

MINUTES OF THE BOARD OF SELECTMEN MEETING

March 6, 2017

Meeting held at Town Hall, 139 Main Street, Rowley, MA

7:00 p.m.

MEMBERS PREENT: Chairman Joseph Perry, Clerk Cliff Pierce, Robert Merry, David Petersen (Town Administrator Deborah Eagan, Assistant Town Administrator Amy Lydon) Vice Chairman Robert Snow - ABSENT

PUBLIC ATTENDEES: Larry White- Finance Committee, Steven Watchorn - CBI Consulting; Brent Baeslack - Conservation Agent; Bernard J. Cullen - Water Commissioner; Henry F. Rolfe; MaryBeth Wisner - Water Superintendent; Karen Summit - Treasurer/Collector

CALL MEETING TO ORDER

Chairman Perry called meeting to order at 7:01 p.m.

PLEDGE OF ALLEGIANCE

Karen Summit led the Pledge of Allegiance.

MOMENT OF SILENCE

A Moment of Silence was observed for the passing of Hilda Hardy, who was ninety years old and the widow of former Police Chief Robert Hardy. Chairman Perry said she was well known and loved by the people of Rowley.

7:00 p.m. APPOINTMENT Conservation Agent Brent Baeslack to discuss tax title land

Conservation Agent Brent Baeslack read the letter from ConCom Chairman Arthur Page. He said lot #14 is 3.6 acres and lot #15 is 1.4 acres, and the land is predominately wetlands. He said these lots are adjacent to other open space parcels and further protects the Bachelder Brook stream corridor. He said river corridors are significant for wildlife protection. He said these lots are not able to be developed without huge expenditures of funds, so this won't impact the tax role. Pierce asked what the status of lot #16 is. Baeslack said he believes this is municipal property. Summit said this is a tax title parcel. Baeslack said there are manmade items on this parcel, and an old car. Petersen said we should ask the Police to remove the car, which has been there for over ten years. He said the Chief can advertise this property. Pierce said that makes perfect sense. Baeslack asked for permission to confer with Town Counsel regarding the wording of this acceptance on the Town Meeting warrant, and the deed. He said there is a surveyed plan of this property.

Dave Petersen made a motion to support the Conservation Commission in the transfer of these two properties, and to allow Baeslack to confer with Town Counsel on this matter, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

7:10 – 7:15 p.m. CITIZEN QUERY

There were no Citizen Queries.

7:15 p.m. APPOINTMENT - Steven Watchorn, CBI, Elevator Project Architect to discuss elevation addition at the Town Hall Annex

Petersen said there have been meetings and conference calls with Watchorn. He said they have the plans for the elevator addition, and the project is moving along. He said they have cost estimates, which are over \$1,000,000, and they include the elevator addition and the ADA compliance costs.

Steven Watchorn said for three months, they have been working on increasing the vertical access in the building. He reviewed the presentation slides showing the team of professionals working on this project. He said with the help of the sub-consultants, they have done a heavy investigation of the building. He said they found hazardous material in the floor tile on the second floor only, but they haven't poked holes in the walls yet. He said during the next step in the process, when they are designing the construction documents, they will do more investigations so that they can fully document these issues before going out to bid. He said their structural engineer used the blueprints of the building. He said the only structural item they found was that the columns are offset from the caps, but this is not difficult to fix. Merry said when the building was rehabilitated, they were looking to put the Library in there. Petersen said the building is structurally sound. Watchorn said yes, from a visual inspection, but they have made some assumptions and during this phase did limited exploratory work.

Watchorn said the interior location of the elevator is less complicated, and after discussions with Eagan and Petersen, the interior location was selected. He said they looked at installing a Lula (limited use, limited access) elevator, but this was not the best option for the Town. He said they reviewed the building for mechanical, electrical and plumbing. He said they will need a three phase service, and we have overhead access. He said the fire alarm panel is in good condition. He said they did a code review of the building. He said the assessed value of the building is \$588,900, so if more than \$169,603 is spent on this project, it triggers the requirement by the Massachusetts Architectural Access Board to bring the entire building up to code for accessibility. He said this would include for example, the COA kitchen, door hardware and widths, and outlet heights. He said each public entrance would need to be accessible, but one entrance can be designated as the public entrance. He said the estimate includes all

work required, except for minor furniture. He said he believes we can apply for a variance, and read the variance language on the Code Review presentation slide. He said the entire project is for accessibility upgrades, and if the budget cannot cover those additional required upgrades, then no access improvements will be able to be made.

Watchorn reviewed the schematics, and said this will be a four stop elevator. He said they recommend a sloping sidewalk to the door, past the basement windows. Petersen asked if the handicap parking spots should be moved. Watchorn said that would be a good idea since they should be located closest to the ramp. He said the elevator would run through the closet in the upstairs classroom.

Watchorn said the cost estimates are based on prevailing wages, and account for a historic building, and the fact that the building will be occupied during the work. Petersen said handicap access will be maintained throughout the construction. Watchorn said yes, and the wooden ramp and door will be removed once the project is complete. He said the contractor will be responsible for setting up temporary partitions and keeping the building safe. Petersen said the elevator will access the basement and the top two floors of the building, so we will be able to use the basement in the future. Watchorn said the cost of the elevator and associated electrical work is \$225,000. He said the total cost for the construction, including the ADA upgrades is just under \$1,000,000. He said with soft costs, and the contingency budget, the cost is \$1,200,000. Pierce asked if the variance items are excluded from the estimates. Watchorn said they are included. Eagan said these could be bid as alternates. She said this estimate is to bring the building into ADA compliance, but the feeling is that we may be able to get a variance on some of the ADA requirements. Petersen said we may look to get a variance on the COA kitchen. He said CBI has done a great job, and we want to do as much as we can do under this contract. He said after this project, office spaces will need to be partitioned off. He said time is money, and he guesses construction costs are increasing by 4% per year based on the Police and Fire Station project. He said we critically need space, and now is the time to do this project.

Pierce asked how much money will be saved if the elevator doesn't go to the basement. Watchorn said probably not too much when compared to the cost of \$1,200,000, but he could look into this. Petersen said it would be a drawback if the elevator doesn't access the basement. Watchorn said the elevator shaft has to go all the way down to the basement regardless, so he doesn't think there will be huge savings. Petersen said the cost for the elevator alone is \$225,000, and \$1,000,000 is for all the ADA upgrades. He said we should make the elevator as it is needed, and we shouldn't skimp on this. He said if we don't do this, we will need to build another building. He said this elevator will open up two-thirds of the building for use. He said according to Sue Bailey, there are \$894,000 available in CPC funds, with another \$203,000 becoming available in the fall.

He said he recommends asking the CPC for \$800,000 for this project, and combining these funds with \$300,000 in the sale of land fund to fund the \$1,200,000 project. He said hopefully the cost will be decreased to \$1,000,000 through cuts and variances, so only \$200,000 would come from the sale of land. Pierce said he would suggest that we pursue the variances as much as possible. He said this is a lot of money to put into a building worth approximately \$600,000. He said he agrees this needs to be done and this is a historic building. Perry said this will definitely provide additional office space that is desperately needed. Merry said the partitions currently in place are not structural and are easy to take out. Petersen said we will lose the first floor conference room, but a possible layout would be to convert the Heath, Conservation and Planning offices spaces into a conference room that could be used by the COA. He said the Heath, Conservation and Planning offices could be moved upstairs, and the upstairs classroom would be refurbished as a second meeting room space. He said once the project is funded, they will sit down with the departments and divide the space up. He said the basement is very dry and can be used for some office space as well. He said we are not required to install a sprinkler system. He said he and Eagan are going to the CPC meeting on Thursday night to request funding, and he is asking the Board to authorize that tonight. Eagan said Watchorn will make this presentation at the CPC meeting.

Dave Petersen made a motion to request \$800,000 from the CPC to fund this project, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

Petersen said they met with the Historic District Commission the other night, they support this project, and Sara Bourque will write a letter of support to the CPC.

7:30 p.m. APPOINTMENT - Water Commissioner Bernie Cullen and Water Superintendent MaryBeth Wisner to discuss FY 18 Proposed Water Budget and Town Meeting articles

Petersen said starting with the wages and salaries, how many vacancies are there in the Water Department. Water Superintendent Wisner said there are three vacancies, and the Janitor position may be getting filled, so then there would be two vacancies. Petersen asked if the DEP requires these positions to be filled. Wisner said we were short for a period of time. She said there is a Primary and Secondary for Distribution and a Primary and Secondary for Treatment. She said the same person cannot hold both positions. She said there are currently four licensed operators holding these positions listed with the DEP. She said there is a lot of competition in Massachusetts for these positions and she is looking at this all the time. She said other towns are looking for full grade laborers, and the Town's job description is in line with what she has seen. She said they have been advertising these positions on Mass Waterworks, which is free, and New England Waterworks.

Petersen said at the bottom of the budget, it shows \$359,000 being transferred to stabilization, next 2.6 WATCH VIDEO FOR CLARIFICATION. Wisner said she will ask Sue Bailey, she thinks this is a note. Petersen said \$421,000 was transferred to stabilization in FY17. He asked where all this money is coming from. Wisner said on their webpage, they have a list of projects. Petersen asked what the stabilization balance is. He said people are asking for the rates to be lowered, and there are articles transferring money out of stabilization for projects. Wisner said at the Fall Town Meeting, \$225,000 was transferred into an article for compliance with the Sanitary Survey. She said this was just a money transfer, not an accounting of how the money was spent. Petersen said money has been added to the article for paving the parking lot at 401 Central Street, but this has yet to be done. He said there is now a eight foot high galvanized fence and gate at 401 Central Street that has appeared out of nowhere. He said there is also a security camera system. He said they are spending a lot of money and transferring a lot of money into stabilization, yet they say there is no money. He said he is trying to reconcile what is happening with the money. He said there is another four foot fence that is being replaced with an eight foot fence with barbed wire. He said 401 Central Street is surrounded by barbed wire and it looks like the prison in Walpole. Wisner said there were issues at 401 Central Street with doors being broken. Petersen said that was a Water Board issue. He said it puzzles him that well two needs a moving fence. He said there is a gate there that the Town paid big bucks for, and asked if that is not sufficient.

Wisner said regarding the paving at 401 Central Street, they went out to bid, but didn't get any responses. She said Tata & Howard reached out to the firms that picked up the bid documents. She said they decided to wait until after the holidays to re-bid this, and they are re-bidding this in March. Wisner said the security fence and video surveillance system for 401 Central Street were part of the Water Treatment Plant SRF funding and was not paid for out of the operating budget or free cash. Petersen said our money is still being spent, and if it isn't spent, then we save money. He said vinyl fencing could have been used instead of galvanized, and asked what the purpose of the barbed wire is. He said he is getting asked questions by residents, and we are spending money that we don't need to spend. He said when there are several hundred thousand dollars being transferred from free cash to stabilization, it seems they are over appropriating.

Wisner said they have just completed their capital efficiency plan for capital replacements. She said they will be working with the Highway Department on many projects and are looking at their FY18 proposal. She said if the Water Board wants to lower rates they can, but without the current rate structure, they would have been unable to fund the capital projects that they have done. Petersen asked if the \$50,000 being put aside for the water main replacements is the first amount allocated for this. Wisner said this is the first year this is being funded. She said grant programs are not

currently available for water main replacements, but she read that the EPA will be coming out with a grant, which she will apply for. Water Commissioner Bernie Cullen said some capital projects have been in progress for a couple of years. He said he is concerned with the situation with the water mains, which will require a huge ongoing flow of funds. He said regarding the flows of funds into stabilization, Rowley has the most expensive water in Massachusetts, it is depressing, and he would like to see the rates lowered. He said he is nervous about lowering the rates until he understands the commitment of real funds required for the water main projects. He said after the drought, we need to look for additional water reserves, for example a new well. He said he pledges not to increase the rates as long as he can, but he is reluctant to lower them given the water main projects. Wisner said in FY 18, they will do a rate study since it has been three years, and they will incorporate the water main replacements.

Perry said when he first moved here, the water was good to drink, but he drank it today and it is terrible. Petersen said on page three, stand-by rate is \$50 per day, which equals the union rate. He asked Wisner how she came up with 400 days. Wisner said the spreadsheet was prepared by someone else, and this is the same as last year. She said they started using this in FY15. Petersen said the holidays are listed as 13, with a note saying there are 16 holidays, but there are actually 11 holidays plus the day after Thanksgiving. He said on page 4, there are 10 hydrant replacements at \$2,000 each. He asked if one or two can be purchased per year under supplies. Wisner said this is a duplicate and needs to be moved. Cullen said there is a plan to replace / refurbish hydrants on an on-going basis. Wisner said hydrants have a thirty year life. Petersen asked if the hydrants are being replaced if they still work. Wisner said yes, as there are four types of hydrants in the system that they are trying to standardize.

Petersen said the Engineering Services expense line has an amount of \$100,000. He said Tate & Howard put the bid together for the fence around the well. He asked if this is something that the Water Department can handle. Wisner said Tate & Howard did this as part of the contract for the Sanitary Survey upgrades. Petersen said the Town replaced three bridges years ago and Eagan wrote the specifications for the entire project. He said \$100,000 for engineering services is broad, and asked if writing some specifications can be done in house. Wisner said Tate & Howard is the Water Department's engineering firm, and she is under the impression that we don't bid out civil engineering. She said this \$100,000 is for Tate & Howard or other engineering work.

Petersen said the budget includes the replacement of a truck, and asked how many vehicles the Water Department has. Wisner said four plus a dump truck. Cullen said they want to be conservative and do projects themselves. He said their aim is to do the smaller projects in house to get the experience. He said Tate & Howard's work is very

good. Petersen asked if we are required to have a eight foot fence with barbed wire around the well. Wisner said she sent this information to Eagan today. She said the DEP Sanitary Survey deficiency table doesn't specifically say a fence is required, but she read the regulations and it talks about securing the area. She said a four foot tall fence is not securing the area since a person can hop over it. She said originally the DEP was requiring a fence around the whole area, and this is a creative solution for the requirement. She said she asked the DEP if they could add to the existing fence to make it taller, and they said you cannot add to the fence, it has to be replaced. She said natural pines trees will also be added to create a soft barrier. Petersen said he would like to see the documentation from the DEP where they told the town to replace the fence. He said if the ballfield is eliminated, that area will grow wild and become forested. He said there is a fancy wood carved sign at well #2 and the Water Treatment Plant, and if we need a fence to keep people out of these areas, why are we advertising where these locations are.

Petersen said in the revenue section of the budget, FY 16 revenues were \$2,255,000, and FY 17 revenues are \$2,475,000. He said with the drought, he would assume that water usage dropped, yet there is an increase of \$220,000 in expected revenues. He asked how these numbers were calculated. Cullen said in FY 17, the water usage before the drought was significantly higher than expected, then it fell off. He said surprisingly, the total revenue number was on target. He said FY 18 assumes no drought, and a usage increase of 5% as in previous years, which doesn't seem outlandish. He said they are gaining industrial customers. Wisner said the number of customers they are losing is miniscule compared to the number of new applications, and they are anticipating a busy year. Cullen said the big issue is having very high rates with a fair amount of revenue, and they may decide to balance the rates with the surplus revenues. Petersen said the Water Department is stingy, and charges other Town Departments for service, such as the Cemetery and Agricultural departments being charged for turning on the water and turning off the water. Wisner said there should be a charge only if the service is performed after hours or on the weekends. She said water customers need to call to make an appointment to schedule water being turned on or turned off. She said there shouldn't be a fee for a normal seasonal turn on/off, and asked to please let her know if there are fees being charged for this.

Petersen said he recommends that the Selectmen not vote on the Water budget. He said he would like to hear the questions from the Finance Committee when they review this budget tomorrow night. Eagan said the Janitor position should be listed as vacant on the budget. Larry White said for tomorrow night's meeting, he would like the number of hydrants out there and whether the maintenance fee is a flat amount or on a per hydrant basis. Cullen said there are two types of hydrants in the system and the cost is on a per hydrant basis. Eagan said Wisner and Cullen have submitted Annual Town

Meeting articles as well. Petersen said for the request for funds to look for new water sources, years back there was a lot of work and money spent on researching this, and this information should be available when they start this project. Wisner said yes, they have gathered this information together. Petersen said he is concerned with the leakage/unaccounted for water. He said buying land for a new water source will cost will cost about \$1,000,000 for the land alone. He said he wonders if we would be better served to eliminate the leaks and wasted water and to conserve water. Wisner said they are very aggressive about quantifying the leaks. She said there was a discrepancy at the water treatment plant because two water meters were installed which caused some water to be double counted. She said if they do pursue a new water source, the DEP will ask the Town about the leaks, and they have been tracking this diligently. She said they have no control over many leaks in customer water services where the line is over 100 feet, with no meter in the pit. She said they don't go on private property, and a couple of people who have been notified of leaks haven't fixed them. She said the Water Department has no redundancy in the water supply, and three quarters of the supply is under the Water Treatment Plant. She said the customers do step up to conserve water when asked. She said we could do an interconnection with another town. Pierce asked why Well #4 and Well #1 are listed. Wisner said the funds would be used to either find a new source of water, or to make well #4 or well #1 operational, which were previously identified as new water sources. Merry said Well #4 is contaminated and the State didn't allow us to use this. Pierce said the wording on the article doesn't clearly state what they plan to do. Eagan said she will ask the Superintendent for explanatory notes to go on the warrant.

Dave Petersen made a motion to table the FY 18 Water budget until next week, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

8:00 p.m. APPOINTMENT - Agricultural Commission Chairwoman Libby Tucker to discuss FY 18 Agricultural Commission budget

Chairman Perry read the letter from Libby Tucker regarding this budget. Tucker said for many years they have gotten free water from the house at Bradstreet, which has been sold. She said this is her best estimate for the required water expenses, but it is hard to tell how much water they will use given that there was a water ban due to the drought last season. She said there are currently thirty-eight gardens, some have been abandoned, so there are plots available. Petersen asked who cuts the grass. Tucker said the users do it, and it would cost \$1,600 to pay someone to cut the grass. She said they are concerned about the water bill, and any increase in the budget that they can use to improve this offering would be great. She said the vendors do donate for the portable toilet, and they could ask them to pay a fee to offset the water costs. She said the cost for water is \$650.00 out of their \$1,000.00 budget. Petersen said he has no problem with this increase, and said the group is already doing 90% of the work. Perry

said for what the group is contributing, this is a good value for the money spent. He said this is an asset to the community. Pierce agreed.

Larry White asked about the water ban and the effect on the community garden. He said they contacted the Water Department and got differing answers. He said they were told that if water was used for strictly agricultural purposes, it was not banned, but if used for personal purposes, it was banned. He said they were told they were not allowed to use any water, then told they could fill up a watering can. He said there was a lot of confusion. Tucker said she went to the Board of Water Commissioners about this. She said according to State regulations, water used for the growing of food is exempt from the water ban. She said the Board of Water Commissioners said the community garden was not exempt, and they didn't agree with the State. Petersen said this may be an annual occurrence, and it would be worthwhile for the Board of Water Commissioners to put their policy on this in writing. Bernie Cullen said he agrees, and if you are producing food, it doesn't matter if it is commercial food production. Petersen said we supply the water, and other towns don't. He said maybe it should be limited to hand watering only during a water ban since the taxpayers are paying this water bill. He said the Agricultural Commission and the Board of Water Commissioners should jointly come up with some rules. Perry asked Bernie Cullen to take this matter to his Board to come up with written procedures.

Dave Petersen made a motion to approve the Agricultural Commission budget, increased to \$2,500, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

GENERAL BUSINESS

1. Accept resignation from Jeanne McClung

Chairman Perry read the resignation from Jeanne McClung.

Dave Petersen made a motion to accept Jeanne McClung's resignation, and to send her a letter of thanks, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

2. Request from Police Chief Scott Dumas to lift the hiring freeze for the position of full-time dispatcher

Chairman Perry read the request from Police Chief Scott Dumas.

Dave Petersen made a motion to lift the hiring freeze for the position of full-time dispatcher, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

NEW BUSINESS

1. Open May 1, 2017 Special Town Meeting Warrant

Chairman Perry said, "The Board of Selectmen needs to vote to open the May 1, 2017 Special Town Meeting Warrant and to close it on Wednesday, March 22, 2017 at 4:00 p.m."

Cliff Pierce made a motion to open the May 1, 2017 Special Town Meeting Warrant and to close it on Wednesday, March 22, 2017 at 4:00 p.m., Dave Petersen second, all in favor - aye (4-0). Bob Snow - ABSENT

FY 18 BUDGETS

Town Moderator; Board of Selectmen; Personnel Board; Treasurer/Collector; Town Hall; Town Hall Annex; Fire Hydrants; Bradstreet Property; Dodge Reservation Memorial Day/Veterans Day

- Town Moderator

Cliff Pierce made a motion to approve the Town Moderator FY18 budget, Bob Merry second, all in favor - aye (3-0). Bob Snow - ABSENT Dave Petersen - RECUSED

- Board of Selectmen

Eagan said there are variables that could effect this budget. She said for example, we may need a collective bargaining reserve line, but this is not included at this point. She said we are in negotiations with the Police Union, and ideally this would be funded in the Police Wages line, but if not, the collective bargaining reserve may need to be funded. She said there were FY16 costs related to the Police Chief search, and other than that, the base budget is level funded.

Cliff Pierce made a motion to table the Selectmen's budget for two weeks, Dave Petersen second, all in favor - aye (4-0). Bob Snow - ABSENT

- Personnel Advisory Committee

Dave Petersen made a motion to approve the Personnel Advisory Committee FY 18 budget, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

- Treasurer/Collector - this budget is not ready for tonight's meeting
- Town Hall

Petersen asked how we are doing on heating oil. Eagan said she thinks we are doing okay, and we will know in about three weeks if there is a problem.

Cliff Pierce made a motion to approve the Town Hall FY 18 budget, Bob Merry second, all in favor - aye (4-0). Bob Snow - ABSENT

- Town Hall Annex

Cliff Pierce made a motion to approve the Town Hall Annex FY 18 budget, Dave Petersen second, all in favor - aye (4-0). Bob Snow - ABSENT

- Fire Hydrants

Cliff Pierce made a motion to approve the Fire Hydrants FY 18 budget, Dave Petersen second, all in favor - aye (4-0). Bob Snow - ABSENT

- Bradstreet & Dodge Reservation

Cliff Pierce made a motion to approve the Bradstreet and Dodge Reservation FY 18 budget, Dave Petersen second, all in favor - aye (4-0). Bob Snow - ABSENT

- Memorial Day/Veterans Day

Cliff Pierce made a motion to approve the Memorial Day/Veterans Day FY 18 budget, Dave Petersen second, all in favor - aye (4-0). Bob Snow - ABSENT

OLD BUSINESS

1. Discuss Community Preservation Committee March 9, 2017 meeting and funding requests

Chairman Perry read the following:

The Board of Selectmen tabled the following items at the Feb. 27 meeting.

- 1) *Purchase of 3.5 acres of back land at 221 Main Street. This land abuts the Town's current playing fields and the Town's Bradstreet property. This parcel will allow the Town to expand the current playing fields at Veterans Field. The appraisal sets the price at \$360,000. (See attached) **Bob Merry will discuss this further.***

Bob Merry said they are still looking at this, he spoke with Eagan and the appraisal was for \$360,000. He said we should try to shoot for \$360,000 for a purchase price. Petersen said the State grant for the Mehaffey project has fallen through, and we should ask the CPC to reduce the funds held aside for this project to \$100,000 from \$450,000. He said the \$350,000 would go back to the CPC and could be used for this purchase. Merry said if we don't get 221 Main Street, it will be developed. He said we need fields, and someday we may need to build a new school. Pierce said this land has a wetland area with a buffer that takes up about half of the lot. He said there are limitations on how we can use this land. He said this land is adjacent to existing Town land, so it is sensible to acquire it. Merry said this is also tied in to the Town owned Bradstreet property, and this makes sense.

Bob Merry made a motion to request \$360,000 from the CPC to purchase 221 Main Street, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

Pierce asked if using the money from the Mehaffey project will impact the Town's ability to get the Conservation Restriction on the Mehaffey property. Petersen said no, the Town is still putting in the \$100,000 it has committed to this project. Eagan said the article had to be worded so that the \$450,000 would be paid from the Town, but the Town would be reimbursed \$350,000.

Bob Merry made a motion to ask the CPC to re-purpose \$350,000 from the Mehaffey article (reduce from \$450,000 to \$100,000) to be used towards the purchase of 221 Main Street, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

Chairman Perry continued:

- 2) *Funds from the CPA Administration Account to cover the cost to survey the back portion of the land at 221 Main Street. Debbie has received a quote from Meridian Engineering to do the survey for \$7,000.00. (Attached.) Meridian did the survey of the Bradstreet property which abuts the rear of 221 Main Street, so they are familiar with this area.*

Dave Petersen made a motion to ask the CPC for \$7,000 from the CPA Administration Account to cover the cost to survey the back portion of the land at 221 Main Street, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

Chairman Perry continued:

- 3) *Annex Elevator Project. Steven Watchorn is scheduled for this evening to provide an overview of the project and the cost. **Dave Petersen will discuss this further.***

Petersen said this was previously voted.

Chairman Perry continued:

The Board voted last week to approve a funding request for the Town Hall Windows:

- 1) *The Board voted last week to request \$35,000 to complete the Town Hall Window Restoration Project. Since that time, Debbie thinks that we may be able to reduce that to \$25,000 because she initially based the estimate on larger windows. The five remaining windows in the Selectmen's Office are smaller.*

Eagan said she is concerned if there will be money for this. She said Karen O'Donnell said at the Fall Town Meeting, an additional \$200,000 in CPC funds will be available.

Dave Petersen made a motion to rescind the motion to request money from the CPC for the Town Hall Window Restoration Project and to look into doing this project in the fall, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

2. Pine Grove School Project Update

Chairman Perry read the following:

Project Calendar has been updated.

Pinck & Company has updated the calendar and the important dates. (Copy is attached.)

Community Engagement Meeting

*The date of the Community Engagement meeting is Thursday, **March 30** at 7:00 p.m. in the All Purpose Room.*

Project Budget

Joe Perry will provide an update on this.

Perry said all are invited on March 30th to see the presentation on this project. He said he doesn't have updated budget figures, the Committee continues to meet and the next meeting is on the 16th.

ANNOUNCEMENTS

- Rowley Public Library is participating in Bruins PJ Drive Feb. 1 – March 15. The Library will be collecting new pairs of pajamas for babies, children and teens. The PJ Drive benefits DCF Kids and Cradles to Crayons. The PJ Drive's goal is to collect 10,000 pairs of new pajamas for children and teens in need.
- Annual and Special Town Meeting is scheduled for May 1, 2017

- Town Election is scheduled for May 9, 2017 from noon to 8:00 p.m. in Saint Mary's Church Hall
- The Water Department and the Great American Rain Barrel Company are offering rain barrels to residents as part of a community wide conservation and sustainability program. For more information, go to the Water Department's webpage at www.rowleywater.com
- Information on the Pine Grove School project is available on the Town's website at www.townofrowley.net.
- The Town has the following vacancies:
 1. **Fence Viewer** – three positions;
 2. **Wood, Lumber & Bark Inspector**;
 3. **Zoning Board of Appeals Associate** – two seats
 4. **Parks and Recreation Committee** – one seat;
 5. **Deputy Shellfish Constables** – two positionsFor more information on these positions, please contact the Selectmen's Office at 948-2372.
- The Rowley Food Pantry is in need of donations. Donations can be left at the Rowley Public Library. The Food Pantry is open on Tuesdays from 10:00 a.m. to 12:00 p.m. and on Thursdays from 5:30 p.m. to 7:00 p.m.

ADJOURN

There being no further business before the Board, Chairman Perry called for a motion to adjourn. Dave Petersen so moved, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT.

Open meeting adjourned at 9:28 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Letter from Conservation Commission Chairman Arthur Page regarding Tax Title Properties 351 and 355 Wethersfield Street (Map 19, Parcel 8, Lots 14 and 15)
2. Rowley MIMAP 351 & 355 Wethersfield Street
3. Meeting Memo regarding 7:15 p.m. Appointment: Steven Watchorn, CBI, Elevator Project Architect to discuss elevation addition at the Town Hall Annex
4. Rowley Town Hall Annex Schematic Accessibility Options: Basement Floor Plan
5. Rowley Town Hall Annex Schematic Accessibility Options: First Floor Plan
6. Rowley Town Hall Annex Schematic Accessibility Options: Second Floor Plan
7. Rowley Town Hall Annex Schematic Accessibility Options: East Building Elevation

8. Photo of Town Hall Annex from School Street
9. Rowley Town Hall Annex Work notes for drawings
10. Project Cost estimate for Rowley Town Hall Annex Building Accessibility Improvements
11. PM&C LLC Pricing Estimate for Rowley Town Hall Annex New Elevator and Upgrades
12. Power Point slides for Rowley Town Hall Annex Accessibility Upgrades
13. Meeting Memo regarding 7:30 p.m. Appointment: Water Commissioner Bernie Cullen and Water Superintendent MaryBeth Wisner to discuss FY 18 Proposed Water Budget and Town Meeting articles
14. FY 18 Proposed Water Budget and Town Meeting articles
15. Letter from Agricultural Commission Chairwoman Libby Tucker regarding FY 18 Agricultural Commission budget
16. Agricultural Commission FY 18 budget Form 1
17. Resignation notice from Jeanne McClung
18. Request from Police Chief Scott Dumas to lift the hiring freeze for the position of full-time dispatcher
19. Meeting Memo regarding New Business #1: Open May 1, 2017 Special Town Meeting Warrant
20. Meeting memo regarding FY 18 Budgets
21. Town Moderator FY 18 Budget
22. Board of Selectmen FY 18 Budget
23. Personnel Advisory Committee FY 18 Budget
24. Town Hall FY 18 Budget
25. Town Hall Annex FY 18 Budget
26. Streetlights FY 18 Budget
27. Fire Hydrants FY 18 Budget
28. Bradstreet Property FY 18 Budget
29. Dodge Reservation FY 18 Budget
30. Memorial Day/Veterans Day FY 18 Budget
31. Meeting Memo regarding Old Business #1: Discuss Community Preservation Committee March 9, 2017 meeting and funding requests
32. Letter from Petersen LaChance regarding appraisal of 221 Main Street
33. Proposal for land surveying services from Meridian Associates
34. Meeting Memo regarding Old Business #2: Pine Grove School Project Update
35. Pinck & Co. calendar of important dates