

MINUTES OF THE BOARD OF SELECTMEN

November 8, 2021

Town Hall, 139 Main Street, Rowley, MA

7:00 p.m.

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

PUBLIC ATTENDEES: Richard Cullinan – Vets; Larry White – Finance Committee; Bob Breaker – Veterans Committee

CALL MEETING TO ORDER

Chairman Pierce called the meeting to order at 7:00 p.m. He said the meeting is being video and audio recorded by Rowley Community Media.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

7:05 P.M. TO 7:10 p.m. PUBLIC COMMENT

There were no public comments.

7:10 p.m. APPOINTMENT Dave Calhoun of Saxton Partners to discuss 40B housing project proposal at 395 Main Street – CANCELLED due to Saxton Partners withdrawing proposal

Chairman Pierce read the following:

The Board of Selectmen was informed today that Saxton Partners is withdrawing their proposal to develop the Didax property, 395 Main Street, for 40B affordable housing. Saxton Partners was informed by Didax on Friday that the property is no longer for sale as they have had a change in plans.

GENERAL BUSINESS

1. Approve donation to the Council on Aging

Chairman Pierce read the following:

COA Director Ellie Davis has provided the Board with the attached list which consists of a monetary donation to support the COA programs. In accordance with State Law, State law, G.L. c.44 §53A, the Board needs to vote to approve this donation.

Bob Snow made a motion to approve this donation, Deana Ziev second, all in favor – aye (5-0).

2. Authorize Fire Chief/Emergency Management Director James Broderick to sign State Emergency Management Performance Grant forms

Chairman Pierce read the following:

Fire Chief/Emergency Management Director James Broderick is applying for a State Emergency Management Performance Grant. The State has sent him the grant paperwork, which requires him to be authorized as a grant signatory.

The Board needs to vote to authorize James Broderick as the contractor authorized signatory, and to authorize Chairman Pierce to sign the Contractor Authorized Signatory List Form.

Joe Perry made a motion to authorize James Broderick as the contractor authorized signatory, and to authorize Chairman Pierce to sign the Contractor Authorized Signatory List Form, Bob Snow second, all in favor – aye (5-0).

3. Request from Town Veterans Committee to hold Veterans Day Flag Raising Ceremony on the Town Common on November 11, 2021

Chairman Pierce read the following:

Bob Breaker of the Town of Rowley Veterans Committee is requesting to hold a Veterans Day Flag Raising Ceremony on the Town Common on November 11, 2021 at 11:00 a.m. He held a similar event last year and it was well-received.

The Board needs to vote to approve this request.

Bob Breaker said the event will be the same as the event last year, and he will publicize this once the Board approves it.

Dave Petersen made a motion to approve this request, Deana Ziev second, all in favor – aye (5-0).

4. Authorize Wreaths Across America Event in the Town Hall parking area on December 18, 2021

Chairman Pierce read the following:

Bob Breaker of the Town of Rowley Veterans Committee is asking the Board to use the Town Hall parking lot for a Wreaths Across America event on Saturday, December 18. The parking lot area would be used to hold a kick-off ceremony with remarks from dignitaries and refreshments for the volunteers. The volunteers will be placing 500 wreaths on veterans' graves in the Cemetery. Bob is still working out the details of this

event. We have been informed that the Library is holding a couple of events also on this day. Bob will try to get the volunteers to park in the Cemetery.

The Board needs to vote to approve this request.

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

5. Approve November 30, 2021 Special State Election Warrant

Chairman Pierce read the following:

The Board needs to vote to sign the November 30, 2021 Special State Election Warrant.

The Board needs to sign 6 (six) Election Warrants.

Dave Petersen made a motion to sign the November 30, 2021 Special State Election Warrant, Joe Perry second, all in favor – aye (4-0). Bob Snow – ABSTAINED

The Selectmen signed the six election warrants.

NEW BUSINESS

1. Discuss Town Hall War Memorial Project

Chairman Pierce read the following:

Phase 2 – War Memorials

We had one response to the Rowley War Memorial Solicitation from Kimball Memorials of Danvers, MA in the amount of \$69,750.00. This cost is much higher than what we expected. Debbie spoke to Kimball to get information on the cost breakout. They reported that costs are very high due to the lack of supplies, such as stencils, glue, epoxy, and the labor-intensive work in the lettering and the v-cut lines grooves on the stone. This work is all done by hand with chisels. The quarries also shut down in December. Additionally, there are also costs associated with trucking the stone from Vermont, rigging and renting a crane and excavating four feet into the ground for the stone foundations. The project also included the purchase and installation of a new Korean War base, and the installation of foundations for both the new Vietnam War Memorial and the Korean War Memorial stone. Veterans Committee Chairman Bob Breaker said that he feels due to uncontrollable factors, such as supply-chain issues and rising costs, that he would like to table this phase of the project and just get the existing stones cleaned for now and re-visit it when the situation improves Debbie is asking the Board to vote to reject the price submittal and cancel the solicitation and to go forward with cleaning and “re-pointing” the existing memorials.

Bob Breaker said there are uncontrollable costs and we only had one bidder, so he recommends that we table this and look at doing this at a future time.

Dave Petersen made a motion to reject the price submittal and cancel the solicitation and to go forward with cleaning and “re-pointing” the existing memorials, Joe Perry second, all in favor – aye (5-0).

Chairman Pierce continued:

Phase 3 – Landscaping

We have asked Sara Bourque of Marshwind Landscape Design to provide a proposal for landscape design services for the landscaping phase of this project. Sara had previously provided conceptual plans for the project at no cost. (See attached.) We need the following:

- Construction ready plans that incorporate the design that you have already created*
- Written specifications on walkway pavers, plants, etc.*
- Bid Phase: a pre-construction on-site meeting with prospective bidders and assistance answering bidder questions*
- Construction Support: preconstruction meeting with the contractor to go over the project and any construction requirements; Periodic visits during construction to make sure that the contractor is following the plans and specifications*
- Project Close-out: ensure project punch list is complete*

Marshwind Landscape Design has provided the attached proposal which meets our requirements. Bob Breaker and Debbie have reviewed it and recommend the Board approve it. Debbie is asking the Board for a vote to approve the proposal and to authorize Chairman Pierce to sign it. An important note, the project does not come under the Historic District Commission/Historical Commission jurisdiction. Nonetheless, the Board should ask Ms. Bourque to contact the State Ethics Commission to see if Sara needs to file a disclosure.

Dave Petersen made a motion to approve the proposal and to authorize Chairman Pierce to sign it, Joe Perry second, all in favor – aye (5-0).

2. Request from the Conservation Commission to approve acceptance of land for protected open space at 28 Glen Street

Chairman Pierce read the following:

The Conservation Commission is asking the Board of Selectmen to approve acceptance of 28 Glen Street (Assessors’ Map 21, Parcel 5 Lot 1), 2.84 acres from Philip McGowan as Town Conservation Commission land. The letter from the ConCom is attached.

Pierce said this property has frontage on the Mill River and is a valued conservation property.

Bob Snow made a motion to approve the acceptance of 28 Glen Street (Assessors' Map 21, Parcel 5 Lot 1), 2.84 acres from Philip McGowan as Town Conservation Commission land, Deana Ziev second, all in favor – aye (5-0).

OLD BUSINESS

1. Approve contract amendment to the Town Hall trim painting project

Chairman Pierce read the following:

The painting contractor has requested that this work be pushed to the spring of 2022. He explained that they aren't seeing the best results with other painting projects they have been working on due to the amount of rain we have been getting. He also explained that the paint isn't curing as well as it should with the colder overnight temperatures. He explained that if we move forward under these conditions that the paint may peel in the future.

Dave and Debbie agreed that because this isn't an emergency, this work could be pushed until the spring so long as the price doesn't change and that the work is scheduled for as soon as possible in the spring. Tom Mullen drafted the attached contract amendment to address this.

Please vote to authorize Chairman Pierce to sign two copies of this contract amendment.

Dave Petersen made a motion to authorize Chairman Pierce to sign two copies of this contract amendment, Bob Snow second, all in favor – aye (5-0).

MINUTES

- November 1, 2021

Bob Snow made a motion to approve the minutes of November 1, 2021, Deana Ziev second, all in favor – aye (5-0).

ANNOUNCEMENTS

- Reminder to bring your reusable bags to the grocery store
- Town Offices are closed on Thursday, November 11, 2021 in honor of Veterans Day

ADJOURN

Bob Snow made a motion to adjourn, Deana Ziev seconded, all in favor – aye (5-0).

Meeting adjourned at 7:16 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting memo regarding 7:10 p.m. Appointment: Dave Calhoun of Saxton Partners to discuss 40B housing project proposal at 395 Main Street – CANCELLED due to Saxton Partners withdrawing proposal
2. Email from Dave Calhoun regarding agenda
3. Meeting memo regarding November 8, 2021 7:10 p.m. Appointment: Dave Calhoun of Saxton Partners to discuss 40B housing project proposal at 395 Main Street
4. Email from Kirk Baker regarding 395 Main Street 40B – PB Recommendation
5. Meeting memo regarding September 27, 2021 7:20 p.m. Appointment: Dave Calhoun of Saxton Partners to discuss 40B housing project at 395 Main Street
6. Conceptual Master Plan for 40B housing project at 395 Main Street
7. Conceptual Master Plan – aerial - for 40B housing project at 395 Main Street
8. Assessors map for 395 Main Street
9. Report from Greenman-Pedersen, Inc. regarding Trip-Generation and Site Access Letter Residential Development 395 Main Street, Rowley, MA
10. Meeting memo regarding General Business #1: Approve donation to the Council on Aging
11. Donation list from the Council on Aging
12. Meeting memo regarding General Business #2: Authorize Fire Chief/Emergency Management Director James Broderick to sign State Emergency Management Performance Grant forms
13. Letter from Fire Chief James Broderick regarding FY 2021 EMPG application
14. State Emergency Management Performance Grant forms
15. Meeting memo regarding General Business #3: Request from Town Veterans Committee to hold Veterans Day Flag Raising Ceremony on the Town Common on November 11, 2021
16. Meeting memo regarding General Business #4: Authorize Wreaths Across America Event in the Town Hall parking area on December 18, 2021
17. Meeting memo regarding General Business #5: Approve November 30, 2021 Special State Election Warrant
18. Approve November 30, 2021 Special State Election Warrant
19. Meeting memo regarding New Business #1: Discuss Town Hall War Memorial Project
20. Proposal from Marshwind Landscape Design for the proposed Town of Rowley Veteran Memorial Restoration project
21. Email from Debbie Eagan to Sara Bourque regarding proposal
22. Drawing of front of Town Hall after proposed Rowley Veterans Memorial Restoration
23. Proposed Plan of Town Hall after proposed Rowley Veterans Memorial Restoration
24. Meeting memo regarding New Business #2: Request from the Conservation Commission to approve acceptance of land for protected open space at 28 Glen Street
25. Request from the Conservation Commission to approve acceptance of land for protected open space at 28 Glen Street

26. Letter from Phil McGowan regarding 28 Glen Street, Parcel ID 21-5-1
27. Merrimack Valley Planning Commission map of 28 Glen Street parcel
28. Essex County Greenbelt map of 28 Glen Street parcel
29. Meeting memo regarding Old Business #1: Approve contract amendment to the
Town Hall trim painting project
30. Contract amendment to the Town Hall trim painting project
31. Draft minutes of November 1, 2021