

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

June 2, 2014

Meeting held at Town Hall

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

**PUBLIC ATTENDEES:** Lawrence White – Finance Committee; Daniel Folding – Light Department; Mark Bixby – Light Department; Brent Baeslack – Conservation Agent; Margaret Henry – Light; Nick Seine; Mary Bright – COA; Paul Jalbert – COA; Stuart L. Dalzell Sr. – Water Commissioner; Tim Toomey – Water Commissioner; Karen Summit – Treasurer / Collector

### **CALL MEETING TO ORDER**

Chairman Robert Merry called the meeting to order at 7:03 p.m. He said the meeting is being audio and video recorded digitally.

### **PLEDGE OF ALLEGIANCE**

Dan Folding led the Pledge of Allegiance.

### **CHAIRMAN'S COMMENTS**

Chairman Merry made some comments about the 70<sup>th</sup> Anniversary of D-Day (COPY ATTACHED) and asked for a moment of silence to remember the Allied Force's sacrifice.

### **7:05 – 7:15 p.m. CITIZEN QUERY**

Citizen's Query opened.

### **MOMENT OF SILENCE**

A moment of silence was observed for Cheryl Ricker who passed away this morning.

### **GENERAL BUSINESS**

1. Review schedule of 375<sup>th</sup> Anniversary Celebration Events

Joseph Perry reviewed the calendar of events (COPY ATTACHED). He said they are looking for marching bands and floats for the parade and those interested should contact the Town Clerk's Office.

2. Letter from the Essex National Heritage Commission re: municipal appointment to Signage Advisory Committee

Chairman Merry read the letter (COPY ATTACHED). Eagan suggested that the Highway Surveyor or Town Planner be appointed to this. Merry said we should ask the Highway Surveyor first since the Town Planner lives out of town and may not be able to attend the meetings. Petersen said the Highway Department is understaffed and he is not sure what insight they can provide other than sign placement.

Dave Petersen made a motion to authorize the Town Administrator to look into this further, Bob Snow second, all in favor - aye (5-0).

**7:05 – 7:15 p.m. CITIZEN QUERY**

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

**7:15 p.m. Pole Hearing**

Bob Merry and Bob Snow recused themselves from this agenda item. Joseph Perry read the legal notice into the record (COPY ATTACHED). Perry called for a motion to open the pole hearing. Jack Cook so moved, Dave Petersen second, all in favor – aye (3-0). Bob Merry – RECUSED. Bob Snow – RECUSED.

Mark Bixby of the Light Department said he was requested to look at a tree by Mark Fish's house and he is concerned about the pole across the street. He said two wires go across the street into the tree, and the tree should come down. Bixby showed the Board a picture of the tree and discussed where the pole will be placed. Petersen asked if the tree is on town property. Bixby said the Tree Warden should look at it and make that determination. Margaret Henry of 121 Wethersfield Street asked if there would be a new pole. Bixby said yes, it would be in front of Henry's property. Henry said she doesn't mind the pole, and asked where it would be and if she could plant hostas around it. A gentleman who resides at 128 Wethersfield Street joined the meeting and Bixby reviewed the plan for the pole again. Petersen said the Tree Warden and Henry should get together to discuss the tree and if it can be preserved.

Dave Petersen made a motion to close the pole hearing, Jack Cook second, all in favor - aye (3-0). Bob Merry – RECUSED. Bob Snow – RECUSED.

Hearing closed at 7:20 p.m.

Dave Petersen made a motion to install the pole as outlined, Jack Cook second, all in favor - aye (3-0). Bob Merry – RECUSED. Bob Snow – RECUSED.

The Selectmen signed the RMLP documents.

**7:25 p.m.** RMLP Manager Dan Folding to discuss street lighting issues

RMLP Manager Dan Folding said there is a lack of street lights at some intersections and on some public ways, and this needs to be addressed. He said he met with the Police Chief who agrees with the needs. Perry read Chief Barker's letter (COPY ATTACHED). Folding said Mark Bixby and a police officer rode around Rowley to come up with the list of proposed locations for additional lighting (COPY ATACHED). He said they plan to install the lighting over a three year period to spread the cost out. He said all the lights will be LED, so the kilowatt usage will be minimal. Perry asked if poles will need to be installed. Folding said all the lights will be installed on existing poles. Folding said the Light Department will cover the cost of the fixtures and labor for installation. Petersen asked if we will see an increase in the amount that the Light Department forgives the Town. Folding said the PILOT payment has decreased over the years since LEDs are being used more. Petersen said this is a great idea, a lot of work has been put into this, and it would be great to have more lighting. Perry said he likes how the plan is staggered over three years to help with the cost.

Dave Petersen made a motion to accept the three year plan to install additional street lighting, Jack Cook second, all in favor - aye (3-0). Bob Merry – RECUSED. Bob Snow – RECUSED.

**7:35 p.m.** Diana Titus to discuss COA Board opening

Chairman Merry said, "This is a one-year term to fill Nina Gyman's seat, which was due to expire on June 30, 2015." Merry read Diana's letter and a letter from the COA Board (COPIES ATTACHED).

Merry asked Titus why she is interested in serving on the COA Board. Titus said she fits the age, she enjoys people, MaryEllen has a great team and there are lots of activities. Merry asked Titus to describe what she believes to be the role of the COA Board. Titus said she isn't sure yet since she hasn't been to any meetings. Perry asked Titus if she would be able to attend the COA Board meetings. Titus said she can attend the meetings. Perry said this is a one-year commitment. Petersen said Titus has lived in Town for many years and is probably a good candidate. Merry said the appointment will require that she take an online state ethics test. Titus said she is willing to take the test.

## **GENERAL BUSINESS**

3. Request from ConCom Agent Brent Baeslack for additional MVPC LTA hours for open space mapping project

Chairman Merry read the request letter from Baeslack (COPY ATTACHED). Snow said there are plenty of hours left for this request.

4. Robert Snow – discuss MVPC LTA hours for official map with street index and grid

Chairman Merry said, “Robert Snow received an inquiry from Action Ambulance regarding an official Town street map with street index and grid. MVPC had been working on this type of map and can finish it, but they need additional Local Technical Assistance hours. Bob will discuss this further.”

Snow said he discussed with Action Ambulance making twelve 4’ by 3’ laminated maps to distribute to the departments. Petersen asked if the maps size can be reduced in case others want a copy. Snow said he will find out and will write two LTA hours.

Dave Petersen made a motion to use the LTA hours to create the maps, Joseph Perry second, all in favor - aye (5-0).

**7:45 p.m.** Paul Jalbert to discuss COA Board opening

Chairman Merry said, “This is a one-year term to fill Nina Gynan’s seat, which was due to expire on June 30, 2015.” Merry read Jalbert’s letter (COPY ATTACHED).

Merry asked Jalbert why he is interested in serving on the COA Board. Jalbert said he has never participated in Town government, he retired two years ago, he has had his fill of the corporate world, and he has more time available now. He said he has a degree in history, he is aware of social security and medicare issues since he is becoming a senior citizen himself. He said he has no experience working with the elderly, but he is aware of this type of work since his mother was the Director of Activities at the COA in Salem.

Merry asked Jalbert to describe what he believes to be the role of the COA Board. Jalbert said he has not been given any literature, but he imagines that the Board deals with issues as they come up and with deciding on programs. Mary Bright said they give an orientation packet to new Board members.

Merry asked Jalbert if he would be able to attend the COA Board meetings. Jalbert said he can attend the meetings. Cook asked Bright if the COA has met with Jalbert. Bright said yes, both candidates were interviewed. Petersen said Jalbert is qualified for a number of positions available, such as the Finance Committee and ZBA. Bright said both candidates were great, it was a hard decision, but they believe Diana Titus is a good fit for them. She said they are sorry to lose Jalbert, and he has a lot of good experience. Merry said Titus is a past Town Official for many years and she knows how the Town operates.

Jack Cook made a motion to appoint Diana Titus to the COA Board for a one year term, Bob Snow second, all in favor - aye (5-0).

Petersen said he would like to reiterate to Jalbert that he should look into serving on one of the other positions available.

## **NEW BUSINESS**

### **1. Review draft conservation restriction for Bradstreet property**

Chairman Merry read the memo from Conservation Agent Brent Baeslack (COPY ATTACHED).

Baeslack said he has been working closely with Mass Audubon on this document. He said the Community Garden is situated on this parcel and they have tried to incorporate as much flexibility and provisions into the conservation restriction to allow the gardening to continue. He said for example, fencing can be put up, but needs to be removed at the end of the season. Petersen asked if there will be issues with watering the gardens. Baeslack said no permanent structures can be put on the parcel, but they are using black plastic tubing installed just below the grounds surface for watering, which isn't permanent. Baeslack said the process is for the Municipality to review the conservation restriction, then the state reviews it and it will eventually be filed at the registry of deeds. Eagan said the draft conservation restriction needs to be in place in order for the Town to file for a self-help grant. She said Brent has done an extraordinary amount of work on this. She asked the Board for feedback so this can be forwarded to the state.

Dave Petersen made a motion to approve the draft conservation restriction for the Bradstreet property, Bob Snow second, all in favor - aye (5-0).

Perry thanked Baeslack for all his work on this project.

### **2. Review Open Space Plan draft and provide Conservation Commission with response**

Eagan said the electronic version of the update was forwarded to the Board last week and the Board has supported the draft. She said Baeslack did a terrific amount of work at the last minute to update the plan. She said he had help, but he took on the responsibility of getting it updated. She said this could result in a \$200 million grant to the Town. Snow and Merry thanked Baeslack.

Bob Snow made a motion to send a letter of response to the Conservation Commission, Jack Cook second, all in favor - aye (5-0).

5. Discuss placement of sign at Bradstreet property

Chairman Merry said, "A "No Trespassing" sign has been installed at the stone wall at the Bradstreet property within the municipal property. Please see attached picture. Chairman Merry visited the site today to confirm this. Does the Board wish to send a letter to the abutter asking that the sign be removed?"

Baeslack said within the property, there is a municipal right of way for a future cul-de-sac, which is separate from the Conservation land on the subdivision plan. Eagan said Baeslack noticed the sign during a survey project. Merry said we should send Sabatini a letter asking him to remove the sign, which is on Town property, but it is ok if he wants to install it on his own property. Petersen asked if the property lines are clearly delineated. Baeslack said they are now, and that was the purpose of the survey project.

Bob Snow made a motion to send a letter requesting that the sign be moved onto Sabatini's property, Jack Cook second, all in favor - aye (5-0).

Baeslack showed the Board a picture of a deer stand installed on the Conservation property. He said they did not receive a request from anybody to install it, and he proposes a notice giving a period of time for it to be removed.

**8:00 p.m.** – Joint meeting – Board of Water Commissioners

- Update on water treatment plant construction – partial/substantial completion
- Update on FY 14 and FY 15 capital purchase
- Review draft request for price quote for contract services and discuss current staffing plan
- Lift freeze for secondary water operator position

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

Joint meeting opened at 8:28 p.m.

Chairman Merry said, "Update on water treatment plant construction – partial/substantial completion. The Town is in receipt of a letter from Weston & Sampson recommending partial substantial completion and release of a portion of the retainage. Weston & Sampson is recommending that employees operate the equipment that has satisfactorily passed the testing requirements set forth by the Contract and the DEP."

Eagan said the letter from Weston & Sampson was received Thursday afternoon. She said she met with Tim Toomey, Bob Snow, Dave Petersen, Chief Broderick, Ken Ward and Karen Summit this morning and this group disagreed that the project is substantially complete. She said this group looked at the whole project, but Weston & Sampson is looking at the equipment only. She said there are substantial life safety issues that need to be addressed at the building, and testing and inspections need to be done. Petersen said the equipment for treating the water has been inspected and certified by the DEP. He said there is a seventeen page long list of deficiencies in the building. He said the contractor wants an agreement that the project is substantially complete since the equipment is operational. He said we agree that the equipment is operationally based on the DEP's inspection, but it is not housed in a building that has been properly certified. He said there are issues with the fire hydrants, fire alarms and sprinkler system. He said the insurance company and the Town's attorney said no employees can work in the building without an occupancy permit. Snow said there are numerous safety issues with the building, the Town is liable and the employees would be at risk. Petersen said Weston & Sampson is saying the project is substantially complete and they are asking for payment, but the Town can't use the building since there is no occupancy permit.

Eagan said as of this afternoon, some paperwork has been submitted to the Building Inspector. She read the following from a letter submitted by Fire Chief Broderick (COPY ATTACHED), "The above mentioned are not inclusive however and it must be emphasized there may be additional items noted that have not been identified at any other prior visit to the facility. Late this afternoon, I did receive an updated punch list completion report on the fire protection systems, however the phone line is still not installed and all fire protection systems are of a local alarm only. Until I inspect these points it is my opinion that while there appears to be substantial progress made, in the end the system is not complete until the phone line is operational and an acceptance test is conducted. Until all points are addressed there should be no consideration made for any type of occupancy permit until all the work is completed to the fire protection systems."

Toomey said he went to the plant today and it was markedly improved since his last visit. He said the landscaping, fire caulking and pipe labeling are done. He said the road has been graded, it is not perfect, but better than it was. He said the hydrants are scheduled to be raised this week. He said they were working on the phone line today, and hopefully they will try to get the occupancy permit next week.

Petersen said we have a seventeen page list of deficiencies (COPY ATTACHED). He said we need to respond to Weston & Sampson's letter and he thinks we need to reject their partial substantial completion request outright. He said he disagrees with their conclusions, and if items are completed at the end of next week, they can submit a new letter for consideration at that time. Merry said this should be put in a letter to them. Eagan said we should also list the recommendations of the insurance company and the Town's attorney in the letter. She said Health Agent Frank Marchegiani also told her today that the septic system is not complete. Perry said they are working on the project, but we need to get the inspections done. Toomey said the Health Department was coming to inspect today. He said a lot of the remaining items are paperwork and all engineers have to sign off on certifications before the Building Inspector will do an inspection. He said we don't see substantial completion due to the recommendation of the insurance company, and we won't release the money. Stuart L. Dalzell Sr. said the Building Inspector is awaiting the documentation and the deficiencies to be corrected before he does the inspection.

Merry said we need to send this letter to Weston & Sampson. Toomey and Stuart L. Dalzell Sr. agreed.

Joseph Perry made a motion to reject the partial substantial completion. The motion was not completed.

Eagan asked the Board of Water Commissioners to authorize her to respond to the letter, reciting the opinions that have been brought up, and stating that we do not agree with the partial substantial completion and the reasons why. Stuart L. Dalzell Sr. said he strictly opposes any employees working in the building before an occupancy permit is issued.

Stuart L. Dalzell Sr. made a motion to authorize Eagan to send a letter of response to Weston & Sampson, Tim Toomey second, all in favor – roll call vote: Stuart L. Dalzell Sr. - aye; Tim Toomey - aye. Roy Ricker - ABSENT

Merry read the following:

- *Update on FY 14 and FY 15 capital purchase*

*The four hydrants allocated in the FY 14 capital budget were purchased and are being stored in the Water Department Administration Building. At this point there are no plans to install them because the Water Department is currently understaffed. We plan to purchase four more in July out of the FY 15 capital budget, but these hydrants will not be installed until the Department has full and adequate staffing.*

Eagan said she just wants the joint boards to be aware of this. She said the FY 14 budget included funds to clean the storage tank and well two, in addition to the hydrants. Summit said some work has already been done to well two, such as the re-conditioning of equipment and a larger chemical tank. She said the gate valves have not been repaired or replaced given the time constraints. Petersen said the money will revert back to free cash.

Merry read the following:

- *Review draft request for price quote for contract services and discuss current staffing plan*

*Debbie is working on a draft Request for Price Quote with Primary Water Operator Peter King and Karen Summit for operation and distribution services for a period of three to six months. When the water treatment plant goes on line, there will need to be a properly licensed and trained water operator on site while the plant is operating. We need to have distribution and treatment operators available to work. Debbie is requesting authorization to complete the Request for Price Quote with Peter and Karen and release it this week. The Water Board needs to vote to authorize her to release the Request for Price Quote solicitation after she, Peter and Karen complete it.*

Eagan said this is still in draft form. She said we will need this help for three to six months once the water treatment plant is running. Summit said if there is a distribution problem, the person staffing the water treatment plant cannot leave to help. Eagan said we will get prices back and then evaluate them. Summit said the new Superintendent will need to schedule them according to the needs. Toomey asked if this is for two forty hour positions per week. Eagan said the request for price quote will tell us what the company can offer. Summit said the needs will vary weekly depending on vacations. Toomey said the draft is very good, but says up to forty hours. Petersen said in the scope section it says two forty hour slots. Eagan said after meeting with King, the scope needs to be broadened from what the need was initially thought to be. Petersen said we are looking for two on call operators who would work up to forty hours each per week. Eagan said there is \$25,000 set aside to pay for these operators. Petersen said we should get the price quotes and then determine in the next month the amount of time

the outside contractor will need to work and the long term plan. He said we have been asking for a staffing plan for weeks, it is still a quandary and Weston & Sampson should be able to tell the Town what the needs will be. Toomey said the staffing plan has been presented, but since then, they lost a Primary Water Operator. He said they need assistance and the work could go up to eighty hours per week. Eagan said the current two employees would staff the water treatment plant since they have been trained on it, and then after three to six months, staff would have to periodically check the plant. Summit said at the last meeting with Weston & Sampson, they said that the employees are the best people to run the plant because they are trained. Petersen said so we are looking for support for distribution.

Eagan said the staffing plan presented by Interim Water Superintendent Mark Griffin called for a Primary Operator, two full time Secondary Operators and a fifteen hour per week Secondary Water Operator. She said she is not sure how the part time Secondary plays into the staffing plan. She said Weston & Sampson is filling in now. She said we need to get competitive pricing in from companies who can help staff as needed until the internal positions are filled.

Stuart L. Dalzell Sr. said Weston & Sampson told them the plant will need to run eight to twelve hours per day during the dry season after the DEP is satisfied the Town can run the plant. Eagan asked what the recommended schedule for the part time Secondary Operator is. Toomey said he thinks the weekends, and he is hoping the Superintendent will set the schedule up. He said it is fine to request up to eighty hours, but we need to be clear that could include weekends and holidays.

Tim Toomey made a motion to approve and release the Request for Price Quote, Stuart L. Dalzell Sr. second, all in favor – roll call vote: Stuart L. Dalzell Sr. - aye; Tim Toomey - aye. Roy Ricker - ABSENT

Stuart L. Dalzell Sr. made a motion to adjourn. This motion was not completed since there was still one more item to discuss.

Dave Petersen made a motion to lift the hiring freeze for the secondary water operator position, Jack Cook second, all in favor – roll call vote: Robert Merry – aye, Joseph Perry – aye, Robert Snow - aye, Dave Petersen – aye, Jack Cook – aye.

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

Joint meeting adjourned 9:26 p.m.

**NEW BUSINESS**

3. Review and sign MOU with the MVPC for stormwater grant

Chairman Merry read the following:

*The Town has been working with the Merrimack Valley Planning Commission stormwater grant. We need to formalize this arrangement by signing a Memorandum of Understanding with the Merrimack Valley Planning Commission and the 15 member municipalities to establish the “Merrimack Valley Stormwater Management Collaborative.”*

*The Board needs to vote to authorize Chairman Merry to sign the MOU, so that Rowley can benefit from this collaborative on stormwater compliance issues relating to the federal National Pollution Discharge Elimination System for MS4 Stormwater Management Programs.*

Dave Petersen made a motion to authorize Chairman Merry to sign the MOU, Joseph Perry second, all in favor - aye (5-0).

Chairman Merry signed the document (COPY ATTACHED).

4. FY 15 Re-appointments/Appointments

Chairman Merry read the following:

<b>Board of Health</b> <i>three year term</i>	
John Melcher	6/30/2017
<b>Harbormaster</b> <i>one year term</i>	
William DiMento	6/30/2015
Fred Hardy, Assistant	6/30/2015
David S. Kent, Assistant	6/30/2015
Frank Price, Assistant	6/30/2015
<b>Sandy Point Committee Member</b>	
William DiMento	6/30/2015
John Manning	6/30/2015
<b>Building Inspector</b> <i>three yr term, 1 yr for alternate</i>	
Sam Joslin, Alternate	6/30/2015
<b>Wiring Inspector</b> <i>three yr term, 1 yr for alternate</i>	

Donald Galicki, Alternate	6/30/2015
<b>Plumbing and Gas Inspector, three yr term, 1 yr for alternate</b>	
William Wendt, Alternate	6/30/2015
<b>Agricultural Commission three year term</b>	
Jennette Loring	6/30/2017
George Pacenka	6/30/2017
Jack Grundstrom - Alternate	6/30/2017
<b>Community Preservation Committee three year term</b>	
Kurt Annen, Parks and Rec.	6/30/2017
<b>Council on Aging three year term</b>	
Mary Bright	6/30/2017

Dave Petersen made a motion to make these re-appointments, Jack Cook second, all in favor - aye (5-0).

6. FY 15 MIIA Property and Liability & Workers' Compensation insurance renewal

Chairman Merry said, "Debbie needs the Board to vote to authorize her to renew the Town's Property and Liability and Workers' Compensation insurance program with MIIA for FY 15."

Dave Petersen made a motion to authorize Eagan to renew these programs for FY 15, Jack Cook second, all in favor - aye (5-0).

7. Request from Highway Surveyor Patrick Snow to lift hiring freeze for seasonal laborer

Chairman Merry read the memo from Patrick Snow (COPY ATTACHED).

Jack Cook made a motion to lift the hiring freeze, Dave Petersen second, all in favor - aye (5-0).

8. Health Insurance renewal

Chairman Merry read the following:

*MIIA has offered to include a New England rider to the current Blue Cross HMO plan. We have employees who live out of state and currently can't enroll in the HMO plan. If we include the New England rider, any employee living in any New England state can enroll in the HMO plan. Currently, they need to enroll in the PPO, which is more expensive than the HMO. The Board needs to vote to include the New England rider to the HMO plan and authorize Debbie to file the paperwork to include the New England rider. All benefits, etc. are unchanged.*

Dave Petersen made a motion to include the rider to the HMO plan and to authorize Eagan to file the paperwork to include the New England rider, Bob Snow second, all in favor - aye (5-0).

## **OLD BUSINESS**

### 1. Ratify postings of full-time patrolman and reserve police officer

Chairman Merry said, "The Board of Selectmen needs to ratify the posting of these positions, which were posted on May 21, 2014. These positions are funded in the FY 15 budget."

Dave Petersen made a motion to ratify these job postings, Bob Snow second, all in favor - aye (5-0).

### 2. Jo Perry – update on Triton Regional District Communications Committee meeting

Chairman Merry said, "Joe Perry attended the Triton District Communications Committee meeting on May 28<sup>th</sup>. He wishes to update the Board on this meeting."

Perry said this was a very productive meeting. He said the Committee would like each town to have a Selectmen and Finance Committee representative attend the meetings. He said Peter Censullo from the FINCOM and himself from the Board of Selectmen always attend the meetings. He said the other towns in the district usually send one representative, but not both. He said the next meeting has been scheduled for September 17, 2014, and the meetings will be held at least quarterly. He said a major issue discussed was the Triton stadium, which is in deplorable condition, and the bleachers and track need work. He said they have reached a plateau at \$1 million in fundraising out of the \$2.5 million goal. He said they are going to ask the Towns to support a bond to fund the renovations, and the question of how the bond re-payment will be split amongst the towns is to be determined. Snow asked if the field would be rentable if it is renovated. Perry said yes, and that could help offset the cost. Perry said Choate was re-elected as Chair.

### 3. Town Administrator Update

Eagan read the following:

*I have been working on the Self-Help Grant application for funds for the Girl Scouts land purchase. The Board needs to vote on the attached two letters and also vote to file the Self-Help Grant application and to authorize Bob Merry to sign it.*

*The Annex exterior project has been progressing. The contractor is almost finished with the painting phase.*

*I will be setting up the sale of the Health Department's Crown Victoria, COA old van-bus and the Water Department's 1999 pick-up truck.*

Dave Petersen made a motion to authorize Bob Merry to sign both letters for the Girl Scouts land purchase and the Self Help Grant application, Jack Cook second, all in favor - aye (5-0).

## **MINUTES**

- April 14, 2014

Bob Snow made a motion to accept the minutes from April 14, 2014, Jack Cook second, all in favor - aye (5-0).

## **ANNOUNCEMENTS**

- The Town has the following vacancies:
  - **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
- 375<sup>th</sup> Anniversary information and events are posted on the Town's website, [www.townofrowley.net](http://www.townofrowley.net)
- Battery recycling box located at the Town Hall and Library
- One Book One Community Program hosted by Rowley Public 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.
- Water Customers need to call Pennichuck at 1-800-553-5191 now for billing, payment and customer service questions.
- Compact fluorescent light bulbs may be recycled at the Rowley Municipal Lighting Plant. Light bulbs can be brought down during normal business hours.

There being no further business before the Board, Chairman Merry called for a motion to adjourn. Dave Petersen so moved, Jack Cook second, all in favor – aye (5-0).

Open meeting adjourned at 9:47 p.m.

Respectfully submitted,  
Amy Lydon  
Assistant Town Administrator

ATTACHMENTS:

1. Comments from Chairman Merry
2. Letter from the Essex National Heritage Commission re: municipal appointment to Signage Advisory Committee
3. Legal Notice for Pole Hearing
4. Petition for Pole Locations documentation
5. Letter from Police Chief Robert Barker to RMLP Manager Dan Folding regarding additional street lighting
6. Proposed locations for installation of additional street lights
7. Letter from Diana Titus
8. Letter from COA Board regarding Diana Titus
9. Request from ConCom Agent Brent Baeslack for additional MVPC LTA hours for open space mapping project
10. Email from Action Ambulance regarding street map
11. Paul Jalbert's letter of interest for COA Board opening
12. Memo from Conservation Agent Brent Baeslack regarding draft conservation restriction for Bradstreet property and related emails
13. Draft conservation restriction for Bradstreet property
14. Email from Brent Baeslack regarding open space update
15. Email from Brent Baeslack regarding no trespassing signs and photos of sign and deer stands
16. Memo prepared for Selectmen regarding 8:00 joint meeting with Board of Water Commissioners
17. Letter from Weston & Sampson dated May 29, 2014 regarding partial substantial completion of the Water Treatment Plant, including preliminary punch list
18. Email from Ken Ward to Deborah Eagan regarding occupancy permit for Water Treatment Plant
19. Letter from Fire Chief Broderick regarding life safety issues at the Water Treatment Plant
20. Email correspondence from John Sykora regarding Water Treatment Plant
21. RDK Engineers documentation showing deficiencies at Water Treatment Plant
22. Certificate of Compliance and pertinent documents for certificate from Robert W. Irvine & Sons regarding plumbing equipment fixtures and materials at Water Treatment Plant
23. Certificate of Completion for HVAC system at Water Treatment Plant from Thomas E. Snowden, Inc.
24. Letter from Annese Electrical Services, Inc. to Gene Connor regarding responses to RDK Punch list dated 5.2.14
25. Letter of response from Ebacher Plumbing & Heating, Inc. regarding 5.16.14 Fire Protection Punch List
26. Draft request for price quotation for certified water operator services
27. MOU with the MVPC for stormwater grant

28. MIIA Renewal Proposal
29. Letter from Patrick Snow regarding Highway Seasonal Laborer
30. MIIA Health Benefits renewal proposal
31. Job vacancy notices Reserve Police Officer and Full Time Patrolman
32. Signatory page Self Help Grant application, two letters to Celia Riechel regarding Girl Scouts Land purchase