

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

June 5, 2017

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

7:00 p.m.

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

**PUBLIC ATTENDEES:** Bernard Cullen – 283 Wethersfield Street; Christopher Trotta; George Pacenka; ; Larry White – Finance Committee; Salvatore LaFauci; Johanna LaFauci

### **CALL MEETING TO ORDER**

Chairman Perry called meeting to order at 7:00 p.m. He said the meeting is being audio and video recorded digitally.

### **PLEDGE OF ALLEGIANCE**

Christopher Trotta led the Pledge of Allegiance.

**7:00 p.m. APPOINTMENT** Eagle Scout Proclamation presentation to Christopher John Trotta

Chairman Perry read the following, *“The Board will need to vote to allow Chairman Joe Perry to sign the proclamation.”*

Perry read the letter from George Pacenka and the Proclamation.

Bob Snow made a motion to authorize Chairman Perry to sign the proclamation, Cliff Pierce second, all in favor - aye (5-0).

Perry signed the Proclamation and the Board presented it to Christopher Trotta.

### **GENERAL BUSINESS**

1. Letter of resignation from Tina Tzortzis from the Open Space Committee

Chairman Perry read the email letter of resignation from Tina Tzortzis.

Bob Snow made a motion to accept Tzortzis' resignation and to send a letter of thanks, Cliff Pierce second, all in favor - aye (5-0).

2. Letter from Wilfred C. Budd regarding Rowley First Baptist Church installation service for Charles Bordonaro as fulltime pastor

Chairman Perry read the letter from Wilfred C. Budd. Perry said he will attend.

Bob Snow made a motion to send a letter to Charles Bordonaro welcoming him to the community on behalf of the Board of Selectmen, Cliff Pierce second, all in favor - aye (5-0).

3. Request from Board of Cemetery Commissioners to appoint Eric Gibbons as seasonal laborer

Chairman Perry read the following:

*The Board of Cemetery Commissioners requests that the Board of Selectmen vote to appoint Eric Gibbons to the position of seasonal laborer.*

Bob Snow made a motion to appoint Eric Gibbons as Cemetery Seasonal Laborer, Cliff Pierce second, all in favor - aye (4-0). Bob Merry - RECUSED

### **7:10 – 7:15 p.m. CITIZEN QUERY**

There were no Citizen Queries.

### **GENERAL BUSINESS**

4. Request from Highway Surveyor Patrick Snow to lift hiring freeze for two seasonal laborers

Chairman Perry read the following:

*Highway Surveyor Patrick Snow has asked the Board of Selectmen to lift the hiring freeze so that he can fill two seasonal laborer positions.*

Dave Petersen made a motion to lift the hiring freeze for two Highway Department Seasonal Laborers, Bob Snow second, all in favor - aye (5-0).

### **FY 17 BUDGET TRANSFERS**

1. MGL Ch. 44 § 33B(b) transfer request from Treasurer/Collector Karen Summit from Tax Title Taking to Administrative Assistant Wages

Chairman Perry read the transfer request form.

Bob Snow made a motion to approve the transfer request, Cliff Pierce second, all in favor - aye (5-0).

## **OLD BUSINESS**

### 1. Update on Triton Regional Agreement

Chairman Perry said he is on the Landlord/Tenant sub-committee and has met with Neil Harrington and Tracey Blais twice and they have a few more meetings scheduled. He said they are trying to set up a meeting to discuss the funding formula.

### 2. Pine Grove School Update

Chairman Perry said he attended a MSBA meeting in Boston last Tuesday and the MSBA agreed that the process is flowing smoothly. He said council recommended that the MSBA vote to approve participation in the project during the June 28<sup>th</sup> meeting. He said the funding agreement should come through two weeks after the June 28<sup>th</sup> meeting. He said one hitch is that the agreement is drafted to be with Triton Regional School District and this needs to be corrected to the Town of Rowley. Eagan said Town Counsel Mullen is involved writing the bridge agreement, which will reimburse the Town now for the architectural work done before the funding agreement is executed.

**7:15 APPOINTMENT** Salvatore A. Lafauci, President, AutoPro Collision, Corp., 266 Haverhill Street, to request the reissuance of the Class II Dealer's License to Auto Pro Collision

Chairman Perry read the following:

*Salvatore A. Lafauci, has purchased the AutoPro Collision Center business located at 266 Haverhill Street from Phillip S. Mumley.*

*The Board of Selectmen needs to reissue the Class II Dealer's License with his name on it. He has provided a completed application, Workers' Compensation Certificate, the \$200.00 fee and a copy of his \$25,000 bond in accordance with Mass. General Laws Chapter 140 Section 58 from a surety company licensed to do business in the Commonwealth of Massachusetts.*

*Also, the Board of Selectmen needs to vote to sign and send Mr. Lafauci the enclosed letter, which he will need to provide to the state Department of Transportation Registry of Motor Vehicles. Mr. Lafauci needs to turn in the existing Class II license once the new license is issued to him.*

Lafauci said he was thrown into this business since Phillip Mumley tragically passed away. Petersen said this has been a pretty well run business. Lafauci said he has worked there for seven years.

Dave Petersen made a motion to reissue the Class II Dealer's License for this location to Salvatore A. Lafauci, Cliff Pierce second, all in favor - aye (5-0).

Dave Petersen made a motion to sign the letter to the Registry of Vehicles, Bob Snow second, all in favor - aye (5-0).

The Selectmen signed the license and the letter.

## **NEW BUSINESS**

### 1. Review revised Employee Performance Appraisal Form

Chairman Perry read the memo from Deborah Eagan regarding the Performance Appraisal Form. Petersen said Eagan is the Personnel Officer and she and Lydon have done a lot of work on this and the Personnel Plan. He said the Personnel Advisory Committee has looked at this several times, there will be training session on how to use the form, and the appraisals will be done annually. Perry said he especially likes the criteria information at the end of the form. Petersen said the same form will be used for hourly employees and management level employees. He said this will be a good tool for the Town and the employees to use. Perry said a wonderful job was done on this.

Bob Snow made a motion to approve the Employee Performance Appraisal Form, Cliff Pierce second. The vote was not completed.

Bernie Cullen asked if there is a step in the process to review if the process is being followed and followed effectively. Petersen said this is the first time this form will be used. Cullen said high quality data is needed in the form and someone needs to make sure the Supervisor adds integrity to the review. Petersen said it is critical that the employees doing the performance appraisals understand their role. He said the completed forms will come to the Personnel Officer for review, and if there are issues, the Personnel Officer will talk to the Supervisor to make sure there is proper follow-up. He said if an issue goes to court, we will need documented appraisal forms. He said the Personnel Advisory Committee is not involved in the appraisal process, but the Personnel Officer would let them know if there are issues with the process. Perry said if there is an under-performing employee, we need to give them opportunities to improve and this needs to be documented.

Bob Snow made a motion to approve the Employee Performance Appraisal Form, Cliff Pierce second, all in favor - aye (5-0).

2. Review and approve State Ethics Disclosure Forms for:
  - Jessie Mazzie
  - Charles Hazen

Chairman Perry read the following:

*Labor Counsel Joe Fair has advised that Town employees who hold multiple appointments in public safety positions need to file disclosures pursuant to Massachusetts General Laws Chapter 268A §20(f).*

*There are two employees who are requesting to be re-appointed to their various public safety positions:*

- 1) *Jessie Mazzie is a dispatcher and a reserve patrolman.*
- 2) *Charles Hazen is full-time patrolman and a call firefighter.*

*The disclosure forms are attached. In order for Mr. Mazzie and Mr. Hazen to work in these positions, the Board needs to vote to approve the exemption under §20(f) and to authorize Chairman Perry to sign the form.*

Bob Snow made a motion to approve the exemption under §20(f) and to authorize Chairman Perry to sign the form, Cliff Pierce second, all in favor - aye (5-0).

Perry signed the forms.

3. Authorize Town Administrator to renew FY 18 MIIA Property Casualty & Workers' Compensation Insurance and Police and Fire Accident Insurance

Chairman Perry read the following:

*Debbie is working on the Town's insurance policy renewals. She is asking the Board of Selectmen to authorize her to renew the policies for the upcoming fiscal year.*

Dave Petersen made a motion to authorize Eagan to renew the insurance policies for the upcoming fiscal year, Bob Snow second, all in favor - aye (5-0).

### **GENERAL BUSINESS**

1. Letter from George Pacenka regarding Eagle Scout Court of Honor

Chairman Perry read the letter. Perry said he will be at the ceremony. Petersen asked Perry to express the Board's congratulations.

**FY 18 Re-Appointments**

Police Department <i>three year term</i>	David P. Sedgwick, Captain	6/30/2020
Police Department <i>three year term</i>	David K. MacMullen, Sergeant	6/30/2020
Police Department <i>three year term</i>	Matthew E. Ziev, Detective	6/30/2020
Police Department <i>three year term</i>	Robert S. Adams, Patrolman	6/30/2020
Police Department <i>three year term</i>	Charles G. Hazen, Jr., Patrolman	6/30/2020
Police Department <i>three year term</i>	Christopher W. Ottani., Patrolman	6/30/2020
Police Department <i>three year term</i>	Patrick M. McGettrick., Patrolman	6/30/2020
Police Department <i>three year term</i>	Robert J. Colby, Jr. Reserve Patrolman	6/30/2020
Police Department <i>three year term</i>	Gavin Forni, Reserve Patrolman	6/30/2020
Police Department <i>three year term</i>	Jeffrey C. French, Reserve Patrolman	6/30/2020
Police Department <i>three year term</i>	Andrew S. Lawrence, Reserve Patrolman	6/30/2020
Police Department <i>three year term</i>	Stephen M. Levesque, Reserve Patrolman	6/30/2020
Police Department <i>three year term</i>	Noah T. Merrow, Reserve Patrolman	6/30/2020
Police Department <i>three year term</i>	Dorothy M. Tobin, Assistant to the Chief / Matron	6/30/2020
Police Department <i>three year term</i>	Lynne M. Neary, Fulltime Dispatcher / Matron.	6/30/2020
Police Department <i>three year term</i>	Marc Pelletier, Fulltime Dispatcher	6/30/2020
Police Department <i>three year term</i>	Sheri A. David, Lead Dispatcher / Matron	6/30/2020
Police Department <i>three year term</i>	Christopher Cassidy, Reserve Dispatcher	6/30/2020
**Police Department <i>three year term</i>	Jessie Mazzie, <del>Reserve Dispatcher</del> Regular Reserve Dispatcher	6/30/2020
Keeper of the Lockup	Scott A. Dumas	6/30/2018
Agricultural Commission <i>three year term</i>	Jennette Loring	6/30/2020

Agricultural Commission <i>three year term</i>	George Pacenka	6/30/2020
Parks and Recreation Committee <i>three year term</i>	Ryan Gallant	6/30/2020
Parks and Recreation Committee <i>three year term</i>	Michael Quinn	6/30/2020
Parks and Recreation Committee <i>three year term</i>	Kurt Annen	6/30/2020
Parks and Recreation Committee <i>three year term</i>	Michael Killion	6/30/2020
Shellfish Constable (Deputies)	Stuart Dalzell, Jr.	6/30/2018
Shellfish Constable (Deputies)	William DiMento	6/30/2018
Shellfish Constable (Deputies)	Fred Hardy	6/30/2018
Historic District Commission/ Historical Commission	Sara Bourque	6/30/2018
Historic District Commission/ Historical Commission	Mike Harney	6/30/2018
Historic District Commission/ Historical Commission	Barbara Breaker	6/30/2018
Historic District Commission/ Historical Commission	John Cardillo	6/30/2018
Historic District Commission/ Historical Commission	Frank Todd	6/30/2018

Dave Petersen made a motion to re-appoint the following Police Department positions, Bob Snow second, all in favor - aye (5-0).

Police Department <i>three year term</i>	David P. Sedgwick, Captain	6/30/2020
Police Department <i>three year term</i>	David K. MacMullen, Sergeant	6/30/2020
Police Department <i>three year term</i>	Matthew E. Ziev, Detective	6/30/2020
Police Department <i>three year term</i>	Robert S. Adams, Patrolman	6/30/2020
Police Department <i>three year term</i>	Charles G. Hazen, Jr., Patrolman	6/30/2020
Police Department <i>three year term</i>	Christopher W. Ottani., Patrolman	6/30/2020
Police Department <i>three year term</i>	Patrick M. McGettrick., Patrolman	6/30/2020
Police Department <i>three year term</i>	Robert J. Colby, Jr. Reserve	6/30/2020

	Patrolman	
Police Department <i>three year term</i>	Gavin Forni, Reserve Patrolman	6/30/2020
Police Department <i>three year term</i>	Jeffrey C. French, Reserve Patrolman	6/30/2020
Police Department <i>three year term</i>	Andrew S. Lawrence, Reserve Patrolman	6/30/2020
Police Department <i>three year term</i>	Stephen M. Levesque, Reserve Patrolman	6/30/2020
Police Department <i>three year term</i>	Noah T. Merrow, Reserve Patrolman	6/30/2020
Police Department <i>three year term</i>	Dorothy M. Tobin, Assistant to the Chief / Matron	6/30/2020
Police Department <i>three year term</i>	Lynne M. Neary, Fulltime Dispatcher / Matron.	6/30/2020
Police Department <i>three year term</i>	Marc Pelletier, Fulltime Dispatcher	6/30/2020
Police Department <i>three year term</i>	Sheri A. David, Lead Dispatcher / Matron	6/30/2020
Police Department <i>three year term</i>	Christopher Cassidy, Reserve Dispatcher	6/30/2020
**Police Department <i>three year term</i>	Jessie Mazzie, <del>Reserve Dispatcher</del> Regular Reserve Dispatcher	6/30/2020
Keeper of the Lockup	Scott A. Dumas	6/30/2018

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Dave Petersen made a motion to re-appoint Jennette Loring and George Pacenka to the Agricultural Commission through June 30, 2020, Bob Snow second, all in favor - aye (5-0).

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Bob Snow made a motion to re-appoint Ryan Gallant, Michael Quinn, Kurt Annen and Michael Killion to the Parks & Recreation Committee through June 30, 2020, Cliff Pierce second, all in favor - aye (5-0).

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Bob Snow made a motion to re-appoint Stuart Dalzell, Jr., William DiMento and Fred Hardy as Deputy Shellfish Constables through June 30, 2018, Cliff Pierce second, all in favor - aye (5-0).

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Bob Snow made a motion to re-appoint Sara Bourque, Mike Harney, Barbara Breaker, John Cardillo and Frank Todd to the Historic District Commission/Historical Commission through June 30, 2018, Cliff Pierce second, all in favor - aye (5-0).

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## **MINUTES**

- April 24, 2017

Dave Petersen made a motion to approve the April 24, 2017 minutes, Bob Snow second, all in favor - aye (5-0).

- May 22, 2017

Bob Snow made a motion to approve the May 22, 2017 minutes, Cliff Pierce second, all in favor - aye (5-0).

## **ANNOUNCEMENTS**

- The Northeast Mosquito Control District is conducting aerial helicopter spraying on coastal marshes to control mosquitos. The spraying will take place during daytime hours through June 10, 2017
- Attention all Korean War Veterans who served in Korea. The Eastern Essex Veterans Services District is issuing the Korean Ambassador for Peace Medal. Please contact the Veterans Office at 978-356-3915 or [ktyler@eessexvets.com](mailto:ktyler@eessexvets.com)
- Independence Day Celebration on the Town Common, Saturday, June 24, 2017. Children's Parade starts at 8:30 a.m. at the VFW Parking lot and proceeds to the Town Common for awards. Races, food and music start at 9:00 a.m.\*\*
- Information on the Pine Grove School project is available on the Town's website at [www.townofrowley.net](http://www.townofrowley.net).
- The Town has the following vacancies:
  - a. **Conservation Commission** – one seat
  - b. **Fence Viewer** – three positions;
  - c. **Wood, Lumber & Bark Inspector**;
  - d. **Zoning Board of Appeals Associate** – three seats
  - e. **Parks and Recreation Committee** – one seat;
  - f. **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, Cliff Pierce second, all in favor - aye (5-0).

Open meeting adjourned at 7:41 p.m.

Respectfully submitted,  
Amy Lydon  
Assistant Town Administrator

## **ATTACHMENTS:**

1. Meeting memo regarding 7:00 Appointment – Eagle Scout Proclamation presentation to Christopher John Trotta
2. Letter from George Pacenka regarding Eagle Scout Christopher Trotta
3. Proclamation presentation to Christopher John Trotta
4. Meeting memo regarding General Business #1: Letter of resignation from Tina Tzortzis from the Open Space Committee
5. Email letter of resignation from Tina Tzortzis from the Open Space Committee
6. Letter from Wilfred C. Budd regarding Rowley First Baptist Church installation service for Charles Bordonaro as full time pastor
7. Meeting memo regarding General Business #3: Request from Board of Cemetery Commissioners to appoint Eric Gibbons as seasonal laborer
8. Meeting memo regarding General Business #4: Request from Highway Surveyor Patrick Snow to lift hiring freeze for two seasonal laborers
9. Request from Highway Surveyor Patrick Snow to lift hiring freeze for two seasonal laborers
10. MGL Ch. 44 § 33B(b) transfer request from Treasurer/Collector Karen Summit from Tax Title Taking to Administrative Assistant Wages
11. Meeting memo regarding Old Business #1: Update on Triton Regional Agreement
12. Meeting memo regarding Old Business #2: Pine Grove School Update
13. Meeting memo regarding 7:15 Appointment: Salvatore A. Lafauci, President, AutoPro Collision, Corp., 266 Haverhill Street, to request the reissuance of the Class II Dealer's License to AutoPro Collision
14. Existing Class II Dealer's License issued for AutoPro Collision Center, LLC
15. Letter from Sal Lafauci regarding purchase of AutoPro Collision Center
16. Letter from Gary E. Evans, Esq. regarding Salvatore Lafauci's purchase of AutoPro Collision Center
17. Class II Dealer's license application package submitted by Sal Lafauci
18. Letter to MASSDOT regarding Class II Dealer's license at 266 Haverhill Street
19. Signed Class II Dealer's License for Sal Lafauci
20. Memo from Deborah Eagan regarding Performance Appraisal Form
21. Town of Rowley Personnel Department Employee Performance Appraisal Form
22. Meeting memo regarding New Business #2: Review and approve State Ethics Disclosure Forms for: Jessie Mazzie and Charles Hazen

23. Completed State Ethics Disclosure Forms for Jessie Mazzie
24. Completed State Ethics Disclosure Forms for Charles Hazen
25. Excerpt of Mass General Laws Chapter 268 A, Section 20
26. Meeting memo regarding New Business #3: Authorize Town Administrator to renew FY 18 MIIA Property Casualty & Workers' Compensation Insurance and Police and Fire Accident Insurance
27. FY 18 Re-appointment listing
28. Draft April 24, 2017 Minutes
29. Draft May 22, 2017 Minutes