

MINUTES OF THE BOARD OF SELECTMEN MEETING

March 2, 2015

Meeting held at Town Hall

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

PUBLIC ATTENDEES: Lawrence White - Finance Committee; Thomas T. Truax, Esq - Rowley Enterprises, Inc.; Manzur Alam - Rowley Enterprises, Inc.; Sean McFadden - Principal Assessor; Robert Barker - Chief of Police

CALL MEETING TO ORDER

Chairman Robert Merry called the meeting to order at 7:02 p.m. He said the meeting is being audio and video recorded digitally.

PLEDGE OF ALLEGIANCE

Joseph Perry led the Pledge of Allegiance.

CHAIRMAN'S COMMENTS

None.

GENERAL BUSINESS

1. FY 15 Re-appointments

Chairman Merry read the following:

The Board needs to retroactively appoint Mark Winfrey to a one year term as a call firefighter effective July 1, 2014 through June 30, 2015. Mark's name was inadvertently left off the master list of re-appointments to the Fire Department.

Joseph Perry made a motion to reappoint Mark Winfrey to a one year term as a call firefighter effective July 1, 2014 through June 30, 2015, Bob Snow second, all in favor - aye (3-0). Jack Cook- ABSENT Dave Petersen - ABSENT

7:05 – 7:15 p.m. CITIZEN QUERY

Citizen's Query opened at 7:05 p.m. and continued until 7:15 p.m. There were no citizen's queries.

NEW BUSINESS

1. Sign contract with USI Consulting Group for GASB 45 services

Chairman Merry said, "This matter needs to be tabled. Debbie is still working on the contract and it is not ready for this evening's meeting."

2. Review Essex Coastal Scenic Byway Sign Plan

Chairman Merry read the following:

The Essex National Heritage Commission is seeking comments from the Town on the Preliminary scenic byway plan.

Essex Heritage requests that comments be submitted no later than Friday, March 20th.

Does the Board have any comments?

Merry reviewed the proposed signage locations. He said the project tracks land all the way up the coast and is funded with 20% state and 80% federal money. He said he doesn't see a reason not to accept the plan. Snow said it is a good idea and it will promote tourism. Perry said they did a great job.

Joseph Perry made a motion to accept the plan as presented, Bob Snow second, all in favor - aye (3-0). Jack Cook- ABSENT Dave Petersen - ABSENT

4. Discuss Annual Town Report cover

Chairman Merry said he would like the Town report cover to highlight the Town's 375th Anniversary celebration held last summer. He showed the Board suggested photos of the 375th Anniversary logo. Snow said he likes it and it is appropriate for the cover.

7:15 p.m. Public Hearing - Rowley Enterprises, Inc. d/b/a Skip's Country Store, Principal Manzur Alam for annual wine and malt beverage only package store license

Attorney Thomas Truax introduced himself on behalf of his client Manzur Alam. He said Alam had rotator cuff surgery and did not submit his liquor license renewal on time. He said he has applied for a new license, but it will be the same as before. He said Alam will be the manager and not his wife and there are no other changes.

Chairman Merry read the following:

Chairman Robert Merry reads the notice of public hearing on the application of a section 15 package store license wine and malt beverages only submitted by Rowley Enterprises, Inc. d/b/a Skip's Country Store, Principal Manzur Alam into the record.

Merry read the notice, then continued:

Chairman Merry calls for a motion to open the hearing. Chairman Merry states that the hearing was advertised in the February 17, 2015 edition of The Daily News. Chairman Merry calls the applicants forward. Chairman Merry asks Mr. Alam to discuss the application.

Joseph Perry made a motion to open the public hearing, Bob Snow second, all in favor - aye (3-0). Jack Cook- ABSENT Dave Petersen - ABSENT

Public hearing opened 7:18 p.m.

Merry continued:

The applicant has paid all taxes and water bills. There is an outstanding electric bill of \$264.34 in the name of Rowley Enterprises for the apartment located above the store.

The building inspector, police chief, fire chief and health agent reported that they did not have any issues with this application.

Chairman Merry asks if there is anyone present at the meeting who would like to speak on the application. He asks that the individual clearly state their name and address.

Chairman Merry calls upon the members of the Board of Selectmen if they have any further questions or comments.

Alam said he will pay the outstanding electric bill tomorrow. There was nobody present at the hearing who wished to comment. Eagan said we are obligated to send the application into the ABCC within three days. She said Shammi Haider was the manager of record when they failed to renew. Merry asked Alam to get a receipt of payment tomorrow that we can attach to the application. Eagan said once the ABCC approves it, the Selectmen will vote to sign the license. Merry said the application appears to be in order and includes the information regarding the mailing to the abutters. Truax said there are three green certified receipt cards that haven't come back from the mailing yet.

Merry continued:

If the Board is satisfied with the application and there are no further questions of the applicant, the Chairman can call for a motion to close the public hearing. After the Board closes the public hearing, the Board discusses the application and votes. The application needs to go to the ABCC for further review and approval.

The Board signs the ABCC Form 43. The license application will then be sent into the state for review.

Bob Snow made a motion to close the public hearing, Joseph Perry second, all in favor - aye (3-0). Jack Cook- ABSENT Dave Petersen - ABSENT

Public hearing closed 7:23 p.m.

Joseph Perry made a motion to approve the application with the stipulation that they pay the electric bill, Bob Snow second, all in favor - aye (3-0). Jack Cook- ABSENT Dave Petersen - ABSENT

The Selectmen signed Form 43.

NEW BUSINESS

3. Discuss Street Layout Hearings for Hawkesworth Village and Wild Pastures

Chairman Merry read the following:

Debbie is working with Town Planner Kirk Baker on the street acceptances of Hawkesworth Estates and Wild Pastures Estates. These are two separate subdivisions.

I. Wild Pastures Estates consists of Wild Pasture Lane, Oak Ledge Circle and Arrowhead Circle.

*The developer's attorney, Laura Tilaro, on this subdivision has contacted Debbie to get the deeds and the metes and bounds descriptions of the roads to the Town's attorney. Debbie is asking the Selectmen if they could vote to set the date of the Wild Pastures street layout hearing for **Monday, March 23, 2015 at 7:15 p.m.***

II. Hawkesworth Estate consists of Dexter Driver.

At this point, Debbie is waiting for the developer of this subdivision to get her the deeds and the layout plan. We need to make sure that the developer reserved his rights on the road, before subdividing the lots. We have not received the layout plan yet from the developer. At this point, without the plan and deeds, it is too premature to schedule a layout hearing. This is still a work in progress.

Eagan said the Wild Pastures is coming together and the developer's attorney is working with the Town Attorney and she recommends the hearing be held on March 23, 2015. She said we may be able to do Hawkesworth on March 23 as well, but it may need to be done the following Monday.

Bob Snow made a motion to schedule the street layout hearing for Wild Pastures Estates for Monday, March 23, 2015 at 7:15 p.m., Joseph Perry second, all in favor - aye (3-0). Jack Cook- ABSENT Dave Petersen - ABSENT

7:30 p.m. Appointment - Principal Assessor Sean McFadden to discuss proposed FY 16 Assessors budget

Chairman Merry read the following:

Principal Assessor Sean McFadden has submitted the Assessing Department budget for review by the Board of Selectmen.

The budget is within the guidelines with the exception of the Professional Services line, which shows an increase of \$820. Sean will discuss this increase.

McFadden said he has been level funding professional services for years, but the vendor costs keep increasing, so the total increase reflected in the budget is \$820. The Selectmen review the budget packet. Perry said it will be a tough year and we appreciate that McFadden followed the guidelines.

Bob Snow made a motion to accept the FY 16 Assessors budget, Joseph Perry second, all in favor - aye (3-0). Jack Cook- ABSENT Dave Petersen - ABSENT

OLD BUSINESS

1. Sign contract with Pavilion Floors for Town Hall Flooring Project and make flooring selection

Chairman Merry read the following:

The contract with Pavilion Floors is ready to be signed. The Selectmen need to sign two originals.

We need to select the tile from the samples. We have asked the Town Hall employees for their input and the samples are tagged accordingly.

The Board reviewed the samples. Larry White asked if the flooring is made in China where they use formaldehyde. Snow said that flooring in the news is from Lumber Liquidators. Merry said the samples are from the manufacturer Mannington, but doesn't say the country of origin. Perry said if the floor is too light, dirt will show. Merry said the flooring in the hallway is maple and the honey oak sample would be his choice. The Board agreed to this selection.

Joseph Perry made a motion to sign the contract, Bob Snow second, all in favor - aye (3-0). Jack Cook- ABSENT Dave Petersen - ABSENT

2. Discuss: FY 16 Triton Tentative Budget; February 25, 2015 Public Hearing; and Selectmen's letter to School Committee on Tentative Budget

Perry said he attended last Wednesday's public hearing and read the letter from the Selectmen into the record. He read the letter into the record. He said the school committee said the reason there are no assessment numbers yet is because they have not yet received the Governor's numbers. He said they declined to extend the public hearing, but scheduled a District Communications Meeting for Wednesday from 6:15-6:45 so that people can comment and he will be there. He said their regular meeting will follow at 7:00 and on March 11, they will vote on the budget. He said Karen Summit made a nice presentation about the health insurance, but they were outnumbered. He said Newbury teachers spoke and were in the audience. Snow asked how much enrollments have declined. Perry said they are down about 50 to 60 students from last year. Snow said he is very concerned about a 4.21% increase. He said we are in a precarious position especially with high snow and ice expenditures. He said we have never had a winter like this one, he can only imagine what this type of increase will do to the Town's budget, and it makes him queasy.

7:45 p.m. Appointment - Police Chief Robert Barker to discuss proposed FY16 Police budget

Barker said he has increased wages in accordance with the guidelines, but due to reorganizations, the net increase is 2.17% rather than the 2.25% proposed by the guidelines. He said the cost of the cruisers have increased, so his expenses have gone up by \$1,030. He said grant money is used to fund mandatory training for dispatchers. He said he hasn't had problems the past few years getting this grant money, but he can't apply until after July 1st, and if he doesn't receive the money, he will have a \$28,000 shortfall. The Board reviewed the budget packet. White asked if the \$28,000 grant is factored into his budget. Barker said no and if it falls through, he will have to reduce over time and training to fund this.

Bob Snow made a motion to approve the proposed FY 16 Police budget, Joseph Perry second, all in favor - aye (3-0). Jack Cook- ABSENT Dave Petersen - ABSENT

FY 16 BUDGETS

- **Moderator**

Joseph Perry made a motion to approve the proposed FY 16 Moderator budget, Bob Snow second, all in favor - aye (3-0). Jack Cook- ABSENT Dave Petersen - ABSENT

- **Conservation Commission**

Bob Snow made a motion to approve the proposed FY 16 Conservation Commission budget, Joseph Perry second, all in favor - aye (3-0). Jack Cook- ABSENT Dave Petersen - ABSENT

- **Planning Board**

Joseph Perry made a motion to approve the proposed FY 16 Planning Board budget, Bob Snow second, all in favor - aye (3-0). Jack Cook- ABSENT Dave Petersen - ABSENT

- **Street Lights**

Approval of this budget was tabled until the numbers can be verified.

- **Hydrants**

Bob Snow made a motion to approve the proposed FY 16 Hydrants budget, Joseph Perry second, all in favor - aye (3-0). Jack Cook- ABSENT Dave Petersen - ABSENT

MINUTES

- January 26, 2015

Bob Snow made a motion to approve the minutes from January 26, 2015, Joseph Perry second, all in favor - aye (3-0). Jack Cook- ABSENT Dave Petersen - ABSENT

ANNOUNCEMENTS

- Central Street Proposed Reconstruction Public Hearing with Highway Surveyor Patrick Snow and Norman Brown of Bayside Engineering is scheduled for March 30, 2015 at 7:30 p.m.
- The Board of Selectmen is reminding residents that if they have the opportunity and the ability to clear hydrants near their homes
- The Town has the following vacancies:
 - a) **Fence Viewer**— three positions;
 - b) **Wood, Lumber & Bark Inspector**; and
 - c) **Zoning Board of Appeals Associate** – two open seats
 - d) **Historical Commission-Historic District Commission** - two seats
 - e) **Parks and Recreation Committee** - two seats
 - f) **Open Space Committee** is seeking membersFor more information on these positions, please contact the Selectmen's Office at 948-2372
- Rowley Food Pantry is in need of donations. The Food Pantry is open Tuesdays from 10:00 a.m. to 12:00 p.m. and Thursdays from 5:30 p.m. to 7:00 p.m.
- Town Meeting is scheduled for May 4, 2015 at 7:30 p.m. at the Pine Grove School

There being no further business before the Board, Chairman Merry called for a motion to adjourn. Bob Snow so moved, Joseph Perry second, all in favor – aye (3-0). Jack Cook- ABSENT Dave Petersen - ABSENT

Open meeting adjourned at 8:07 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting memo regarding General Business #1: FY 15 Re-appointments

2. Meeting memo regarding New Business #1: Sign contract with USI Consulting Group for GASB 45 services
3. Meeting memo regarding New Business #2: Review Essex Coastal Scenic Byway Sign Plan
4. Essex Coastal Scenic Byway Sign Plan - Rowley
5. Meeting memo regarding New Business #4: Discuss Annual Town Report cover
6. Meeting memo regarding 7:15 p.m. Public Hearing - Rowley Enterprises, Inc. d/b/a Skip's Country Store, Principal Manzur Alam for annual wine and malt beverage only package store license
7. Notice of Public Hearing
8. Liquor License application package from Rowley Enterprises, Inc. d/b/a Skip's Country Store
9. Meeting memo regarding New Business #3: Discuss Street Layout Hearings for Hawkesworth Village and Wild Pastures
10. Memos from Town Planner Kirk Baker regarding Hawkesworth Village and Wild Pastures as built plans
11. Meeting memo regarding 7:30 p.m. Appointment - Principal Assessor Sean McFadden to discuss proposed FY 16 Assessors budget
12. Proposed FY 16 Assessors budget
13. Meeting memo regarding Old Business #1: Sign contract with Pavilion Floors for Town Hall Flooring Project and make flooring selection
14. Contract with Pavilion Floors
15. Meeting memo regarding Old Business #2: Discuss: FY 16 Triton Tentative Budget; February 25, 2015 Public Hearing; and Selectmen's letter to School Committee on Tentative Budget
16. Letter from Selectmen to School Committee dated February 25, 2015
17. Email from Triton Superintendent Christopher Farmer regarding District Communications Meeting, and meeting agenda for March 4, 2015
18. Meeting memo regarding 7:45 p.m. Appointment - Police Chief Robert Barker to discuss proposed FY 16 Police budget
19. Proposed FY 16 Police budget
20. Proposed FY 16 Moderator budget
21. Proposed FY 16 Conservation Commission budget
22. Proposed FY 16 Planning Board budget
23. Proposed FY 16 Hydrants budget
24. Draft meeting minutes January 26, 2015