

MINUTES OF THE BOARD OF SELECTMEN

April 13, 2020

Recorded from Town Hall, 139 Main Street, Rowley, MA

1:00 p.m.

MEMBERS PRESENT: Chairman Cliff Pierce; Vice Chairman Joseph Perry; Clerk Robert Snow; David Petersen; Deana M.P. Ziev (Town Administrator Deborah Eagan, Assistant Town Administrator Amy Lydon)

PUBLIC ATTENDEES: Charles Costello; Frank Marchegiani; Lawrence White – Finance Committee; Bernard Cullen – 283 Wethersfield Street

CALL MEETING TO ORDER

Chairman Pierce called the meeting to order at 1:14 p.m. He read the following:

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting, but every effort will be made to allow the public to view and listen to the meeting in real time. Persons who wish to do so are invited to watch the meeting on Rowley Community Media TV / listen live on the RCM page on the Town's website at www.townofrowley.net or join the meeting from your computer, tablet or smartphone by using the link: <https://global.gotomeeting.com/join/808593517> or you can also dial in using your phone by calling [+1 \(669\) 224-3412](tel:+16692243412) and using access code 808-593-517. In the event that live transmission proves infeasible, an audio or video recording, transcript or other comprehensive record of the meeting will be made available on the Town's website as soon as possible.

1:00 p.m. Appointment Board of Health Chairman Charles Costello and Health Director Frank Marchegiani for COVID-19 update

Board of Health Chairman Charles Costello updated the Board as follows:

- Rowley is generally fairing quite well regarding COVID-19 activity.
- There are currently four active cases in isolation and four other cases have been removed from the active category for a total of eight cases.
- They are tracking ten people who had contact with the confirmed cases to see if anyone shows signs of symptoms. If they do, they will be moved to the active category.
- The Town Nurse is conducting the investigations and is doing a great job in this full time plus capacity.
- The Health Office is very busy with phone calls and conference calls with the various public health groups.

- The Department's new hire, Deborah Ketchen, is greatly helping Frank with the inspections and educating the businesses that are open.
- They have spent time interacting with Market Basket, initially there were issues, but feel that now things are satisfactory.
- Social distancing in Town is going well, such as walking on the roads and sidewalks.

Coordinator of Health Services Frank Marchegiani provided an update as follows:

- There are four active cases, and four have been removed from the active category. The number of people they are contact tracing reflects the weekend, and is constantly changing.
- The Town Health Nurse is working around the clock, and makes daily phone calls to impacted people and monitors temperatures. MaryEllen is doing a great job.
- Every day they have conference calls with Massachusetts Department of Public Health, other Health Agents, MAVEN, the Fire Department, the Police Department and MEMA.
- They are working closely with the essential businesses and for the most part all are being cooperative.
- Some food establishments that are doing take-out only are being monitored.
- Self service stations at establishments such as convenience stores have been removed per their request.
- Market Basket capacity initially based on square footage was 126, but based on the occupancy permit, it is 100. He said according to Market Basket on average they have between 92 and 96 people in the store at a time.
- They are watching the decisions on camps.
- They have been working on septic cases while following social distancing.

Pierce asked if they are satisfied with Market Basket's one-way aisles and barriers at cashiers. Costello said they have been inspecting Market Basket daily and interacting with the management, and it is very much improved, especially with the limits on the number of people in the store. He said they pushed for the shields, which was a decision made by Market Basket headquarters. He said the Rowley store was one of the first stores the shields were installed in due to their complaints. He said they are constantly cleaning the store. He said they have masks available for all employees, but the company cannot require the employees to wear them. He said it is unfortunate that people are throwing their gloves, masks and wipes in the parking lot and leaving them for other people to clean up, but this seems to be getting better. Pierce said he thinks the changes have made things dramatically better and he commends the Board of Health for their role in this.

Petersen said small contractors are working and asked if there is anything in place with the Building Inspector to allow him to inspect small projects so they aren't held up? Marchegiani said he has signed off on a couple building permits electronically. He said

he cannot speak for the Building Inspector, but he can follow up with him to see how this is working. He said contractors can call him and he can pass the message along to the Building Inspector.

Snow asked if the people in contact with the confirmed cases are quarantined for 14 days. Marchegiani said yes. He said there have been eight total confirmed cases, 4 are still active and 4 have been cleared and are back into the world. He said they are monitoring 12 people who have been in contact with positive cases, who after their quarantine will go back into the world. He said the Town Health Nurse and the Department of Public Health jointly agree when a person can leave quarantine.

NEW BUSINESS

1. Discuss contract award for Bituminous Concrete Curb, Item 1A. under Highway road materials and services bid project

Chairman Pierce read the following:

We discovered an error made during last week's Highway Road Materials and Services Project bid award. The bid award for Item 1A Bituminous Concrete was mistakenly awarded to Bitcon in the amount of \$48,000.

The actual lower bidder in this category is PJ Albert, Inc.

The Board needs to rescind the contract award for Item 1A Bituminous Concrete to Bitcon.

The Board needs to vote to award the contract for Item 1A Bituminous Concrete to P.J. Albert in the amount of \$44,000.

Dave Petersen made a motion to award the contract for Item 1A Bituminous Concrete to P.J. Albert in the amount of \$44,000, Bob Snow second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev - aye

2. Vacation carry-over request from Town Administrator/Personnel Officer Deborah Eagan

Chairman Pierce said that Eagan is requesting 270.5 vacation hours to be carried over.

Dave Petersen made a motion to approve the vacation carry-over request from Deborah Eagan for 270.5 hours, Bob Snow second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev - aye

3. Request from Action Ambulance to temporary house paramedic unit at the Rowley Fire Station

Chairman Pierce read the following:

Last week, Action Ambulance requested to temporarily house the paramedic unit at the Fire Station because the Ipswich Fire Department needed to use the Linebrook Station during the COVID-19 Emergency.

Late Friday, Action Ambulance informed Debbie that they would not need to use the Rowley Fire Station. Since Action provided the required certificates of insurance and the release form, Debbie thinks that it may be a good idea if the Board took the vote anyway to allow them to use the Fire Station, should another unforeseen situation arise. Action informed Debbie on Saturday, that they would still like the Board of Selectmen to authorize this, just in case something comes up.

Joe Perry made a motion to allow Action Ambulance to use the Rowley Fire Station if needed, Dave Petersen second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev - aye

Petersen said there has been a lot of discussion when the new Fire Station was built that it was too big. He said it was built with the idea that it can be used in emergency situations such as this. He said he commends the Fire Chief for approving this request, and he hopes the public realizes the usefulness of the building in times of emergencies.

OLD BUSINESS

1. Discuss FY 21 Omnibus Budget and review the following budgets:
Board of Selectmen; Finance Committee; Town Accountant; Town Clerk; Election; Registrar of Voters; Constable; Planning Board – revised; Police Department – revised; Shellfish Constable; Schools – Whittier, Triton, Essex Technical; Board of Health; Council on Aging; Parks and Recreation Committee; Debt – revised; Blanket Insurance; Essex Regional Retirement; Group Health/Life Ins. & FICA

Board of Selectmen

Chairman Pierce said Eagan provided a detailed memo listing the issues. He asked if there is a proposal to change the Selectmen's stipend. Perry said it should be increased to \$4,000. Snow said it needs to increase, but \$4,000 is a little too much. He said maybe it should be increased to \$3,000. He said the stipend has been the same since he has been on the Board. Petersen said he is opposed to an increase, and he is not in the job to make a lot of money. He said he thinks it should stay at the same amount, and there will be tough budget years for the next couple of years. Snow said there is never a right time to do this, but the Selectmen have expenses such as their cell phones and insurance. Pierce said it has been a long time since this was increased, and next year will definitely not be the right time to increase it. Snow said at \$3,000, it will be \$160 more per month after taxes, and this covers the cell phone.

Joe Perry made a motion to increase the Selectmen's stipend to \$3,000, Bob Snow second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Deana Ziev – aye. Dave Petersen – NO.

Dave Petersen made a motion to approve the Board of Selectmen FY21 budget including the increased Selectmen's stipend, Joe Perry second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev - aye

Finance Committee

Pierce said there is a small increase in this budget due to the increase in wages.

Dave Petersen made a motion to approve the Finance Committee FY21 budget, Joe Perry second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev - aye

Town Accountant

Joe Perry made a motion to approve the Town Accountant FY21 budget, Bob Snow second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Deana Ziev – aye; Dave Petersen – aye.

Town Clerk; Election; Registrar of Voters; Constable

These budgets were not ready for the meeting.

Planning Board – revised

Eagan said the expenses have been revised down to \$1,170 from \$3,670.

Joe Perry made a motion to approve the Planning Board revised FY21 budget, Bob Snow second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Deana Ziev – aye; Dave Petersen – aye.

Police Department – revised

Pierce said the wages have increased due to the fact that the contract was ratified, and there is nothing in the reserves anymore. He said this also includes a new cruiser.

Dave Petersen made a motion to approve the Police Department revised FY21 budget, Bob Snow second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye. Deana Ziev – ABSTAIN.

Shellfish Constable

Joe Perry made a motion to approve the Shellfish Constable FY21 budget, Bob Snow second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Deana Ziev – aye; Dave Petersen – aye.

Schools – Whittier

Pierce said the Whittier budget is increasing by \$38,370 due to additional students and we have no control over this.

Joe Perry made a motion to approve the Whittier FY21 budget, Bob Snow second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Deana Ziev – aye; Dave Petersen – aye.

Schools – Essex Technical

Pierce said this budget is increasing by \$17,000.

Dave Petersen made a motion to approve the Essex Technical FY21 budget, Joe Perry second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Deana Ziev – aye; Dave Petersen – aye.

Schools – Triton

Pierce said Triton's assessment to Rowley is \$11,000,000 for FY21, and is an increase of 4.42% or \$465,752 over last year's assessment.

Joe Perry made a motion to approve the Triton FY21 budget, Bob Snow second. This vote was not completed.

Petersen said we have agreed to fund this and hopes that Triton and all the schools understand that next year's budget will be tight. He said he hopes they recognize this when putting together the FY22 budgets. He said this is critical, we won't have free cash and if they don't adjust other Town budgets will need to be cut. Pierce said he agrees that the Town's income will come down, and he thinks it will be bad. He said his fear is that they ratified the new union contract, the numbers will be locked in so they won't be able to limit the increase. Snow said all three towns will be in a mess next year. Petersen said State aid will decrease, and the income from restaurants and hotels will also decrease. He said Rowley has gone to great lengths to increase the stabilization account, but we don't want to wipe it all out on one school budget.

The previous motion and second were completed as follows:

Joe Perry made a motion to approve the Triton FY21 budget, Bob Snow second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Deana Ziev – aye; Dave Petersen – aye.

Board of Health

Dave Petersen made a motion to approve the Board of Health FY21 budget, Bob Snow second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Deana Ziev – aye; Dave Petersen – aye.

Council on Aging

Dave Petersen made a motion to approve the Council on Aging FY21 budget, Joe Perry second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Deana Ziev – aye; Dave Petersen – aye.

Parks and Recreation Committee

This budget was not ready for the meeting.

Debt – revised

Eagan said this is revised to include the borrowing for the fire truck.

Dave Petersen made a motion to approve the Debt revised FY21 budget, Joe Perry second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Deana Ziev – aye; Dave Petersen – aye.

Blanket Insurance

Joe Perry made a motion to approve the Blanket Insurance FY21 budget, Dave Petersen second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Deana Ziev – aye; Dave Petersen – aye.

Group Health/Life Ins. & FICA

Dave Petersen made a motion to approve the Unemployment FY21 budget, Bob Snow second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Deana Ziev – aye; Dave Petersen – aye.

Dave Petersen made a motion to approve the Group Insurance FY21 budget, Joe Perry second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Deana Ziev – aye; Dave Petersen – aye.

Essex Regional Retirement

Joe Perry made a motion to approve the Essex Regional Retirement FY21 budget, Dave Petersen second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Deana Ziev – aye; Dave Petersen – aye.

MINUTES: March 16, 2020; March 16, 2020 Executive Session; March 23, 2020

March 16, 2020

Bob Snow made a motion to approve the March 16, 2020 minutes, Joe Perry second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Deana Ziev – aye; Dave Petersen – aye.

March 16, 2020 Executive Session

Bob Snow made a motion to approve the March 16, 2020 Executive Session minutes, Joe Perry second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye. Deana Ziev – ABSTAIN

March 23, 2020

Bob Snow made a motion to approve the March 23, 2020 minutes, Dave Petersen second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Dave Petersen – aye. Deana Ziev – ABSTAIN Joe Perry – ABSTAIN

ADJOURN

Chairman Pierce called for a motion to adjourn. Bob Snow so moved, Joe Perry second, all in favor – aye roll call vote – Bob Snow – aye; Cliff Pierce – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev - aye

Meeting adjourned at 1:58 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting Memo regarding 1:00 p.m. Appointment: Board of Health Chairman Charles Costello and Health Director Frank Marchegiani for COVID-19 update
2. Meeting Memo regarding New Business #1: Discuss contract award for Bituminous Concrete Curb, Item 1A. under Highway road materials and services bid project
3. Bid Results for Highway road materials and services bid project

4. Meeting Memo from April 6, 2020 regarding New Business #4: Award contracts for Highway road materials and services
5. Email from Highway Surveyor Patrick Snow regarding Bid Awards
6. Email from Natalie Lovett regarding Bid Awards
7. Vacation carry-over request from Town Administrator/Personnel Officer Deborah Eagan
8. Meeting Memo regarding New Business #3: Request from Action Ambulance to temporary house paramedic unit at the Rowley Fire Station
9. Release Form Action Ambulance
10. Meeting Memo regarding Old Business #1: Discuss FY 21 Omnibus Budget and review the following budgets:
 - Board of Selectmen; Finance Committee; Town Accountant; Town Clerk; Election; Registrar of Voters; Constable; Planning Board – revised; Police Department – revised; Shellfish Constable; Schools – Whittier, Triton, Essex Technical; Board of Health; Council on Aging; Parks and Recreation Committee; Debt – revised; Blanket Insurance; Essex Regional Retirement; Group Health/Life Ins. & FICA
11. Memo from Deborah Eagan regarding the draft FY21 Selectmen’s Budget, including attached documents
12. FY21 Draft budget package for Board of Selectmen
13. FY21 Draft budget package for Finance Committee
14. FY21 Draft budget package for Town Accountant
15. FY21 Revised budget package for Planning Board
16. FY21 Revised budget package for Police Department
17. FY21 Draft budget package for Shellfish Constable
18. FY21 Draft budget package for Whittier Voc-Tech
19. FY21 Draft budget package for Essex Agricultural Technical High School
20. FY21 Draft budget package for Triton
21. FY21 Draft budget package for Health Department
22. FY21 Draft budget package for Council on Aging
23. FY21 Draft budget package for Debt
24. FY21 Draft budget package for Insurance
25. FY21 Draft budget package for Unemployment
26. FY21 Draft budget package for Retirement
27. FY21 Draft budget package for Group Insurance
28. Draft minutes of March 16, 2020
29. Draft minutes of March 23, 2020