

MINUTES OF THE BOARD OF SELECTMEN MEETING

August 11, 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: Ken Ward - Building Inspector

CALL MEETING TO ORDER

Chairman Robert Merry called the meeting to order at 7:02 p.m. He said the meeting is being audio and video recorded digitally.

PLEDGE OF ALLEGIANCE

Robert Snow led the Pledge of Allegiance.

CHAIRMAN'S COMMENTS

Chairman Merry said the concert on the Town Common was very nice on Saturday, and there will be another one on August 23, 2014.

GENERAL BUSINESS

1. Sign bond documents

Clerk Snow read the vote regarding the maximum useful life of the ladder truck and dump truck (COPY ATTACHED).

Joseph Perry made the motion as read by Snow, Jack Cook second, all in favor - aye (5-0).

Clerk Snow signed the vote.

1. Sign liquor license for Rowley Golf Course LLC d/b/a Rowley Country Club

Joseph Perry made a motion to sign the liquor license for Rowley Golf Course LLC d/b/a Rowley Country Club, Bob Snow second, all in favor - aye (4-0). Dave Petersen - ABSENT

The Selectmen signed the license.

7:05 – 7:15 p.m. CITIZEN QUERY

Citizen's Query opened.

GENERAL BUSINESS

2. Letter from Police Chief Robert Barker re: reserve dispatcher appointments

Chairman Merry read the letter from Chief Barker (COPY ATTACHED).

Dave Petersen made a motion to appoint Daniel C. Morris and Gregory P. Williams as reserve dispatchers effective August 12, 2014 through June 30, 2015, Bob Snow second, all in favor - aye (5-0).

3. Sign Police Department Mutual Aid Agreement

Eagan said this is a standard agreement and has been reviewed by the Massachusetts Chiefs of Police Attorneys, she is comfortable with it, and it doesn't need another legal review. Chairman Merry read the sections of the agreement that begin with the word whereas (COPY ATTACHED).

Dave Petersen made a motion to sign the Police Department Mutual Aid Agreement, Bob Snow second, all in favor - aye (5-0).

Chairman Merry signed the agreement.

4. Sign Full-time Police Officer Academy waiver application

Eagan said this waiver will allow a deferral on when Charles Hazen Jr. will start the training at the full time Police Academy.

Joseph Perry made a motion to sign the full time police officer academy waiver application (COPY ATTACHED), Bob Snow second, all in favor - aye (5-0).

Chairman Merry signed the waiver application.

5. Accept resignation of Police Lt. Gamache

Chairman Merry said, "The letter of resignation from Lt. Gamache was read into the record, but not formally accepted at the last Board of Selectmen's meeting. Does the Board wish to send Lt. Gamache a letter thanking him for his many years of service?"

Petersen said we should accept his resignation but wait to send a thank-you letter until the date he retires, since he has given the Town lots of advance notice.

Joseph Perry made a motion to accept Lt. Gamache's resignation, Jack Cook 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. Appointment – Building Inspector Ken Ward to discuss new "Request for Zoning Enforcement" form

Chairman Merry said, "Building Inspector Ken Ward has developed a "Request for Zoning Enforcement" form due to the increase in requests for investigations by citizens.

Building Inspector Ken Ward said all zoning enforcement is done by the Building Inspector, and if someone wishes to appeal a decision, they need to go to the Zoning Board of Appeals. He said he would like to put the form (COPY ATTACHED) on the Town's website so that people know the process. He said he will send a copy of these requests to the Zoning Board of Appeals, and this will provide a good record of the request. Perry said this streamlines the procedure and allows for good record keeping. Merry agreed and said it adds credibility to the report.

Bob Snow made a motion to approve the Request for Enforcement Form, Jack Cook second, all in favor - aye (5-0).

GENERAL BUSINESS

6. Letter of resignation from Nathan Hunter

Chairman Merry read Hunter's resignation letter (COPY ATTACHED).

Bob Snow made a motion to accept Nathan Hunter's resignation with regrets and to send him a letter of thanks, Jack Cook second, all in favor - aye (5-0).

Perry said Hunter taped the concert on Saturday and he does a wonderful job, and he will be missed but this is a great opportunity for him. Merry said he is young and wants to move ahead, but we will miss him.

7. Request from PEG Access Director Janet Morrissey to lift hiring freeze for the position of production technician

Chairman Merry read the request from Janet Morrissey (COPY ATTACHED).

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

8. Sign State Primary Election Warrants

Bob Snow made a motion to sign the State Primary Election Warrants (COPY ATTACHED), Joseph Perry second, all in favor - aye (5-0).

Chairman Merry said the titles of the Selectmen on the warrant need to be corrected and then the Board can sign them.

9. Road Opening Permit application from National Grid to open 87 Wethersfield Street for gas leak repair

Chairman Merry said, "This item was put on the agenda in error, it was approved at a previous Selectmen's meeting."

NEW BUSINESS

1. FY 15 Re-Appointments / Appointments

Dave Petersen made a motion to re-appoint Michael Killion to the Parks and Recreation Committee through June 30, 2017, Bob Snow second, all in favor - aye (5-0).

Chairman Merry read the letter from Frank Todd regarding appointing John Cardillo to the Rowley Historic District Commission and Rowley Historic Commission (COPY ATTACHED).

Dave Petersen made a motion to appoint John Cardillo to the Rowley Historic District Commission and Rowley Historic Commission through June 30, 2015, Joseph Perry second, all in favor - aye (5-0).

2. Discuss fall special town meeting

Chairman Merry said, "If the Board wishes to hold a special town meeting, the Board needs to look at a possible date. Chairman Merry suggests October 27th because the Mondays in November could be challenging. November 3rd is the evening before the election; November 10th is the evening before the Veterans Day holiday and people may be away for a long week; November 17 may be a possibility; November 24th is the Monday of Thanksgiving week."

Perry asked what issues have been discussed. Petersen said there are land issues, such as the baseball field and a clear delineation at Eiras Park. He said they would like to request that CPC money allocated for the Bradstreet baseball field project be reallocated to constructing a field behind Pine Grove School and improvements at Eiras Park. Snow said October 27th is the logical date.

Joseph Perry made a motion to set the date for the fall special town meeting for October 27, 2014, Jack Cook second, all in favor - aye (5-0).

3. Sign Merrimack Valley Transit Authority COA Van lease

Eagan said this is an annual agreement with Merrimack Valley Transit Authority and the Board needs to vote to authorize the Chairman to sign the lease agreement (COPY ATTACHED).

Jack Cook made a motion to authorize the Chairman to sign this lease, Dave Petersen second, all in favor - aye (5-0).

Chairman Merry signed the lease.

4. Review application from Gibraltar Pools to Zoning Board of Appeals for installation of pool at 334 Central Street

Chairman Merry said, "The Zoning Board of Appeals has requested the Selectmen review the application and forward any concerns or questions to the ZBA."

Merry said he has reviewed this application and it is pretty straightforward. He said the location of the pool will be within the side setback line, but will not be visible from the street. Snow asked if it is an above ground pool, Merry said he believes so. Merry said the septic is out of the way and there is no other possible site due to conservation areas. Merry read the excerpt of the application that explains this (COPY ATTACHED).

Bob Snow made a motion to send the ZBA a memo to inform them that the Board of Selectmen has no objections to this application, Jack Cook second, all in favor - aye (5-0).

5. Discuss Selectmen's Office air conditioning unit

Chairman Merry read the following:

The air conditioning unit in the Selectmen's office has been serviced and temporarily repaired but found to be beyond permanent repair. Fortunately, it has been working, but could fail at any time.

Amy has contacted Breen and Sullivan Mechanical Services, Inc. and has received a quote in the amount of \$5,495.00 to replace the unit. As this is a very costly item, what do the Selectmen wish to do? The options are:

- 1. Request a reserve fund transfer from the Finance Committee and hold off on the repair until that approval is received*
- 2. Request funding at an upcoming Town Meeting*
- 3. Hold off until next budget season*

Snow said he suggests option #1. He said this is a busy office, we have hot days, and we should have air conditioning for the workers and the meeting. Perry said we need an operational unit. Merry said the current unit is fifteen years old and the company who manufactured it no longer makes the replacement parts. He said we have gotten the life from this unit.

Joseph Perry made a motion to request a reserve fund transfer from the Finance Committee and to hold off on the repairs until the funds are available, Bob Snow second, all in favor - aye (5-0).

Cook asked if we have gotten other bids. Eagan said the quote is under \$10,000.

6. Set meeting schedule for September, October, November and December

Chairman Merry read the following:

We need to set the meeting schedule. The proposed schedule is as follows:

September: 8, 15, 22, 29

October: 6, 20, 27

November: 3, 10, 17 and 24

December: 1, 8, 15, 22 (Holiday break - December 29th - no meeting)

Merry said he cannot make the October 6th meeting. Snow said he will not be available September 8, 15 and 22. Petersen said he will not be available September 15 and 22.

Jack Cook made a motion to set the meeting schedule as presented, Bob Snow second, all in favor - aye (5-0).

OLD BUSINESS

1. Update on Rowley 375th celebrations: parade, concerts, opening and closing ceremonies, and Day in the Life of Rowley event

Joseph Perry said Saturday night there was a very successful performance on the Town Common from the North Shore Concert band. He said he has heard a lot of positive feedback and it was a spectacular show. He said Saturday, August 23rd will be the last of the five concerts on the Common with Boston Rockabilly from Revere from 6:00 to 8:00 p.m. He said opening ceremonies will take place on Thursday, September 4, 2014, and the Congregational Church will ring its bells and the events will take place on the Town Hall steps. He said on September 5th, the Three Amigos will perform a

concert on the Town Common. He said on September 6th, there will be a Pied Piper parade including floats, bands and walking units and he encourages all to join in the parade and end at the Town Common where there will be food, ice cream, and a panoramic picture taken at 2:00 p.m. He said closing ceremonies will be held on the Town Common on September 7, 2014, all three Town churches will have services, a band will perform, and people are invited to bring a picnic lunch to eat on the Town Common. Perry read the "Day in the Life of Rowley" flyer (COPY ATTACHED).

Merry invited all Town employees and officials to join the Board of Selectmen when they march in the parade on September 6, 2014. He said the group will meet at Railroad Avenue at about 10:30 a.m. and will leave at 11:00 a.m. to march to the Town Common. He said this is not mandatory, it is voluntary. He said if people have a 375th Anniversary shirt and hat, they can wear that. He asked all to please join them if they have a chance to.

2. Update on Girl Scouts land

Chairman Merry said, " We've completed the survey. Town Counsel is writing the purchase and sales agreement. The state DCS official has been on a site walk through the property."

Merry said we are making progress and the project is coming together.

ANNOUNCEMENTS

- The Town has the following vacancies:
 - **Fence Viewer**– two positions;
 - **Wood, Lumber & Bark Inspector**; and
 - **Zoning Board of Appeals Associate** – two open seats
 - **Historical Commission-Historic District Commission** - four seats
 - **Parks and Recreation Committee** - two 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
- 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.

Petersen welcomed new Water Superintendent MaryBeth Wisser to Town and said we are excited to have her. He said he hopes she is a good fit and will get the department back up and running. Perry said he was very pleased when he met her this morning,

she seemed knowledgeable, and he thinks she will be an asset to the Town. Merry said she is taking classes to keep her licenses up to date. Snow said it has been a long haul and this is a new beginning.

Bob Merry recused himself for the Executive Session portion of the meeting and turned it over to Vice Chairman Joseph Perry. Merry left the building at 7:55 p.m.

Vice Chairman Perry called for a motion to go into executive session for the purpose of discussing the purchase, exchange, lease or value of real property because an open meeting may have a detrimental effect on the negotiating position of the Town and not to return to open session. Bob Snow so moved, Dave Petersen second, all in favor – roll call vote: David Petersen – aye, Joseph Perry – aye, Robert Snow – aye, Jack Cook – aye. Robert Merry – ABSENT

Open meeting adjourned at 7:56 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Vote regarding the maximum useful life of the ladder truck and dump truck
2. Letter from Police Chief Robert Barker re: reserve dispatcher appointments
3. Police Department Mutual Aid Agreement
4. Full-time Police Officer Academy waiver application
5. Resignation letter from Detective Lieutenant Joseph J. Gamache
6. New "Request for Zoning Enforcement" form
7. Letter of resignation from Nathan Hunter
8. Request from PEG Access Director Janet Morrissey to lift hiring freeze for the position of production technician
9. State Primary Election Warrant
10. Letter from Frank Todd regarding appointing John Cardillo to the Rowley Historic District Commission and Rowley Historic Commission
11. Merrimack Valley Transit Authority COA Van lease
12. Application from Gibraltar Pools to Zoning Board of Appeals for installation of pool at 334 Central Street
13. Quote from Breen and Sullivan Mechanical Services, Inc. for new air conditioning unit
14. "Day in the Life of Rowley" flyer