

MINUTES OF THE BOARD OF SELECTMEN

November 4, 2019

Meeting held at Town Hall, 139 Main Street, Rowley, MA
7:00 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 7:00 p.m. He said the meeting is being video recorded and televised live by Rowley Community Media.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

GENERAL BUSINESS

1. Request from Congressman Seth Moulton to use the Town Hall Auditorium for a "Town Hall Discussion" on Saturday, November 16, 2019 from 1:00 p.m. to 2:00 p.m.

Chairman Pierce read the following:

Debbie was contacted by Kelly Bovio, the Regional Director of Congressman Seth Moulton's Office, with a request to hold a "Town Hall Discussion" with residents in the Town Hall Auditorium on Saturday, November 16 from 1:00 p.m. to 2:00 p.m. Ms. Bovio would be willing to hold the event in the Pine Grove School All Purpose Room if the Board of Selectmen thinks that would be a better location. The Board needs to approve the request.

Also, Congressman Moulton would like to meet with Selectmen and Town department heads prior to the "Town Hall Discussion" from 12:30 p.m. to 1:00 p.m. If there is a quorum of Selectmen present, Debbie recommends that she post a Selectmen's meeting agenda.

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

2. Resignation from Reserve Dispatcher Christina Richards

Chairman Pierce read the resignation into the record.

Joe Perry made a motion to accept this resignation, Bob Snow second, all in favor – aye (4-0). Deana Ziev – ABSTAINED.

NEW BUSINESS

1. Discuss snow plowing at the Pine Grove School and the purchase of a snow blower for the Pine Grove School

Chairman Pierce read the following:

This agenda was held over from the October 7 and 21st meetings.

The Building Committee voted during a meeting on October 17 to recommend to the Board of Selectmen that a “not to exceed” amount of \$55,000 be authorized towards the purchase of the snowblower machine and storage shed for use by the Pine Grove School janitorial staff.

Attached are the discussion points that were included in the October 21 meeting packets.

Update to October 21, 2019 Discussion Points:

Pinck & Company has been reviewing and re-classifying various project costs that were deemed un-reimbursable by the MSBA. A final figure on the amount of funds that are due to be reimbursed has not yet been provided.

The balance of the Owner’s Contingency Hard Cost Account based on the processing of Requisition #18 has not yet been determined. Requisition #18 is still being reviewed by Pinck & Company.

Pierce asked Perry for an update. Perry said Larry Berger and Dore & Whittier are still working on the snow blower. He said they have whittled down the price from \$47,000, removed items that are not necessary for the school, and are now close to \$40,000. He said they are working on a shed proposal, and are looking for a shed that the machine can be driven into without damaging the doors. He said a pad would also need to be constructed, and they are pretty confident they can get the price for all three items less than \$55,000. Pierce asked what the three items are. Perry said the snow blower, pad and shed. Perry said he will have a firm proposal for the Board on the 18th, but is looking for direction from the Board on whether or not he should continue to look at this. He asked if the Board is willing to expend \$55,000 on this or not. Snow asked what kind of snow blower this is. Perry said a Bobcat. Snow asked if there is a particular reason that they chose this model. Perry said it is like the one owned by the Town. Ziev said doesn’t the Town do all of the Town’s sidewalks with the machine? Perry said yes, but the school also has to clear a road for fire truck access which isn’t entirely plowable. Pierce said his question is should they be approving this without knowing what the balances are and how much money we have left. Perry said he isn’t sure if the final requisition will be done by the 18th. Snow asked if we need two vehicles, and said

this is a lot of money. Ziev said she thinks it is a lot of money. Pierce said John Deere sells machines that blow snow. Petersen said he would like to see some alternatives. Perry said the problem at Pine Grove School is that there isn't an area to put the snow, and this machine would blow it out of the way. Petersen said he would like to see some alternatives. He said the problem is that the school custodian borrowed the Highway Department machine and liked it. Ziev said she is confused why the road for the fire truck can't be plowed. Perry said he is not sure if they can plow it. He said they have to clear the basketball court area because that is used as a staging area. Petersen said at the Police Station they got a shed for about \$6,000, and buying a shed may not be the best use of the money. Perry said it isn't a very fancy shed, but it has to be 20 feet long to fit this machine. Ziev said a smaller machine wouldn't require this size shed. Snow asked what the other schools use. Ziev asked what Triton uses. Tom Corben from 58 Kittery Avenue asked if contract services were considered. Pierce said he thinks we have plenty of time to decide this, and the school can use the Highway Department equipment if needed.

This item was tabled.

2. Discuss creating a Selectmen's Facebook Page

Chairman Pierce read the following:

Selectman Deana Ziev has asked for this item to be placed on the Agenda. She would like the Board to authorize the creation of a Town Facebook Page for the purpose of posting announcements, Selectmen's Meeting agendas, and urgent messages. The Facebook Page would only be used for these types of messages from the Town. It would not be a platform for the public to interact with the Board of Selectmen. This is important for compliance with the Open Meeting Law.

The Facebook Page will be linked from the Town's website, which is under construction. The new website will have a "Town Calendar" whereby someone can click on a date and see a list of Town board meetings scheduled for that day, with links to access those respective meeting agendas.

Debbie recommends the Board adopt a policy, such as the draft policy below:

Town of Rowley Board of Selectmen Facebook Page Policy DRAFT

The Facebook Page is authorized by the Board of Selectmen for the sole purpose of transmitting important Town information to the residents of Rowley.

The following positions will be authorized to provide content to the Facebook Page:

- *Town Administrator*
- *Assistant Town Administrator*
- *One Selectman – designated by the Board of Selectmen*

The content of the postings to the Facebook page consist of:

- *Town Announcements;*
- *Community Announcements*
- *Board of Selectmen Meeting Agendas*
- *Urgent messages.*

*Examples of **Town Announcements** are as follows: Mosquito borne viruses notifications; Household Hazardous Waste Recycling Day; Independence Day Celebration on the Town Common; and date and times of Elections, Annual or Special Town Meetings, etc.*

*Examples of **Community Announcements** include: Friends of the Library Book Sales, road races/bike races, etc. **This category of Announcements includes those types of Announcements that have been brought to the attention of the Board of Selectmen and are announced or discussed during a Board of Selectmen's Meeting.***

*Copies of **Board of Selectmen's Meeting Agendas**, which have been filed with the Town Clerk in accordance with the State Open Meeting Law, will be posted on the Facebook page.*

*Examples of **Urgent Messages** include: cancellation of scheduled Town meetings; road closures; cancellation of Town events, etc.*

The Facebook Page will not be an "interactive" media platform. Only messages posted by the persons holding the positions cited in this Policy will be permitted. The Facebook Page will not have a feature to allow public comments. Communication to the Board of Selectmen may be made by writing to the Board of Selectmen via email, U.S. Mail, or fax, or, by calling the office at 948-2372.

The Authorized Individuals with access to the Facebook Page will be responsible for removing "old" content on a timely basis after the records have been archived. Records of the Board of Selectmen's Facebook Page will be archived through Archive Social.

Ziev said the only thing she would change is to not remove the old content and rather have it sit in the history of the page. She said whoever posts the information, it will be viewed by the people who have access to the page. She said this is a way for the Board to connect to the residents and people to get accurate information from the Town. Petersen asked if old information could be kept for a period of time and then moved to a side page. He said he doesn't want to see page after page of information. Ziev said when someone goes to the page, the most recent information would be displayed at the top, and the person could scroll down to see old information. She said sometimes people like to look back at the history. Petersen said it would be good to catalogue the old items. Ziev said an option is that there are different albums or categories for topics such as meeting agendas. Eagan said right now agendas and minutes are on the

webpage and can be found easier than scrolling on a Facebook page. Tom Corben said the Town has a budget for a new website, and not everyone uses Facebook. Ziev said the Facebook page wouldn't take away from the website, it is an alternative, and it is a good way to get information to residents who use Facebook. She said Rowley and Topsfield are the only two towns that don't use Facebook. Snow said this isn't a debatable page. Ziev said there would be no commenting and no messaging. Snow said we can link the Facebook page and the website. Pierce said he has no problem with this. Ziev said when the agendas are loaded, there will be a folder at the top of the Facebook page with the agenda. She said she thinks it is a good way to communicate, but social media has a lot of downfalls. Snow said this is a good idea for the Townspeople. Pierce asked if the Facebook pages for other Towns were interactive. Ziev said they were, and they allowed people to post on their comments. Pierce said he thinks we should have town counsel review this. Snow said there is litigation about Twitter postings.

Bob Snow made a motion to have Town Counsel review this, Deana Ziev second, all in favor – aye (5-0).

OLD BUSINESS

1. Update on Pine Grove School Project

Chairman Pierce read the following:

Vice Chairman Joe Perry would like to discuss the Pine Grove School Project Change Order Approval Procedure that was approved by the Board of Selectmen on April 2, 2018. A copy of the portion of the April 2, 2018 Selectmen's meeting in which the Board voted on the procedure is attached.

Perry said under the procedure in order to keep the project moving along, the OPM and architect can approve change orders with values of \$0 - \$24,999, and he and Cliff can approve change orders with values of \$25,000 - \$99,999. He said the project is complete, and there would be no emergency that would need these two levels of approvals. Pierce said so any future change order would require the approval of the Board of Selectmen? Perry said yes.

Joe Perry made a motion to remove the first two levels of approvals from the procedures so that all future change orders would need to be approved by the Board of Selectmen, Dave Petersen second, all in favor – aye (5-0).

Perry said there are 800 items on the punchlist that they are still working on. He said the garden bed has been installed and they are putting fencing up. He said the gates to the playground have been installed. He said the sod is being installed on the softball field and should be in by next week or soon thereafter, along with the irrigation system being functional.

MINUTES

- October 21, 2019

Bob Snow made a motion to approve the minutes of October 21, 2019, Deana Ziev second, all in favor – aye (5-0).

- October 21, 2019 Special Meeting

Bob Snow made a motion to approve the minutes of October 21, 2019 Special Meeting, Joe Perry second, all in favor – aye (5-0).

- October 28, 2019

Dave Petersen made a motion to approve the minutes of October 28, 2019, Joe Perry second, all in favor – aye (4-0). Bob Snow - ABSTAINED

ANNOUNCEMENTS

- The Town is holding a Household Hazardous Waste Collection Day for Rowley residents on Saturday, November 16, 2019 from 8:30 a.m. to 11:30 at the Highway Department facility at 40 Independent Street
- The Rowley Board of Health reminds residents that mosquitos carrying diseases have been identified in the region and that individuals should avoid outdoor activities from dusk to dawn, wear long sleeve and long pants and socks when outdoors, and to apply mosquito repellant when outdoors during peak hours
- Vacancies:
 - 1) Two vacancies on the Conservation Commission;
 - 2) One vacancy on the Zoning Board of Appeals Associate seat; and
 - 3) Several vacancies on the Rowley Cultural CouncilInterested residents should send a letter of interest to the Board of Selectmen or call the Selectmen's Office at 948-2372.

ADJOURN

Chairman Pierce called for a motion to adjourn. Joe Perry so moved, Bob Snow second, all in favor - aye (5-0).

Meeting adjourned at 7:45 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting memo regarding General Business #1: Request from Congressman Seth Moulton to use the Town Hall Auditorium for a "Town Hall Discussion" on Saturday, November 16, 2019 from 1:00 p.m. to 2:00 p.m.
2. Request from Congressman Seth Moulton to use the Town Hall Auditorium for a "Town Hall Discussion" on Saturday, November 16, 2019 from 1:00 p.m. to 2:00 p.m.
3. Resignation from Reserve Dispatcher Christina Richards
4. Meeting memo regarding New Business #1: Discuss snow plowing at the Pine Grove School and the purchase of a snow blower for the Pine Grove School
5. Meeting memo from October 21, 2019 regarding New Business #1: Discuss snow plowing at the Pine Grove School and the purchase of a snow blower for the Pine Grove School
6. Meeting memo regarding New Business #2: Discuss creating a Selectmen's Facebook Page
7. Meeting memo regarding Old Business #1: Update on Pine Grove School Project
8. Excerpt from April 2, 2018 Board of Selectmen meeting minutes
9. Draft minutes of October 21, 2019 Selectmen's meeting
10. Draft minutes of October 21, 2019 Special Selectmen's meeting
11. Draft minutes of October 28, 2019 Selectmen's meeting