

MINUTES OF THE BOARD OF SELECTMEN MEETING

December 17, 2018

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

7:00 p.m.

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

PUBLIC ATTENDEES: Lucas Tubbs; Kristina Harris; David Zizza – Fincom; Chip Heitkamp – Dore & Whittier; Larry Berger – Pinck & Co.; Bernard Cullen – 283 Wethersfield Street

CALL MEETING TO ORDER

Chairman Pierce called the meeting to order at 7:00 p.m. He said the meeting is being audio and video recorded and broadcast live via Rowley Community Media.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

7:05 APPOINTMENT Police Chief Scott Dumas to present Lucas Tubbs for appointment as Reserve Police Officer

Chief Dumas said Mr. Tubbs is a graduate of the Massachusetts Reserve Police Academy who graduated at the top of his class. He said he is a graduate of the Federal Corrections Academy and is a certified EMT. Mr. Tubbs thanked the Board for this opportunity and said he is excited to start.

Joe Perry made a motion to appoint Lucas Tubbs as a Reserve Police Officer, Bob Snow second, all in favor - aye (3-0). Bob Merry – ABSENT. Dave Petersen - ABSENT

7:00 APPOINTMENT Police Chief Scott Dumas to present Charles Hazen for appointment as Police Sergeant

Chief Dumas thanked the Board of Selectmen, Finance Committee and citizens for supporting this new position. He said this position provides supervision to all shifts, except for weekend days. He said there were two candidates, one of whom wasn't eligible. He said there was still a lengthy process including a written test, an oral board and an interview with the Police Chief. He said Charles Hazen has been an employee of the Town of Rowley since 2005. He said Hazen has worked as a Dispatcher, Reserve Police Officer and Police Officer. He said people should be proud of the level of officers working for the Town of Rowley.

Bob Snow made a motion to appoint Charles Hazen as a Police Sergeant, Joe Perry second, all in favor - aye (3-0). Bob Merry – ABSENT. Dave Petersen - ABSENT

Hazen thanked the Board for their consideration. Town Clerk Susan Hazen swore in Charles Hazen as Police Sergeant, and Ariana Hazen pinned on Charles Hazen's new badge.

7:10 to 7:15 p.m. PUBLIC COMMENT

There were no public comments.

7:15 p.m. APPOINTMENT Larry Berger of Pinck and Company to discuss furniture purchases for Phases 3 and 4 of the Pine Grove School Project

Larry Berger said these purchases are within budget and are part of the direct grant money from the MSBA. He said the purchases will be for desks, chairs, file cabinets and seating. He said there was a furniture fair with samples available for review. He said the sizes of the furniture are adjustable. He said there are two different companies: one providing just stools for approximately \$16,000, and another providing tables, desks and file cabinets for approximately \$118,000. He said the equipment will come out of the contingency funds; there is very little left, and he can get the details to the Board. Pierce asked if this includes flat screens. Berger said that is technology, which is in the other half of the budget. Larry White asked if the School Building Committee was made aware of the relative costs of the furniture when the choices were presented. Berger's representative said furniture at the fair was from three different manufacturers with comparable prices and quality. She said they made sure the furniture at the fair would fit within the budget.

Joe Perry made a motion to approve the quote from Creative Office for \$16,551 and the quote from Red Thread for \$118,944.56, Bob Snow second, all in favor - aye (3-0). Bob Merry – ABSENT. Dave Petersen – ABSENT

Berger said the North wing is completed and occupied with punch list items remaining. He said on Wednesday, the All Purpose Room will be turned over, and the kitchen will be complete on Thursday. He said the upper south wing has rough installations of the hvac and plumbing, and they hope to complete that by February 8th. He said the project is slightly over 50% complete. Perry said they have done a beautiful job on the finished spaces. Berger said the overall completion target date is the first day of school, with punch list and close out documents completed in October.

CLASS II DEALER'S LICENSE RENEWALS

- Donald Savory and Mark Savory d/b/a Bay Road Auto Sales – 56 Newburyport Turnpike
- Donald Savory and Mark Savory d/b/a Bay Road Auto Sales – 588 Main Street
- Gino Tzortzis d/b/a Gino's Collision Center, Inc. 274 Newburyport Turnpike

Joe Perry made a motion to approve the Class II license for Donald Savory and Mark Savory d/b/a Bay Road Auto Sales – 56 Newburyport Turnpike, subject to them providing the required sketch, Bob Snow second, all in favor - aye (3-0). Bob Merry – ABSENT. Dave Petersen – ABSENT

Bob Snow made a motion to approve the Class II license for Gino Tzortzis d/b/a Gino's Collision Center, Inc. 274 Newburyport Turnpike, Joe Perry second, all in favor - aye (3-0). Bob Merry – ABSENT. Dave Petersen – ABSENT

Joe Perry made a motion to approve the Class II license for Donald Savory and Mark Savory d/b/a Bay Road Auto Sales – 588 Main Street, subject to them providing the required sketch, Bob Snow second, all in favor - aye (3-0). Bob Merry – ABSENT. Dave Petersen – ABSENT

CLASS III DEALER'S LICENSE RENEWALS

- Donald Savory and Mark Savory d/b/a Rowley Auto Salvage Inc. 588 Main Street

Bob Snow made a motion to approve the Class III license for Donald Savory and Mark Savory d/b/a Bay Road Auto Sales – 588 Main Street, subject to them providing the required sketch, Joe Perry second, all in favor - aye (3-0). Bob Merry – ABSENT. Dave Petersen – ABSENT

GENERAL BUSINESS

1. Letter of resignation from Emily Havey from the position of Library Technician

Chairman Pierce read the resignation letter.

Bob Snow made a motion to accept the resignation with regrets, Joe Perry second, all in favor - aye (3-0). Bob Merry – ABSENT. Dave Petersen – ABSENT

2. Request from Library Director Pam Jacobson to lift the hiring freeze for the position of Library Technician

Chairman Pierce read the request.

Joe Perry made a motion to lift the hiring freeze, Bob Snow second, all in favor - aye (3-0). Bob Merry – ABSENT. Dave Petersen – ABSENT

3. Request from American Diabetes Association to hold North Shore Tour de Cure cycling event on May 19, 2019

Chairman Pierce 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 19, 2019 from 9:30 a.m. through 1:00 p.m.

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

Joe Perry made a motion to approve this event, Bob Snow second, all in favor - aye (3-0). Bob Merry – ABSENT. Dave Petersen – ABSENT

OLD BUSINESS

1. Pine Grove School Project Update

Chairman Pierce said this has already been discussed.

2. Fire Station and Police Station Addition Project Update

Chairman Pierce read the following:

The installation of the drywall in the apparatus bay of the fire station starts this week.

The contractor is finishing up the installation of the fencing. The framing and drywall is being installed in the existing police station. The project is expected to be completed by the third week in January.

3. Award contract to Johnson Controls for Town Hall second floor heating system replacement project

Chairman Pierce read the following:

Through the Statewide Contract (#TRD01), we received a quote from Johnson Controls to install new oil-fired furnaces servicing the 2nd floor auditorium in the amount of \$49,987. The project budget is \$100,000.

Johnson Controls would install two (2) Cox Commercial Lowboy 225 furnaces. As detailed in the Request for Quote, the work will also include the following:

- *Disconnect and vacuum existing oil line*
- *Disconnect all ducts from furnace and outside air*
- *Disconnect, breakdown, and remove existing oil-fired furnace*
- *Furnish and install outside air louver and control damper for proper control of air flow*
- *Provide and install all necessary ductwork, fittings, and other materials to connect to the supply, return & outside air*
- *Rework existing oil feeds to new equipment*
- *Install a stand-alone 7 day programmable thermostat*
- *Include any hook ups and circuit panel work*
- *Complete start up and check out of system*

The Board of Selectmen should vote to award the contract to Johnson Controls and authorize Cliff Pierce to sign the contract once it is ready.

Larry White asked if gas was considered as an option. Eagan said the Selectmen considered that last year, but this summer the Selectmen decided to keep an oil system. She said oil is used to heat the first floor of Town Hall. Bernie Cullen asked what the warranty and timing of the project is. Eagan said the contract would be awarded tonight, and then the work will be scheduled. She said this is being procured through the State contract, so we can check the warranty in the contract. Perry said he would guess the warranty is at least one year.

Bob Snow made a motion to award the contract to Johnson Controls and authorize Cliff Pierce to sign the contract, Joe Perry second, all in favor - aye (3-0). Bob Merry – ABSENT. Dave Petersen – ABSENT

ANNOUNCEMENTS

- January 14, 2019 Special Town Meeting cancelled
- Toys for Tots Drop Off Box located at Rowley Town Hall
- The Town has the following vacancies:
 - a. Agricultural Commission Associate;
 - b. Cultural Council;
 - c. Fence Viewer – three positions;
 - d. Wood, Lumber & Bark Inspector;
 - e. Zoning Board of Appeals Associate – two seats; and
 - f. 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

Chairman Pierce called for a motion to adjourn. Bob Snow so moved, Joe Perry second, all in favor - aye (3-0). Bob Merry – ABSENT. Dave Petersen – ABSENT

Open meeting adjourned at 7:40 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS

1. Request from Police Chief Scott Dumas to appoint Lucas Tubbs as Reserve Police Officer
2. Request from Police Chief Scott Dumas to appoint Charles Hazen as Police Sergeant
3. Board of Selectmen Public Comment Policy
4. Meeting memo regarding 7:15 p.m. Appointment: Larry Berger of Pinck and Company to discuss furniture purchases for Phases 3 and 4 of the Pine Grove School Project
5. Letter of Recommendation of Furniture Award from Dore & Whittier for Creative Office Pavilion
6. Letter of Recommendation of Furniture Award from Dore & Whittier for Red Thread
7. Dore & Whittier spreadsheet of furniture
8. Meeting memo regarding Class II Dealer's License Renewals
9. Memo and checklist provided by Frank Marchegiani for Bay Road Auto Sales – 56 Newburyport Turnpike
10. Memo and checklist provided by Frank Marchegiani for Gino's Collision Center, Inc. – 274 Newburyport Turnpike
11. Memo and checklist provided by Frank Marchegiani for Bay Road Auto Sales – 588 Main Street
12. Draft Class II License Bay Road Auto Sales – 56 Newburyport Turnpike
13. Draft Class II License for Gino's Collision Center, Inc. – 274 Newburyport Turnpike
14. Draft Class II License for Bay Road Auto Sales – 588 Main Street
15. Meeting memo regarding Class III Dealer's License Renewals
16. Memo and checklist provided by Frank Marchegiani for Rowley Auto Salvage, Inc. – 588 Main Street
17. Draft Class III License for Rowley Auto Salvage, Inc. – 588 Main Street
18. Letter of resignation from Emily Havey from the position of Library Technician

19. Request from Library Director Pam Jacobson to lift the hiring freeze for the position of Library Technician
20. Meeting memo regarding General Business #3: Request from American Diabetes Association to hold North Shore Tour de Cure cycling event on May 19, 2019
21. Request from American Diabetes Association to hold North Shore Tour de Cure cycling event on May 19, 2019
22. Meeting memo regarding Old Business #1: Pine Grove School Project Update
23. Meeting memo regarding Old Business #2: Fire Station and Police Station Addition Project Update
24. Meeting memo regarding Old Business #3: Award contract to Johnson Controls for Town Hall second floor heating system replacement project
25. Information sheets on COX Commercial Warm Air Furnaces