

MINUTES OF THE BOARD OF SELECTMEN MEETING

April 9, 2018

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; Robert Merry, David Petersen (Town Administrator Deborah Eagan, Assistant Town Administrator Amy Lydon)

PUBLIC ATTENDEES: Larry Berger – Pinck & Co.; Jon Rich – W.T. Rich Company; Lawrence White – Finance Committee; Reed Wilson – ACO; Bernard Cullen – 283 Wethersfield Street; Chip Heitlcamp – D&W Architects; Barbara Stanley

CALL MEETING TO ORDER

Chairman Perry called the meeting to order at 7:01 p.m. Perry announced that the meeting is being video and audio recorded and televised live by Rowley Community Media.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

GENERAL BUSINESS

1. Letter from Sylvia L. Wood of the Friends of the Council on Aging regarding the Shoe Drive Fundraiser

Chairman Perry read the letter.

Dave Petersen made a motion to approve the request for the container for the shoe drive to remain at the Annex through mid-May, Bob Snow second, all in favor - aye (5-0).

2. Request from the American Diabetes Association to hold the Annual Tour de Cure fundraiser event on May 20, 2018

Chairman Perry read the following:

The American Diabetes Association has requested to hold their annual North Shore Tour de Cure cycling, walking and running fundraising event through Rowley via Route 1A in on Sunday, May 20, 2018 from 9:30 a.m. through 1:00 p.m. We have requested a certificate of insurance naming the Town of Rowley as an additional insured.

The Police Chief, Fire Chief, Highway Surveyor and Health Agent did not have any comments or concerns about this event.

Dave Petersen made a motion to approve the request from the American Diabetes Association to hold the Annual Tour de Cure fundraiser event on May 20, 2018, Bob Snow second, all in favor - aye (5-0).

7:05 – 7:10 p.m. PUBLIC COMMENT

There were no public comments.

GENERAL BUSINESS

3. Request from the Friends of the Council on Aging to hold Annual Bake Sale and Craft Fair at the Town Hall Annex parking lot on May 19, 2018

Chairman Perry read the letter of request.

Dave Petersen made a motion to approve the request from the Friends of the Council on Aging to hold Annual Bake Sale and Craft Fair at the Town Hall Annex parking lot on May 19, 2018, Bob Snow second, all in favor - aye (5-0).

4. Request from the Friends of the Council on Aging to place signs promoting their May 19, 2018 Bake Sale and Craft

Chairman Perry read the following:

The Friends of the Council on Aging have requested permission from the Board of Selectmen to post signs in several locations throughout Town advertising their upcoming Bake Sale and Craft Fair.

The proposed locations for the signs are:

*Rte. 1 across from Agawam Diner
Intersection of Rte. 1 & Central Street
The Common on Main Street
The Common on Central Street
Market Basket driveway along Rte 133
Triangle by Bradford Tavern*

The signs will be 18"x24", double sided, on a metal stake. They will say:

10th Annual Yard & Bake Sale

Sat May 19 9-3:00
39 Central St, Rowley

Dave Petersen made a motion to approve the request from the Friends of the Council on Aging to place signs promoting their May 19, 2018 Bake Sale and Craft, Cliff Pierce second, all in favor - aye (5-0).

5. Request from the Parks and Recreation Committee to hold T-Ball practices and games on the Town Common and to place a portable restroom on the Town Common for playing season.

The Parks and Recreation Committee has requested permission to use the Town Common for T-Ball Mondays thru Thursdays beginning on April 10th and ending on June 24th.

They have also requested authorization to place a portable restroom at the Town Common for the duration of the playing season.

Petersen said this is a result of the fields being under construction at Eiras Park.

Dave Petersen made a motion to approve the request to use the Town Common for T-Ball Mondays through Thursdays beginning on April 10th and ending on June 24th, and to put a portable toilet against the backstop, Cliff Pierce second, all in favor - aye (5-0).

7:10 p.m. APPOINTMENT Larry Berger of Pinck & Company to discuss the following Pine Grove School Building Project Items:

- Gross Maximum Price Contract Amendment with W.T. Rich
- Approval of technology purchases
- Materials Testing
- Update on the project

Larry Berger said they are at the point where the final numbers are in. He said the Guaranteed Maximum Price document has been reviewed by Town Counsel and the recommended changes have been made. He said the GMP forecasted by the MSBA is \$30,191,749 versus the actual contract of \$30,392,649 with the difference of \$200,900 being the preconstruction value with W.T. Rich. He reviewed the attachments in the GMP document.

Dave Petersen made a motion to approve the GMP of \$30,191,649, the contract amount of \$30,392,649, and to authorize Perry to sign the Approval to Proceed to

Construction Administrator Phase form with Dore and Whittier, Cliff Pierce second, all in favor - aye (5-0).

Eagan said she, Joe Perry, Cliff Pierce, and Larry White met with Larry Berger and reviewed the GMP document page by page, then Town Counsel reviewed it. She said there were only minor changes to the document.

Dave Petersen made a motion to issue the Notice to Proceed to W.T. Rich, Cliff Pierce second, all in favor - aye (5-0).

Eagan said regarding the approval of technology purchases, we are at the end of the approval process and will proceed to the construction administration phase. She said Dore & Whittier are looking for this information for the MSBA filings.

Dave Petersen made a motion to sign the Dore & Whittier document, Cliff Pierce second, all in favor - aye (5-0).

The Selectmen signed the document.

Eagan reviewed the two items being purchased. Berger said the School Building Committee has recommended that these items be approved.

Dave Petersen made a motion to approve the two technology purchases for \$47,672 and \$148,659.41, Cliff Pierce second, all in favor - aye (5-0).

Bernie Cullen asked if we have an idea of the ongoing maintenance fees for these items and the warranties. Berger said the warranties are standard one year warranties, which start at the time of installation. He said some training is included, and the Triton IT Department was integral in the selection of these items. He said they are comfortable that they can support the items selected. He said there are no maintenance contracts associated with the products.

Berger said regarding materials testing, there is a requirement to have a third party independently test items such as concrete, wells and reinforcing materials. He said there were three responses to the RFP, and Pinck analyzed the values based on time and materials, not based on a lump sum. He said Universal Testing Services is the best suited company. Perry said this company is recommended by the School Building Committee. Eagan said this company is being used at the Police and Fire Station project.

Dave Petersen made a motion to approve Universal Testing Services for the materials testing work, Cliff Pierce second, all in favor - aye (5-0).

Perry read the following, "The contractor will start mobilizing equipment at the end of the school day on Friday, with the project officially getting underway on Monday of next

week.” He said the trailers are on-site. Berger said the waddles have been installed for erosion control and they are meeting with the Conservation Agent tomorrow. He said construction is set to begin on Saturday morning.

7:30 p.m. APPOINTMENT Animal Control Officer/Animal Inspector Reed Wilson to discuss:

- Vehicle use approval
- Mutual Aid coverage in Newbury
- Inter-municipal Agreements with Danvers and Boxford

Chairman Perry read the following:

Reed has signed the attached Vehicle Use policy and we will include Reed on the IRS Commuting Rule Policy. (Both are attached.)

- *Mutual Aid coverage in Newbury*

Carol Laroque is appointed by the Board of Selectmen as the Alternate Animal Control Officer in Rowley. Reed provides a reciprocal service to Newbury. When Carol is away he covers Newbury for her as the alternate ACO in Newbury. Reed and Carol have asked Debbie if Reed can use the Town vehicle when he is covering for Carol in Newbury.

- *Inter-municipal Agreements with Danvers and Boxford*

The Towns of Danvers and Boxford have approached Debbie with requests to have Reed cover their respective Towns on limited basis for ACO-related work.

Boxford

Reed provides coverage in Boxford on weekends and holidays. Boxford has its own municipal gas pump. Boxford is offering to allow Reed to fill up the gas tank in the Town vehicle once per week.

Danvers

Reed has been providing wildlife carcass removal services in Danvers for many years on an on-call basis. Danvers contacted Debbie about setting up an arrangement with Rowley on this service. Debbie has suggested that we set up an inter-municipal agreement whereby Danvers compensates Rowley in the amount of \$100 per month to cover the vehicle use (travel to Danvers, use the vehicle in Danvers, and travel back to Rowley).

Dave Petersen made a motion to ratify the Vehicle Use policy and Reed's understanding of the policy, Cliff Pierce second, all in favor - aye (5-0).

Bob Snow made a motion to approve the mutual aid coverage in Newbury, Cliff Pierce second, all in favor - aye (5-0).

Bob Snow made a motion to approve the inter-municipal agreement in Danvers and Boxford. This vote was not completed.

Wilson said he has been covering Boxford for almost 20 years, and sometimes there are no calls, and other times there are three or four. He said he covers when their ACO is sick or takes vacation time. He said the offer to fill up the vehicle once per week seems reasonable. Bernie Cullen asked why the agreement with Boxford won't be standardized like it is with Boxford. Petersen said Boxford is a short commute, and we are probably making out well with the weekly fill up. Eagan said she suggested \$50 per month, but Boxford countered with the fuel offer to cut down on paperwork. Petersen said we are better off with the gas, because the payment would have to go into the General Fund and not be used to cover the gas. He said next year, we can establish a revolving account to put the money from Danvers in to cover the vehicle expenses.

Bob Snow made a motion to approve the agreement with Boxford to allow Reed to fill up the gas tank in the Town vehicle once per week, Cliff Pierce second, all in favor - aye (5-0).

Eagan said she is still communicating with Danvers about an agreement, and will discuss it with them later this week.

Dave Petersen made a motion to approve the agreement with Danvers for \$100 per month, and to authorize the Town Administrator to negotiate this agreement within a reasonable range, Bob Snow second, all in favor - aye (5-0).

NEW BUSINESS

1. Sign Annual Town Election Warrants

Bob Snow made a motion to sign the Town Election Warrants, Cliff Pierce second, all in favor - aye (5-0).

The Selectmen signed the warrants.

2. Request from Council on Aging Director Brienne Walsh to approve the transfer of ownership of the Council on Aging Van from the Merrimack Valley Regional Transit Authority to the Town of Rowley

Chairman Perry read the following:

The Merrimack Valley Regional Transit Authority lease is ending for the van used by the Council on Aging and the Town has been asked whether it is interested in assuming ownership of the van. Council on Aging Director Brienne Walsh confirmed with the MVRTA that there would be no cost to transfer the title other than fees associated with registering the vehicle and transferring the plates. The Council on Aging Board voted unanimously to assume ownership of the van.

The MVRTA has requested a letter signed by the Board of Selectmen approving the transfer of custody for the van to the Town.

Attached is a draft letter for the Board to sign if in support of the title transfer.

Dave Petersen made a motion to approve the transfer of ownership of the Council on Aging van from Merrimack Valley Regional Transit Authority to the Town of Rowley, Bob Snow second, all in favor - aye (5-0).

OLD BUSINESS

1. Update on Fire Station and Police Station Addition Project

Chairman Perry read the following:

The roadway to the ballfields has been constructed. It is open for use. Residents need to drive slowly over it. Parking is available near the playground.

Foundation work on the Police Station addition and new Fire Station continues. This work will continue throughout the month.

Petersen said this is a driveway and not a road, and there are some potholes. He said this is a continuing process, and asked people to drive slowly. He said there is limited parking, the playground is open, and they are still working on the storm water management pit. He said next year they will look at more parking. He said nobody can go into the fenced off construction area.

ANNOUNCEMENTS

- White Goods/Light Metal Household Recycling Event for Rowley residents on Saturday, April 28, 2018 from 8:30 a.m. to 11:30 a.m. at the Highway

Department, 40 Independent Street. For more information check out the Town's website at www.townofrowley.net or call the Health Department at 948-2231

- The Friends of the Council on Aging is sponsoring a Shoe Drive from mid-April to mid-May at the Town Hall Annex, 39 Central Street. Paired footwear, such as the following may be deposited in the container at the Annex Parking lot: shoes, boots, work boots, sandals, slippers, flip flops, heels, sneakers, pocket books, purses, backpacks and belts.
- Information on the Pine Grove School project is available on the Town's website at www.townofrowley.net.
- Town Meeting is scheduled for Monday, April 30, 2018 at 7:00 p.m. in the Pine Grove School Gymnasium.
- Town Election is scheduled for Tuesday, May 8, 2018 from noon to 8:00 p.m. at St. Mary's Church Hall
- The Town has the following vacancies:
 - a. **Fence Viewer** – three positions;
 - b. **Wood, Lumber & Bark Inspector**;
 - c. **Zoning Board of Appeals Associate** – three seats;
 - d. **Parks and Recreation Committee** – one seat; and
 - e. **Deputy Shellfish Constables** – two positions.For 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 Perce second, all in favor - (5-0).

Open meeting adjourned at 7:59 p.m.

Respectfully submitted,

Amy Lydon
Assistant Town Administrator

ATTACHMENTS

1. Letter from Sylvia L. Wood of the Friends of the Council on Aging regarding the Shoe Drive Fundraiser
2. Meeting memo regarding General Business #2: Request from the American Diabetes Association to hold the Annual Tour de Cure fundraiser event on May 20, 2018

3. Request from the American Diabetes Association to hold the Annual Tour de Cure fundraiser event on May 20, 2018, including route map
4. Request from the Friends of the Council on Aging to hold Annual Bake Sale and Craft Fair at the Town Hall Annex parking lot on May 19, 2018
5. Meeting memo regarding General Business #4: Request from the Friends of the Council on Aging to place signs promoting their May 19, 2018 Bake Sale and Craft
6. Request from the Friends of the Council on Aging to place signs promoting their May 19, 2018 Bake Sale and Craft
7. Meeting memo regarding General Business #5: Request from the Parks and Recreation Committee to hold T-Ball practices and games on the Town Common and to place a portable restroom on the Town Common for playing season.
8. Request from the Parks and Recreation Committee to hold T-Ball practices and games on the Town Common and to place a portable restroom on the Town Common for playing season.
9. Meeting memo regarding 7:10 p.m. Appointment: Larry Berger of Pinck & Company to discuss the following Pine Grove School Building Project Items: Gross Maximum Price Contract Amendment with W.T. Rich; Approval of technology purchases; Materials Testing; Update on the project
10. Amendment #9 with W.T. Rich regarding Guaranteed Maximum Price
11. Email from Jon Richardson regarding Pine Grove Server Procurement, including attachments
12. Letter from Dore & Whitter regarding Approval to Proceed to Construction Administration Phase
13. Pine Grove Technology Equipment spreadsheet
14. Meeting memo regarding 7:30 p.m. Appointment: Animal Control Officer/Animal Inspector Reed Wilson to discuss: Vehicle use approval; Mutual Aid coverage in Newbury; Inter-municipal Agreements with Danvers and Boxford
15. Town of Rowley IRS Commuting Rule Policy
16. Town of Rowley Vehicle Use Policy
17. Annual Town Election Warrant
18. Meeting memo regarding New Business #2: Request from Council on Aging Director Brienne Walsh to approve the transfer of ownership of the Council on Aging Van from the Merrimack Valley Regional Transit Authority to the Town of Rowley
19. Draft letter to MVRTA regarding COA Van
20. Email from Brienne Walsh regarding Van change over
21. Email from Brienne Walsh regarding Vans
22. Meeting memo regarding Old Business #1: Update on Fire Station and Police Station Addition Project