

MINUTES OF THE BOARD OF SELECTMEN MEETING

March 31, 2014

Meeting held at Town Hall

MEMBERS PRESENT: Chairman Robert Snow, Vice Chairman Robert Merry, Clerk Joseph Perry (Town Administrator Deborah Eagan, Assistant Town Administrator Amy Lydon) David Petersen – ABSENT, Jack Cook - ABSENT

PUBLIC ATTENDEES: Lawrence White – FINCOM; Brent Baeslack - Conservation Agent; Mark Griffin - Water Department; Stuart L. Dalzell Sr. - Water Board; Roy Ricker - Water Board; Tim Toomey - Water Board; Karen Summit - Treasurer/Collector; Tara King – Pennichuck Water; Bernard Rousseau – Pennichuck Water; Tim Southall – Parks & Recreation Committee

CALL MEETING TO ORDER

Chairman Robert Snow called the meeting to order at 7:07 p.m. He said the meeting is being audio and video recorded digitally.

PLEDGE OF ALLEGIANCE

Tim Southall, led the Pledge of Allegiance.

MOMENT OF SILENCE – Boston Firefighters killed in action

- Michael Kennedy
- Edward Walsh Jr.

The Board observed a moment of silence for the two firefighters who were killed in Boston last week. Chairman Snow said Michael Kennedy and Ed Walsh were on Engine Company 33. He said these men are heroes and will always be remembered for what they did in their community. He said these people run towards danger while others run away from it. He said they should be remembered in our hearts and prayers.

CHAIRMAN'S COMMENTS

None.

7:05 – 7:15 p.m. CITIZEN QUERY

Citizen's Query opened.

7:00 p.m. Appointment – Tim Southall, Parks and Recreation Committee to discuss contract award for ballfield mowing services

Tim Southall said he asked fifteen local companies to bid on lawn maintenance services for Pine Grove School, Haley Field and Upper and Lower Eiras Park. He said he held a pre-bid meeting and reviewed the contract. He said the bids were opened on Wednesday, and Chickadee Hill located in Rowley was the lowest responsible bidder. He said their bid was for \$17,085, and seven bids were received with totals up to almost \$30,000. He said the references for Chickadee Hill were excellent, and the Parks & Recreations Committee met last Wednesday and voted to recommend Chickadee Hill Farm for mowing services for the upcoming year. He said the contract can be renewed for an additional two years, and this will be reviewed annually. He said he knows Jeff Head, but Chickadee Hill has not done work for him at his home, but he has purchased Christmas trees and pumpkins from Head's business. Chairman Snow said Head used to cut his grass years ago. Perry said Head cuts his lawn.

Bob Merry made a motion to award the 2014 mowing contract to Chickadee Hill Farm with the option to extend the contract for two additional years on a year-by-year basis, Joseph Perry second, all in favor – aye (3-0). David Petersen – ABSENT, Jack Cook - ABSENT

GENERAL BUSINESS

1. Rowley Cub Scout Pack 15 request to use Town Common for bridging ceremony

Chairman Snow read an email request from Rowley Cub Scout Pack 15 (COPY ATTACHED). Snow said he has spoken to the Scouts in the past, they are a great group of kids and Patterson is a wonderful leader.

Joseph Perry made a motion to approve the request from Rowley Pack 15 Boy Scouts to use the Town Common for their bridging ceremony on May 20, 2014 at 6:45 until 8:30 p.m., Bob Merry second, all in favor – aye (3-0). David Petersen – ABSENT, Jack Cook - ABSENT

7:05 – 7:15 p.m. CITIZEN QUERY

Citizen's Query closed. There were no Citizen's queries.

7:15 p.m. Appointment – Conservation Agent Brent Baeslack to discuss open space plan

Chairman Snow read the following:

The Community Preservation Committee has authorized the expenditure of \$3,600 for the completion of the Open Space Plan.

Brent has obtained a proposal from Nellie Aikenhead to assist in the completion of the Open Space Plan.

The Board of Selectmen needs to review this and vote to authorize Debbie to sign it.

Secondly, we still need to obtain the Open Space survey documents and Open Space Committee meeting minutes.

Conservation Agent Brent Baeslack distributed copies of the application for CPC funds to the Board (COPIES ATTACHED). He said the CPC has an administration account from which funds can be disbursed immediately before Town Meeting. He said hiring a consultant to help complete the Town's Open Space Plan fits the bill since we want this done as soon as possible. He said he estimated \$3,000 for consulting fees and \$600 for printing and binding costs, and the CPC voted to authorize the use of funds for this application. He said Aikenhead has been very responsive and has given him a proposal and resume (COPIES ATTACHED).

Perry said Conservation Commissioner Sam Strief presented this application with urgency to the CPC and he was pleased to authorize an expenditure with such a great possible return. Snow said Baeslack needs help with this project and the consultant will help expedite the project. Merry said this project is very important not only for the Girl Scout Land, but also for future projects.

Baeslack said he has reached out to Alan Roscoe, the former Open Space Committee Chairman, who called him back and said he believes he is in possession of the public surveys and other records. He said he provided a blank survey form, but we also need the results of the survey done in 2010 since it forms the basis and substantial contents of the Open Space Plan.

Bob Merry made a motion to authorize Debbie Eagan to sign the proposal for consulting services with Nellie Aikenhead, Joseph Perry second, all in favor – aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

GENERAL BUSINESS

2. Invitation from the Independent Living Center of the North Shore to attend annual legislative breakfast meeting

Snow asked the Board if anyone would like to attend this meeting (COPY OF INVITATION ATTACHED). Joseph Perry said he can attend.

3. Antique/Junk License Renewals

Chairman Snow read the following:

The applicants below have submitted renewals for their Antique / Junk licenses to be renewed through May 1, 2015. All required forms and renewal fees have been submitted. The applicants do not have outstanding taxes, water or electric bills.

<i>Applicant Name</i>	<i>Business Name</i>	<i>Business Address</i>
<i>Starr P. Todd</i>	<i>Todd Farm LLC</i>	<i>283 Main St</i>
<i>Charles T. Davis</i>	<i>Village Antiques</i>	<i>201 Main St</i>
<i>Vinent Manzo</i>	<i>Manzo Salvage</i>	<i>586 Main St</i>
<i>Frank P. Todd</i>	<i>Todd's River View Farm LLC</i>	<i>275 Main St</i>

Bob Merry said he would like to disclose that he has done electric work with Starr Todd, Charles Davis and Frank Todd, but will vote on these license renewals under the rule of necessity.

Joseph Perry made a motion to renew the Antique/Junk licenses for the businesses read by Snow and detailed above, Bob Merry second, all in favor – aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

4. Memo from Library Director Pam Jacobson on the “One Book One Community” program

Chairman Snow read the announcement (COPY ATTACHED). Perry said this is a great program that he is happy to support, and it is part of the Town’s 375th Anniversary celebration. Snow said there is so much history in this Town and Bob Merry is a great resource.

7:30 p.m. JOINT MEETING – Board of Water Commissioners to discuss

- Discuss launch of new billing, collection and customer service with representatives of Pennichuck – Bernard Russo and Tara King
- FY 15 Water Department Budget
- Water treatment plant update
- Water Department articles for town meeting

Chairman Snow called for a motion to open the joint meeting of the Board of Selectmen and the Board of Water Commissioners. Bob Merry so moved, Joseph Perry second, all in favor – roll call vote: Robert Merry – aye, Joseph Perry – aye, Robert Snow - aye, Stuart L. Dalzell Sr. - aye; Roy Ricker - aye; Tim Toomey - aye. David Petersen – ABSENT, Jack Cook – ABSENT

Joint meeting opened at 7:33 p.m.

Chairman Snow read the following:

Bernie Russo and Tara King will discuss the process on how billing, collection and customer service will work now. Water customers can call Pennichuk, toll free at 1-800-553-5191 for assistance. A customer service representative is available Monday – Friday from 7:30 a.m. to 5:00 p.m. This offers a much higher level of customer service than the Town was previously providing. The Water Department closes to the public in the middle of the afternoon. The people in the Town need better service than that and we have now been able to bring it to them through Pennichuk.

Russo thanked the Boards and Eagan for inviting him here and their confidence in Pennichuck. He introduced Tara King as Pennichuck's revenue and customer service manager. He said Pennichuck started in 1852 and has grown up with the city of Nahua. He said in Nashua they currently have 23,000 service connections and employ 103 people. He said they are a full blown water company and will bring to Rowley waterworks professionalism, and they view everyone in Town as a client. He said twenty five years ago, they branched out of Nashua and are responsible for over 50,000 service connections, and own 60 water systems and contract and operate another 80, so they see a variety of systems. He said locally they have operated customer service, distribution and treatment in Salisbury for twelve years, they have provided billing and customer service to Amesbury for three years, and in February of 2014 began the contract with Rowley. He said they are thrilled to be working with Rowley and will run things professionally, and if they are able to help with any other issues, they will be happy to do so. He said when customers call the 1-800 number, they will reach a live person who knows the water business.

King said they are pleased to be working with Rowley, and they have finished the conversion of data. She said the 1-800 number is active, or customers can email customer-service@pennichuk.com. She said all of this information is on the Town's website. She said Pennichuk is available from 7:30 am - 5:00 pm for billing questions or to schedule appointments. She said they are offering a direct pay option where payment can be deducted automatically on the payment date from a checking account, and this information will be sent out with the April 10th bills. She said if a customer thinks their usage is higher than normal they can call Pennichuck and they will review the past usage history and review how the customer uses water. She said they can do a water audit if there is a big hike, and schedule an appointment with the Water Department to do a data logger. She said paying bills on line as well as bringing payment to 401 Central Street are still payment options. She said there is a new PO Box that payments need to be mailed to, and there will be an orange informational flyer

included in the April 10th billing, and the flyer will also be posted to the Town's website. Summit asked what the bills will look like. King said they will look a little different; they will have Pennichuck's name on them; will show the past twelve months of usage; will show the rates in gallons versus 1000 gallons; and the bills will be white instead of blue. She said checks should still be made payable to the Town of Rowley and the after hours emergency contact information is still the Rowley Police Department. Summit said it will look more like the light bills. Snow said it should not be confused with junk mail.

Russo said John Patenaude is Pennichuck's CEO who could not be here tonight due to a death in the family. Russo said the Town should call Patenaude if there is any issue with Pennichuck. He said they had great face time with Interim Superintendent Griffin and the other employees of the Water Department today, and said they are happy to have similar meetings going forward. Snow welcomed Pennichuck onboard and sent condolences to Patenaude.

King said the meter reading process went smoothly and the March pre-commitment report will go out tomorrow. Toomey said the Water Board would like to change the due date of the bills to be the end of the month, and asked what lead time Pennichuck would need to implement this change. Stuart L. Dalzell Sr. said they would like to match the schedule of the light bills, Ricker said older people in Town do not get their social security money until the end of the month. King said they would have to make the switch prior to a billing and then let the direct pay customers know that the date of the withdrawal will change. Merry suggested that they wait a few months until things are running smoothly to make this change. Russo distributed information about Pennichuck (COPY ATTACHED) and invited anyone who wishes to come to their facility for a tour. Snow said their facility is very impressive and professional. Stuart L. Dalzell Sr. said he cannot be happier now that Pennichuck is onboard.

Chairman Snow read the following:

Attached is the FY 15 Budget approved by the Board of Water Commissioners. We don't have a revenue report yet. The Board of Water Commissioners has hired David Russell to assist in analyzing the water rates. Under state law, the Board of Selectmen must take a vote on the Water Department budget. If the selectmen are not prepared to vote on this budget because the revenue report has not been completed, the Board of Selectmen can vote to make recommendations on the Town Meeting floor. The Water Budget will be reviewed during the April 1, 2014 FinCom meeting, so Debbie would like to be able to explain the Board of Selectmen's position on the budget.

Toomey said they worked hard on the budget numbers last week and he feels they now have numbers they can rely upon. Griffin said the total budget is up 6.2% over last year, and energy costs are increasing with the Water Treatment Plant coming online. He said the staff is large enough for the overtime numbers called for. He said the operation of the plant was revised down from twelve hours to eight hours per day which resulted in a decrease of twenty hours per week of overtime. He said there will be one eight hour shift over the weekend. He said they discussed the energy needs with the light department and the consumption was decreased considerably. He said they are asking for one part time employee for fifteen hours per week, and the plan is to get the plant running and revisit the needs in about three months, but the budget numbers are good. Snow asked what has changed since the last draft. Griffin said they added a fifteen hours per week part time employee; they combined the overtime and standby lines and reduced it by 20% overall from last year's budget; and the maintenance line was restructured to reflect the changes from the plant such as chemicals, energy costs and waste material. He said they have reviewed what has been spent this year against the amount budgeted and in some cases increased these amounts by 110% to 120% for the FY 15 budget, and in other cases calculated out the projected expenses. He said they removed capital items such as a vehicle and lawn mower, and if the budget is decreased further, things will get risky.

Snow asked how many pumps the plant has. Griffin said at least thirty, and ventilation and the treatment process all consume energy. Griffin reviewed the case one and case two scenarios on the sheet titled Water Treatment Plant Expenses and said overtime, energy and capital items were the biggest categories where the budget was reduced. Toomey said he reviewed the energy consumption with Mark Bixby who did mock calculations and said the Water Department would be able to get the commercial rate with a discount, so he thinks the actual cost will be lower than the budgeted amount.

Griffin said they are awaiting the water rate analysis which will be completed late this week / early next week. Snow asked Griffin to get those numbers to the Selectmen as soon as possible. Eagan said a template was established in FY 14 for capital improvements. She said the FY 15 budget includes \$46,500 for a continuation of capital improvements. She said last year \$50,000 was appropriated for an assortment of items such as hydrants and gate valves. She asked for the status of these capital improvements since we are approaching the end of the fiscal year and this money will be washed out in the budget. Griffin said the projects have been started, so the funds can be encumbered.

Snow asked how old the pipes are in Town. Ricker said the oldest pipe is from 1948. Merry said most of that pipe is still there. Griffin said most of the original hydrants have been replaced. Merry said the vast majority of the system was installed between 1955 and 1970. Griffin said this is relatively young pipe. Russo said if Rowley has a spun cast system, then pipes from the 50s and 60s are relatively young. He said the chemical Rowley uses to treat for maganese prolongs the life of the pipe.

Perry said we cannot vote this budget tonight and will have to make a recommendation on Town Meeting floor. Merry said it will help to get the revenue figures in. Eagan said the Board of Water Commissioners can meet with the Selectmen in mid April to review the revenue numbers and prepare a recommendation from Town Meeting floor. She said the Board of Water Commissioners can have handouts for Town Meeting with the water table normally run in the Warrant which won't be in there this year, to discuss at Town Meeting.

Chairman Snow read the following:

The Board of Selectmen would like be provided with an update on the Water Treatment Plant construction. The points of concern are as follows:

- *Construction timeline – are we still on target for early August?*
- *Treatment Plant*
 - a. *Debbie requested a copy of the Water Treatment Plant Operations and Maintenance Manual from Barbara Cook at Weston & Sampson. The contract with Weston and Sampson requires Weston & Sampson to provide the Town with this manual. Barbara Cook indicated that they are currently developing the manual and expect to have a draft ready by the end of April. This is unacceptable. There is no reason why this manual could not have been completed months ago. The manual would have outlined all the requirements that the Town would need to follow regarding initial operation of the plant, etc. Budgeting for these costs would have been easier.*
 - b. *What is the latest on the change orders? The Board of Selectmen would like an update on all change orders.*

Griffin said the entire project will be completed by August, but the Treatment Plant will be fully operational by the end of April / early May. He said testing of the plant is starting April 8th and then within two to three weeks, after the DEP inspection, it will be producing water. Eagan asked when the project will be completed and in the Town's possession. Griffin said the plant will be turned over to the Town at the end of April / beginning of May. Eagan asked when the work with Kinsman will be closed out, she asked if that will happen at the end of July / beginning of August. Griffin said he thinks so but will double check. He said the plant will be turned over to the Town before peripheral items are completed, such as the monopole. Snow asked when people will see a change in the water. Griffin said they are starting flushing what they can in the spring and it will take a few days for the new water to flush into the system, so it would be a couple days after the plant goes online to see the difference. Merry said the chemical treatment of the water will change once the plant goes online. Griffin said the water with the highest level of maganese will go to the Plant. He said the water from well #2 does not have high levels of maganese, so this water will go right into the system after a chemical treatment that is very close to the current treatment, but they are talking to the DEP about changing that.

Eagan said she finds it astonishing that the Plant will be up and running in April and Weston & Sampson are just now developing the operating manual. She said she assumed drafts of the manual had been presented to the Water Board. She said she doesn't understand why this manual hasn't been developed, and it would have been helpful to have when creating the budget. Griffin said they have provided two similar documents and he has found that the manual is normally created at the tail end of the project so that they can get the unknowns in there. Russo said it is created towards the tail end, it is needed for training, and suggested that Rowley doesn't rush into ownership of the plant until it is proven that it works. Eagan said we have bought a Paul Membrane System, and the engineer should have been able to draw conclusions on how to operate it. She said at first the finish date was January 14, then April 14, and now it is August 14, 2014. Griffin said there should have been multiple drafts and this would be helpful before the Plant starts. Eagan said it is unfortunate that we don't have this yet and we need to stay on top of getting it. Perry said it is unacceptable that we don't have a draft yet.

Griffin said there is one change order for a septic tank for \$10,000, decreased from \$12,000. He said an exact domestic system would cost less, they are in a stalemate, and they may not get an occupancy permit if this isn't done. He said there is one cosmetic change order for \$10,000 mostly for labor for filling a 2/3rd of an inch gap between the ceiling and walls. He said there is another potential change order coming to get telephone and internet service down the road to the Plant. He said this may be able to be paid from SRF money. He said there are no other change orders. Merry asked what the total change order percentage is. He said there has been back and forth on the omissions in the plan and were told there was a 5% contingency built in. Griffin said he thinks the change orders amount to about 2%. Merry said his theory is that we are near the end of the project, so they may be jacking up the price of a change order. Eagan asked for more detail on the cosmetic change order. Griffin said there is a two inch gap in the partitions of the building and the change order is to fill this gap with plastic, and there is about two hundred feet around the top of the building. He said this can be done anytime. Eagan asked if it was on the architectural plan. Griffin said it was a mistake and was missing from the plan. He said he just remembered another change order for piping for a few thousand dollars. Snow said it is flabbergasting that the architectural engineer's plan did not include joining the walls to the ceiling. Toomey said they don't have all the details of this change order yet, but will question it when they do. Eagan said this is another example of a change order that can be included as an Errors and Omissions claim against Weston & Sampson. She said John Hargraves is supposed to be reviewing the change orders and providing details in order to pursue a claim. Snow said Weston & Sampson has a lot of nerve. Toomey asked Griffin if the cost of the change order for the communications lines is known. Griffin said they are still waiting for estimates, but thinks the cost will be between ten to twenty thousand dollars.

Chairman Snow read the following:

The Fiscal Team recommends that the Water Board place an article on the Annual Town Meeting transferring \$572,380 in Free Cash to the newly-established Water Department Stabilization Fund. The Water Board needs to vote by roll call to request to place this article on the ATM warrant. The Board of Selectmen needs to vote to open the Annual Town Meeting warrant to place the article on the warrant and to close the warrant. There are no other spending articles on the warrant.

Eagan said the Water Department's free cash was certified today and unless it is otherwise appropriated, it will wash out. She said if money is put in the Water Department's stabilization line, it may be used to fund future costs, such as replacement membranes at the plant, or to offset future rate increases. Stuart L. Dalzell Sr. said half of the amount should go into the stabilization fund. Griffin said the free cash is about a quarter of the department's budget of 2.2 million, and the free cash could be used to expand, repair and replace piping and hydrants. Snow asked how much is in the stabilization account, Eagan said \$344,000 was put in last year. Stuart L. Dalzell Sr. said \$272,000 should go towards lowering rates, and the remaining \$300,000 should go into stabilization. Merry said if all \$572,380 of free cash was put into stabilization, they could keep the new rates down by not factoring in additional money to be put into stabilization next year. Stuart L. Dalzell Sr. said he could go along with that.

Roy Ricker made a motion to put an article on the Annual Town Meeting to transfer the entire \$572,380 of free cash into the Water Department's stabilization fund, Stuart L. Dalzell Sr. second, all in favor – roll call vote: Tim Toomey - aye, Stuart L. Dalzell Sr. – aye, Roy Ricker – aye.

Joseph Perry made a motion to open the Annual Town Meeting warrant, Bob Merry second, all in favor – roll call vote: Robert Merry – aye, Robert Snow – aye, Joseph Perry – aye. David Petersen – ABSENT, Jack Cook – ABSENT

Joseph Perry made a motion to place an article on the Annual Town Meeting warrant to transfer the entire \$572,380 of free cash into the Water Department's stabilization fund, Bob Merry second, all in favor – roll call vote: Robert Merry – aye, Robert Snow – aye, Joseph Perry – aye. David Petersen – ABSENT, Jack Cook – ABSENT

Joseph Perry made a motion to close the Annual Town Meeting warrant, Bob Merry second, all in favor – roll call vote: Robert Merry – aye, Robert Snow – aye, Joseph Perry – aye. David Petersen – ABSENT, Jack Cook – ABSENT

Snow asked what the cost to replace the Pall membrane is. Griffin said it will cost about \$100,000 every seven years. Ricker said we don't know what the cost will be seven years from now. Snow said we heard the cost was \$500,000 at one point, and that technology usually gets cheaper as time passes. Snow asked Griffin to confirm back to the board what the cost of the membrane will be.

Joseph Perry made a motion to adjourn the joint meeting of the Board of Selectmen and the Board of Water Commissioners, Bob Merry second, all in favor – roll call vote:

Robert Merry – aye, Robert Snow – aye, Joseph Perry – aye, Tim Toomey - aye, Stuart L. Dalzell Sr. – aye, Roy Ricker – aye. David Petersen – ABSENT, Jack Cook – ABSENT

Joint meeting adjourned at 9:06 p.m.

8:10 p.m. Appointment – Police Chief Robert Barker to discuss FY 15 Police Department budget

Chairman Snow read the following:

The Chief has prepared a budget that addresses anticipated staffing changes.

Because the Town and the police union have not yet reached a contract settlement there are no changes to the full-time and reserve patrolmen wages and negotiated benefits in this budget.

After the Board has completed review of the budget, Debbie asks for a motion to recommend the budget.

With the staffing changes, we also need to fund an assessment center and police academy training for two new patrolmen. The Board of Selectmen needs to vote to open the Annual Town Meeting to place the following article on the warrant:

ARTICLE 18. To see if the Town will vote to raise and appropriate the sum of \$13,500 to be used by the Police Chief to hold an assessment center for the appointment of a lieutenant and sergeant, and to cover the costs to send two patrolmen to the Police Academy or take any other action relative thereto.

(Inserted by the Police Chief and Board of Selectmen)

Finance Committee

Explanatory Note: Staffing changes are anticipated in FY 15, with the impending retirement of the Detective Lieutenant. The Assessment Center will be used to evaluate job candidates for the positions of lieutenant and sergeant. Additionally, with the appointment of two new patrolmen to the department, the Town must pay the Police Academy costs.

And to vote to close the warrant.

Barker said the draft budget doesn't include increases for police union positions, but does include increases for the dispatchers, himself and other non-union personnel. He said a major increase is for the addition of a full time officer, due to the promotion of a full time officer to Detective effective July 1, 2014. He said the cost for a full time officer

is \$41,620, not including fringe benefits, stipends and educational benefits. He said the promotion to Detective will cost \$4,641. He said Detective Gamache is retiring in December and he wants him to overlap with the new Detective in order to pass on his skills and for training. He said they now have two patrolmen on duty around the clock and the addition of a third patrolman will help, especially on the night shift. He said this will allow the Detective to have time in plain clothes when he is working. Snow said we can use the extra patrolman given the recent drug busts in Town. Barker said there have been small increases in expenses, such as gasoline which increased by \$4,000, and service contracts that increase each year. Barker said the budget includes a marked cruiser.

Snow read Article 18, detailed above. Barker said this money would be used to help choose the best candidates for the two positions, and this money would cover both positions. Barker said the Police Academy costs \$3,000 per seat, and it is against the law not to send officers to the Academy. Eagan said the Board of Selectmen has already approved the capital plan.

Bob Merry made a motion to open Annual Town Meeting warrant, place Article 18 on the Annual Town Meeting warrant and to close the Annual Town Meeting warrant, Joseph Perry second, all in favor, aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

Joseph Perry made a motion to recommend the Police Department's budget, Bob Merry second, all in favor, aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

GENERAL BUSINESS

5. "Stormwater Faire" Program, Saturday, April 5, 2014, 9 a.m. to 12:00 p.m. US Fish & Wildlife Visitor Center, Plum Island Turnpike, Newburyport, MA across from Mass. Audubon Center

Eagan said Brent Baeslack submitted the brochure for this event, which is an event sponsored by Rowley as part of its stormwater publicity, and this event is geared towards children.

Snow read the brochure (COPY ATTACHED).

OLD BUSINESS

1. Discuss and review FY 15 Budgets and town meeting articles

Chairman Snow read the following:

- *Schools*

- *Collective Bargaining Reserve*

Annual Town Meeting: DRAFT Town Meeting Warrant Articles. Debbie has compiled the articles in a rough draft of the Warrant, which is still being reviewed and edited by the staff and town counsel.

Special Town Meeting: The Board of Selectmen needs to vote to place an article on STM warrant transferring the funds out of the FY 14 Collective Bargaining Reserve to an article to fund cost items in a future collective bargaining with the police union.

There is also an article seeking CPC funds for the replacement of rotted structural beams at the Annex.

Eagan said last week she withheld the School section of the budget since we didn't have a confirmation from Whittier on their budget. She said she has since received a firm number, although the Whittier School Committee has not voted on it yet, and it is in the revised budget. She said the budget for Essex Agricultural School has changed since before this was funded from the State's cherry sheet and automatically deducted from the Town's State aid. She said now, since they merged with the North Shore Vocational School, the Town has to pay \$56,904 for the three Rowley students who attend this school, which has to be included as a budget line.

Bob Merry made a motion to approve the School budget (COPY ATTACHED), Joseph Perry second, all in favor, aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

Eagan said we were anticipating a Police Union Memorandum of Agreement this fiscal year, but we don't have one yet. She said money should be put into a Collective Bargaining Reserve account in FY 15 in case a contract is settled, and we could go to Town meeting and transfer money out of this account. She said the Police Chief estimates that \$29,000 should be put into this account.

Bob Merry made a motion to approve the Collective Bargaining Reserve budget (COPY ATTACHED), Joseph Perry second, all in favor, aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

Eagan said there is an article on the Special Town Meeting Warrant to transfer the money from the FY14 Collective Bargaining Reserve and put the money into an article, so that these funds don't wash out into free cash. She said if an agreement is reached, the money can be transferred at Town Meeting.

Bob Merry made a motion to open the Special Town Meeting warrant, place on the warrant an article to transfer the FY14 Collective Bargaining Reserve remaining funds into an article, and to close the Special Town Meeting warrant, Joseph Perry second, all in favor, aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

Eagan said there is another article needed for the Special Town Meeting warrant to address rotted timbers discovered during the Annex restoration project. Merry said they discovered that the sill of the building was rotted, and that the wall studs holding the floors had sunk 3/4 of an inch. He said the sill needs to be replaced to stop the sinking, and the replacement will be done in four feet sections. He said some rot on the corners of the building also needs to be addressed. He said the building is 110 years old, and he thinks the price for this additional work is reasonable. He said Campbell Construction is doing a great job. Eagan said the CPC has approved the additional \$12,000 for this repair work.

Joseph Perry made a motion to open the Special Town Meeting warrant, place on the warrant an to use CPC funds for this repair, and to close the Special Town Meeting warrant, Bob Merry second, all in favor, aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

Eagan said a rough draft of the Annual Town Meeting Warrant is ready (COPY ATTACHED), she will work on it more tomorrow and give a copy to the Finance Committee tomorrow. Eagan reviewed the draft warrant with the Board.

2. Discuss ballot questions

Chairman Snow read the following:

The Board of Selectmen needs to vote to place the following questions on the May 13, 2014 Annual Town Election Ballot

Question 1.

Shall the Town vote to have its elected Highway Surveyor become an appointed Highway Surveyor of the Town?

YES _____ NO _____

Question 2.

Shall the Town vote to have its elected Tree Warden become an appointed Tree Warden of the Town?

YES _____ NO _____

Question 3.

Shall the Town of Rowley be allowed to exempt from the provisions of proposition two and one-half, so-called, the amount required to pay for the principal of and interest on the \$735,000 bonds issued in order to pay costs of purchasing a ladder truck for the Fire Department, and for the payment of all other costs incidental and related thereto?

YES _____ NO _____

Joseph Perry made a motion to place the three ballot questions on the May 13, 2014 Annual Town Election Ballot, Bob Merry second, all in favor, aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

3. Discuss purchase of Rowley Girl Scouts Camp land

Chairman Snow said, "The CPC has agreed to support the purchase of the Girl Scouts land. We will have two articles on the STM warrant: 1) \$2,500,000 for the purchase and 2) \$40,000 to be used for a survey, legal work and grant writing consulting."

Eagan said this is just a FYI since the Board approved this last week.

4. Discuss Town Hall Clock project

Chairman Snow said, "Debbie is seeking authorization to contract with Ross Hochstrasser, a wooden works clock specialist, for the restoration of the Town Hall Clock. He has provided a quote in the amount of \$6,400.00."

Joseph Perry made a motion to allow Eagan to contract with Ross Hochstrasser for the restoration of the Town Hall Clock, Bob Merry second, all in favor, aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

5. Discuss salt marsh parcels town meeting articles

Chairman Snow said, "The Board of Selectmen needs to declare the two salt marsh parcels as available for disposition as attached. Then, the Board of Selectmen needs to vote to sign the Disclosure statement for Map 37, Parcel 25."

Bob Merry moved that the twenty-four (24) acre parcel of land located off Dyke Road identified on Rowley Assessors' Map 29 as parcel 4, is no longer needed for general municipal purposes and may be made available for sale; said parcel being presently under the care, custody and control of this Board, Joseph Perry second, all in favor, aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

Bob Merry moved that the twenty-six (26) acre parcel of land located on Low Country Creek identified on Rowley Assessors' Map 37 as parcel 5, is no longer needed for general municipal purposes and may be made available for sale; said parcel being presently under the care, custody and control of this Board, Joseph Perry second, all in favor, aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

NEW BUSINESS

1. Discuss FY 14 Reserve Fund transfer requests

Chairman Snow read the following:

Debbie needs to seek reserve fund transfers from the Finance Committee for the following budget lines:

Town Hall - \$5,000 to cover shortfall due to heating oil costs

Town Hall Annex - \$3,500 to cover emergency repairs to the heating system.

Veterans Benefits - \$4,000

She is asking for a vote of support for these transfers.

Eagan said the heating oil costs at Town Hall have been astronomically high this year and we cannot stretch the budget until June 30th. She said the heating system at the Town Hall Annex was replaced in the past several years, but this condensing unit was not replaced as part of that project. Merry said we knew the condensing unit had a leak, but we were hoping to make it through this heating system, but it stopped working over the weekend. He said it has been temporarily repaired, and another condensing unit in the building was considered to be used, but is old and needs a different configuration. He said a new condensing unit is needed and the cost is \$3,500. Merry said it seems like every few weeks a new Veteran moves into Town, and we need additional funds to cover the cost of Veteran's benefits. Eagan said 75% of the cost of Veteran's benefits is reimbursed to the Town from the State.

Joseph Perry made a motion to approve the three transfer requests, Bob Merry second, all in favor, aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

MINUTES

- February 10, 2014 Executive Session

Joseph Perry made a motion to approve the minutes from February 10, 2014 Executive Session, Bob Merry second, all in favor – aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

- February 24, 2014 Executive Session

These minutes were tabled since Chairman Snow was not at this meeting and there weren't three other Selectmen present at the meeting to vote on these.

- March 3, 2014 Executive Session

Joseph Perry made a motion to approve the minutes from March 3, 2014 Executive Session, Bob Merry second, all in favor – aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

- March 10, 2014

Joseph Perry made a motion to approve the minutes from March 10, 2014, Bob Merry second, all in favor – aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

- March 10, 2014 Executive Session

Joseph Perry made a motion to approve the minutes from March 10, 2014 Executive Session, Bob Merry second, all in favor – aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

- March 17, 2014

Joseph Perry made a motion to approve the minutes from March 17, 2014, Bob Merry second, all in favor – aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

- March 17, 2014 Executive Session

Bob Merry made a motion to approve the minutes from March 17, 2014 Executive Session, Joseph Perry second, all in favor – aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

ANNOUNCEMENTS

- The Town has the following vacancies:
 - **Conservation Commission** – one seat;
 - **Finance Committee** – one seat;
 - **Fence Viewer**– two positions;
 - **Wood, Lumber & Bark Inspector**; and
 - **Zoning Board of Appeals Associate** – two open seatsFor more information on these positions, please contact the Selectmen's Office at 948-2372
- 375th Anniversary information and events are posted on the Town's website, www.townofrowley.net
- Battery recycling box located at the Town Hall and Library
- Rowley Food Pantry is in need of donations. The Food Pantry is open Tuesdays from 10:00 a.m. to 12:00 p.m. and Thursdays from 5:30 p.m. to 7:00 p.m.

- Town Meeting will be held on Monday, May 5, 2014
- Water Customers need to call Pennichuck at 1-800-553-5191 now for billing, payment and customer service questions.

There being no further business before the Board, Chairman Snow called for a motion to adjourn. Joseph Perry so moved, Bob Merry second, all in favor – aye (3-0). David Petersen – ABSENT, Jack Cook – ABSENT

Open meeting adjourned at 10:08 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Memo from Tim Southall to Board of Selectmen regarding 2014 mowing contract
2. Email request from Rowley Cub Scouts requesting use of Town Common and Department Head feedback on request
3. CPC Pre-Application Form completed by Conservation Commission
4. Proposal for consulting services and resume from Nellie Aikenhead
5. Invitation from the Independent Living Center of the North Shore to attend annual legislative breakfast meeting
6. Memo from Library Director Pamela Jacobson regarding the Rowley Reads program
7. Handout from Pennichuck about Pennichuck
8. Sample invoices of water bills prepared by Pennichuck
9. Email from Barbara Cook at Weston & Sampson regarding the status of the Operations and Maintenance Manual
10. Water Department free cash certification
11. FY15 Water Department draft budget
12. Police Department FY 15 budget draft D
13. Brochure for “Stormwater Faire” Program
14. School budget
15. Collective Bargaining Reserve budget
16. Draft #3 Annual Town Meeting Warrant
17. Information regarding the salt marsh parcels