

MINUTES OF THE BOARD OF SELECTMEN MEETING

October 26, 2015,
Meeting held at Town Hall, 7:00 p.m.

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

PUBLIC ATTENDEES: John Kotsiras; Deborah A. Johnson; Henry Rolfe -
Independent Press; Bernard Cullen - 283 Wethersfield St.; John Kent

CALL MEETING TO ORDER

Vice Chairman Joseph Perry called meeting to order at 7:00 p.m. He said the meeting is being audio and video recorded digitally.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

GENERAL BUSINESS

1. Approve Halloween Trick or Treating Hours October 31, 2015 from 5:30 p.m. to 7:30 p.m.

Vice Chairman Perry read the following:

The Board of Selectmen needs to ratify the Halloween Trick or Treating hours of 5:30 p.m. to 7:30 p.m. on Saturday, October 31, 2015 as set by Police Chief Robert Barker.

Dave Petersen made a motion to set the Halloween Trick or Treating hours of 5:30 p.m. to 7:30 p.m. on Saturday, October 31, 2015, Cliff Pierce second, all in favor - aye (3-0). Robert Merry – ABSENT Robert Snow - ABSENT

2. Road Opening Permit application from the Water Department to open 40 Hammond Street to replace a fire hydrant

Dave Petersen made a motion to approve this road opening permit, Cliff Pierce second, all in favor - aye (3-0). Robert Merry – ABSENT Robert Snow - ABSENT

The Selectmen signed the permit.

3. Road Opening Permit application from the Water Department to open 151 Hillside Street for an emergency water repair

Dave Petersen made a motion to approve this road opening permit, Cliff Pierce second, all in favor - aye (3-0). Robert Merry – ABSENT Robert Snow - ABSENT

The Selectmen signed the permit.

4. Sign Massachusetts Cultural Council Grant State Standard Contract Form

Vice Chairman Perry read the letter from the Massachusetts Cultural Council.

Dave Petersen made a motion to sign the Massachusetts Cultural Council Grant State Standard Contract Form , Cliff Pierce second, all in favor - aye (3-0). Robert Merry – ABSENT Robert Snow - ABSENT

CITIZEN QUERY 7:05 p.m. – 7:10 p.m.

There were no Citizen's Queries.

GENERAL BUSINESS

5. Letter from Mass. Collectors and Treasurers Association re: Massachusetts Certified Municipal Treasurer

Vice Chairman Perry read the letter, and congratulated Summit on passing the exam and getting the certification.

Dave Petersen made a motion to send Summit a letter of congratulations , Cliff Pierce second, all in favor - aye (3-0). Robert Merry – ABSENT Robert Snow - ABSENT

6. Letter from Mass. Collectors and Treasurers Association re: Certified Massachusetts Municipal Assistant Collector

Vice Chairman Perry read the letter and congratulated O'Donnell on passing the exam and getting the certification.

Dave Petersen made a motion to send O'Donnell a letter of congratulations , Cliff Pierce second, all in favor - aye (3-0). Robert Merry – ABSENT Robert Snow - ABSENT

OLD BUSINESS

1. Tax Title Auction update

Vice Chairman Perry read the email from Karen Summit regarding the Real Estate Auction. Petersen said \$309,000 was more money than he was expecting, it was a great auction, and it is good to get this money in and the properties back on the tax role. Pierce asked if part of the proceeds will go to pay for the auction. Audience member Henry Rolfe said an amount was added to each bid to pay for the auction.

Dave Petersen made a motion to send Summit a letter of thanks for her work on the auction, Cliff Pierce second, all in favor - aye (3-0). Robert Merry – ABSENT Robert Snow - ABSENT

2. Open Meeting Law and Public Records Law Informational Session set for November 17, 2015 at 7:00 p.m.

Vice Chairman Perry read the following:

Debbie has set up the Informational Session on the Open Meeting Law and the Public Records Law with Town Counsel Tom Mullen for Tuesday, November 17, 2015 at 7:00 p.m. in the Town Hall Auditorium.

Would the Board like Debbie to send out a memo to all Town Department heads, Boards, Commissions and Committee inviting them to attend this session?

Also, Debbie will make arrangements with Rowley Community Media to video-record this session so that it can be posted on the Town's website.

Cliff Pierce made a motion to authorize Debbie to send out a memo to all Town Department heads, Boards, Commissions and Committee inviting them to attend this session, Dave Petersen second, all in favor - aye (3-0). Robert Merry – ABSENT Robert Snow - ABSENT

Audience member Bernie Cullen asked if this session is open to the public. Petersen said yes and it will also be video-taped so that it can be viewed from the website.

3. Letter from Fire Chief James Broderick and Building Inspector Ken Ward re: Occupancy for Selectmen's Office and Town Hall Auditorium

Vice Chairman Perry read this letter.

4. Letter from Fire Chief James Broderick and Building Inspector Ken Ward re:
Occupancy for Annex Meeting Room

Vice Chairman Perry said the occupancy limit for the Annex Meeting Room is 36 people.

APPOINTMENT 7:15 p.m.* Jack E. Grundstrom, Rowley VFW, to discuss Star Garden

Jack Grundstrom said the VFW Post 5707 would like to place a permanent marker on a Town-owned property such as the Town Common or on the Star Garden in the Cemetery. He showed the Board a photo of the proposed memorial. He said the memorial will be dedicated to all of those who have served and are presently serving in the military. He said the Star Garden seems to be the best location, but is looking for information and suggestions. He said he has spoken with Cemetery Commission Chairman Arthur Page, and he suggested a bench. He said this project will be paid for by the VFW, and he is getting a quote for a granite bench for near the Star Garden and a monument.

Petersen said the VFW has done a great job with the Star Garden, which is now maintained by the Great Marsh Garden Club. He said the ideal location for a monument would be near the Star Garden with a bench, and said there are already monuments on the Town Common, and at Town Hall. Pierce said he isn't sure if a shrub should be removed from the garden in order to install the monument, and maybe the monument can be placed next to the garden.

Vice Chairman Perry said, "This request needs to be made to the Board of Cemetery Commissioners because the Star Garden is in the Cemetery."

Grundstrom said he will present this to the Cemetery Commissioners and then come back to the Board of Selectmen with the plan. Petersen said the other two Selectmen will be back and this gives time for the residents to make suggestions about this.

NEW BUSINESS

1. Request from Town Accountant Susan Bailey to appoint Ellen Petrillo as
Assistant Town Accountant

Vice Chairman Perry read the email from Sue Bailey.

Dave Petersen made a motion to appoint Ellen Petrillo as Assistant Town Accountant, Cliff Pierce second, all in favor - aye (3-0). Robert Merry – ABSENT Robert Snow - ABSENT

2. Request from Town Administrator Deborah Eagan to appoint Natalie Lovett as Assistant Town Administrator

Vice Chairman Perry read the memo from Deborah Eagan. Petersen said he has great faith in the Town Administrator and Amy to accept their recommendation.

Dave Petersen made a motion to appoint Natalie Lovett as Assistant Town Administrator, Cliff Pierce second, all in favor - aye (3-0). Robert Merry – ABSENT
Robert Snow - ABSENT

Pierce asked if there were other applicants. Eagan said we went through the selection process and Lovett was the candidate with the highest qualifications.

MINUTES

- March 30, 2015
- April 9, 2015

These minutes were not voted on because a quorum was not present from the date of these meetings.

- August 24, 2015

Dave Petersen made a motion to approve the minutes from August 24, 2015, Cliff Pierce second, all in favor - aye (3-0). Bob Snow - ABSENT. Bob Merry - ABSENT.

- September 28, 2015

Cliff Pierce made a motion to approve the minutes from September 28, 2015, Dave Petersen second, all in favor - aye (3-0). Cliff Pierce - recused. Bob Merry - absent.

ANNOUNCEMENTS

- Household Hazardous Waste Recycling Day – November 14 from 8:30 a.m. to 12:30 p.m. at the Highway Department facility, 40 Independent Street
- The Town has the following vacancies:
 - a. **Shellfish Commissioners** – two seats
 - b. **Cable Advisory Committee** – seeking five members
 - c. **Fence Viewer** – three positions;
 - d. **Wood, Lumber & Bark Inspector**;
 - e. **Zoning Board of Appeals** – one seat
 - f. **Zoning Board of Appeals Associate** - two seats
 - g. **Historical Commission-Historic District Commission** – two seats
 - h. **Parks and Recreation Committee** – two seats; and
 - i. **Open Space Committee** is seeking one member

For 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.
- Water Department will be flushing hydrants throughout Town starting on October 26 through November 12.

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

Open meeting adjourned at 7:34 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Meeting memo regarding General Business #1: Approve Halloween Trick or Treating Hours October 31, 2015 from 5:30 p.m. to 7:30 p.m.
2. Road Opening Permit application from the Water Department to open 40 Hammond Street to replace a fire hydrant
3. Road Opening Permit application from the Water Department to open 151 Hillside Street for an emergency water repair
4. Letter from Massachusetts Cultural Council regarding Grant State Standard Contract Form
5. Signed Massachusetts Cultural Council Grant State Standard Contract Form
6. Letter from Mass. Collectors and Treasurers Association re: Massachusetts Certified Municipal Treasurer
7. Letter from Mass. Collectors and Treasurers Association re: Certified Massachusetts Municipal Assistant Collector
8. Email from Karen Summit regarding Real Estate Auction
9. Email from Karen O'Donnell regarding Auction Breakdown
10. Meeting memo regarding Old Business #2: Open Meeting Law and Public Records Law Informational Session set for November 17, 2015 at 7:00 p.m.
11. Letter from Fire Chief James Broderick and Building Inspector Ken Ward re: Occupancy for Selectmen's Office and Town Hall Auditorium
12. Letter from Fire Chief James Broderick and Building Inspector Ken Ward re: Occupancy for Annex Meeting Room
13. Email from Jack Grundstrom regarding VFW/Star Garden
14. Photo of proposed monument for Star Garden
15. Email request from Town Accountant Susan Bailey to appoint Ellen Petrillo as Assistant Town Accountant
16. Memo from Town Administrator Deborah Eagan to appoint Natalie Lovett as Assistant Town Administrator

17. Natalie Lovett's resume and application for employment
18. Draft minutes for March 30, 2015
19. Draft minutes for April 9, 2015
20. Draft minutes for August 24, 2015
21. Draft minutes for September 28, 2015