

MINUTES OF THE BOARD OF SELECTMEN MEETING

January 9, 2017

Meeting held at Town Hall, 139 Main Street, Rowley, MA
6:30 p.m.

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

PUBLIC ATTENDEES: State Representative Brad Hill; Paul Stedman - MassDOT; Peter Collette - MassDOT; Patrick Snow - Highway Surveyor; Richard Curran - Representative for Senator Bruce Tarr; Debora Perry; Jackie Phypers; Josh Phypers; Jeffrey Mills; Josie Mills; Scott Perry; Lawrence White - FINCOM; Bernie Cullen

CALL MEETING TO ORDER

Chairman Perry called meeting to order at 6:36 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

EXECUTIVE SESSION

Collective Bargaining Strategy

- Massachusetts Coalition of Police (MCOP) Local 360 pursuant to State Open Meeting Law, G.L. c.30A section 21(a) (3)

Chairman Perry called for a motion to go into Executive Session for the following purpose: To discuss collective bargaining strategy - Massachusetts Coalition of Police (MCOP) Local 360 pursuant to State Open Meeting Law, G.L. c.30A section 21(a) (3) because an open meeting may have a detrimental effect on the bargaining position of the Town; and to return to open session. Bob Snow so moved, Cliff Pierce second, all in favor - roll call vote: Joseph Perry - aye, Robert Snow - aye, Cliff Pierce - aye, David Petersen - aye, Robert Merry - aye.

Executive session opened at 6:38 p.m.

Executive session adjourned and open session resumed at 7:14 p.m.

7:15 P.M. APPOINTMENT – Peter Collette, Massachusetts Department of Transportation (MDOT) District Four Maintenance Engineer; Brett Loosian, Massachusetts Department of Transportation (MDOT) Maintenance Division; State Representative Brad Hill; Rowley Highway Surveyor Patrick Snow; and homeowners of 434, 444, 450 and 456 Main Street to discuss the Massachusetts Department of

Transportation's discontinuance proposal of a section of Route 1A, known as "Old Main Street"

Chairman Perry read the following:

Chairman Perry will state for the record that Paul Stedman, the District Highway Director of the Massachusetts Department of Transportation, is attending tonight. We were previously informed that he would not be attending. Brett Loosian of MDOT, who is listed on the agenda, is not attending. Town Counsel Judy Pickett has reviewed the MDOT proposal and has submitted the attached memo to the Board of Selectmen.

Perry read the memo from Town Counsel Judy Pickett regarding Proposed Discontinuance of Portion of State Highway. Paul Stedman of MDOT said Pickett's letter is detailed and he is not prepared to respond to the issues it raises. He said he is here tonight to see if the Town is interested in starting a conversation about the discontinuation of a portion of Route 1A. He said Representative Hill set up a meeting with Dick Curran, the residents and Patrick Snow. He said from MDOT's perspective, this section of road no longer serves a function as a State highway. He said they are looking for opportunities to discontinue the road since it is more efficient for them to no longer maintain the road. He said there are a couple of options as follows:

- a) Extend the driveways of the homes so they intersect with Route 1A.
- b) He said some residents were concerned with this proposal and wanted other options. He said they discussed the discontinuance of the road, and then they sent the letter to the Board of Selectmen.

Perry said Selectman Merry showed him how Route 1A was laid out in the past when they drove together to Yankee Homecoming. Stedman said this re-alignment was done many years ago, and if it was done today, they would re-create the driveways. He said in the 1930s, the area functioned as a park / rest area. He asked if the Board is willing to consider this proposal, and if so, if he could have a copy of Pickett's letter so that he can have their right of way division legal staff review it. Petersen said the discontinued Route 1A is a long road, and asked if the proposal for discontinuance is just for the section in front of these homes, or for the entire road. Stedman said they are focusing on these residences. He said some of the residents liked the idea of the driveway to Route 1A, and others preferred that the road be connected to Cross Street. Petersen asked what the end result of the proposal to extend the driveways will be. Stedman said they would just extend the existing driveways by removing the road material and gravel, removing some trees, paving the new driveways, and seeding and loaming the areas.

Petersen said his concern with Option B is that we are creating a road to nowhere, parallel to the existing road. He said the Town will be responsible for plowing and sanding this cul-de-sac, but it is really a private driveway to four houses. He said he doesn't see the economics for the Town to take on this work, and said the State will need to improve the road to the requirements of the Planning Board. He said he is concerned about the other sections of the road. He said the simple solution is to extend the driveways, and doesn't see why we should create a huge project. Snow said at the meeting, Stedman said the road would be brought up to the Town's standards. Stedman said the first step of the process would be to discuss the scope of work with the community to see what needs to be done to bring the road up to an acceptable level. Pierce said according to Town Counsel, the road would have to be brought up to the Planning Board's requirements, although there could be some waivers for some standards. Stedman said before this went to Town Meeting, the agreement would be finalized. Pierce asked if part of the agreement would be that the State would pay for the upgrades to the road. Stedman said that would all be laid out in the agreement, and there are a couple of ways it could be done. Petersen said the Town doesn't want the money, and then be responsible for bidding out the work. Stedman said they have done it both ways in the past. Pierce said the State should do the work, and then the Town accepts the road. Stedman said the State will not improve the roadway and then ask the Town to accept it. Perry said we all need to be on the same page about the process. Petersen said Town Meeting will have to approve this. Patrick Snow said he is on board with however the Selectmen and the residents want to proceed. Snow said the next step is to go through the process with the Planning Board. Perry asked if extending the driveways is still an option. Stedman said that was their initial thought, but they explored the road option for the residents. Merry said we need to watch this for stormwater management issues, and if the Town owns the road, this could be expensive. Pierce said the Planning Board would look at that. Merry said there are also wetlands in that area. Pierce asked if instead of the cul-de-sac, if they could reconnect the road to Route 1A. Stedman said not at the northern end, but this is part of the discussion. Hill said the issue with reconnecting to Route 1A is the fear of cars pulling onto the road at night. He said extending the driveways will create additional costs for the residents, and the State would still own the land, but the residents would be responsible for snow removal.

John Vipers of 444 Main Street outlined the following concerns of the residents:

- He said there are safety concerns with pulling out onto 1A given the right angle turn and sightlines. He said they would like to exit off of Cross Street due to these issues.
- Two ancient oak trees would need to be removed if the driveways were extended. Removing these trees weakens all the trees, which are registered with

the bird sanctuary. He said they would like to keep the area beautiful and a sense of community with the houses.

- Access to water, fire hydrants and utilities are on the western side of the current access road.
- The neighbors care for and maintain the area, including raking and snow blowing. He said no salt is needed, and there is no flooding. He said there are some storm drains, but the existing culverts can be expanded. He said a smaller road provides a community for the kids and for people to walk their dogs and horses.

Vipers said the three families present tonight and the Dean family would like to keep the road, and they would all be thrilled to exit off of Kent's driveway rather than the hammer road as proposed.

Jeff Mills of 434 Main Street said he contacted Representative Hill several months ago because he was having water issues in his basement. He said they installed a de-watering system at their own expense, and they can get up to one foot of water in their basement. He said exiting off the road instead of Route 1A is much easier and safer. He said he snow blows the road, fills holes in it, grinds it with his tractor and mows the grass. He said he would like to keep the road. He said this agreement was not disclosed when he purchased his house, so this was a surprise. He said there will be a legal constraint when they go to sell the house.

Perry said we can provide Pickett's memo to Stedman, and they should meet with the Planning Board to get further information. Petersen said he is surprised that flooding is an issue for Mills and doesn't understand how this project would solve that. He said this may not be a simple project for MDOT if it involves flooding and storm water management. Representative Hill said MDOT and the Planning Board will get together to start the discussion. Stedman said their right of way people will look at Pickett's opinion and discuss it with her. Pierce suggested that they reach out to the Town Planner to get an appointment to meet with the Planning Board. Hill asked how long they have until Town Meeting. Petersen said the first hurdle is the fact that MDOT wants the agreement and then do the work, but Pickett's memo said under the bylaws, the work must be done first and then the road could be accepted. He said this will be a project that takes a couple of years. Jackie Vipers said they are part of the Town, and pay taxes. She said the Town plowed the road in the past. Stedman said this would be a new road which will need minimal maintenance for the first several years, and this gets added to the Town's calculation for Chapter 90 funding. Merry said the picnic area was stopped because the large trees were losing limbs, and this will be a concern if the Town acquires these. Stedman said the areas that the Town would be acquiring would be defined. Petersen said the next step is to have their attorney review Pickett's memo and discuss it with her, and to go to the Planning Board.

CITIZEN QUERY

Citizen Query was open from 8:15 to 8:20. There were no Citizen Queries.

GENERAL BUSINESS

1. Request from Police Chief Scott Dumas to appoint Stephen May as reserve patrolman

Chairman Perry read the following:

Debbie sought clarification from Labor Counsel Joe Fair on this request because the State injury on-duty laws applies to full-time and part-time police officers, including reserve police officers. Attorney Fair brought to Debbie's attention several issues that the Board needs to be aware of concerning various State injury on duty laws that apply to police officers. Notwithstanding any of these issues, if the Board wishes to make this appointment, Attorney Fair recommends the Board of Selectmen seek special legislation, which would set conditions on such an appointment.

Merry said he has always maintained that we should follow the advice of Town Counsel, since they bail us out. Snow said the Town Counsel opinion is clear.

Bob Snow made a motion to decline the request from Chief Dumas to appoint Stephen May as reserve patrolman, Cliff Pierce second, all in favor - aye (5-0).

2. Request from Richard C. MacDonald to be appointed as Deputy Shellfish Constable

Chairman Perry read the following:

Town resident Richard MacDonald is seeking an appointment as a deputy constable. (His request is attached.)

Does the Board wish to appoint him? He has indicated that he has spoken with Shellfish Constable Travis Kneeland. We have completed a CORI background check.

Perry read MacDonald's request. Eagan said she has spoken to MacDonald, he knows the flats, and she recommends that the Board appoint him.

Dave Petersen made a motion to appoint Richard C. MacDonald as Deputy Shellfish Constable, Bob Snow second, all in favor - aye (5-0).

3. Approve and sign the FY 17 Police Training and EMD/Regulatory Compliance Grant

Chairman Perry read the following:

Police Chief Scott Dumas needs the FY 17 Police Training and EMD/Regulatory Compliance Grant signed by the Chairman of the Board of Selectmen. The Board

needs to vote to authorize Chairman Perry to sign the State grant on behalf of the Town.

Dave Petersen made a motion to authorize Chairman Perry to sign the FY 17 Police Training and EMD/Regulatory Compliance Grant, Bob Snow second, all in favor - aye (5-0).

Chairman Perry signed the document.

4. Approve and sign the FY 17 Council on Aging Formula Grant

Chairman Perry read the following:

Council on Aging Director Brienne Walsh needs the FY 17 Formula Grant signed by the Chairman of the Board of Selectmen.

The Board needs to vote to authorize Chairman Perry to sign the State grant on behalf of the Town.

Bob Snow made a motion to authorize Chairman Perry to sign the FY 17 Council on Aging Formula Grant, Cliff Pierce second, all in favor - aye (5-0).

Chairman Perry signed the document.

5. Set meeting schedule for February, March, and April

Chairman Perry read the proposed meeting schedule below:

The proposed meeting schedule for the next three months is as follows:

February 6

February 13

February 27

March 6

March 13

March 20

March 27

April 3

April 10

April 24

Bob Snow made a motion to approve the meeting schedule as read by Chairman Perry, Dave Petersen second, all in favor - aye (5-0).

6. Request from Police Chief Scott Dumas to lift the hiring freeze for the Lead Dispatcher position

Chairman Perry read the request from Chief Dumas.

Bob Snow made a motion to lift the hiring freeze for the Lead Dispatcher position, Cliff Pierce second, all in favor - aye (5-0).

NEW BUSINESS

1. Letter from Triton Regional School District School Committee Chairperson Dina Sullivan regarding the FY 18 Triton budget timeline

Chairman Perry read the request from Dina Sullivan. Perry said he is the representative of the Board to the Triton Regional School Committee, and the Board does not want to change the budget deadlines as proposed in the Triton Agreement, but the Board said it would be flexible when deadline changes are needed.

Bob Snow made a motion to approve the FY 18 Triton budget timeline as outlined in Dina Sullivan's letter, Cliff Pierce second, all in favor - aye (5-0).

Petersen said he would like to see the budget process improved between the towns and Triton, but he doesn't see how it will be different from previous years. He said he saw an article in the Newburyport Daily News where Triton needs an additional \$1,200,000 to cover their basic costs with contract increases of 2% or less, not including program improvements. He said this will be an increase of \$400,000 if divided equally between the Towns, and Rowley will be in a huge hole. He said at the DCM, we need to let them know that they are breaking the bank. He said Rowley taxpayers have approved the Triton Stadium, the new Fire Station and Police Station addition and we hope they will approve the \$30,000,000 or more Pine Grove School renovation. He said there doesn't seem to be a change in the process, and they will tell us the amount of money they are looking for. Perry said the School Committee has accommodated the Town by starting the budget hearing tomorrow instead of tonight, which conflicts with the Selectmen's meetings in Salisbury and Rowley. He said they are encouraging all three towns to send representatives to the upcoming five hearings. Eagan asked if these are public hearings where questions can be asked. Perry said no, they are just presentations. He said on January 26, 2017, there will be a District Communications Meeting where people can speak and make presentations. Larry White of Central Street under the School Committee agenda item #4, Oral Communications from the Public, the public can voice their concerns. He said he emailed Dina Sullivan to confirm that they can discuss items on the agenda. Petersen said he will try to make it and speak if allowed.

Bernie Cullen from Wethersfield Street asked if there has been any communication from Triton on the budget. Petersen said we have gotten the same information that was published in the paper. Eagan said the budget packet that came in on Friday for tomorrow's meeting did include budget data. Petersen said the Town is treated like the

general public and it would be nice to get a heads up and have a discussion about the budget. He said the School Committee has already made up their minds, and they may tweak the budget a little, but not much. Perry said the Saturday workshops will deal with the five presentations, and the fixed cost increase was in the paper. Perry said the workshop has been moved from January 21st to January 28th. Bernie Cullen asked if he can have a copy of the budget packet and Eagan said she will give it to him after the meeting. Snow said the Town has to address Rowley's infrastructure, and with numbers like these, the individual taxpayers foot the bill. He said we go to the well each year, and eventually the taxpayer will revolt. Perry said he can't disagree with this given declining enrollments and budget increases year after year.

2. Letter from Denzil Rice requesting a street light on Independent Street

Chairman Perry read the following:

Please see the attached request. Light Department General Manager Dan Folding has reviewed this request and has no issues with it.

Perry read the request from Denzil Rice. Bob Snow recused himself from this agenda item. Pierce said if the Light Department has no issues, he doesn't have any issues. Petersen said he normally tries to look at the area for requests like this, but he hasn't looked at this one.

Dave Petersen made a motion to approve the request for a street light on Independent Street, Cliff Pierce second, all in favor - aye (3-0). Bob Snow - RECUSED. Bob Merry - PRESENT.

3. Letter from Massachusetts Department of Agricultural Resources regarding designation of Animal Control Officer for Fiscal Year 2017

Chairman Perry read the following:

The State is requiring the Board of Selectmen to designate an Animal Control Officer for the Town. In order to centralize their paperwork, they have requested that we complete the attached form. The Board needs to vote to formally designate Reed Wilson as the Town's Animal Control Officer in accordance with Massachusetts General Law, Chapter 140, Section 151. Reed is unable to be here tonight, but the office staff has discussed this with Reed and he knows that this designation is happening tonight. The Board needs to vote to authorize Chairman Perry to sign the Massachusetts Department of Agricultural Resources form.

Dave Petersen made a motion to authorize Chairman Perry to sign the MDAR Resources Form, Bob Snow second, all in favor - aye (5-0).

Perry signed the form.

4. Request from Board of Water Commissioners and Water Superintendent MaryBeth Wisner to appoint Christopher Renzulli as the Distribution Utility Maintenance Laborer 2

Chairman Perry read the request letter. Petersen said the name is familiar and asked if this is a new hire. Eagan said Renzulli's brother is a former Town employee.

Dave Petersen made a motion to appoint Christopher Renzulli as the Distribution Utility Maintenance Laborer 2, Cliff Pierce second, all in favor - aye (5-0).

5. Ratify Dore & Whittier Associates, Inc. Contract for Designer Services for the Pine Grove School Feasibility Study Amendment Number 2

Chairman Perry read the following:

During the Selectmen's December 28 Special Meeting on the Preferred Schematic Plan for the Massachusetts School Building Authority filing on the Pine Grove School Feasibility Study, Pinck & Company submitted a contract amendment with the designer, Dore & Whittier for approval. Chairman Perry was not present at this meeting due to illness.

The contract amendment covers the cost for hazardous materials inspection. Chairman Perry is calling for the Board to vote to approve this Amendment during tonight's meeting.

Perry said he would like the Board to approve this again tonight since he wasn't able to attend the last meeting and he is the signatory for the Pine Grove School renovation project. He said he will also sign the contract.

Cliff Pierce made a motion to approve the contract amendment with Dore & Whittier for hazardous materials inspection, Bob Snow second, all in favor - aye (5-0).

Perry signed the amendment.

6. Discuss and approve Construction Manager (CM) contract for the Pine Grove School Feasibility Study with W. T. Rich

Chairman Perry read the following:

Pinck & Company, the Town's Owner's Project Manager for the Pine Grove School Feasibility Study has sent the Construction Manager Contract for the Board to sign. Andraya Lombardi, the Project Manager, has sent the Board the attached memo on the CM selection process and the contracts. Chairman Perry will read it into the record.

The Board needs to vote and sign three originals. (The chairman has the three originals in his packet.)

Perry read the memo from Andraya Lombardi.

Dave Petersen made a motion to approve the Construction Manager contract for the Pine Grove School Feasibility Study, Bob Snow second, all in favor - aye (5-0).

7. Review Planning Board Site Plan Application submitted by Charles Peabody on behalf of Mark Bernhardt, the proprietor of Hydrant Regency, for a proposed dog kennel at 104 Newburyport Turnpike

Chairman Perry read the email from Town Planner Kirk Baker. Petersen said he has no comment on this. Pierce said his concern is the applicant's use of a temporary trailer as a shelter area for dogs. He said he is not sure how this is appropriate under the bylaw, which allows a trailer to be used for a period of twelve months. He said there is no timeframe indicated for the proposed permanent building. He said there may also be a sight distance issue, and he will recommend a Planning Board site visit. Petersen said there are a number of issues with the Conservation Commission with run-off and silt. He said he believes the Planning Board will do a good job reviewing this application. Bernie Cullen of Wethersfield Street said he is an abutter to the former location of the Hydrant Regency, and there will be a traffic issue because of the concentrated drop-off time, and the tricky location with a sharp turn up the hill. He said it is a busy street and an awkward turn.

8. Review Planning Board Special Permit/Site Plan Application submitted by ASB Design Group on behalf of William Herrick, Jr. for the construction of a common driveway at 40 Dodge Road and 2 Mill Road

Chairman Perry read the email from Town Planner Kirk Baker. Pierce said the proposal is for a common driveway to three lots, which is allowed under the bylaw with the issuance of a permit. Petersen said he believes these property owners came to the Selectmen twice because the Town has first dibs to purchase this land that is in the forestry program. He said both times the Selectmen rejected the request because it was not properly completed, and his concern is that they haven't followed the procedure this time. Eagan said the lots Petersen is referring to are part of Chapter 61 Forestry land, and we will look into this.

Cliff Pierce made a motion to inform Kirk Baker if these lots are the same lots in the Forestry Program, so the Planning Board can inquire about this with the applicant, Dave Petersen second, all in favor - aye (5-0).

OLD BUSINESS

1. Sign Construction Monitoring Services, Inc. (CMS) contract for Owner's Project Manager's Services for the Fire Station and Police Station Addition project

Chairman Perry read the following:

The contract is ready for the Board of Selectmen to sign with Construction Monitoring Services, Inc. (CMS). Town Counsel Tom Mullen has signed it and Neil Joyce of CMS.

The Board needs to vote and sign two originals.

Dave Petersen made a motion to sign the contract with Construction Monitoring Services, Inc., Bob Snow second, all in favor - aye (5-0).

The Board signed the two original contracts.

2. Review and discuss proposal from The Carell Group for designer services for the Fire Station and Police Station Addition Project

Chairman Perry read the following:

Greg Carell of The Carell Group, Inc. Architects has submitted a fee proposal for the Rowley Fire Station and Police Station Addition Project.

He is proposing a fee of \$890,000, which does not include permitting, geotechnical work, and a site survey. The fee doesn't include reimbursable expenses such as bid document reproduction, permitting and Federal Express costs. The amount he submitted in the feasibility study was \$903,305, making the fee proposal less than what we were expecting to pay for design work.

Attached is the Project Budget Worksheet from the Feasibility Study. Please see Architect & Engineering section at the bottom of the page.

If the Board accepts his fee proposal, Debbie will work on the contract with Mr. Carell and Town Counsel Tom Mullen.

Dave Petersen made a motion to accept the fee proposal from the Carell Group, Inc., Bob Snow second, all in favor - aye (5-0).

3. Letter from Conservation Commission Chairman Arthur Page regarding Special Municipal Employee Status for outside consultants and State Ethics Commission Fact Sheet on Special Municipal Employees

Chairman Perry read the following:

This request was tabled from the December 19 meeting. On January 3, Conservation Agent Brent Baeslack submitted a Special Municipal Employee Fact Sheet from the State Ethics Commission for the Selectmen to review.

The Conservation Commission is requesting that the ConCom's "outside consultants" be assigned Special Municipal Employee Status under G.L. c.268A. Brent recently went to a ConCom training seminar and there was a session on this topic. He also spoke directly with the State Ethics Commission, at my request, to confirm that this designation is for:

"outside consultants engaged by the Conservation Commission for special expert services as specifically referred in the Rowley Conservation Commission Rules for Hiring Consultants under G.L. c.44 §53G."

I was thinking that the designation would need to be a bit more specific, but the State Ethics Commission said "no". The designation of Special Municipal Employees must be made by the Board of Selectmen in a Town with a population of 10,000 or less.

Dave Petersen made a motion to designate the outside consultants for the Conservation Commission as Special Municipal Employees, Cliff Pierce second, all in favor - aye (5-0).

4. Discuss memo from Personnel Officer Debbie Eagan regarding revised Performance Evaluation Form for sworn non-supervisory employment positions in the Police Department

Chairman Perry read the memo from Debbie Eagan. Petersen said he is the Chairman of the Personnel Advisory Committee, and they met with the Chief about this form. He said this form is to be used for Patrolmen, and he feels they need a process for performance evaluations for this positions. He said the actions of the Police Officers may result in law suits, and we need to have performance appraisals of the Police Officers on file. He said this form would be effective January 1, 2017.

Dave Petersen made a motion to approve the Performance Evaluation Form for Police Officers, Bob Snow second, all in favor - aye (5-0).

MINUTES

- December 12, 2016

Dave Petersen made a motion to approve the December 12, 2016 minutes, Bob Snow second, all in favor - aye (4-0). Cliff Pierce - ABSTAINED.

- December 12, 2016 Executive Session

Bob Snow made a motion to approve the December 12, 2016 Executive Session minutes, Dave Petersen second, all in favor - aye (4-0). Cliff Pierce - ABSTAINED.

- December 28, 2016

Bob Snow made a motion to approve the December 28, 2016 minutes, Cliff Pierce second, all in favor - aye (3-0). Joseph Perry - RECUSED. Dave Petersen- ABSTAINED.

ANNOUNCEMENTS

- Christmas Tree Drop Off – Eiras Park
- 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 (5-0).

Open meeting adjourned at 9:14 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Written Executive Session Motion
2. Meeting memo regarding 7:15 P.M. Appointment – Peter Collette, Massachusetts Department of Transportation (MDOT) District Four Maintenance Engineer; Brett Loosian, Massachusetts Department of Transportation (MDOT) Maintenance

Division; State Representative Brad Hill; Rowley Highway Surveyor Patrick Snow; and homeowners of 434, 444, 450 and 456 Main Street to discuss the Massachusetts Department of Transportation's discontinuance proposal of a section of Route 1A, known as "Old Main Street"

3. Memo from Judy Pickett regarding Proposed Discontinuance of Portion of State Highway
4. Letter from MassDOT regarding Proposed Discontinuance of a section of State Highway Old Main Street, adjacent to Route 1A, Rowley, including attachments
5. Meeting memo regarding General Business #1: Request from Police Chief Scott Dumas to appoint Stephen May as reserve patrolman
6. Request from Police Chief Scott Dumas to appoint Stephen May as reserve patrolman
7. Letter from Attorney Joseph Fair regarding appointing retired full-time police officers as reserve police officers, including enclosure of Print-out of Acts (2012), Chapter 41 - An act Authorizing the Appointment of Special Police Officers in the Town of Watertown
8. Meeting memo regarding General Business #2: Request from Richard C. MacDonald to be appointed as Deputy Shellfish Constable
9. Request from Richard C. MacDonald to be appointed as Deputy Shellfish Constable
10. Meeting memo regarding General Business #3: Approve and sign the FY 17 Police Training and EMD/Regulatory Compliance Grant
11. Signed FY 17 Police Training and EMD/Regulatory Compliance Grant
12. Meeting memo regarding General Business #4: Approve and sign the FY 17 Council on Aging Formula Grant
13. Signed FY 17 Council on Aging Formula Grant
14. Meeting memo regarding General Business #5: Set meeting schedule for February, March, and April
15. Request from Police Chief Scott Dumas to lift the hiring freeze for the Lead Dispatcher position
16. Letter from Triton Regional School District School Committee Chairperson Dina Sullivan regarding the FY 18 Triton budget timeline
17. Meeting memo regarding New Business #2: Letter from Denzil Rice requesting a street light on Independent Street
18. Letter from Denzil Rice requesting a street light on Independent Street
19. Meeting memo regarding New Business #3: Letter from Massachusetts Department of Agricultural Resources regarding designation of Animal Control Officer for Fiscal Year 2017
20. Completed form for the Massachusetts Department of Agricultural Resources regarding designation of Animal Control Officer for Fiscal Year 2017
21. Request from Board of Water Commissioners and Water Superintendent MaryBeth Wiser to appoint Christopher Renzulli as the Distribution Utility Maintenance Laborer 2
22. Meeting memo regarding New Business #5: Ratify Dore & Whittier Associates, Inc. Contract for Designer Services for the Pine Grove School Feasibility Study Amendment Number 2

23. Signed Dore & Whittier Associates, Inc. Contract for Designer Services for the Pine Grove School Feasibility Study Amendment Number 2
24. Meeting memo regarding New Business #6: Discuss and approve Construction Manager (CM) contract for the Pine Grove School Feasibility Study with W. T. Rich
25. Memo from Andraya Lombardi regarding CM selection and contract for the Pine Grove School
26. Signed Construction Manager (CM) contract for the Pine Grove School Feasibility Study with W. T. Rich
27. Email from Kirk Baker regarding Site Plan Review to construct a building and parking area for the operation of a dog kennel on the parcel located at 104 Newburyport Turnpike, also designated as Assessor Map 14, Lot 14-2; Zoned BLI
28. Application package for site plan review for 104 Newburyport Turnpike
29. Email from Kirk Baker regarding Special Permit/Site Plan Review for the construction of a common driveway on the properties located at 40 Dodge Road and 2 Mill Road
30. Application package for special permit/site plan review for common driveway at 40 Dodge Road and 2 Mill Road
31. Meeting memo regarding Old Business #1: Sign Construction Monitoring Services, Inc. (CMS) contract for Owner's Project Manager's Services for the Fire Station and Police Station Addition project
32. Signed Construction Monitoring Services, Inc. (CMS) contract for Owner's Project Manager's Services for the Fire Station and Police Station Addition project
33. Meeting memo regarding Old Business #2: Review and discuss proposal from The Carell Group for designer services for the Fire Station and Police Station Addition Project
34. Proposal from The Carell Group for designer services for the Fire Station and Police Station Addition Project
35. Meeting memo regarding Old Business #3: Letter from Conservation Commission Chairman Arthur Page regarding Special Municipal Employee Status for outside consultants and State Ethics Commission Fact Sheet on Special Municipal Employees
36. State Ethics Commission Fact Sheet on Special Municipal Employees
37. Letter from Conservation Commission Chairman Arthur Page regarding Special Municipal Employee Status for outside consultants
38. Memo from Deborah Eagan regarding Performance Appraisal Form
39. Performance Appraisal and Development Review for Non-Supervisory Sworn Personnel Form
40. Draft meeting minutes from December 12, 2016
41. Draft meeting minutes from December 28, 2016