

MINUTES OF THE BOARD OF SELECTMEN

June 15, 2020

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

1:00 p.m.

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

CALL MEETING TO ORDER

Chairman Pierce called the meeting to order at 1:02 p.m. He read the following:

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, 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 meeting in real time. Persons who wish to do so are invited to watch 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/880696029> can also dial in using your phone by calling [+1 \(571\) 317-3122](tel:+15713173122) and using access code 880-696-029. In the event that live transmission proves infeasible, an audio or video recording, transcript or other comprehensive record of the meeting will be made available on the Town's website as soon as possible.

GENERAL BUSINESS

1. Update on restaurant outdoor seating applications and permits

Chairman Pierce read the following:

Since the Board of Selectmen approved the Restaurant Outdoor Seating Application forms, we have issued two permits to Agawam Diner and Off The Vine Restaurant.

NEW BUSINESS

1. Discuss July and August meeting schedule

Chairman Pierce read the following:

Normally the Board goes on a summer meeting schedule in June. Due to the challenges of running the Town operations during the COVID-19 Pandemic, the Board has been meeting every week, and often times twice per week.

We are switching to a biweekly schedule starting in July. The proposed schedule is as follows:

*June 18 – Selectmen’s Meeting 2:00 p.m.
June 22 – Town Meeting (no Selectmen’s meeting unless necessary)
June 29 – Selectmen’s Meeting 1:00 p.m.
July 13 – Selectmen’s Meeting 1:00 p.m.
July 27 – Selectmen’s Meeting 1:00 p.m.
August 10 – Selectmen’s Meeting 1:00 p.m.
August 24 – Selectmen’s Meeting 1:00 p.m.*

2. Discuss Pine Grove School punch list completion concerns

Chairman Pierce read the following:

Selectman Ziev was contacted last week by Pine Grove School Custodian Frank Janvrin regarding the status of the project punch list. Mr. Janvrin has said to Selectman Ziev that he trying to arrange a site visit with Larry Berger to go over many punch list items that were not completed or have issues, such as cracks in the concrete.

Selectmen Perry and Pierce, who were on the Building Committee and were designated to be at the Construction Meetings were not aware of this. Selectman Perry understood that there may still be some items on the punch list that were not taken care of because of the COVID Emergency.

Debbie contacted Superintendent Forget to get more information and requested a list of the items that Frank Janvrin has identified.

Larry Berger will be calling into the meeting to discuss this matter. The Board should decide who should attend the site walk to review the items.

Pierce said Berger is not on the line. Perry said he can attend the site walk. Ziev said she heard this has been arranged for tomorrow. She said Janvrin reached out to her because she is often present at the school. She said she reached out to Eagan after Janvrin reached out to her about his concerns. She said she has since heard back from Janvrin who let her know about the site visit scheduled for tomorrow with Berger, she is not sure if this is an agreeable time for everyone, but she is happy to attend. Pierce said he would be happy to have Ziev attend in his place. Eagan said Superintendent Forget just found out about these issues late Friday and is aware that WT Rich has been in the building after the pause from the COVID-19 closure. She said he requested that Andraya Lombardi and he be part of the site walk. Ziev said she agrees with Eagan. She said Janvrin let her know the meeting is scheduled for 8:00 a.m. tomorrow, and Larry and Andraya were on the message as well.

Petersen said his concern is that this communication is coming from the custodial staff and nobody else. He said we need to set up a protocol for communication, and the janitor shouldn’t be scheduling a meeting for this. He said there should be one meeting including Perry and Ziev and this needs to end as soon as possible. Ziev said she

doesn't know who set up the meeting for tomorrow, and it may have been Larry. Petersen said the Board of Selectmen needs to take charge of this, along with the Superintendent and the appropriate parties. He said we need a written communication with a list of the problems, listing who the responsible party is and the timetable for completion. Pierce agreed and asked Eagan to schedule a meeting including Andraya and other interested parties. Eagan said she would include the Superintendent, Perry, Ziev, Andraya, Larry, Janvrin, Chris Walsh and Principal Kneeland.

3. Class II License application from Thomas C. Mannelta Jr. d/b/a Legendary Motors LLC at 28 Forest Ridge Drive

Chairman Pierce read the following:

This application is currently being reviewed by the Town departments. This will have to be placed on the next meeting agenda.

FY 20 MGL Ch. 44 § 33B(b) Budget Transfers

1. Request from Town Administrator to transfer funds from Blanket Insurance to Selectmen's Expense

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

2. Request from Assessor to transfer funds from Expenses to Administrative Assistant Wages

Bob Snow made a motion to approve this transfer, Deana Ziev second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Dave Petersen – aye; Deana Ziev – aye. Joe Perry – could not hear his vote.

FY 21 RE-APPOINTMENTS

<u>Position or Board/Commission Member</u>	<u>Appointee</u>	<u>Expiration Date</u>
Parks and Recreation Committee <i>three year term</i>	Kurt Annen	6/30/2023
Parks and Recreation Committee <i>three year term</i>	Mike Quinn	6/30/2023
Conservation Commission <i>three year term</i>	Howard Vogel	6/30/2023
Records Access Officer	Susan Hazen	6/30/2021
Animal Control Officer <i>one year term</i>	Reed Wilson	6/30/2021
Animal Control Officer <i>one year term</i>	Carol Laroque Alternate	6/30/2021

CPA Administrator <i>one year appointment</i>	Karen O'Donnell	6/30/2021
Town Counsel <i>one year term</i>	Thomas A. Mullen	6/30/2021

Bob Snow made a motion to appoint Kurt Annen and Mike Quinn to the Parks and Recreation Committee through June 30, 2023, Dave Petersen second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Dave Petersen – aye; Deana Ziev – aye. Joe Perry – could not hear his vote.

Dave Petersen made a motion to appoint Howard Vogel to the Conservation Commission through June 30, 2023, Bob Snow second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Dave Petersen – aye; Deana Ziev – aye. Joe Perry – could not hear his vote.

Dave Petersen made a motion to appoint Susan Hazen as Records Access Officer through June 30, 2021, Bob Snow second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Dave Petersen – aye; Deana Ziev – aye. Joe Perry – could not hear his vote.

Bob Snow made a motion to appoint Reed Wilson as Animal Control Officer through June 30, 2021, Dave Petersen second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Dave Petersen – aye; Deana Ziev – aye. Joe Perry – could not hear his vote.

Dave Petersen made a motion to appoint Carol Laroque as Alternate Animal Control Officer through June 30, 2021, Bob Snow second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Dave Petersen – aye; Deana Ziev – aye. Joe Perry – could not hear his vote.

Dave Petersen made a motion to appoint Karen O'Donnell as CPA Administrator through June 30, 2021, Bob Snow second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Dave Petersen – aye; Deana Ziev – aye. Joe Perry – could not hear his vote.

Bob Snow made a motion to appoint Thomas A. Mullen as Town Counsel through June 30, 2021, Deana Ziev second, all in favor – aye - roll call vote: Bob Snow – aye; Cliff Pierce – aye; Dave Petersen – aye; Deana Ziev – aye. Joe Perry – could not hear his vote.

NEW BUSINESS – continued discussion

2. Discuss Pine Grove School punch list completion concerns

Larry Berger joined the remote meeting. Pierce said the Board decided to have Eagan arrange a site visit with all relevant parties the sooner the better. Berger said he will be on site tomorrow at 8:00 a.m. with Chris Walsh and Frank Janvrin. He said he will still go to the meeting tomorrow and will still do another visit after when it is convenient for all to attend. He said Andraya will be there, but Superintendent Forget was not included. Petersen said his concern is that these meetings are being set up with a limited number of people and the Board of Selectmen is being left out. He said he would like a list of items to be addressed, when they are expected to be fixed, and to be notified when the items are completed. He said we are getting close to the time when the school will reopen and we want this to be resolved. He said the Superintendent and the Principal should be involved.

Berger agreed. He said the building was off limits except for emergency issues, since the school was closed in March. He said at the beginning of June people were allowed to go back in. He said he doesn't believe that there are a lot of open items, and the issues need to be segregated between whether they are warranty items versus punch list items. He said there has been a comprehensive list since the beginning. Petersen asked Berger to email the list to Eagan, to include a timetable for the items to be done, and to keep the appropriate people informed. Eagan said tomorrow is an opportunity for Berger to see Janvrin's items and to classify them between warranty and punch list. She said then we can have the final list for the site visit including all the relevant individuals. Petersen said he hopes Perry and Ziev can attend the meeting tomorrow. Perry and Ziev said they will attend. Petersen said he is disappointed that workers were not allowed into the building during COVID. Berger said they just heeded the wishes of the school. Petersen said the Superintendent or the Principal should have let the Board of Selectmen know that all work came to a halt. Berger said there is not a lot left on the punch list, but he will confirm that in the next couple days.

Eagan said the plan is to have the 8:00 a.m. meeting tomorrow and then she will set up a meeting with all the pertinent parties.

Berger asked if he can ask about the service request that he submitted. Pierce said that isn't on the agenda, and it has been referred to Town Counsel.

ANNOUNCEMENTS – TOWN MEETING

- June 22, 2020 Town Meeting has been moved to the Triton Regional High School Auditorium at 112 Elm Street, Byfield MA due to social distancing spacing issues.
- Please arrive early. Doors will open at 6:00 p.m. Town Meeting start time is 6:30 p.m.
- Attendees are required to face coverings or wear mask.
- Seats which allow for appropriate social distancing will be marked.

ADJOURN

Chairman Pierce called for a motion to adjourn. Deana Ziev so moved, Bob Snow 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 1:33 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting memo regarding General Business #1: Update on restaurant outdoor seating applications and permits
2. Meeting memo regarding New Business #1: Discuss July and August meeting schedule
3. Meeting memo regarding New Business #2: Discuss Pine Grove School punch list completion concerns
4. Email from Debbie Eagan to Brian Forget regarding PGS punch list
5. Meeting memo regarding New Business #3: Class II License application from Thomas C. Mannello Jr. d/b/a Legendary Motors LLC at 28 Forest Ridge Drive
6. Meeting memo regarding FY 20 MGL Ch. 44 § 33B(b) Budget Transfers
7. FY 20 MGL Ch. 44 § 33B(b) Budget Transfer Request from Town Administrator to transfer funds from Blanket Insurance to Selectmen's Expense
8. FY 20 MGL Ch. 44 § 33B(b) Budget Transfer Request from Assessor to transfer funds from Expenses to Administrative Assistant Wages
9. Meeting memo regarding FY 21 Re-appointments