

MINUTES OF THE BOARD OF SELECTMEN

September 23, 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: See attached attendance sheet

CALL MEETING TO ORDER

Chairman Pierce called the meeting to order at 7:02 p.m. He said the meeting is being video recorded and will be televised by Rowley Community Media.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

7:00 p.m. APPOINTMENT Treasurer/Collector Karen Summit to discuss borrowing

Treasurer/Collector Karen Summit said the Annual Town Meeting in May authorized \$600,000 to be spent on a new pumper truck. She said \$300,000 was used from free cash, and the other \$300,000 was to be borrowed. She said the Fire Chief is ready to purchase the truck, and the cost is \$591,283.10. She said the paperwork to be signed tonight is for the Town to advance funds to itself in lieu of borrowing the funds, for the \$291,283.10 remaining balance for the pumper truck. She said in the spring when the budgeting is done, it will be decided to fund this amount through options such as the capital stabilization fund, free cash, or borrowing the money. She said there is also a \$500,000 ban for the Pine Grove School that this balance can be rolled into. She said the document to be signed tonight is the Town loaning itself this money until it is decided how to permanently pay the loan back to the Town.

Bob Snow made a motion to sign the Advance of Funds in Lieu of Borrowing paperwork, Deana Ziev second, all in favor – aye (5-0).

The Selectmen signed the paperwork.

GENERAL BUSINESS

1. Memo from Rowley Highway Department regarding upcoming road construction work scheduled to start on October 24 on Central Street and Leslie Road and scheduled to take approximately two to three weeks

Chairman Pierce read the following:

There was an error in Highway Surveyor Pat Snow's email to the Board. The road construction for Central Street and Leslie Road will begin on Tuesday, September 24 and take approximately two to three weeks.

Residents are encouraged to seek alternate routes if possible and expect traffic delays.

2. Approve Halloween Trick or Treating hours from 5:30 p.m. to 7:30 p.m. on October 31, 2019

Chairman Pierce read the following:

Police Chief Dumas has recommended that the Board set the hours for Halloween Trick or Treating on Thursday, October 31, 2019 from 5:30 p.m. to 7:30 p.m.

If the Board is in agreement, please vote to approve these hours.

Joe Perry made a motion to approve the hours for Trick or Treating as recommended by Chief Dumas, Dave Petersen second, all in favor – aye (5-0).

NEW BUSINESS

1. Review memo from the Board of Health regarding the appointment and starting rate of Deborah Ketchen as the Health Department Administrative Assistant/Assistant Inspector

Chairman Pierce read the following:

The Board of Health has submitted a request to appoint Deborah Ketchen as the Health Department Administrative Assistant/Assistant Inspector. The Board of Health is requesting that Ms. Ketchen's starting rate be set at Step #5 of the Pay Grade, due to Ms. Ketchen's exceptional qualifications. The Personnel Advisory Committee has reviewed this request and recommends that Ms. Ketchen be appointed to this position at Step #5. (Memos from BOH and PAC are attached.)

Bob Snow made a motion to appoint Deborah Ketchen as the Health Department Administrative Assistant/Assistant Inspector at a starting rate of Grade 6, Step 5, Joe Perry second, all in favor – aye (4-0). Dave Petersen – RECUSED since member of the Personnel Advisory Committee.

2. Discuss bills payable sign-off policy for the Parks and Recreation Committee

Chairman Pierce read the following:

The Parks and Recreation Committee is asking the Board of Selectmen to approve a revised policy for signing bills.

The current policy is requires 3 signatures on the bill voucher before the invoice can be paid.

The new policy would require 2 signatures on the bill voucher, provided that one of the signatures is either Joe Haley or Tim Southall.

If in support of this revision, the Board should vote to accept the revised Parks and Recreation Committee bills payable sign-off policy.

Joe Perry made a motion to accept the revised Parks and Recreation Committee bills payable sign off policy, Bob Snow second, all in favor – aye (5-0).

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

Chairman Pierce said Public Comment will be open for five minutes and asked attendees here about the race track proposal to defer their comments until the agenda item is discussed.

Fire Chief Broderick said the room capacity has been met and there are additional people in the stairway. Chairman Pierce said people can leave if they wish to. He said this is not a Public Hearing, and this is the first opportunity for the proposal for the race track to be presented to the Board of Selectmen. He said there will be numerous opportunities for people to attend Public Hearings on this. He said this agenda item will need to be postponed, since under the Massachusetts Open Meeting Law it is a violation to continue. He said he is reluctant to cancel and reschedule this, but it will need to be held at the Pine Grove School or another suitable venue.

Various audience members who did not identify themselves made comments. Once the attendees left the auditorium, the regular business of the Board resumed.

7:15 p.m. APPOINTMENT* Attorney Robert Scarano, William Lagorio, and John Grossi of the Massachusetts Thoroughbred Horsemen's Association to discuss a proposal for a horse race track off of Silva Lane

Appointment postponed to a location, time and date to be determined.

OLD BUSINESS

1. Update on Pine Grove School Project

Perry said he went to Pine Grove School today to check on the pump for the irrigation well for the fields. He said he spoke to Tom Hood of W.T, Rich who assured him that the pump was hooked up. He said he spoke to a contractor who said that it hadn't been hooked up. He said the cabling to hook it up is coming tomorrow.

MINUTES

- September 16, 2019

Joe Perry made a motion to approve the minutes of September 16, 2019, Bob Snow second, all in favor – aye (5-0).

ANNOUNCEMENTS

Chairman Pierce read the memo from the Board of Health regarding Mosquito Control Update.

- Pine Grove School Grand Re-Opening Celebration is scheduled for Saturday, October 5, 2019 from 1:00 p.m. to 3:00 p.m.
- Vacancies:
 - 1) Planning Board Associate Member
 - 2) Two vacancies on the Conservation Commission;
 - 3) One vacancy on the Zoning Board of Appeals Associate seat; and
 - 4) Several vacancies on the Rowley Cultural CouncilInterested residents should send a letter of interest to the Board of Selectmen or call the Selectmen's Office at 948-2372.

ADJOURN

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

Meeting adjourned at 7:27 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Memo from the Board of Health regarding Mosquito Control Update
2. Flyer regarding Grand Reopening of the Pine Grove School
3. Meeting memo regarding 7:00 p.m. Appointment: Treasurer/Collector Karen Summit to discuss borrowing
4. Excerpt from Annual Town Meeting from May 6, 2019 showing Article #27
5. Completed Advance of Funds in Lieu of Borrowing Report
6. Certified Vote from Annual Town Meeting from May 6, 2019 for Article #27
7. Meeting memo regarding General Business #1: Memo from Rowley Highway Department regarding upcoming road construction work scheduled to start on October 24 on Central Street and Leslie Road and scheduled to take approximately two to three weeks

8. Memo from Rowley Highway Department regarding upcoming road construction work scheduled to start on October 24 on Central Street and Leslie Road and scheduled to take approximately two to three weeks
9. Meeting memo regarding General Business #2: Approve Halloween Trick or Treating hours from 5:30 p.m. to 7:30 p.m. on October 31, 2019.
10. Meeting memo regarding New Business #1: Review memo from the Board of Health regarding the appointment and starting rate of Deborah Ketchen as the Health Department Administrative Assistant/Assistant Inspector
11. Memo from Deborah Eagan to Board of Selectmen regarding Health Administrative Assistant/Assistant Inspector Starting Pay Rate, including enclosure
12. Memo from Charles Costello regarding Administrative Assistant/Assistant Inspector
13. Redacted cover letter and resume from Deborah Ketchen
14. Administrative Assistant/Assistant Inspector job description
15. FY20 non-union compensation schedule
16. Meeting memo regarding New Business #2: Discuss bills payable sign-off policy for the Parks and Recreation Committee
17. Email from Timothy Southall regarding Parks & Recreation Committee signatures
18. Meeting memo regarding Old Business #1: Update on Pine Grove School Project
19. Draft minutes of September 16, 2019
20. Meeting memo regarding 7:15 p.m. Appointment: Attorney Robert Scarano, William Lagorio, and John Grossi of the Massachusetts Thoroughbred Horsemen's Association to discuss a proposal for a horse race track off of Silva Lane
21. Letter from Attorney Robert Scarano regarding Request for Selectmen Agenda Time for Monday September 23, 2019
22. Press Release from Rowley Group LLC
23. Map of proposed horse race track
24. House Docket, No. 3657 An Act to promote horse racing in the Commonwealth