

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

August 22, 2016

Meeting held at Town Hall, 7:00 p.m.

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

**PUBLIC ATTENDEES:** Henry F. Rolfe – Independent Press; John Manning – Water Commissioner; Brett Alger – Open Space Committee; Susan Moses; Jimmy Luc – Apex Entertainment; Peter Gobin – Apex Entertainment

### **CALL MEETING TO ORDER**

Chairman Perry called meeting to order at 7:04 p.m. He said the meeting is being audio and visually recorded digitally.

### **PLEDGE OF ALLEGIANCE**

Bob Merry led the Pledge of Allegiance.

### **GENERAL BUSINESS**

1. Authorize Police Chief Scott Dumas to sign State 9-1-1 Grant application documents

Chairman Perry read the following:

*The Police Chief has received the State FY 17 Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant package.*

*As in the past with former Chief Barker, the Board of Selectmen has voted to authorize the police chief to sign as an authorized signatory on behalf of the Town for this grant.*

*To authorize Chief Dumas to sign the grant package, the Board of Selectmen needs to vote to authorize Police Chief Scott Dumas to sign the grant documents. Chairman Joseph Perry will then need to sign the Contractor Authorized Signatory Listing sheet.*

Dave Petersen made a motion to authorize Chief Dumas to sign the 9-1-1 Grant application documents, Cliff Pierce second, all in favor - aye (4-0). Bob Snow –ABSENT

Dave Petersen made a motion to authorize Chairman Perry to sign the Contractor Authorized Signatory listing sheet, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

**2. Appoint Deborah Cunningham as Conservation Commission Secretary**

Chairman Perry said, "The Conservation Commission Agent and Chairman have sent letters requesting Deborah Cunningham be appointed to the position of Conservation Commission Secretary. The Personnel Department has completed the background check."

Chairman Perry read the letters from Conservation Commission Chairman Arthur Page and Conservation Agent Brent Baeslack regarding this appointment.

Dave Petersen made a motion to appoint Deborah Cunningham as Conservation Commission Secretary, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

**3. Commendation for Police Officer Tom Hill**

Chairman Perry read the Commendation letter from Chief Dumas to Officer Tom Hill. Petersen said his wife was the long-time Housing Authority Director, and Hill worked successfully with her and the residents for a great many years. Petersen expressed his wife's thanks to Hill. Perry said Hill does a great job and we are fortunate to have him.

Bob Merry made a motion to send Officer Hill a letter of appreciation, Cliff Pierce second, all in favor - aye (4-0). Bob Snow - ABSENT

**7:10 – 7:15 P.M. CITIZEN QUERY**

Henry Rolfe said anyone can attend any meeting of any public body in Massachusetts, and any person can file an Open Meeting Law Complaint. He said the Selectmen's meeting agenda from August 8, 2016 did not list an Adjournment. Eagan said it was not listed because the Board went into Executive Session.

Water Commissioner John Manning spoke about the drought. He said the DEP issued a Drought Warning, and the next step will be an emergency. He said this is the most critical drought in our lifetime, and there was no snow pack over the winter to recharge the water supply. He said the Ipswich River is drying up and the Parker River has almost no flow. He said Rowley is in the Ipswich River Basin along with its surrounding towns. He said no outside watering is allowed, 24 hours per day. He said there are exceptions to this for commercial purposes, such as nurseries (i.e. Country Gardens), farms and livestock/pets. He said the by-laws don't allow the Water Board to regulate the 300 private wells in Town, but they are looking at future by-laws to tighten their capabilities to regulate them. He said all of our water comes from the Ipswich River

Watershed Basin and he asked private well owners to voluntarily conserve water. He said if a well dries up, it is the owner's problem, and if they wish to connect to the Town water, it will not be instantaneous, and there will be fees to do so. He said it will cost between \$4,000 and \$8,000 to connect to Town water, permits will be needed, and service will be on a first come, first served basis. He said if the Town has a water supply problem, we can use the interconnection with Georgetown and Groveland, who are fed by the Merrimack River. He said water rates may increase if we have to do this. He said the key is water conservation by all. He thanked the Police for providing the Water Department with lists of violations, and said fines will be issued to violators as follows: \$50 first violation; \$100 second violation; \$150 third violation and then the water will be shut off, and they will need to pay to turn it back on. He said some ways to conserve include: plugging tub and using gray water; catch the water when you are waiting for warm water in the shower; make sure the laundry and dish washing machines are maxed out before running them; limit shower times and fix leaks. He said people can contact the Water Board with questions. He said Eiras Park is running their sprinklers from a well, and urges them to consider turning them off.

**APPOINTMENT 7:15 P.M. Jimmy Luc of Apex Films to discuss a request to film a scene of the movie Chappaquiddick at Town Hall**

Jimmy Luc said he is here with Peter Gobel. He said they are filming a movie based on Chappaquiddick, and the working title of the movie is Bridgewater. He said the Selectmen have a packet of information. He said the dates of filming will be October 11 – 14, although that may change. He said the first day will be used to prepare and dress the scenes, followed by three days of filming, then a final day for wrapping everything up. He said the Town Hall main entrance, the hallways, the Treasurer's Office, Assessor's Office and the upstairs auditorium will be used for filming. He said they would like to use some of the Town Hall parking spaces if possible. He said they will have two, 70' long trucks, and one can fit in the right hand side of the parking lot, and the other would be in front of the Church on Main Street. He said the crew will park at Todd Farm. He said they will also request that the front of Town Hall be cleared so that period vehicles can be placed in the scenes.

Eagan said she received a call from the location manager, Kai Quinlan, who asked that the dates be revised to September 25 – 28. She said she will need to check with the affected Department Heads to see if this works for them, and she asked the Board if they are okay with these dates since it impacts the Selectmen's meeting on Monday, September 26, 2016. Jimmy said hopefully this will be finalized in the next 48 hours. He said the affected departments will be moved to the Town Hall Annex for the duration

of the filming. Town Clerk Susan Hazen clarified that the dates are September 25 – 28, not October 25-28.

Pierce said we can work around the filming for the Selectmen's meeting on September 26<sup>th</sup>. Merry said we won't be too far away from the summer every other week meeting schedule. Petersen said if there is an emergency, the Selectmen can meet at the Annex. Eagan said Perry will speak to the Library Director about the parking once the Selectmen approve the use of the Town Hall and parking lot for this project.

Pierce asked if the movie company is covering any costs related to this. Jimmy said they will pay a location fee, and any work that they do will be restored to its original form, and they pay for all of that. He said they are renting other spaces within the Town, so it is good for the local businesses. Eagan said the cost to move the computers was sent to Kai, and the furniture will be moved by the movie company.

Bob Merry made a motion to approve this event, Cliff Pierce second, all in favor - aye (4-0). Bob Snow – ABSENT

Jimmy said they are also filming at 91 Railroad Avenue on September 15<sup>th</sup> and 16<sup>th</sup>, and they are working with the cottage owner, the neighbors and Greenbelt, who owns the land. He said they will be parking at the MBTA parking lot.

**APPOINTMENT 7:30 P.M. Brett Alger, Open Space Committee member to discuss the draft Open Space and Recreation Plan action plan sections**

Chairman Perry read the following:

*Brett Alger is here tonight to assist the Board of Selectmen in completing some of the sections of the draft Open Space Plan that the Town's consultant, Sue Moses has been working on.*

Alger said CPC money has been used to bring on Moses as a consultant. He said the document that the Board has outlines the primary objectives of the Open Space Plan, and assigns the objectives to different groups. Moses said she has been working with the Open Space Committee and Alger to respond to comments to the draft Open Space Plan created by Conservation Agent Brent Baeslack in 2014. She said the document has been updated to include updated information on items such as employment levels, and a few elements were added to the action plan. She said they are here to review the new items added and assigned to the Board of Selectmen. She reviewed the following items:

- Section 1.3.1: regarding the semi-annual hazardous waste collection. She said the Board of Health has been added to this item

- Section 2.2.1: is for implementing a seven year plan
- Section 2.6.1: a new item that was added to send a mailing to residents notifying them that Route 1A has been designated as a scenic highway
- Section 2.6.2: is to install signage on 1A indicating that it is a scenic highway. Petersen said Essex National Heritage has already installed this signage, and we can look into if the Highway Department is responsible for maintaining this signage. Pierce said he doesn't see a great value to the mailing proposed in 2.6.1 since people probably understand what it is with the existing signage. Merry said the signs were placed where they thought would be most useful. Moses said she will remove the mailing section. Petersen said a mailing could be done to all residents either through the Light bills or the Town Meeting Warrant.
- Section 2.6.3: is for the Town to participate in the Annual Sails and Trails event. Petersen said the Town has already been informally participating since local businesses, such as Mill River Winery, have been involved.
- Section 2.7.1: is for acquiring Agricultural Preservation Restrictions for key parcels such as was done for Pikel Farm in the past.
- Section 2.7.3: is for the continuation and expansion of the Farmer's Market held on the Town Common.
- Section 3.3.1: Moses said she went through each Open Space / Recreation parcel with George Pacenka, who has a handicap, and they have some suggestions for improving accessibility, as outlined in Appendix C. The suggestions are:
  - Little League Field: to add handicap parking. Petersen said the DEP wants the Town to abandon that field, and the Town is looking to relocate it, possibly behind Pine Grove School. He said we hope to be off that location within two years because it is in the water well area, and it is a dangerous area due to the heavy traffic.
  - Town Landing: add interpretive signage regarding the history of the location and a description of the wildlife found in the marsh. Petersen suggested talking with Baeslack to make sure signage he is working on for the Dodge Reservation complies with this suggestion.
  - Town Common: add handicap parking and interpretive signagePetersen said the Town can add money to the Handicap or Selectmen's budgets and plan to do one of these projects per year.
- Section 4.2.2: is a repeat of 2.6.3
- Section 4.2.4: is to develop a potential list of events to be held on the Town Common
- Section 4.2.5: is to hold events at the Bradstreet Farm.

Merry said all involved did a great job on this project. Perry expressed his appreciation for those who have worked on this. Alger thanked Moses for her help on this, working with many new members of the Open Space Committee. He said on September 14 or September 21, a public presentation of the draft plan will be held at the Library.

## **OLD BUSINESS**

1. Letter from Vanessa Johnson of the Essex County Greenbelt Association regarding an invitation to all municipal officials to attend a site walk on the proposed area for the conservation restriction

Chairman Perry read the following:

*Chairman Perry will read a letter from the Essex County Greenbelt inviting Town officials to attend a tour of the Mehaffey Farm on September 7 at 5:00 p.m.*

*The invitation will be distributed to all Town Boards, Committees and officials.*

Perry read the invitation letter. He said he has done the tour of the Mehaffey Farm and he recommends it, as it was very interesting.

2. Review draft Request for Qualifications for Owners Project Manager for Police and Fire Station Project

Chairman Perry read the following:

*Debbie has prepared a working draft of the RFQ for the OPM. She will be sending it to Town Counsel for review. It follows the template required under the Town's Designer Selection Guidelines and under the State Designer Selection Law.*

*The OPM will assist the Board of Selectmen with drafting the RFQ for the designer, assist with the selection of the designer, assist with writing the construction bid documents, provide construction oversight, including the clerk of the works services and assist in the project closeout.*

*Debbie is asking for the Board to authorize her to complete and finish the RFQ with the assistance of Town Counsel and any suggestions that the Board has on the document.*

Perry said he hopes we get an OPM as good as the one working on the Pine Grove School project, as they are super. Petersen said he sees no major issues with the RFQ. He said he has gotten many questions about when the construction will begin. He said this is a long involved process, and this is the first step. He said the staff is doing a great job putting this together with the other projects they are juggling. He said hopefully we will break ground late next spring. Eagan said we will also need to issue a RFQ for the designer. Perry said the staff is doing a great job while handling other issues.

Dave Petersen made a motion to authorize Eagan to release this document, pending changes from the Town Attorney and the Selectmen that are not materially substantial changes, Cliff Pierce second, all in favor - aye (4-0). Bob Snow – ABSENT

3. Update on Kid's Kingdom Playground Project

Chairman Perry read the following:

*The Solace for Stephanie organization is coordinating the Community Build for the installation of the new playground equipment at Kid's Kingdom at Eiras Park. The Community Build is scheduled for Saturday, September 17 starting at 8:00 a.m. and will run through the entire day. Volunteers are needed throughout the entire day and are asked to bring a shovel or rake. The type of work the volunteers will be doing includes: digging holes, assembling the playground equipment, raking, pouring cement, etc.*

*Individuals age 16 or over who are interested in volunteering are asked to call the Selectmen's Office at 948-2372.*

**NEW BUSINESS**

1. Discuss date for fall Special Town Meeting

Chairman Perry read the following:

*The Board of Selectmen will have an article on the Mehaffey Farm conservation restriction that needs to be voted on during the fall Special Town Meeting.*

*Debbie has looked at possible dates in November. Town Clerk Susan Hazen is available on November 14.*

*Monday, November 7 is the evening before the Presidential Election and Monday, November 21 is Thanksgiving week. November 14 seemed to be the best possible date for a fall Special Town Meeting.*

Cliff Pierce made a motion to set the date for the fall Special Town Meeting on Monday, November 14, 2016, Dave Petersen second, all in favor - aye (4-0). Bob Snow – ABSENT

2. Discuss hosting a Massachusetts Municipal Association Legislative Breakfast for local officials

Chairman Perry read the following:

*Chairman Perry has been attending the MMA Legislative Breakfasts on a regular basis. These meetings are coordinated by the MMA and are held in City or Town Halls in the north of Boston area. He would like to discuss having the Board of Selectmen host the next meeting in the Town Hall Auditorium. If the Board agrees, then the Board should vote to authorize Chairman Perry to send a letter to the MMA.*

Perry said typically the MMA holds a breakfast, paid for by the MMA, for local State Representatives, Senators and the surrounding communities to provide an update on what is happening at the State House. Pierce asked if there is a cost to the Town. Perry said no. Eagan said they are usually held on Friday mornings, which is a less busy time at Town Hall. Merry said the Library isn't open on Fridays.

Cliff Pierce made a motion to authorize Chairman Perry to send a letter to the MMA offering the Rowley Town Hall for an upcoming meeting, Bob Merry second, all in favor - aye (4-0). Bob Snow – ABSENT

## **MINUTES**

- August 8, 2016

Dave Petersen made a motion to approve the minutes of August 8, 2016, Cliff Pierce second, all in favor - aye (4-0). Bob Snow – ABSENT

- August 8, 2016 Executive Session

Dave Petersen made a motion to approve the minutes of August 8, 2016 Executive Session, Cliff Pierce second, all in favor - aye (4-0). Bob Snow – ABSENT

## **ANNOUNCEMENTS**

- The Town's website has tips from the Massachusetts Emergency Management Agency on how to protect your property from hurricane damage. Go to [www.townofrowley.net](http://www.townofrowley.net) for helpful tips for homeowners and boat owners
- The Rowley Council on Aging is inviting Town officials and the public to walk with them during the Walk to End Alzheimer's on September 18 in Andover. Please contact the Council on Aging for more information at 948-7637.
- A Drought Advisory has been issued by Mass DEP Bureau of Water Resources. According to the Drought Management Plan, the Town of Rowley has been upgraded to LEVEL WARNING. For Regions in Drought Warning: Mandatory no outdoor water use. Seven days a week 24 hours a day  
We ask for your continued effort with conserving water
- 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.
- Rowley Food Pantry is in need of donations. The Food Pantry is open Tuesdays from 10:00 a.m. to 12:00 p.m. and Thursdays from 5:30 p.m. to 7:00 p.m.

## **EXECUTIVE SESSION**

- Collective bargaining strategy Teamsters Local 170



Bob Merry recused himself and left the meeting room at 8:20 p.m.

Chairman Perry called for a motion to go into Executive Session for the following purpose: To discuss collective bargaining strategy – Teamsters Local 170 – Fire because an open meeting may have a detrimental effect on the negotiating position of the Town; and to not return to open session. Dave Petersen so moved, Cliff Pierce second, all in favor – roll call vote: Joseph Perry - aye, David Petersen -aye; Cliff Pierce – aye. Robert Snow – ABSENT, Robert Merry – ABSENT.

Executive session opened and open session closed at 8:20 p.m.

Respectfully submitted,  
Amy Lydon  
Assistant Town Administrator

#### **ATTACHMENTS:**

1. Meeting Memo regarding General Business #1: Authorize Police Chief Scott Dumas to sign State 9-1-1 Grant application documents
2. State 9-1-1 Grant application documents
3. Meeting Memo regarding General Business #2: Appoint Deborah Cunningham as Conservation Commission Secretary
4. Letter from Arthur Page regarding Deborah Cunningham's appointment
5. Letter from Brent Baeslack regarding Deborah Cunningham's appointment
6. Commendation for Police Officer Tom Hill from Chief Dumas
7. Citizen query submitted by Henry Rolfe
8. Meeting Memo regarding 7:15 P.M. Appointment: Jimmy Luc of Apex Films to discuss a request to film a scene of the movie Chappaquiddick at Town Hall
9. Two pages of information and photos titled "Bridgewater" – Filming at Rowley Town Hall
10. Two maps titled "Chappaquiddick" Rowley Town Hall – Police Station
11. Meeting Memo regarding 7:30 P.M. Appointment: Brett Alger, Open Space Committee member to discuss the draft Open Space and Recreation Plan action plan sections
12. Email correspondence regarding Open Space and Rec Plan Action Plan, including attachments
13. Meeting Memo regarding Old Business #1: Letter from Vanessa Johnson of the Essex County Greenbelt Association regarding an invitation to all municipal officials to attend a site walk on the proposed area for the conservation restriction
14. Letter from Vanessa Johnson of the Essex County Greenbelt Association regarding an invitation to all municipal officials to attend a site walk on the proposed area for the conservation restriction
15. Meeting Memo regarding Old Business #2: Review draft Request for Qualifications for Owners Project Manager for Police and Fire Station Project

16. Draft Request for Qualifications for Owners Project Manager for Police and Fire Station Project
17. Meeting Memo regarding Old Business #3: Update on Kid's Kingdom Playground Project
18. Meeting Memo regarding New Business #1: Discuss date for fall Special Town Meeting
19. Meeting Memo regarding New Business #2: Discuss hosting a Massachusetts Municipal Association Legislative Breakfast for local officials
20. August 8, 2016 Draft Meeting Minutes
21. Announcement regarding Drought Advisory
22. Written Executive Session Motion