

MINUTES OF THE BOARD OF SELECTMEN MEETING

May 2, 2016

Meeting held at Pine Grove School, 7:00 p.m.

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

PUBLIC ATTENDEES: Brent Baeslack - Conservation Agent; Bernard Cullen

CALL MEETING TO ORDER

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

GENERAL BUSINESS

1. Request from Deborah Eagan to carry-over unused vacation time

Chairman Merry read the memo from Deborah Eagan.

Dave Petersen made a motion to approve this vacation carry-over request, Joseph Perry second, all in favor - aye (5-0).

2. Letter from American Legion re: annual Poppy Drive

Chairman Merry read the letter.

Dave Petersen made a motion to approve this event, Bob Snow second, all in favor - aye (5-0).

3. Request from the Great Marsh Garden Club to display banner for the Great Marsh Garden Club Annual Plant Sale

Chairman Merry read the letter.

Bob Snow made a motion to approve this request, Cliff Pierce second, all in favor - aye (5-0).

4. Discuss waiving building permit fees for remodeling projects at the buildings on the Dodge Reservation at the YMCA-Rowley Campus

Chairman Merry read the following:

The YMCA is rehabbing the Vicor Building at the Dodge Reservation at the YMCA Rowley Campus. The estimated construction cost to make the building useable, including adding a handicap restroom is \$20,000.

The Town owns these buildings, and the building permit fees are waived when the Town does building projects. The Building Permit fee for this work is \$240.00.

YMCA Director of Operations Merri-Lynn Lathrop has asked if the Board of Selectmen would vote to consider waiving this fee.

Joseph Perry made a motion to waive the building permit fees for this construction work, Bob Snow second, all in favor - aye (5-0).

NEW BUSINESS

1. Appoint Scott Dumas as the Keeper of the Lockup

Chairman Merry read the following:

The Board of Selectmen appoints the Police Chief as the Keeper of the Lockup annually. Please appoint new Police Chief Scott Dumas as the Keeper of the Lockup through June 30, 2016.

Bob Snow made a motion to appoint Scott Dumas as the Keeper of the Lockup through June 30, 2016, Dave Petersen second, all in favor - aye (5-0).

2. Sign State Municipal Police Training Committee exemption form for Scott Dumas

Chairman Merry read the following:

Debbie needs to file the Exemption Petition Form for Scott Dumas with the State Municipal Training Committee.

The appointing authority, which is the Board of Selectmen, needs to vote to sign the form. There are only three signature lines on the form, so Debbie is recommending that two of the selectmen sign on the white space at the bottom to the right of the other signatures. Sign your name, write your title, which is "Selectman" and date it.

Petersen said Eagan does a great job. Merry said they would be in a heap of trouble without her.

Dave Petersen made a motion to sign the Exemption Petition Form for Scott Dumas with the State Municipal Training Committee, Joseph Perry second, all in favor - aye (5-0).

The Selectmen signed the form.

3. Antique License Application from Catherine Reardon d/b/a Serendipity

Chairman Merry read the following:

Catherine Reardon has applied for an antique license as a vendor within Todd Farm at 275 Main Street. Please see the attached application and prepared license.

Bob Snow made a motion to approve the antique license for Catherine Reardon d/b/a Serendipity, Dave Petersen second, all in favor - aye (5-0).

The Selectmen signed the license.

4. Request from American Diabetes Association for Annual North Shore Tour de Cure to have cycling event come through Rowley on May 22, 2016

Chairman Merry read the following:

The American Diabetes Association has requested to hold their annual North Shore Tour de Cure bike race through Rowley via Route 1A in on Sunday, May 22, 2016 from 9:45 a.m. through 12:15 p.m.

The Police Chief, Fire Chief, Highway Surveyor and Health Agent did not have any comments or concerns about this event.

Dave Petersen made a motion to approve this event, Bob Snow second, all in favor - aye (5-0).

OLD BUSINESS

1. Sign contract for Design, Purchase & Installation Supervision for Kid's Kingdom Playground Equipment

Chairman Merry read the following:

Debbie has received the signed contract from Dibble & Sons Park Equipment, Inc. Now the Board of Selectmen needs to vote and sign it.

Dave Petersen made a motion to sign the contract with Dibble & Sons Park Equipment, Inc., Joseph Perry second, all in favor - aye (5-0).

2. Sign Certificate of Adoption of the Merrimack Valley Region Multi-Hazard Mitigation Plan Update

Chairman Merry read the following:

Merrimack Valley Planning Commission recently informed Debbie that FEMA approved the Multi-Hazard Mitigation Plan. The last step is for the Board of Selectmen to vote and sign the Certificate of Adoption. Conservation Agent Brent Baeslack will notarize the document.

Dave Petersen made a motion to sign the Certificate of Adoption, Bob Snow second, all in favor - aye (5-0).

The Selectmen signed the document and Baeslack notarized it. Petersen commended Baeslack and his wife for the trash pick-up they do in Rowley each year and said Baeslack always goes above and beyond his duties.

3. Sign motions for Annual Town Meeting and Special Town Meeting

The Selectmen signed their motions.

4. Update from Town Administrator Deb Eagan on Annex paving project bid results

Chairman Merry read the memo from Deb Eagan.

Dave Petersen made a motion to reject all bids and authorize Eagan to re-bid this project, Bob Snow second, all in favor - aye (5-0).

MINUTES

4. March 21, 2016

Dave Petersen made a motion to accept the minutes of March 21, 2016, Bob Snow second, all in favor - aye (5-0).

ADJOURN TO TOWN MEETING

There being no further business before the Board, Chairman Merry called for a motion to adjourn to Town Meeting. Bob Snow so moved, Dave Petersen second, all in favor - aye (5-0).

Open meeting adjourned at 7:17 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Vacation Carry-Over Request from Deborah Eagan
2. Letter from American Legion re: annual Poppy Drive
3. Request from the Great Marsh Garden Club to display banner for the Great Marsh Garden Club Annual Plant Sale
4. Meeting Memo regarding General Business #4: Discuss waiving building permit fees for remodeling projects at the buildings on the Dodge Reservation at the YMCA-Rowley Campus
5. Meeting Memo regarding New Business #1: Appoint Scott Dumas as the Keeper of the Lockup
6. Meeting Memo regarding New Business #2: Sign State Municipal Police Training Committee exemption form for Scott Dumas
7. State Municipal Police Training Committee exemption form for Scott Dumas
8. Meeting Memo regarding New Business #3: Antique License Application from Catherine Reardon d/b/a Serendipity
9. Signed Antique License for Catherine Reardon d/b/a Serendipity
10. Antique License Application package from Catherine Reardon d/b/a Serendipity
11. Meeting Memo regarding New Business #4: Request from American Diabetes Association for Annual North Shore Tour de Cure to have cycling event come through Rowley on May 22, 2016
12. Meeting Memo regarding Old Business #1: Sign contract for Design, Purchase & Installation Supervision for Kid's Kingdom Playground Equipment
13. Signed contract for Design, Purchase & Installation Supervision for Kid's Kingdom Playground Equipment
14. Meeting Memo regarding Old Business #2: Sign Certificate of Adoption of the Merrimack Valley Region Multi-Hazard Mitigation Plan Update
15. Signed Certificate of Adoption of the Merrimack Valley Region Multi-Hazard Mitigation Plan Update
16. Special Town Meeting Motion List
17. Warrant for Special Town Meeting
18. Motions for Special Town Meeting
19. Annual Town Meeting Motion List
20. Warrant for Annual Town Meeting
21. Motions for Annual Town Meeting
22. Memo from Deb Eagan to Board of Selectmen regarding IFB - Town Hall Annex Parking Lot Expansion
23. Memo from Natalie Lovett to Deborah Eagan regarding: BID RESULTS - TOWN HALL ANNEX PARKING LOT EXPANSION PROJECT
24. Draft March 21, 2016 Minutes

Minutes of the Board of Selectmen Meeting

May 2, 2016

Approved May 16, 2016