard Retired to discuss forming a Town Veterans Committee
10. Hand-out provided by Robert Barker titled Veteran's Committee Charge
11. Meeting memo regarding 7:30 p.m. Appointment: Fire Chief James Broderick to discuss Assistance to Firefighting Grant (AFG)
12. Letter from Chief Broderick regarding Assistance to Firefighting Grant (AFG) awarded to the Rowley Fire Department