

MINUTES OF THE BOARD OF SELECTMEN MEETING

March 13, 2017

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

6:00 p.m.

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

PUBLIC ATTENDEES: Police Chief Scott Dumas; Joseph Fair – KP Law, P.C.; Larry White- Finance Committee, Karen Summit - Treasurer/Collector; David Sedewick- Police Department; Bernard Cullen – Water Commissioner; Patrick Snow – Highway Surveyor; Henry F. Rolfe; MaryBeth Wisner - Water Superintendent

CALL MEETING TO ORDER

Chairman Perry called meeting to order at 6:09 p.m.

PLEDGE OF ALLEGIANCE

Police Chief Scott Dumas led the Pledge of Allegiance.

EXECUTIVE SESSION

Collective bargaining strategy

- Massachusetts Coalition of Police (MCOP) Local 360 pursuant to State Open Meeting Law, G.L. c.30A section 21(a) (3)

Chairman Perry called for a motion to go into Executive Session for the following purpose: To discuss collective bargaining strategy pursuant to State Open Meeting Law, G.L. c.30A section 21(a) (3)- Massachusetts Coalition of Police (MCOP) Local 360 because an open meeting may have a detrimental effect on the bargaining position of the Town; and to return to open session. Bob Snow so moved, Bob Merry second, all in favor - roll call vote: Joseph Perry - aye, Robert Snow - aye, David Petersen - aye, Robert Merry - aye. Cliff Pierce – ABSENT.

Executive session opened at 6:10 p.m.

Executive session adjourned and open session resumed at 6:57 p.m.

A recess was taken until 7:00 p.m.

7:00 p.m. APPOINTMENT - Treasurer/Collector Karen Summit to discuss the FY 18 Treasurer/Collector Budget

Karen Summit said the budget is level funded for the most part, with the approved raises. She said there is one adjustment on Form 2 for the Administrative Assistant wages, where \$350 has been added for other earnings. She said periodically she and the Assistant Treasurer/Collector are out at the same time, and the Administrative Assistant is needed for coverage. She said the \$350 would cover 16 hours for this type of coverage, and this will allow them to avoid asking for a transfer each year. She said the Assistant Treasurer/Collector is owed longevity and she needs a transfer for this. She said the Administrative Assistant will receive longevity for the first time this year. She said the expenses have been level funded.

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

GENERAL BUSINESS

1. Independent Living Center of the North Shore and Cape Ann, Inc. 30th Anniversary event

Chairman Perry read the letter from the Independent Living Center of the North Shore and Cape Ann regarding the anniversary event. Perry said he would like to attend this. He said he has attended meetings with this group in the past, they are a fun group who do a lot for people with disabilities. He said he met a lot of interesting people, and he thinks we should show our support.

2. Triton Music Parents Organization application for one day liquor license

Chairman Perry read the following:

The Triton Music Parents Organization is requesting a one-day liquor license for a fundraiser on Saturday, April 8 from 6:00 p.m. to 10:00 p.m. at St. March Church. Beer will only be served. Attendees will be only individuals aged 21 and up. There will be high school performers present, but they will not be in the main room with the beer tasting. The bartender is TIPS certified.

Police Chief Scott Dumas has approved this request.

If the Board votes to grant this request, they will need to sign the One-Day Liquor License.

Bob Snow made a motion to approve the one-day liquor license for Triton Music Parents Organization on Saturday, April 8 from 6:00 p.m. to 10:00 p.m., Dave Petersen second, all in favor - aye (4-0). Cliff Pierce - ABSENT

7:10 – 7:15 p.m. CITIZEN QUERY

Citizen Query opened. There were no citizen queries.

GENERAL BUSINESS

3. Discuss judge to serve on the Drinking Water Week Art Contest

Chairman Perry read the following:

The Water Department is asking for a Selectman to volunteer to serve as a judge on the Drinking Water Week Art Contest. Please see attached email message.

Snow said he is not available that week. Merry said he is not available either. The Board agreed to check if Cliff Pierce is available to serve as the judge for this event.

7:15 p.m. APPOINTMENT - Police Chief Scott Dumas to discuss FY 18 Police Department budget

Chief Dumas introduced Captain Sedgwick and said they will be presenting the budget together. Dumas said in addition to the budget they have these three capital items:

1. Property barcode scanner. He said this was presented previously, and put off. He said this would be used to track property which could be scanned and a label would print. He said this would help with tracking the ins and outs of property, which is a huge man-hour issue, and this is also a liability issue. He said the cost is \$2,360 for the complete system.
2. Six new portable radios. He said these wouldn't be used as back-ups. He said two Reserve Officers don't have their own portable radios, which are the lifeline for officers. He said after these six radios, he will look to replace two radios per year. He said the cost is \$5,396.
3. Replace the administrative vehicle. He said they have a vehicle replacement program and they are looking to replace the 2009 Crown Victoria. He said some maintenance was put off last year in anticipation of replacing this vehicle. He said the vehicle is rusting out, there is an issue with the head gasket, the rear defroster doesn't work, and water is leaking. He said there are only 60,000 miles on the vehicle, so it has a trade in value. He said he looked into a lease, but that doesn't result in long run cost savings. Sedgwick said this vehicle was used by Chief Barry, then Chief Barker, and the miles are low since they both lived in town.

Dumas said there is a Summary Memo included in the budget, and he reviewed the following points on it:

- Wages are increasing by \$37,961 due to contractual obligations. He said the \$16,550 for uniforms moved from the expense line to wages per the MassCops

Collective Bargaining Agreement. He said we may have extra money if the expense for the modular buildings goes away. He said other than this, the budget is level funded. Petersen asked if OT has been reduced by \$9,000 on page six. Dumas said no, the total from FY17 to FY 18 has been increased by \$1,024, and he moved the money around to reflect where it is being spent. He said the budget has been level funded for quite a while, and we will see how this year plays out.

- Dumas said for contracts on page 7, \$14,500 was budgeted for FY17, but they spent \$18,000.
- Petersen asked how the new Explorer's are holding up maintenance wise. Dumas said there is no difference versus the Crown Victoria's, and they are better than the Charger's.
- Eagan said this budget funds the open Sergeant position.
- Dumas explained his Issues and Options report, which is meant to be a tool for the Board of Selectmen to look at. He said Department heads make recommendations of wishes, wants and needs, and the Board can prioritize which of these to do if there is extra money. Dumas explained his Issues and Options report as follows:
 1. Want/Need: Increase the overtime budget by \$5,000 each of the next three years. He said a 911 grant is used to offset overtime costs, and this is not being reflected accurately in the budget. He said with the new station, the 911 grant money could be used for equipment upgrades which will be needed with the new building.
 2. Need/Wish: Software to track attendance and schedule overtime at a cost of \$2,500 per year. He said they now use a paper system, and there can be errors. He said this software has a paging system, it is web based and can be integrated with the system. He said it also keeps track of certifications and when licenses expire.
 3. Want/Need: Create another Sergeant position, so there will be a Sergeant working on every shift. He said they need the ability to directly supervise the Officers since there is a liability there. He said right now there is one Sergeant and one open position. He said it is roughly a \$10,000 difference between a top Patrolman and a Sergeant. Petersen said the Sergeant position is becoming essential, and there has been big turn-over in the department. He said the new officers being appointed look to be young, and supervision will pay off in the long run. He said he would support this proposal since it is in the Town's interest to do this. Snow said years ago he patrolled one night with Sedgwick, and he told a young officer how to prepare for court.

Petersen said the Issues and Options report is a nice option. Perry said we should suggest that other departments use this. Eagan said this is a great idea that is from the

Chief's time spent in Rochester. She said ever since she has worked here, the budgets have been level funded, and increases are reviewed on a case by case basis.

Bob Snow made a motion to approve the FY 2018 Police Department budget, Dave Petersen second, all in favor - aye (4-0). Cliff Pierce - ABSENT

7:30 p.m. APPOINTMENT - Highway Surveyor Patrick Snow to discuss the following:

- FY 18 Highway Budget
- FY 18 Snow and Ice Budget
- FY 18 Tree Warden Budget
- FY 18 Town Land Maintenance

FY 18 Highway Budget

Highway Surveyor Patrick Snow said the Highway Department expense budget has been level funded, and wages have increased in accordance with the AFSCME agreement and the Selectmen's approved increases. He said overtime has been increased due to personnel being on call year round. He said on average, there is one call-in per week, and the overtime budget requested for FY 18 of \$5,732 will be used for this. He said the new Cemetery Supervisor/Highway Truck Driver & Equipment Operator position has been filled, and he is trying to fill the Truck Driver/Equipment Operator position that is now vacant. Petersen asked how the road maintenance and equipment maintenance is going. P. Snow said for the main roads, Chapter 90 money will be used to maintain them, and the newer roads don't need funds for maintenance right away. He said regarding the equipment maintenance, the guys work extremely hard to do the routine maintenance, which extends the life of the equipment. Eagan asked if there was an encumbrance last year. P. Snow said yes. Eagan said the expenses aren't actually decreasing by .41%, the encumbrance of \$475 is causing it to look like a decrease.

Bob Snow made a motion to approve the FY 2018 Highway Department budget, Dave Petersen second, all in favor - aye (4-0). Cliff Pierce - ABSENT

FY 18 Snow and Ice Budget

Highway Surveyor Patrick Snow said this budget has been increased by \$20,000 per the Board of Selectmen's request to \$165,000. He said so far they have used 1,308 tons of salt so far, and have ordered two more loads, bringing them up to 1,378 tons at a cost of \$56.56 per ton, which was lower than the previous year. He said they usually use every bit of salt they buy. Petersen said he would like to sit down over the summer to discuss the approach used during storms. P. Snow said he would love to sit down to discuss this. He said it costs \$3,261 when a contractor is called in for a three hour minimum. He said the employees can handle a small storm, but with a storm that hits in the morning or at night, they need to make the roads passable for people. He said the

best time for a storm to hit is late afternoon, and it being over by 1:00 a.m./3:00 a.m. P. Snow said Form 3 breaks down how the budget is spent, and the road sweeping is in the Highway Department budget. He said they try to minimize the amount of material they put out on the roads, since it protects the environment and saves money.

Dave Petersen made a motion to approve the FY 2018 Snow and Ice budget, Bob Snow second, all in favor - aye (4-0). Cliff Pierce - ABSENT

Petersen said this budget will probably need to grow to \$200,000 eventually.

FY 18 Tree Warden Budget

P. Snow said this budget is level funded except for the increase in wages. Petersen asked what effect the drought and the moths will have on the trees, and said he has expects to see a lot of dead trees and limbs. P. Snow said the tree warden budget is for the health hazards to people , and other than that, Mother Nature will run its course. He said they can trim some of the limbs themselves, and the Light Department has assisted them with this many times. He said people are cautiously optimistic about the gypsy moths. He said hopefully the fungus needed to kill the eggs for these moths has developed with the wet winter. Petersen said there is a tree across from his house that is dead, has lost limbs which the Town chipped up, but it needs to be removed. He asked if there is money in the budget for this sort of thing. P. Snow said this budget is used primarily for tree removal.

Bob Snow made a motion to approve the FY 2018 Tree Warden budget, Dave Petersen second, all in favor - aye (4-0). Cliff Pierce - ABSENT

FY 18 Town Land Maintenance Budget

P. Snow said this budget is for the common areas such as the Library, landfill, electric and water costs for the gazebo, and Dodge Reservation, which includes plowing.

Dave Petersen made a motion to approve the FY 2018 Town Land Maintenance budget, Bob Snow second, all in favor - aye (4-0). Cliff Pierce - ABSENT

7:45 p.m. APPOINTMENT - Water Superintendent MaryBeth Wisser to discuss FY 18 Water Budget

Chairman Perry said we sent memos to the Board of Water Commissioners and Superintendent Wisser and read the following from the March 13, 2017 memo:

Thank you for sending me the ledger. I have some follow-up questions from my March 12, 2017 memo.

Water Security Upgrade Projects – Net Technologies Contract

*Notwithstanding the fact that the SRF is funding \$111,533 of the Net Technologies contract and there is no appropriation for the balance of this contract, why did you sign a contract with Net Technologies in the amount of **\$167,458** when the base bid with alternate totals **\$150,458.00**? The contract amount must match the bid price.*

Wiser said she received two memos, one dated March 12th and the other dated March 13th. She said she started to pull this information together, and she sent over a copy of the executed Net Technologies contract as requested. She said she reached out to John Sikora of Weston & Sampson since she also noticed the date of signature on the contract and was wondering why it was like that. She said the date is off, which she can't figure. She said the Town Accountant signed off on the contract attesting that the funds were available in the amount of \$167,458. Eagan said there is a letter dated July 26, 2016 from the DEP authorizing this contract award, and it doesn't say an amount of \$167,458. Eagan said furthermore the authorization from the DEP came on July 26th, and it is unclear how a contract could be awarded using SRF funding in June before the DEP authorized it. She said the contract amount does not match the bid price. Wiser said she is in the process of finding out this information. Eagan said we couldn't find anything on a Water Board meeting agenda or minutes in June or July of 2016 regarding awarding a contract to Net Technologies. Petersen asked what is included in this project for \$167,000. Wiser said spare parts for the LMI pumps, which is the chemical feed pump, a shed, the sign for the Water Treatment Plant, the security fence for 401 Central Street, a gate for the Water Treatment Plant and cameras for the Water Treatment Plant and 401 Central Street. Petersen asked what the cost is for the fence at 401 Central Street. Wiser said she doesn't have the invoices with her. Petersen said he is asking the question because it seems like we are having the same issue that we had a couple years ago with the former Water Board and former Superintendent with the gate there. He said the new gate, barbed wire and two electrical fences and black vinyl fence are way over the top and he is not sure that we need this there. Wiser said she understands why it might seem over the top, but it is a standard eight foot fence with one or two feet of barbed wire. She said there is not a substantial cost difference between the pvc and plain fence, but she is working on getting this cost difference. She said the industry standard is going toward the coated fence, since this protects the galvanized material underneath. She said it is not a fancy fence, the fence company buys them in bulk.

Petersen asked how many cameras there are at 401 Central Street. Wiser said inside there are two in the back garage, one in the first garage and one in the entryway. She said there are no cameras in the offices, break rooms or locker rooms/bathrooms. She said outside there are two in the front, one where the employees park, and two in the back. Petersen said this is way over the top with the fences and cameras. He said he is not sure what the intent or purpose of the cameras in the garage are. He asked if the building is alarmed in case of burglaries. Wiser said yes, the alarm company calls them and the Police Department. Petersen said we have quadruple protection up there and

he thinks a small fence and a couple cameras would be sufficient. He said more cameras should be placed at the wells. He asked who drew up the plans for these items at 401 Central Street. Wisner said Weston & Sampson since this is part of the SRF project. Petersen asked if all the SRF money has been spent. Wisner said no. Wisner said she mis-spoke when she said the entire project was funded with SRF money. She said the majority of the project was funded with SRF money, and encumbered funds from the FY 16 budget covered the balance. She said she worked with Sue Bailey on the encumbrances, who assisted her with coming up with the funds to encumber, and she needs to speak to Bailey, but Bailey was not available today.

Petersen said there is a nice fancy sign at well 2 and asked if there will be a black vinyl fence there as well. She said it was going to be, but she asked Tata & Howard to issue an addendum so that it will be just a regular fence. Petersen asked how much Tata & Howard is being paid for this fence project. He said this a relatively simple project, and this was probably expensive. He said the Highway Department has simple gates and they bid this out themselves. He said all seems to be top quality at the Water Department, and asked where is the money coming from. He said in the budget there is \$20,000 for technical support and \$10,000 for budget support, and said shouldn't the staff be doing this, or is Tata and Howard getting all this money to do this work. He said there is \$100,000 in the budget for engineering services without any indication what this is for. He said the budget for paving at 401 Central Street has been there for three years, but it is still not done. He said he is not a numbers person, and is totally confused by this budget. He said he thought the budget was tight, but he is seeing top of the line items being purchased, and money is being encumbered. He said he is confused about where the money is coming from. He said we made a lot of guestimates about the cost of running the water treatment plant when it was coming online with the expectation that adjustments would be made once a full year of data was available. He said Tata & Howard is doing all kinds of projects, some which are simple and can be done in house. He said he is concerned that they are not justifying the money being spent. He said in addition to the \$100,000 for engineering, there are articles for funding such as \$50,000 to look for new water sources and \$50,000 for water main replacements. He said before he agrees to these items, he wants details from Water Department records about what the plan is. He said it seems that giving them money gives them free reign to spend, and if it isn't spent on the intended purpose, it will be encumbered for another purpose. He said because SRF money is there, it doesn't mean that it has to be spent. He said the security at 401 Central Street is way over the top, and there is just equipment in the building, and no real money there. He said this doesn't pass the smell test. Wisner said one of the driving forces for this security is the fact that 401 Central Street has the ability to run the Water Treatment Plant through remote control. She said people have entered 401 Central Street through the back. Petersen said a simple gate like the one that was there before would suffice. He said the money is spent already, so there is nothing we can do, but moving forward they will need to take a closer look at the budget items and start to take hold of it. He

said Wisner has had free reign until now, and he is ready to cut some money out of the budget to reign things in, and he doesn't have enough justification for some of the items. He said the Water Board needs to play a much bigger role in examining the projects, and things need to be prioritized. He said they can identify what is a want, a wish, or a need, like the Police Chief presented in his budget. He asked if the \$50,000 for new water sources will be used to pay Tata & Howard to look for new sources, or will this be done internally using the extensive research done in the past. He asked if the \$50,000 for the water main replacement will go towards an engineer telling us what we know we need, or will it go towards internal staff identifying the need and replacing a main.

Wisner pointed out that the plans before the Board were re-used for the fence project. She said these plans were required for part one of this project for stormwater compliance, and the drawings needed to be done for the Conservation Commission as part of the permit application. Petersen said stormwater work should be built into the bid. He said there is a line for \$25,000 for permitting/stormwater in the budget, and he isn't sure what this means. Wisner said the Water Board wanted to incorporate into the FY18 a budget line for stormwater/permitting that is required, but they are not aware of. Petersen said he is not sure what projects they did last year involved stormwater that wouldn't have been included in the bid. He said they aren't really getting answers to the questions he is asking. He said the Water Board needs to have more oversight so we know that we are getting value for our dollar. He said there is a lot of stuff in this budget that he doesn't understand.

Water Commissioner Cullen said the triggering event for the stormwater management budget line was the 401 Central Street paving project. He said the stormwater management added \$25,000 to the \$60,000 estimated cost. He said this budget is a placeholder to use for any future project to deal with stormwater management. Wisner said that is accurate. She said they released the parking lot bid once in the fall, and there were no bidders. She said they are going out to bid again shortly. She said the stormwater management is already included in that bid. Petersen asked what other projects are coming up in FY18 that they are anticipating stormwater related costs for. She said this is more for the permitting for filing for the Notice of Intent. She said it seems like all their projects, because their properties are located in the wetlands, there is some kind of filing needed. She said they had to do a full NOI at well 2 with the fence, even though the fence was put into the exact same footprint. Petersen said it seems like there are way too many categories of funds without details. He said if Wisner can't give a better explanation at Town Meeting than was given tonight for the \$100,000 in engineering costs, this budget won't pass at Town Meeting. He said he is recommending that the maintenance budget be reduced by \$100,000. He said the Finance Committee has the real power to cut back the budget. Wisner said she will look at it again. She asked what the absolute deadline to get this in is. Petersen said Wisner is talking about a lot of projects, but they are all done, and asked what the projects are that this money is being requested for. Wisner said they will begin looking at distribution

pressures, which is a huge capital project. She said they get calls from people concerned about water pressure around the Newbury line. Petersen said the projects need to be put together on a list so they can be reviewed by everyone and be prioritized. Wisner said they are working on a capital plan which would be for a twenty year period of time, and includes phases 1-3 of the water main replacements, including phase 1-3 on PRVs over the course of twenty years. She said there is no redundancy for the water system and we really only have well 2 or the Water Treatment Plant. She said if one of these sources goes, there is only one system and no redundancy. She said she is trying to get good budget numbers for this plan which is needed for the rate study, which will include the capital plan.

Perry said the drop dead date for this budget is March 30th. Wisner said the Water Board will revisit the budget at their meeting on March 28th. Eagan said we will be finishing the warrant at that time, but this is the Selectmen's call. Petersen said they will have more revenue than they need for the budget, and he recommends that they cut \$100,000 from the maintenance line, which is the engineering budget. He said they could reconfigure the maintenance line however they want to get to the \$100,000 reduction. Eagan said once the Water Board approved the budget, money can be moved within the sub-budgets of the maintenance line only with the Water Board's approval. She said warrant articles seeking funding for projects would include engineering work. She said Tata & Howard charge \$3,000 for engineering costs for the 401 Central Street paving project, and that should be part of and paid for out of the article budget. She said printing and other charges seem to be being charged to the engineering budget, and not to the specific project budget. Snow said the pressure valves would be a capital item, right? Petersen said he is so confused with all of this information and he recommends cutting \$100,000 from the maintenance line, and with the three vacancies currently, that one position gets cut. He said the Water Board can spend time now and in the fall justifying the funds that they want to spend. He said they should meet with the fiscal team to go through this so everyone has a good handle on what they want to spend. He said cutting \$150,000 won't hurt since each year they have \$200,000 to \$300,000 in free cash, and now they have encumbrances and money is being moved around. Cullen asked if all capital projects need to be put on a warrant article. Eagan said yes, that is the Town's practice. Petersen said the article amount should include engineering costs. Perry said the amount of the article is all the money you have to spend on the project. Cullen said the article would be accepted or rejected at Town Meeting, and this wouldn't hit the operating budget. Wisner said she uses the engineering money as a tool to do investigations to find out what is needed to come up with budget numbers for projects. Petersen said looking at the Annex Elevator project for example, \$30,000 was set aside in an article, approved at Town Meeting, for engineering costs to complete the first step of the project and do a study. He said now they need an article to construct the elevator. He said ratepayers need to know what their money is being spent on. He said Wisner needs to get together with the fiscal team to discuss the budget so that everyone is on the same page. He said he recommends

cutting the salary of \$50,000 and \$100,000 from the maintenance line. He said after discussions with the fiscal team, this cuts can be restored at the Fall Town Meeting if necessary. Petersen said the position is not being eliminated, but isn't being funded. Cullen said they are expecting to fill all three vacant positions, but it makes sense to fund this in the fall if the perception is that they aren't spending wisely. Petersen asked how the voids from the vacant positions are being filled, and if contractors are being hired. Cullen said it is hard to find licensed employees and they have a rolling contract for qualified people to help with specific tasks. Wisner said Small Watersystems provides contracted help today, and they are used when needed in the day-to-day schedule. Eagan said the Water Treatment Operator 2 position salary is \$51,896, and the Distribution Assistant Working Foreman position salary is \$48,505. Wisner said the Water Operator 2 is more essential, but the Distribution Assistant Working Foreman would complete the three person team so that they can do their own digging. She said the Town Accountant said they can put money in an article at Town Meeting to fund a position, and is waiting for an answer from the Department of Revenue about how to take the money out of the article and put it in the salary line.

Cullen asked if the Water Board can vote to move money amongst the various lines in the Water budget. Eagan said yes, this was set up to give flexibility, and the Water Board would need to vote on this, and the ledgers would be re-stated. She said money can't be moved from the expense line to the salary line, but money could be moved within the sub-budget lines of the expense line. Perry said the position can't be advertised if the funding is cut tonight. Petersen said both can be advertised, but only one can be filled. Snow said he is confused and asked if the Water Department really knows what it needs. Cullen said this is one of the issues with level funding a budget, the Selectmen's questions are valid and they will do their homework. Summit said the suggestion of having the fiscal team vet the budget is a good idea, but it is difficult to look at it at this point in the process. She said the Water Board needs to vet the projects. She said a warrant article outlives the fiscal year in which it is created.

FY 18 BUDGETS

- Accounting

Perry said this budget is level funded.

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

- Inspection Department

Perry said this budget followed the guidelines, but all three figures are wrong for the increase from FY17 to FY18. This budget was put on hold, and the Building Inspector will be contacted.

- Conservation Commission

Perry said this budget is within the guidelines.

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

- Planning

Perry said this budget is within the guidelines.

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

- Historical Commission, Historic District Commission

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

- Recycling

Eagan said there is an extra Saturday in FY 18, and the operators only work on Saturdays, and the budget reflects this.

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

- Parks and Recreation

Perry said this budget is level funded

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

Petersen said the wages are a place holder since nobody is working there, but at some point they will hire someone. He said Tim Southall does an enormous amount of work.

OLD BUSINESS

1. Discuss update on Harrison Circle streetlight

Petersen said Chief Dumas recommends that this light remain for safety reasons. He said it is on an appropriate pole and is 100 feet away from the house through the trees. He said this is a dark intersection.

Dave Petersen made a motion to approve the reinstallation of the light. Bob Merry and Bob Snow recused themselves from the vote. The vote was not completed because there was not a quorum present.

2. Discuss project funding requests submitted to the Community Preservation Committee

Chairman Perry read the following:

The Community Preservation Committee approved funding \$360,000 for the purchase of the rear of 221 Main Street.

The CPC approved \$7,000 for the survey of the back area of 221 Main Street. Debbie is asking the Board of Selectmen for authorization to proceed with hiring Meridian Engineering to do the survey.

Dave Petersen made a motion to authorize Eagan to proceed with hiring Meridian Engineering to do the survey, Bob Snow second, all in favor - aye (4-0). Cliff Pierce – ABSENT

Chairman Perry continued:

The CPC approved \$150,000 for the Annex elevator and accessibility project. We reduced the amount from the original funding request of \$800,000 because the CPA Account doesn't have enough funds. Funds collected this fiscal year cannot be appropriated until after July 1, 2017, according to the town accountant. The Board of Selectmen needs to vote to fund the elevator in two phases:

- 1) Design Stage and Bid Stage and
- 2) Construction Phase.

The Board of Selectmen needs to go back to the CPC in the Fall with a funding request for construction costs of the project. The town meeting would need to be held in early October, so that we don't lose too much time.

Dave Petersen made a motion to approve the \$150,000 to be used for the funding of the Design Stage and Bid Stage of the Annex elevator and accessibility project, Bob Snow second, all in favor - aye (4-0). Cliff Pierce - ABSENT

3. Pine Grove School Building Project Update

Chairman Perry said he has uncomfortable news. He said he had planned a presentation at the COA about this project, and nobody showed up. He said he grabbed two senior citizens on their way out the door and he chatted with them for about an hour. He said next Monday, a video will be shot by Rowley Community Media similar to the videos done for the Police and Fire Stations. He said Principal Kneeland, Superintendent Forget, Triton Regional School District Manager of Facilities and Grounds Chris Walsh, and he will be touring Pine Grove School for the video.

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. Bob Snow so moved, Dave Petersen second, all in favor - aye (4-0). Cliff Pierce - ABSENT.

Open meeting adjourned at 9:50 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Written Executive Session Motion
2. Memo from Treasurer/Collector Karen Summit regarding 2018 Budget Salary Numbers
3. Treasurer/Collector FY 18 budget package
4. Letter from Independent Living Center of the North Shore and Cape Ann, Inc. regarding 30th Anniversary event
5. Meeting Memo regarding General Business #2: Triton Music Parents Organization application for one day liquor license
6. Signed one-day liquor license for Triton Music Parents Organization
7. Triton Music Parents Organization application for one day liquor license
8. Meeting Memo regarding General Business #3: Discuss judge to serve on the Drinking Water Week Art Contest
9. Email from Kathy Bento regarding 2017 DW Week
10. Town of Rowley Water Department 2017 National Drinking Water Week Art Contest Rules
11. 2018 Rowley Police Department Budget Proposal
12. FY 18 Highway Budget, FY 18 Snow and Ice Budget, FY 18 Tree Warden Budget, FY 18 Town Land Maintenance
13. Email from MaryBeth Wisner regarding FY18 budget
14. FY 18 Water Department budget packet
15. Memo from Deb Eagan regarding Water Budget Questions, including attachments
16. Memo from Deb Eagan regarding Water Budget Follow-up Questions, including attachment
17. FY 18 Accounting budget packet
18. FY 18 Inspection Department budget packet

19. FY 18 Conservation Commission budget packet
20. FY 18 Planning Board budget packet
21. FY 18 Historical Commission / Historic District Commission budget packet
22. FY 18 Recycling Department budget packet
23. FY 18 Parks & Recreation budget packet
24. Meeting Memo regarding Old Business #1: Discuss update on Harrison Circle streetlight
25. Email correspondence from Police Chief Dumas and Light Manager Dan Folding regarding Harrison Circle Street Light
26. Meeting Memo regarding Old Business #2: Discuss project funding requests submitted to the Community Preservation Committee
27. Meeting Memo regarding Old Business #3: Pine Grove School Project Update