

MINUTES OF THE BOARD OF SELECTMEN

January 25, 2021

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

1:00 p.m.

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

CALL MEETING TO ORDER

Chairman Pierce called the meeting to order at 1:01 p.m. He read the following:

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law 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 open session portion of the meeting in real time. Persons who wish to do so are invited to watch the open session portion of 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/352542453> or also dial in using your phone by calling +1 (872) 240-3212 and using access code 352-542-453. In the event that live transmission proves infeasible, an audio or video recording, transcript or other comprehensive record of the open session portion of the meeting will be made available on the Town's website as soon as possible.

1:00 p.m. APPOINTMENT Harbormaster Bill DiMento to discuss Landing Parking Expansion proposal and Town Beach re-nourishment project

Harbormaster Bill DiMento said he is looking for the Board's input and support for a couple of projects as follows:

1. Expansion of parking on town owned land that is designated by the State for passive recreation. DiMento read through his presentation bullet points on the attached presentation for this project. He said he is looking for \$24,000 at the Special Town Meeting. He said he expects another busy season coming up and he is proposing this project on behalf of the Town residents. He said once we accept money from the State, a requirement will be that the landing be open to the general public. He said the infrastructure wouldn't support this and we can keep this private without using State funding. Ziev said this is a great idea, this area needs additional parking. She said DiMento is an asset to the Town and T.W. Excavating does so much for the community. She said she agrees with requesting funding at the Special Town Meeting for this, and keeping the landing for use by residents only as this is a huge draw to the community. DiMento said 2.5 acres would be clear cut, and grass would be planted and mowed. He said this would serve the Town for decades, the property is contiguous to the

Bradstreet property and would give a different access point to this property. He said commercial clambers use this parking area year round. DiMento said the cost breakdown is as follows:

- a. Engineering/surveying/permits if necessary: \$15,000
- b. Tree removal/stumping/grading: \$30,000
- c. Tree stump disposal: \$5,000
- d. Signage and overseeding: \$4,000
- e. Total \$54,000
- f. Less in kind contribution from T.W. Excavating: <\$30,000>
- g. Total request for funding: \$24,000, but he thinks the actual cost will be less than this

Conservation Agent Brent Baeslack said he just got off the phone with the Division of Conservation Services (DCS). He said self-help funds were used to acquire these properties in the 1970s, so there are restrictions. He said this cannot be restricted for use by residents only. He said the land is restricted for use for passive recreation, and he is not sure if parking for boating activity would be considered passive recreation. He said parking to support an off-site activity, such as the boat launch ramp, is not considered passive recreation. He said if this is Article 97 land, we would have to go to the legislation for a conversion, and also need to find other land to swap for this land. He said permitting would be required with the Conservation Commission as wetlands are involved. He said this would definitely require surveying and more effort than anticipated. He said this would require the same type of process that was followed to construct the cell tower on Smith Lane. Pierce said he recalls this took several years.

DiMento said parking was expanded prior to Baeslack's time. He said they don't restrict the use of land to anyone, they just require people who use the launch ramp to have a permit. He said this would be overflow parking for passive recreation use. Baeslack said a more detailed plan can be presented to DCR and we can get a written decision, but at this point he has just had a verbal conversation with the DCS. He said to move forward, there will need to be a filing with the Conservation Commission that calls for surveyed plans. He said the land is restricted and may potentially fall under Article 97 if this project is seen as a conversion. DiMento said he is fine with moving forward in this manner, and he will file with the ConCom if approved by the Board of Selectmen. Petersen said there are a number of projects, and money is tight. He said he is in favor of this, but there is a 50%/50% chance this would get funded this year. He said he isn't sure the State will approve the parking lot use as passive recreation. He said we should do the research work on this now and put it off for a year due to budget constraints. Pierce said we need to do the homework on this, and understand the steps. He said he supports the project 100%, and it is a shame there is a lot of red tape, but he agrees with Petersen. Petersen said if parking has already been expanded in this area, this may be an issue and we need to make sure we follow the proper procedure. DiMento said he has no intent to make the project happen any way but the right way. Eagan asked if it would be helpful to have Town Counsel Tom Mullen look at the file and interface with the State. Pierce said this would be very helpful. Eagan asked for a copy of

the file, the deed and any other information about this so she can send it to Mullen. Baeslack said in his 16 years working for the Town, brush has been trimmed to maximize the parking, and it has been okay as long as no trees are cut. He said he has no files about a previous expansion. DiMento said in the 1980s it was expanded into the land across from the ramp that used to be wooded, and permission was received from the ConCom and the Town to cut the trees down and to grade the area. Snow asked if it is possible to do this on a smaller scale and get a bang for our buck. DiMento said he wouldn't say no, but the proposal was prepared so that the parking would serve the Town for years to come. He said after he makes the submission, we can determine if we can do this project. He said he thinks he has the support of the Board to move forward, but not the money to move forward.

2. Town beach re-nourishment and stormwater runoff abatement project. DiMento said for the past 15 years, one resident in particular has pushed for the clean up of the beach area for swimming. He said the Town previously spent \$5,000 and had permission from the ConCom to clean the beach up, but didn't re-nourish the beach. He said this work was not sufficient to prevent plant growth. He reviewed his bullet points on the attached presentation for this project. DiMento said the cost breakdown is as follows:
 - a. Engineering and Design: \$10,000
 - b. Materials/drainage remediation system: \$15,000
 - c. Permits: \$1,000
 - d. Excavation: \$10,000
 - e. Labor to install drainage system: \$5,000
 - f. Total request for funding: \$41,000

DiMento said a breach may not be reasonable or feasible, but the stormwater remediation project should be acted on in the near future. He said he is bringing this project forward to see if the Board and the Town Meeting would support it. Petersen said his kids used to swim at the beach, and questioned if the sand needs to be replenished annually. DiMento said the Coast Guard is not involved, but the DEP and the ConCom would be involved. He asked if the Board has an appetite for this project. Ziev said she would love to see this area cleaned and cared for, but it is a difficult year, and she would like to see this happen in the near future. Petersen said he agrees with Ziev, and they need to see a written plan with the ConCom about this. Snow asked if there is a problem with fragmites in that area. Baeslack said he isn't sure if it is a problem in that section, and he thinks there is salt marsh vegetation. He said he isn't a beach guy. He said placing soft natural materials in between hard structures (the ramp and the bulkhead) results in the soft materials continually being pulled out. Snow said two weeks ago there was an extremely high tide, and the water covered the beach area. DiMento said he isn't sure if there is a natural deposit of sand there, and he has seen the river current change, primarily due to ice. He said the sand that was there in the past got a lot of sediment deposited onto it; the grasses there will build up and possibly create a banking. Pierce asked if the water quality is good in that section of the river. DiMento said it gets tested frequently

for the shellfish industry, and he isn't aware of any health issues. He said he can request this on the capital plan for the next 1-5 years and table this for now. Petersen said yes, and in the meantime get more information about this project. DiMento said he will work on the stormwater abatement system.

3. DiMento provided the following updates:

- a. He would like to request \$1,500 at the Special Town Meeting for a drone to help with shellfish surveillance and enforcement. He said we have had illegal diggers in Town. Snow said he fully backs this, there are problems with shellfishing in that area.
- b. He would like to add a section to the waterways bylaw on the use of 10A permits, which is a permit for a temporary dock system. He would like to charge a fee of \$.25 per square foot, and the fee would be outside of the bylaw. Pierce and Perry said they support this. Petersen asked for a written article and he is sure that the Board will support this.
- c. He would like to start using a parking attendant at the landing on Fridays, Saturdays and holidays from just before the Fourth of July through Labor Day, weather dependent. He said there are many complaints about people sneaking in, and an attendant may be a way to monitor this. He said another option is to add signage to include towing. Snow said if the parking is expanded we will definitely need an attendant, and he is in favor of this. Petersen said this should be put on a future agenda as the public may wish to give input on this.

1:15 p.m. APPOINTMENT Attorney Jill Mann to discuss Harborlight Community Partners development options for 236-240 Newburyport Turnpike

Chairman Pierce read the following:

Attorney Mann has submitted a letter, which is attached, describing her client's interest in developing 236-240 Newburyport Turnpike for housing for individuals with developmental delays and affordable housing rental units.

Attorney Mann said with her on the call are Patty and Mike Cusak, Debby Reagan and Andrew DeFranza. She said they would like to do the following on this property:

- Provide housing for developmentally impaired people which will be low income/affordable housing
- The property is zoned retail and they would like to rezone as a retail village overlay, which exists on Route 133. They plan to use the property for retail and residential purposes. This rezoning would allow them to develop retail, housing and a group home on the parcel of land directly across from Market Basket. She said this is a vacant 3 acre parcel of land, but the Assessor's card shows a garage building. Andrew DeFranza said he wasn't aware of this building.
- This would be brand new construction, and she would like to discuss with the Board the best way to permit the project and see if the Board supports this

zoning change. She said it fits in well with the Town's Master Plan, and the affordable housing crisis will get worse, especially for the developmentally delayed.

Pierce said the Town needs affordable housing units and asked if this project helps address that. Mann said all units would be rentals that qualify towards the Town's affordable unit count. She said there would be 20 to 25 units, and a group home with individual bedrooms for people with disabilities. She said there would be units above the retail space that are affordable. She said the target is one bedroom units. Pierce said 20 affordable units would be big for Rowley. Mann said they would like to do this project with a re-zoning. She said Harborlight has a long history of doing exceptional projects.

Petersen asked if the parcel they are looking to develop is only lot 13-11, which seems to be vacant. He said lot 13-12 which has an address of 236-240 Newburyport Turnpike is the parcel with the old building. DeFranza said he thought it was just 13-11, which is outlined on the plan, but he needs to double check this. Mike Cusak said it includes the parcel with the building, and the building needs to be razed. Petersen said the confusion about the land needs to be cleared up before discussing this, but he isn't opposed to this. Mann said it is a full four acres, including the two parcels 13-11 and 13-12-2, which has 400 feet of frontage. She said the two combined parcels will house 20 units of housing, a group home and will have a retail component. Ziev asked if each room in the group home is considered a unit. Mann said yes, and these are in addition to the other 20 units. DeFranza said the caretaker's rooms are not included in the affordable count. Pierce said for the group home, each bedroom used by a disabled resident gives the Town credit on our affordable housing inventory, and the restriction is on the entire building. DeFranza said we should get credit for each room through DDS. Mann said many times existing buildings are converted into group homes, but this would be a ground up build and can be built as needed. Petersen said Harborlight is a non-profit company, and asked does this mean that this is not taxable? He said when the Peabody Essex Museum bought a building in Town, we lost \$90,000 in taxes. DeFranza said they pay residential taxes on their buildings as part of their partnership with the community. He said the taxes are based on the valuations, which are not as valuable as some other properties would be, such as high end condos. Petersen said this seems fair, the project helps the citizens and is valuable to the Town. Pierce asked if the retail is taxed normally. DeFranza said taxes are based on how the building is valued, unless they ran this as a separate non-profit, but they have never done that. Snow asked if they can provide a mission statement for Harborlight and a brochure.

Pierce said the Town has a retail/mixed use zone near the Georgetown line and this can be expanded to this part of Town, and can include other lots in that area. Mann said they could pursue this through a Citizen's Petition or the Board of Selectmen could sponsor it. She said they will campaign to gain support. Pierce said he supports expanding the zoning to this area, and said Mann can meet with the ZRC to discuss this. He said the Town needs affordable units, this is a good proposal and doesn't infringe on neighborhoods. Mann said this will be the first ground up construction of a

group home, she asked to be scheduled with the ZRC and she will have better information, and she will get information about Harborlight to the Board of Selectmen.

Joe Perry made a motion to support this project, Deana Ziev second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

GENERAL BUSINESS

1. Letter of resignation from Council on Aging Board Chairman George Gallant

Chairman Pierce read the following:

The Board has received a letter of resignation from Council on Aging Board Chairman George Gallant. The Board needs to vote to accept the resignation by roll call.

Bob Snow made a motion to accept this resignation with regrets, Joe Perry second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

2. Request from Kimberley Klibansky to be appointed to the Cultural Council

Chairman Pierce read the following:

The Board has received a letter of interest from Kimberley Klibansky to serve on the Cultural Council. Ms. Klibansky has spoken with Cultural Council Chairwoman Sharon Hydren. Chairwoman Hydren is recommending that Ms. Klibansky be appointed. The Board needs to vote to make this appointment by a roll call vote.

Bob Snow made a motion to appoint Kimberley Klibansky to the Cultural Council through June 30, 2023, Dave Petersen second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

3. Request from Angie Estevez to be appointed to the Cultural Council

Chairman Pierce read the following:

The Board has received a letter of interest from Angie Estevez to serve on the Cultural Council. Ms. Estevez has spoken with Cultural Council Chairwoman Sharon Hydren. Chairwoman Hydren is recommending that Ms. Estevez be appointed. The Board needs to vote to make this appointment by a roll call vote.

Bob Snow made a motion to appoint Angie Estevez to the Cultural Council through June 30, 2023, Dave Petersen second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

4. Request from Jean Blanchard to be appointed to the Council on Aging Board

Chairman Pierce read the following:

The Board has received a letter of interest from Jean Blanchard to serve on the Council on Aging. Ms. Blanchard has spoken with COA Board Secretary Joan Lyons. Ms. Lyons is recommending that Ms. Blanchard be appointed. The Board needs to vote to make this appointment by a roll call vote.

Joe Perry made a motion to appoint Jean Blanchard to the Council on Aging through June 30, 2021, Dave Petersen second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

5. State Ethics Disclosure for Town Health Nurse Carolyn D'Amato

Chairman Pierce read the following:

Town Health Nurse Carolyn D'Amato is a substitute nurse for the Triton Regional Schools district, and is therefore a municipal employee of each of the Triton member towns. She has been appointed to the position of Rowley Town Health Nurse. As a municipal employee as a substitute nurse, to have a financial interest in a contract (Town Health Nurse position) in Rowley, she has to satisfy the requirements of an exemption under section 20 of the State Conflict of Interest law (G.L. Chapter 268 A).

Carolyn has filed two disclosures as follows upon the recommendation of the State Ethics Commission:

1. *Section 20(b) disclosure: this discloses that she has a financial interest in a municipal contract as the Town Health Nurse in Rowley.*

This form needs to be signed by the Head of the Board of Health, then by the Board of Selectmen, and filed with the Town Clerk. Please vote to authorize Chairman Pierce to sign this disclosure

2. *Section 23(b)(3) disclosure:*

This disclosure does not require approval by the Board of Selectmen. Carolyn has to file this disclosure with both Triton and the Town of Rowley. The disclosure to the Town is meant to explain that as the Town Health Nurse, her duties may include responding to notification from Triton.

Dave Petersen made a motion to authorize Cliff Pierce to sign the 20(b) disclosure form, Bob Snow second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

NEW BUSINESS

2. Request from Trevor Harwood of 489 Haverhill Street to remove trees on Town property near his home

Chairman Pierce read the following:

Mr. Harwood sent the following request to the Board of Selectmen regarding cutting down town trees near his property line.

From: trevor harwood <tvorhbk@yahoo.com>

Sent: Wednesday, December 30, 2020 3:39 PM

To: Rowley Highway Department <highway@townofrowley.org>

Subject: Tree Removal Letter

Here is my letter that I created to send to conservation to get approval. Could you please send it!

Trevor Harwood

489 Haverhill St.

Rowley, MA 01969

To Whom it may concern,

My name is Trevor Harwood and I live at 489 Haverhill St. with my wife Lindsay. I am writing this letter to receive approval to cut down trees that are hanging over my house. I am very worried that with the snow and windy weather that winter brings, the trees will fall on my house. These trees are in between my house and the Police Station and it has come to my attention that they are also in the conservation area. Please feel free to reach out and contact me at 9789981401 or tvorhbk@yahoo.com if you have any questions. I am looking forward to hearing from you on this subject matter so that I can move forward with this process. Thank you!

From,

Trevor Harwood

Debbie asked Conservation Agent Brent Baeslack, Chief Scott Dumas and Tree Warden Patrick Snow for their comments. All of them will be calling in to the meeting.

Brent and Patrick visited the site and determined that three of the mature pine trees nearest Mr. Harwood's residence are located on his property. That is based on the As-Built Septic Plan for the home. (All of this is attached.) The fourth tree appears to be located on Town property and appears to be healthy.

Chief Dumas provided comments concerning tree removal liability and identified a recent 2018 case that says a homeowner may trim overhanging limbs or encroaching

roots at their cost and that landowners are not liable for damage that may occur from healthy trees. (See attached.)

What does the Board wish to do with this request? (Debbie sent Mr. Harwood the meeting agenda and link to this meeting.

Joe Perry made a motion to authorize Trevor Harwood, of 489 Haverhill Street, to remove one tree located on abutting Town land, Bob Snow second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

Conservation Agent Brent Baeslack said using a septic as built plan, he measured from the house and determined that there are three large pines on Harwood's property, and the fourth tree is more than likely on Town land. He said he recommends that a crane be used to remove all four trees. He said we don't want the tree on Town land to be dropped and potentially hit and damage other Town trees. He said the tree should be removed rather than dropped. He said a licensed and insured tree vendor should be required. Eagan said the Town's insurance company requires an insurance policy that names the Town as an additional insured.

Dave Petersen made a motion to require Harwood to use a licensed and insured vendor and to include the Town of Rowley as an additional insured, Bob Snow second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

1. Discuss Town Meeting Timeline

Chairman Pierce read the following:

Proposed Schedule

Monday, February 1, 2021 - Board of Selectmen opens ATM Warrant

Monday, March 1, 2021 - ATM Warrant closes at 4:00 p.m. STM Warrant opens.

Wednesday, March 24, 2021 – STM Warrant closes at 4:00 p.m.

Monday, March 29, 2021 - Board of Selectmen must vote to finalize wording of ballot question(s) for the May 12, 2021 Annual Election.

Monday, April 5, 2021 – Warrants are finalized

Wednesday, April 7, 2021 – Warrant is signed and given to the Town Clerk for posting by the Constable. Warrant is sent to the printer.

Tuesday, April 13, 2021 – Warrants are mailed

Monday, May 3, 2021– ATM and STM

Tuesday, May 11, 2021 – Annual Town Election

Debbie is asking the Board to vote today to:

- 1) open the ATM warrant effective February 1, 2021 and close it on March 1 at 4:00 p.m.*
- 2) open the STM warrant on March 1, 2021 and close it on March 24, 2021 at 4:00 p.m.*

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

Joe Perry made a motion to open the ATM warrant effective February 1, 2021 and close it on March 1 at 4:00 p.m., Bob Snow second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

Bob Snow made a motion to open the STM warrant on March 1, 2021 and close it on March 24, 2021 at 4:00 p.m., Joe Perry second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

3. Discuss Town Hall COVID issues

Chairman Pierce read the following:

At the last meeting, the Board voted to close the Town Hall Auditorium for meetings through the end of January due to Governor Baker's Emergency Order limiting indoor gatherings to no more than 10 persons.

On January 21st, Governor Baker lifted some of the emergency restrictions that were set in place in Executive Order #60. He did not change the indoor gathering limit of 10.

Debbie is suggesting that the Board allow the Town Hall Auditorium to be used for meetings on a very limited scale, with the following conditions:

- Boards made up of three members, such as the Board of Health will be allowed to hold in-person meetings.*
- No more than 10 persons can be in the Hall at one time – that includes board members, staff, cable television video technician, and audience*
- All seats must be arranged at least six-feet apart*
- Masks must be worn at all times, even when speaking during the meetings (unless the person provides medical documentation that a mask cannot be worn).*

Boards or committees which have more than 3 members will not be allowed to use the Hall and are recommended to meet remotely.

If the Board agrees, they need to vote by roll call.

Eagan said we have also purchased a large air purifier and this can be run during meetings.

Bob Snow made a motion to allow the Town Hall Auditorium to be used for meetings on a very limited scale as outlined above, Deana Ziev second, all in favor, roll call vote— Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

4. Discuss Annex roof repair

Chairman Pierce read the following:

Water is leaking into the Annex building into the Health Department office spaces on the second floor, and the old classroom on the second floor. The Annex has a Monson slate roof on all areas (which is approximately 116 years old), except for the bump out area next to the handicap ramp. That bump out area has a new asphalt roof that was installed almost a year and a half ago.

The Light Department was able to view the roof in the bucket truck and saw a couple sections where tiles had blown off. We then contacted Ward Hamilton of Olde Mohawk Historic Preservation to assess the slate portion of the roof, and he provided the attached estimates. The estimate for the restoration of the existing slate roof is \$58,800, the estimate to replace whole roof with slate is \$320,600, and the estimate to replace the whole roof with asphalt is \$96,480.

Hamilton's recommendation is the restoration, and he estimates that the roof should last another 100 years or more if restored. Hamilton said the following in an email about the slate roof at the Annex:

As far as the useful service life of the Monson slate is concerned, I would estimate it will last another 100 years or more. Monson slate has only been quarried and used since 1872. There are many buildings built then that still have their original slate roofs and, as they approach 150 years old, they are in great shape.

This slate is nearly identical to that quarried in Penrhyn (Wales) and found on roofs throughout the UK and elsewhere in Europe. Many of these roofs are 300+ years old. Also long as slate roofs are regularly maintained and flashings replaced when needed, they will last for centuries.

There are exceptions, when talking about slate quarried in Pennsylvania and some types from Vermont, but that's not the case here.

There were no leaks observed in the building after the rainstorms over the weekend of January 16th. We would like to request funding from the CPC at the Special Town Meeting in May to fund the approximate restoration cost of \$60,000. There are some remaining funds from the Annex asphalt roof project which we hope to repurpose to cover some of this restoration cost.

Petersen said he met with Hamilton, and the slate on the roof is very valuable. He said Hamilton stated he would want to purchase the slate from the Town if we put an asphalt roof on the building. He said the slate is fine, but the nails rust out. He said the historical people would like to see the slate roof restored.

Dave Petersen made a motion to restore the Annex slate roof for approximately \$65,000 to account for price increases, Bob Snow second, all in favor, roll call vote—Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

Eagan said the \$65,000 should be fine, and we will have a contingency if needed.

5. Discuss creating “Visitor Parking” spaces at the Town Hall Annex parking lot

Chairman Pierce read the following:

Debbie and Amy met with the Annex Department Heads recently to discuss how they were managing their departments’ operations during the COVID crisis.

The Annex is currently closed to the public and open by appointment only. Due to the space configuration of the technical department suite, it is impossible to adhere to the State’s occupancy limits and social distancing practices if the building were open.

The Health, Planning, and Conservation Departments meet with the public by appointment in the meeting room. The Council on Aging meets with the public by appointment in the Senior Center. The Inspection Department meets the public, mostly by appointment outside the building.

The Inspection Department’s meetings tend to be quick and pertain to primarily obtaining building, electrical, or plumbing permits. The staff usually meets the person in the front door of the building facing Central Street. The Departments are suggesting that visitor parking spaces be created in the front of the building, so that members of the public who have quick appointments can park in those spots. The COA Director, Ellie Davis, thought that it would be a good idea as well, and offered to move the COA van to the back lot, if needed to create these spaces. It appears that on most days the cars that are parked in this location are of Town employees.

Some suggestions, if the Board agrees, would be to paint parking space lines for at least two spaces, and install signage that says “Visitor Parking – 15 Minute limit.” Attached are photos of the area.

Petersen said rather than a 15 minute limit, we should make these two spaces, as well as the spaces near the handicap ramp Visitor Only spaces without a time limit. He said we should send a memo to employees that they need to park in the other two parking lots.

Dave Petersen made a motion to approve the two parking spaces next to the COA van and the spaces in front of the handicap ramp (6 to 8 spaces) as Visitor Only parking with no time limit, Deana Ziev second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

6. Update on Glen Street Bridge repairs

Chairman Pierce read the following:

On January 15th, we were informed by MDOT Bridge Engineer Doug Constantino that the Glen Street Bridge needed to be closed because the water underneath the bridge was undermining it. This is the bridge that is near the intersection of Route 1 and Central and Glen Streets, which is in the intersection that we are trying to get a traffic light installed. MDOT made this determination following a routine inspection.

MDOT's dive team is doing the underwater repair work. The Town has to pay for the labor and materials to assist the dive team. This cost is \$49,543.30. Highway Surveyor Patrick Snow will pay for this expense out of the Town's Chapter 90 funds. We are glad that the MDOT was able to start work on this last week, thereby reducing the length of time we have to keep the bridge closed.

After we got this news, Debbie contacted Rep. Brad Hill, who then contacted MDOT to see if the work could be expedited. She also told him that that a few years ago we used our Community Compact funds to do a Bridge Inventory Evaluation. We hired the engineering firm of VHB and they put together a report for us and identified the Glen Street Bridge as needing to be replaced. Last year we applied for the State's small bridge grant program for this work, but we were not able to get a grant award. We were just formulating a plan to fund the full replacement of the bridge, when we got the news that the bridge had to be closed. The Glen Street Bridge was built in 1850 and is an "arch-deck" style bridge. The estimated cost to replace the bridge is \$800,000. This estimate was done in 2019. (see attached)

Patrick Snow and Chief Dumas are on the meeting call and can provide further information. Selectman Petersen has been stopping by the construction site on a regular basis.

Petersen said he has been visiting this project daily, it is really moving along well. He said there were 8 to 9 people doing the repairs, some in the water, reinforcing the banking and pouring concrete. He said the cement needs to cure through Thursday, the bridge will be re-inspected on Friday and hopefully will re-open late Friday. He commended the State and NEL, and said they have done an exceptional job. Pierce

asked how long the bridge will be good for. Petersen said he guesses one to three years, then we need to plan to fund or get State grants to replace it. Snow said the State and Representative Hill have done a wonderful job. He said in 2019 the cost to replace the bridge was \$800,000, and that cost will increase 4% annually. Petersen said we will be looking to get money for engineering work at this Town Meeting. He said if the bridge is widened, there will be conservation issues and involvement by the State. He said we will apply for a bridges grant.

Patrick Snow said he was at the site today, and the designer of the repair conveyed that this is a short term repair until we can get funding to complete the repair or replace the bridge. Petersen said he suspects the State will inspect the bridge frequently. He said the inspection needs to be done in the water and can't be inspected from up above. Patrick Snow said they built the forms a little higher for additional protection.

MINUTES December 21, 2020, January 11, 2021

Bob Snow made a motion to approve the minutes of December 21, 2020, Dave Petersen second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

Bob Snow made a motion to approve the minutes of January 11, 2021, Joe Perry second, all in favor, roll call vote– Bob Snow – aye; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

ANNOUNCEMENTS

There is an opening on the Council on Aging Board. For more information, please call the Selectmen's Office at 948-2372

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; Joe Perry – aye; Dave Petersen – aye; Deana Ziev – aye; Cliff Pierce – aye.

Meeting adjourned at 3:09 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting memo regarding 1:00 p.m. Appointment: Harbormaster Bill DiMento to discuss Landing Parking Expansion proposal and Town Beach re-nourishment project
2. Email from Bill DiMento regarding Opportunity & Proposal to expand Rowley Launch Ramp parking area to serve increased resident use needs

3. Presentation points from Bill DiMento on his proposed projects
4. Meeting memo regarding 1:15 p.m. Appointment: Attorney Jill Mann to discuss Harborlight Community Partners development options for 236-240 Newburyport Turnpike
5. Letter from Attorney Jill Mann regarding Harborlight Community Partners – 236-240 Newburyport Turnpike, Rowley, including enclosures
6. Assessor's property card for 236 Newburyport Turnpike
7. Assessor's property card for 240 Newburyport Turnpike
8. Map of parcels proposed to be used by Harborlight's proposal
9. Meeting memo regarding General Business #1: Letter of resignation from Council on Aging Board Chairman George Gallant
10. Letter of resignation from Council on Aging Board Chairman George Gallant
11. Meeting memo regarding General Business #2: Request from Kimberley Klibansky to be appointed to the Cultural Council
12. Request from Kimberley Klibansky to be appointed to the Cultural Council
13. Email from Cultural Council Chair Sharon Hydren requesting that Kimberley Klibansky be appointed to the Cultural Council
14. Meeting memo regarding General Business #3: Request from Angie Estevez to be appointed to the Cultural Council
15. Request from Angie Estevez to be appointed to the Cultural Council
16. Resume from Angie Estevez
17. Email from Cultural Council Chair Sharon Hydren requesting that Angie Estevez be appointed to the Cultural Council
18. Meeting memo regarding General Business #4: Request from Jean Blanchard to be appointed to the Council on Aging Board
19. Request from Jean Blanchard to be appointed to the Council on Aging Board
20. Letter from COA Secretary Joan Lyons requesting that Jean Blanchard be appointed to the Council on Aging Board
21. Meeting memo regarding General Business #5: State Ethics Disclosure for Town Health Nurse Carolyn D'Amato
22. State Ethics 20(b) Disclosure for Town Health Nurse Carolyn D'Amato
23. State Ethics 23(b)(3) Disclosure for Town Health Nurse Carolyn D'Amato
24. Meeting memo regarding New Business #2: Request from Trevor Harwood of 489 Haverhill Street to remove trees on Town property near his home
25. Email from Trevor Harwood regarding trees
26. Two photos of trees
27. Email from Brent Baeslack regarding tree site visit report, including attached photos and map
28. Email from Brent Baeslack regarding Tree Removal Letter 489 Haverhill St. Trevor Harwood
29. Email from Chief Dumas regarding trees
30. Court case Shiel v. Rowell
31. Email from Deborah Eagan to Trevor Harwood regarding trees
32. Meeting memo regarding New Business #1: Discuss Town Meeting Timeline
33. Meeting memo regarding New Business #3: Discuss Town Hall COVID issues
34. Meeting memo regarding New Business #4: Discuss Annex roof repair

35. Quote from Ole Mohawk Historic Preservation for Annex roof
36. Meeting memo regarding New Business #5: Discuss creating "Visitor Parking" spaces at the Town Hall Annex parking lot
37. Two photos of Annex parking lot area
38. Meeting memo regarding New Business #6: Update on Glen Street Bridge repairs
39. MassDOT Resident Engineer's Report of Change in Design, Specifications or Preliminary Estimate Features for Glen Street Bridge
40. Quote from VHB to replace Glen Street Bridge
41. Draft Minutes of December 21, 2020
42. Draft Minutes of January 11, 2021