

MINUTES OF THE BOARD OF SELECTMEN MEETING

December 19, 2016

7:00 p.m.

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

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

PUBLIC ATTENDEES: Lawrence White - FINCOM; Bernie Cullen; Chris Lovasco - YMCA of the North Shore; Karen Summit - Treasurer/Collector; Nerissa Wallen - PGS Building Committee; Margaret Wood - Pinck & Co.; Andraya Lombardi - Pinck & Co.; Brad Dore - Dore & Whittier; Jon Richardson - Dore & Whittier

CALL MEETING TO ORDER

Chairman Perry called meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Chris Bevilacqua led the Pledge of Allegiance.

GENERAL BUSINESS

1. Letter from George Pacenka, Scoutmaster Troop 15 regarding Samuel Charles Michel achieving rank of Eagle Scout

Chairman Perry read the letter. Perry congratulated Samuel Charles Michel for achieving rank of Eagle Scout, and said we should send him a citation.

Bob Snow made a motion to issue a proclamation to Samuel Charles Michel for achieving the rank of Eagle Scout, Cliff Pierce second, all in favor - aye (4-0). Dave Petersen - ABSENT

2. Review list of Road Opening Permits for National Grid to open the following road: 856 Haverhill Street to repair a gas leak

Chairman Perry said, "Road Open Permits were signed off by the staff. Copies of the permits are in the Chairman's folder."

Class II License Renewals

- Donald Savory & Mark Savory d/b/a Bay Road Auto Sales – 56 Newburyport Turnpike

- Donald Savory & Mark Savory d/b/a Bay Road Auto Sales – 588 Main Street
- Gino Tzortzis d/b/a Gino's Collision Center, Inc.
- Fred Hardy d/b/a Hardy's Auto Body
- Tim Watkins d/b/a Precision Auto d/b/a Precision Volvo
- Mimi Tzortzis d/b/a Rowley Auto Mall

Chairman Perry read the following:

The following three renewal applications have been received and are in order with all taxes, water and light bills paid. Please make a motion to approve and sign the licenses. The licenses will be available in the Selectmen's Office tomorrow. We would like to have them signed by next Monday if possible.

- *Donald Savory & Mark Savory d/b/a Bay Road Auto Sales - 56 Newburyport Turnpike*
- *Donald Savory & Mark Savory d/b/a Bay Road Auto Sales - 588 Main Street*
- *Tim Watkins d/b/a Precision Auto d/b/a Precision Volvo*

Cliff Pierce made a motion to renew the licenses for Donald Savory & Mark Savory d/b/a Bay Road Auto Sales at 56 Newburyport Turnpike and 588 Main Street, Bob Snow second, all in favor - aye (3-0). Dave Petersen - ABSENT Bob Merry - RECUSED

Cliff Pierce made a motion to renew the license for Tim Watkins d/b/a Precision Auto d/b/a Precision Volvo, Bob Snow second, all in favor - aye (4-0). Dave Petersen - ABSENT

Chairman Perry read the following:

- *Gino Tzortzis d/b/a Gino's Collision Ctr., Inc.*

We are still waiting for evidence of the required \$25,000 bond in accordance with MGL 140 Section 58 for Gino Tzortzis d/b/a Gino's Co. The applicant is out of Town and is returning tonight. Does the Board wish to renew this license but not release it until the evidence of the bond is provided?

Cliff Pierce made a motion to renew the license for Gino Tzortzis d/b/a Gino's Collision Ctr. Inc., and to not release it until evidence of the bond is received, Bob Snow second, all in favor - aye (4-0). Dave Petersen - ABSENT

Chairman Perry read the following:

- *Mimi Tzortzis d/b/a Rowley Auto Mall*

The initial Class II license for Mimi Tzortzis d/b/a Rowley Auto Mall was approved on November 7, 2016. A \$200 fee was received at that time for the license from November 7 - December 31, 2016. Does the Board wish to waive the \$200 renewal fee since this applicant paid the \$200 fee for less than a two month period in 2016?

Eagan said the Board does not have a policy to pro-rate these fees, so the applicant paid the full \$200 fee for less than two months of the year.

Cliff Pierce made a motion to renew the license for Mimi Tzortzis d/b/a Rowley Auto Mall and to waive the \$200 renewal fee for 2017, Bob Snow second, all in favor - aye (4-0). Dave Petersen - ABSENT

Chairman Perry read the following:

- *Fred Hardy d/b/a Hardy's Auto Body*

Amy spoke with Fred Hardy last Thursday, and he said he will not be renewing the Class II License for Hardy's Auto Body.

Citizen Query

Citizen Query was opened. Bernie Cullen said at the District Communications Meeting, it is important to add a change to the Triton Agreement to include a five year operating plan in addition to the capital plan. He said this would provide a much longer view of the budget and take care of issues with decreasing enrollment. He asked if the Selectmen will make this recommendation. Perry said he will present it at the meeting if Cullen puts it in writing.

NEW BUSINESS

1. Designate Town Clerk Susan Hazen as Records Access Officer

Chairman Perry read the following:

Under the new state Public Records Law, which goes into effect on January 1, 2017, the Town is required to designate a "Records Access Officer." Town Counsel Tom Mullen advised Debbie to have the Board of Selectmen designate the Town Clerk as the "Records Access Officer" of the Town. The new regulations identify the "municipal clerk" as the Records Access Officer. Debbie discussed this with Susan Hazen and she understands that the Board of Selectmen need to make this designation.

The Records Access Officer is responsible for many tasks, such as: ensuring compliance with records requests by coordinating the Records Custodian's response to request for records; facilitates the resolution of requests; assists persons seeking records; assists the custodians in preserving public records; etc. (list is attached.) In

addition to her new responsibility, Debbie is anticipating that Susan Hazen will need to attend training sessions on the new law and regulations.

The Board of Selectmen needs to vote to designate Town Clerk Susan Hazen as the Records Access Officer.

Bob Snow made a motion to designate Town Clerk Susan Hazen as the Records Access Officer, Cliff Pierce second, all in favor - aye (4-0). Dave Petersen - ABSENT

7:15 p.m. APPOINTMENT Ipswich YMCA Executive Director Chris Bevilacqua and YMCA Chief Executive Officer Chris Lovasco to provide an update on the YMCA Rowley Campus

Chairman Perry read the following:

Several of the Selectmen have recently toured the YMCA's Rowley Campus.

Chris is here tonight to provide a slide show presentation on what the Y's has been doing to improve the area.

Chris Bevilacqua thanked the Town for the opportunity for the lease, and said this has been an incredible experience. He said the Town offices have been great to work with and he couldn't ask for better collaboration. He presented a slide show for the Board and made the following points:

- Summer camp was unbelievable and launched within three months of obtaining the lease. He said there were 1,400 campers in 2015 and 7,500 campers in 2016. He said there are 50 teens / young adults employed. He said they have given \$90,000 in financial assistance, including 200 camp scholarships.
- The Rowley property also provides opportunities that engage all age groups. He said they have reached out to the PTO, Town Offices, and the schools to find out what the needs in the community are, and are planning on the following programming:
 - a. Outdoor fitness classes for adults, yoga and the Poker Run
 - b. Youth programs such as archery and rock climbing
 - c. Opportunities for teens such as teen movie nights and volunteer opportunities
 - d. Family activities such as family nature walks, swimming, scavenger hunts, and use of the pool in the afternoon and evenings at no cost
- Social Responsibility: There is a three year plan to use the property to help people.
 - a. Hunger - Byfield Community Church offered a free BBQ meal on Wednesdays.
 - b. Partnered with Harvey Tool to build garden boxes, to educate kids on healthy eating and gardening.

- c. Collaborated with the North Shore Veterans Collaboration and the local Veterans Services Organization to hold a family adventure day. He said 50 families came and the idea is to try to combat isolation issues.
- d. Set up retreats for school groups to build confidence.
- Investment in camp:
 - a. \$40,000 has been invested to improve the camp including: renovation to Vicor Building; new boiler and updated kitchen in Rocky Knoll building; expand the handicap access; new heating system in Ranger Station; new flooring in Brookside Lodge; five new elements in the rope course
- Looking ahead to 2017:
 - a. They are excited to capitalize on the programming with a focus on community collaborations, and to offer more year round programming
 - b. They will market the camp to Rowley families
 - c. Create after school, vacation and snow day care
 - d. Thinking of creating a daycare in Vicor
 - e. Create summer pool programming and swim lessons / lifeguard training
 - f. Expand year round offerings
 - g. New programming such as chronic disease prevention - Livestrong for cancer survivors is a twelve week program to help survivors to get back into an exercise routine. They also have a similar program for Parkinson's.
 - h. Expand collaboration with local organizations such as the COA, schools, PTOs and local businesses.

Chris Lovasco of the YMCA said they are fortunate to serve 23 communities, but they feel local in each community. He said the word collaboration is important, and the YMCA is an extension of the government and there is a partnership. He said they would like to change the perception of the organization as the YMCA in Rowley to our YMCA. He said leaders like Chris Bevilacqua have a mission to enhance the quality of life in Rowley. He said they do charge for services, and they cover their costs, but with the investments they have made, they have lost money. He said that is okay, and the investments were needed to get them off the ground and long-term; they would like to stay investing over the long-term.

Perry said he did a walk-through of the camp and is pleased with the improvements to the property since 2015. He said he hopes they continue to grow. Snow said he has belonged to the YMCA since he was seven years old, he learned to swim there, and he took part in the summer programs. He said this camp is great for the kids in the community, many use the pool, and there is a lot of opportunity here for the YMCA and the community. He said he hopes they come back in May and talk about the programs being offered for the summer. Bevilacqua said he would be happy to come back, and welcomed any suggestions from the community.

Eagan said she has discussed with Mr. Bevilacqua the terms of the lease, and with the Board's approval, she will work with Town Counsel on a renewal that is mutually acceptable. She said there is one more year in the current lease, with an option to renew. Pierce said he lives across the street from the camp, and it is a great fit for the neighborhood, and he hardly notices the activity. Merry said the camp is a great asset, and it beats the alternative. He said he is grateful that the citizens decided to purchase this land, and now we are getting the fruits of the project. He said he played there as a kid and went the Moosehead Rock. He said it is great that this is continuing. Perry asked the YMCA representatives to come back in the spring.

NEW BUSINESS

2. Letter from Conservation Commission Chairman Arthur Page regarding Special Municipal Employee Status for outside consultants

Chairman Perry read the letter from Conservation Commission Chairman Arthur Page regarding Special Municipal Employee Status for outside consultants. Pierce said he doesn't understand the implications of this and if it is appropriate to have all outside consultants designated by the Conservation Commission. He said the consultants for the Planning Board aren't designated as such, and he asked if this should go to Town Counsel. Eagan said Conservation Agent Brent Baeslack went to a seminar and there was discussion on this issue. She said at the seminar they were told it should be a blanket vote. She said she explained to Baeslack that the Town had designated firms, such as Meridian, in the past, but the employees of the firm were specified. She said she asked Baeslack to call the State Ethics Commission to confirm this, and they were clear that the designation should be a broad blanket designation versus how the Town handled this in the past with specific information. She said this is due to the fact that sometimes consultant firms represent the town, but other times represent an applicant. Eagan read an excerpt from Baeslack's letter. Pierce said this would allow a consultant to work for the Town while representing other entities before the Conservation Commission. Eagan said DeRosa has been used by the Town for the Girl Scouts Land and represents other entities before boards. She said Baeslack thinks they should follow the advice he received at the conference.

The Board agreed to put this off until a future meeting.

Eagan said she will get information from the State Ethics Commission so the Board has something to review in writing.

Cliff Pierce made a motion to table this item until January 16, 2017, Bob Snow second, all in favor - aye (4-0). Dave Petersen - ABSENT

7:45 p.m. APPOINTMENT –Margaret Wood, Pinck & Company; Andraya Lombardi, Pinck & Co.; and Brad Dore, Dore & Whittier to discuss the following:

- Preferred schematic submittal to the Massachusetts School Building Authority

- Discuss holding special Selectmen's Meeting to approve and sign schematic submittal to the Massachusetts School Building Authority
- Discuss and review Construction Manager contract

Andraya Lombardi said one week ago, they presented the PDP, which was submitted to the MSBA on December 2. She said the PDP was very heavily focused on the programming, but light on the cost estimates. She said tonight they will present the PSR, which shows Options A, B and C. She said Option A is for basic repairs, Option B is for improved performance, and Option C is for superior performance. She said on December 28th, the Board will vote which option to proceed with. She said the PSR is due January 4th then the next phase is the schematic design. She said March 4th is the date for the preferred schematic design and cost estimates.

Brad Dore recapped the process as follows:

- PDP - sets up what we have through a facility assessment versus how the building should be set up for educational programming. He said low, medium and high options are developed.
- PSR - in this phase, what is needed is decided by looking at the options and the relative cost comparisons. The basis for the schematic design is determined, and the prices here are not final prices.
- Option A addresses what the code requires, and replaces systems in kind, such as HVAC. This includes any interior and exterior work needed for the repairs, and includes code upgrades to plumbing and electrical systems. He said the building structure is sound, and the space can accommodate the educational programming. He said in the presentation slide, the light blue shading represents the costs that are common to all of the options, the orange shading represents the soft costs and the green shading represents the cost for site work. He said the MSBA is willing to look at part of the additional site work for reimbursement, such as the bus loop and pick-up / drop-off area. He said the dark blue represents the value added between the options, and the value added is primarily associated with the building systems and the HVAC.
- Going from Option A to Option B is an increase of about \$4,700,000 which is significantly tied to the upgraded HVAC system. The cost includes ductwork. Option A is replacing the HVAC system in kind for a heating system and no air conditioning. He said window units are currently being used for cooling, but they are an inefficient solution. In Option B, the HVAC is a centralized system, like what is used in new construction, which is more efficient, and decreases the noise in the classroom. He said they looked into adding an air conditioning system into the existing type of system, but the cost for this was comparable to the centralized system. He said under this option, 95% of the school year, it will feel like there is air conditioning with the dehumidification system and partial air conditioning.

- Option C is full air conditioning for the building, which is the most costly, and due mostly to the upgrade of the HVAC system.
- The soft costs represented are a multiplier of the hard costs.

Pierce asked if the exterior wall insulation in Option C is more cost effective or energy efficient than the interior wall insulation in Option B. Jon Richardson of Dore & Whittier said it is more expensive, but more efficient. Pierce said at a prior meeting, the issue of mold was mentioned with the interior wall insulation. Brad Doyle said they would do a mold analysis before touching the wall. He said once the Board chooses an option, they will develop a final number once the costs are refined. Perry asked if it is possible for the Board to choose Option B, but make adjustments for some items to be done down the road. Brad Doyle said yes, but with limitations since most of increased cost for Option B is due to the HVAC system. He said for example, Option B includes replacing windows with low E windows, at an estimated cost of \$800,000, and this is an alternate cost that could be postponed. Karen Summit asked if the building costs that are common to all options is \$21,300,000. Brad Doyle said there are some differences, such as three different options for roofing materials, but these are relatively small items. He said 2/3 of the cost increase is due to the HVAC system, and 1/3 of the cost is due to items in the light blue shaded area. Bernie Cullen asked how many eighty degree days there are in the school year to justify the need for the air conditioning. He said he has lived in town without air conditioning through June, July and August. White said in the last ten years, there were 15 ninety degree days in the school year, 7 with relative humidity above seventy degrees. Richardson said the current ventilation system, as well as the residential cooling units being used, are very loud and disruptive. He said under Option A with an in kind replacement, the unit would be enlarged in order to decrease the noise, so there would be structural costs. He said a house is different than a school, and the school has 415 active kids in it, generating heat.

Richardson reviewed the slides for Option B in detail. He said the first three items are consistent between the options. Brad Doyle said sometimes it is more cost efficient to replace items than to repair them, and in order to be eligible for MSBA reimbursement, we need to think on a fifty year timeline. Pierce asked if the site work is reimbursable. Doyle said they cap the reimbursement to 8% on the overall cost of the project. He said in Option A, 8% is roughly \$1,000,000, so the additional \$1,200,000 cost for the site work would be 100% paid for by the Town. Pierce asked if the septic system could be an alternative. Doyle said yes, but it is needed. Richardson said there could be efficiencies to doing it during the project, and the system installed in the 1980s could be reused. Richardson explained the options for the site plan as follows:

- Because poor circulation is a big concern, create separate car and bus areas, which would eliminate pedestrian crossings. He said the Conservation Commission would need to be involved for this option since it pushes into the buffer area. He said disadvantages of this option are the elimination of the basketball court; it is tight for the buses and there is the same amount of parking.

- Create a drop-off area around the garden in the back of the school, which would provide better access to the fields for afterschool events. This option would not push into the wetlands. Doyle said this would improve, but not solve the problem.

Lombardi said the next step is for the Board to meet and decide which option to pursue on December 28th at 9:00 a.m. She said the Construction Manager reviews have been completed, and they are meeting on December 21st to approve the CM. Doyle said the Building Committee meets on the 21st, and they may vote to recommend Option B before the Selectmen's meeting on the 28th. Richardson said these two approvals are required, along with the School Committee's approval. Perry said the concern is the cost, and this is a lot of money for a renovation. He said he is concerned about presenting this at Town Meeting, even with the 50% reimbursement from the State. Doyle said the Selectmen need to decide which option is appropriate, and it is not their intent to sway the Town to one option or another. He said the project can't be done for much less than \$28,000,000. Perry said he hopes the Board decides to do Option B, but to try to reduce the costs within that option. Pierce said he agrees, and if we didn't do the windows or site work under Option B, that would be \$2,000,000 in savings. Doyle said those items could be crafted as alternatives, and the HVAC system is the primary driver of the cost difference between Option A and Option B. Perry said he would like the cost to be reduced to \$32,500,000. Doyle said not to focus on the cost, but rather on the relative cost between the two options. He said the Board isn't approving the cost, but is approving the option. He said in the design phase, we can try to move the cost down. Wood said they need to know if the HVAC system is a priority for the design phase. Perry said Option C is not on the table, Option A is terrible, and he thinks we should go for Option B and see how we can reduce costs. He said he thinks the cost is high and it is a lot to ask of people. Summit asked if it is possible for an Option between A & B, which would include the dehumidification system, but use the option in A for the building items. Perry said if we choose Option B, we can sit down and pick items out where we want to save money. Snow said the taxpayers expect the Board to be nit pickers, and we want the best building that the Town can afford for the children. Merry said the townspeople will make the final decision. Pierce said he doesn't think the unit ventilators in Option A are the way to go, and we should find ways to reduce costs under Option B.

NEW BUSINESS

3. Discuss MIIA Health Benefits Trust Enrollment Audit Participation Agreement

Chairman Perry read the following:

The Town is required to conduct a health insurance enrollment audit every two years as a result of a provision in the Municipal Health Care Reform of 2011 legislation. The Town's health insurance provider, MIIA, is offering to conduct this audit for the Town at no charge. Debbie and Karen Summit recommend that the Board vote to authorize MIIA to do this work, and authorize Chairman Perry to sign the Enrollment Audit Participation Agreement.

Bob Snow made a motion to authorize MIIA to conduct the health insurance enrollment audit and to authorize Chairman Perry to sign the Enrollment Audit Participation Agreement, Cliff Pierce second, all in favor - aye (4-0). Dave Petersen - ABSENT

Perry signed the agreement.

4. Discuss and review request for a temporary trailer to be used at 104 Newburyport Turnpike by Hydrant Regency Kennels

Chairman Perry read the following:

The Board has received a request from the Hydrant Regency Kennels for a temporary trailer to be located at 104 Newburyport Turnpike.

Following our customary application review process, copies of the application were disseminated to the Building Inspector, Town Planner, Health Services Coordinator, Conservation Agent, Animal Control Officer, Police Chief and Fire Chief. We received written comments from the Building Inspector, Town Planner, Conservation Agent, Health Services Coordinator, and Fire Chief. These department heads brought up many concerns with this application. (Copies of these memos are attached.)

Would the Board like to have these comments sent to the applicant so that he can address these concerns prior to meeting with the Board of Selectmen?

Pierce said this is an application for a temporary trailer through the Board of Selectmen, but there is no application pending for this with the Planning Board. Eagan said Town Planner Kirk Baker provided a detailed memo and as of December 12th, the Planning Office had not received a completed application. Pierce said this new business has not been authorized by the Planning Board, so meeting with the Selectmen first about a trailer permit is putting the cart before the horse. Eagan said this would be a new business and they have nothing filed yet, so she is not sure how they could have a temporary trailer for a business that hasn't been approved yet. Pierce said the temporary trailer would be for a one year period, and he would like to know the plan for the permanent replacement. He said he has never seen an application to use a temporary trailer to conduct a business. Eagan said we can advise the applicant to get the permitting process started for the business before the permitting for the temporary

trailer. Bernie Cullen said if this is the same Hydrant Regency business that was previously located next door to him, a full investigation is warranted for the health and safety of the people and of the dogs.

Cliff Pierce made a motion to direct the applicant to obtain the permit from the Planning Board and any other appropriate Town boards prior to the temporary trailer permit from the Board of Selectmen, Bob Snow second, all in favor - aye (4-0). Dave Petersen - ABSENT

5. Massachusetts School Building Authority Payment and Banking Information Form

Chairman Perry read the memo from Karen Summit. Perry said the MSBA submitting payments to Triton rather than to the Town is not unusual since the MSBA tends to recognize school districts as the owners and not the towns.

Bob Snow made a motion to authorize Karen Summit to sign the Massachusetts School Building Authority Payment and Banking Information Form, Cliff Pierce second, all in favor - aye (4-0). Dave Petersen - ABSENT

OLD BUSINESS

1. Discuss CMS contract

Chairman Perry read the following:

Debbie has been working with the CMS and Town Counsel Tom Mullen on the contract for owner's project manager's services.

CMS's attorney had made some changes and inserted in the completion dates. Town Counsel Tom Mullen felt that all these changes were minor. CMS requested a change in the insurance coverages. They pointed out that the limits are higher than what they find customary for OPM services. Town Counsel Tom Mullen discussed this with Debbie and advised her of the following via an email sent on December 15:

Debbie:

Confirming our telephone conversation of just now, I believe the Selectmen would have every right to insist on literal compliance with the terms of the agreement that was in the RFQ, but I do not believe there would be a legal problem if they decided that, upon review, the insurance limits set forth in the RFQ exceed the Town's needs and should be revised as requested by CMS.

Tom

Debbie feels that in retrospect the limits were on the high side for this type of contract. If the Board agrees to change the limits to what is being requested from CMS on page six under Article 12, then they should vote to accept the changes requested by CMS.

Debbie will get a clean copy of the contract for the Board to vote and sign at a subsequent meeting.

Pierce said if higher limits aren't necessary, then we can vote to approve the proposal from CMS. He said the general aggregate limit is being reduced from \$4,000,000 to \$2,000,000 and asked if this is acceptable. Eagan said yes, in retrospect, the bar was set high, but the \$4,000,000 limit was in an example from another municipality. She said we did not receive the \$4,000,000 limit in the Feasibility Study. She said the OPM is not a designer or contractor, but is a consultant and their suggested amount of \$2,000,000 should be adequate.

Bob Snow made a motion to accept the changes requested by CMS, Cliff Pierce second, all in favor - aye (4-0). Dave Petersen - ABSENT

2. Discuss memo from Personnel Officer Debbie Eagan regarding Police Department positions

Chairman Perry read the memo from Debbie Eagan regarding the Police Department positions. Snow said he hasn't been comfortable with the Lieutenant position in the past, and thinks it should be a Captain. He said this position deals with other departments. Pierce said Petersen is on the Personnel Advisory Committee, and this is his recommendation. Eagan said Larry White also serves on the Personnel Advisory Committee, and he is present tonight.

Bob Snow made a motion to create a new Captain position in the Police Department, Cliff Pierce second, all in favor - aye (4-0). Dave Petersen - ABSENT

3. Public Safety Building Committee Update

Chairman Perry read the following:

The Public Safety Building Committee met with Architect Greg Carell of The Carell Group last week to discuss the design phase of the project. Mr. Carell outlined his current workload, the project team, and the proposed schedule. Attached is a copy of his update.

After hearing Mr. Carell's presentation, the Public Safety Building Committee voted to recommend to the Board of Selectmen that they use The Carell Group, Inc. for the design phase of this project. We can save time and money by not having to issue a solicitation for this work. We included a statement in the Request for Qualifications for the Feasibility Study that the designer who was awarded the contract may be considered for the final design services. Mr. Carell's familiarity with the site and the project are key reasons why the Committee voted to recommend that he be used for the

design work. If the Selectmen are in agreement with the Committee, Debbie will ask Mr. Carell for a proposal.

Perry said the Public Safety Building Committee includes both Chiefs and they asked Greg Carell to familiarize Chief Dumas with the plan since he wasn't the Chief when the plan was drafted. He said by using the Carell Group for the design work, we will save six weeks, and they did a good job with the initial plans. He said we should be satisfied with the final plans.

Bob Snow made a motion to not issue the solicitation and ask the Carell Group for a proposal, Cliff Pierce second, all in favor - aye (4-0). Dave Petersen - ABSENT

MINUTES

- December 5, 2016

Bob Snow made a motion to approve the minutes for December 5, 2016, Cliff Pierce second, all in favor - aye (4-0). Dave Petersen - ABSENT

ANNOUNCEMENTS

- Toys for Tots Box is located at Town Hall. Unwrapped gifts for children are greatly appreciated.
- Town offices will be closed December 26, 2016 and January 2, 2017
- Information on the Pine Grove School project is available on the Town's website at www.townofrowley.net.
- The Rowley Water Department has set a mandatory water ban in place. Outdoor watering is not permitted.
- 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.
- The Rowley Food Pantry is in need of donations. Donations can be left at the Rowley Public Library.

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 (4-0). Dave Petersen - ABSENT

Open meeting adjourned at 9:34 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Letter from George Pacenka, Scoutmaster Troop 15 regarding Samuel Charles Michel achieving rank of Eagle Scout
2. Meeting memo regarding General Business #2: Review list of Road Opening Permits for National Grid to open the following road: 856 Haverhill Street to repair a gas leak
3. Road Opening Permit for National Grid to open the following road: 856 Haverhill Street to repair a gas leak
4. Meeting memo regarding Class II License Renewals
5. Meeting memo regarding New Business #1: Designate Town Clerk Susan Hazen as Records Access Officer
6. 950 CMR: Office of the Secretary of the Commonwealth 32.04: Records Access Officers
7. Meeting memo regarding 7:15 p.m. appointment: Ipswich YMCA Executive Director Chris Bevilacqua and YMCA Chief Executive Officer Chris Lovasco to provide an update on the YMCA Rowley Campus
8. Power point presentation slides used by YMCA Executive Director Chris Bevilacqua
9. Letter from Conservation Commission Chairman Arthur Page regarding Special Municipal Employee Status for outside consultants
10. Meeting memo regarding 7:45 p.m. appointment: Margaret Wood, Pinck & Company; Andraya Lombardi, Pinck & Co.; and Brad Dore, Dore & Whittier to discuss the following:
 - Preferred schematic submittal to the Massachusetts School Building Authority
 - Discuss holding special Selectmen's Meeting to approve and sign schematic submittal to the Massachusetts School Building Authority
 - Discuss and review Construction Manager contract
11. Presentation slides titled Pine Grove School Rowley, MA December 19, 2016
12. Meeting memo regarding New Business #3: Discuss MIIA Health Benefits Trust Enrollment Audit Participation Agreement
13. MIIA Health Benefits Trust Enrollment Audit Participation Agreement and attachments
14. Meeting memo regarding New Business #4: Discuss and review request for a temporary trailer to be used at 104 Newburyport Turnpike by Hydrant Regency Kennels, including attached written comments from department heads

15. Request for a temporary trailer to be used at 104 Newburyport Turnpike by Hydrant Regency Kennels
16. Meeting memo regarding New Business #5: Massachusetts School Building Authority Payment and Banking Information Form
17. Massachusetts School Building Authority Payment and Banking Information Form
18. Email from Thomas Mullen regarding Pine Grove Feasibility Study Project ID 201507730025
19. Meeting memo regarding Old Business #1: Discuss CMS contract
20. Original contract language regarding Insurance
21. CMS changes to Insurance
22. Email from Thomas Mullen regarding Rowley - OPM Contract
23. Memo from Deborah Eagan regarding Police Department Job Description
24. Meeting memo regarding Old Business #3: Public Safety Building Committee Update
25. Designer Services Update presentation slides from the Carell Group
26. Draft Minutes from December 5, 2016