

## **MINUTES OF THE BOARD OF SELECTMEN MEETING**

October 20, 2014  
Meeting held at Town Hall

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

**PUBLIC ATTENDEES:** Lawrence White - Finance Committee; Robert Barker – Police Chief; Tammy O'Brien Donohue – Clark School

### **CALL MEETING TO ORDER**

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

### **PLEDGE OF ALLEGIANCE**

Police Chief Robert Barker led the Pledge of Allegiance.

### **CHAIRMAN'S COMMENTS**

None.

### **MOMENT OF SILENCE**

The Board observed a moment of silence for Elizabeth Herrick who passed away.

### **GENERAL BUSINESS**

1. Letter of resignation from Police Department Janitor Richard Caram

Chairman Merry read the letter from Richard Caram (COPY ATTACHED).

Dave Petersen made a motion to accept Caram's resignation as Police Department Janitor with regrets and to send him a letter of thanks, Bob Snow second, all in favor - aye (5-0).

2. Request from Town Administrator to lift hiring freeze for Police Department Janitor

Chairman Merry read the following:

*Debbie is asking the Board to lift the hiring freeze so that we can post the Police Department janitor position. Dick Caram held both positions. Debbie and Chief Barker are posting these positions under one job vacancy notice.*

Dave Petersen made a motion to lift the hiring freeze, Bob Snow second, all in favor - aye (5-0).

### **7:05 – 7:15 p.m. CITIZEN QUERY**

Citizen's Query opened.

### **GENERAL BUSINESS**

3. Request from Library Director Pam Jacobson to lift hiring freeze for two substitute library page positions

Chairman Merry read the letter from Pam Jacobson (COPY ATTACHED).

Joseph Perry made a motion to lift the hiring freeze for two substitute library page positions, Bob Snow second, all in favor - aye (5-0).

4. Set trick-or-treat hours for Friday, October 31, 2014 from 5:30 p.m. to 7:30 p.m.

Chairman Merry read the following:

*Police Chief Robert Barker has recommended that the Board of Selectmen set the trick or treating hours for the upcoming Halloween holiday as follows:*

*Friday, October 31, 2014 from 5:30 p.m. to 7:30 p.m.*

*These are the Town's traditional "trick or treating" hours.*

Bob Snow made a motion to set the trick-or-treat hours for Friday, October 31, 2014 from 5:30 p.m. to 7:30 p.m., Joseph Perry second, all in favor - aye (5-0).

5. Vote to sign the Police Department's Federal Equitable Sharing Report

Chairman Merry read the following:

*The Police Department's Federal Equitable Sharing Report requires a vote and signature of the Chairman of the Board of Selectmen.*

*The Board of Selectmen needs to vote to authorize Chairman Merry to sign the document. Mr. Merry will then sign and date.*

Chief Barker said this is a standard form (COPY ATTACHED). He said there is no money now, and the form used to be signed by the Treasurer, but this year they requested that it be signed by the Board of Selectmen.

Dave Petersen made a motion to authorize Chairman Merry to sign the Federal Equitable Sharing document, Bob Snow second, all in favor - aye (5-0).

6. Road Opening Permit application from National Grid to open 27 Longhill Road for new gas service

Bob Snow made a motion to sign the road opening permit for 27 Longhill Road, Jack Cook second, all in favor - aye (5-0).

The Selectmen signed the permit (COPY ATTACHED).

7. Road Opening Permit application from National Grid to open 202 Wethersfield Street to cut off gas service

Joseph Perry made a motion to sign the road opening permit for 202 Wethersfield Street, Bob Snow second, all in favor - aye (5-0).

The Selectmen signed the permit (COPY ATTACHED).

8. Request from PGS PTA to place lawn signs publicizing the Fall Fest by placing signs at the following locations: island at Bradford Street and Route 133; and on the corner of the Town Common by the gazebo and to re-schedule event to Sunday, October 26 due to forecasted inclement weather

Chairman Merry read the following:

*The Pine Grove School PTA has withdrawn its request to place lawn signs publicizing the Fall Fest.*

*However, they have made the following request:*

*Due to the rainy weather forecasted this week, the PTA is requesting to re-schedule this event to Sunday, October 26, 2014 from 4:30 p.m. to 6:30 p.m. Fall Fest Coordinator Tara Gibbs left a message with the Roberts Funeral Home about the date change.*

*The Board of Selectmen needs to vote to grant the PTA permission to use the Town Common for the 2014 Fall Fest.*

Dave Petersen made a motion to allow the Town Common to be used on October 26, 2014 for the Fall Fest, Bob Snow second, all in favor - aye (5-0).

9. Sign Election Warrants

Chairman Merry said, "The Board of Selectmen needs to vote and sign eight (8) state election warrants. The state election will be held on Tuesday, November 4, 2014 from 7:00 a.m. to 8:00 p.m. at St. Mary's Hall, 202 Main Street, Rowley."

Bob Snow made a motion to sign the election warrants (COPY ATTACHED), Joseph Perry second, all in favor - aye (5-0).

The Selectmen signed the warrants.

**7:05 – 7:15 p.m. CITIZEN QUERY**

Citizen's Query closed. There were no Citizen's Queries.

**GENERAL BUSINESS**

10. Road Opening Permit application from National Grid to open 312 Haverhill Street for capping inactive gas service

Bob Snow made a motion to sign the road opening permit for 312 Haverhill Street, Joseph Perry second, all in favor - aye (5-0).

The Selectmen signed the permit (COPY ATTACHED).

11. Road Opening Permit application from National Grid to open 854 Haverhill Street for capping inactive gas service

Bob Snow made a motion to sign the road opening permit for 854 Haverhill Street, Jack Cook second, all in favor - aye (5-0).

The Selectmen signed the permit (COPY ATTACHED).

12. Road Opening Permit application from National Grid to open 982 Haverhill Street for capping inactive gas service

Bob Snow made a motion to sign the road opening permit for 982 Haverhill Street, Jack Cook second, all in favor - aye (5-0).

The Selectmen signed the permit (COPY ATTACHED).

## **OLD BUSINESS**

### **1. Review special town meeting warrant and assign motions**

Chairman Merry said, "The Board of Selectmen needs to review the October 27, 2014 Special Town Meeting Warrant and assign motions."

The motions for the special town meeting warrant (COPY ATTACHED) were assigned as follows:

Bob Merry: articles 1,2, 12

Dave Petersen: articles 3,8, 18

Jack Cook: articles 4, 5

Joseph Perry: articles 6, 7, 9, 11, 19, 20

Bob Snow: articles 10, 13

Bill DiMento was assigned article 14 and the Water Commissioners were assigned articles 15, 16 and 17.

### **2. Discuss donation from Yankee Pine Corporation to pay for Town Hall elevator upgrade**

Chairman Merry read the following:

*The Yankee Pine Corporation is donating the funds to upgrade the Town Hall elevator. The company has submitted a check made payable to Halley Elevator Company, Inc. in the amount of \$1,965.00, which is the amount we put in the special town meeting warrant.*

*The Board of Selectmen needs to vote to accept this donation and to send a letter thanking Yankee Pine Corporation for this generous donation.*

Dave Petersen made a motion to accept this donation and to send a hardy note of thanks for this very much appreciated donation, Jack Cook second, all in favor - aye (5-0).

## **NEW BUSINESS**

### **1. One-day liquor license application from Clark School**

Chairman Merry read the following:

*Tammy O'Brien Donohue will be present this evening.*

*Clark School, 14 Forest Ridge Drive, Rowley is requesting a one-day liquor license for Friday, November 14, 2014 from 6:00 p.m. to 8:30 p.m. for a Parent Advisory Committee fundraiser and parent social event. Only wine will be served and there is a two-glass maximum per person. No one under the age of 21 will be allowed to attend.*

*Chief Barker has signed off on this application with the following conditions:*

*"Since there is no TIPS certified bartender, I would require strict adherence to a two drink per person limit." Chief Robert Barker, 10/20/2014'*

*If the Board of Selectmen approves this application, Chief Barker's conditions can be stipulated in the approval and written on to the license.*

*Additionally, the applicant is required to purchase the wine from the ABCC approved distributor list.*

Petersen asked Donohue if they can abide by these conditions. Donohue said yes. Petersen said it is a nice looking school and welcomed them to the Town and wished them good luck. Merry said the application appears to be in order (COPY ATTACHED).

Jack Cook made a motion to approve the one-day liquor license application from the Clark School, Joseph Perry second, all in favor - aye (5-0).

### **2. Discuss 44 West Ox Pasture Lane**

Petersen said he attended a meeting about ten days ago organized by Town Planner Kirk Baker. He said representatives of the Fire Department, Board of Health and Conservation Commission were also at the meeting. He said a developer wants to put houses on the 44 acres of land and reviewed the map of the property (COPY ATTACHED). He said right now there is a combination of commercial and residential land, and they want to develop part of the 44 acres. He said they will be submitting plans to the Planning Board and said the development would be entered from West Ox Pasture Drive and there is a right of way abutting Arthur Gordon Drive. He said they are looking to develop 18 to 20 houses maximum and are presenting the general concept and looking for feedback before the plans are designed. He said his biggest concern is

that West Ox Pasture is an unpaved road that is complicated and expensive to fix. He said he asked the developer to address this. Merry said only 900 feet of West Ox Pasture Road has been accepted by the Town. Petersen said there are many issues to be addressed, and he wanted to update the Board about this potential development that may start in the next year or so.

## **MINUTES**

- July 28, 2014

Dave Petersen made a motion to accept the minutes of July 28, 2014, Joseph Perry second, all in favor - aye (5-0).

- September 3, 2014

Bob Snow made a motion to accept the minutes of September 3, 2014, Dave Petersen second, all in favor - aye (5-0).

- September 15, 2014

Joseph Perry made a motion to accept the minutes of September 15, 2014, Dave Petersen second, all in favor - aye (4-0). Bob Snow – ABSTAINED.

## **ANNOUNCEMENTS**

- The Fall Special Town Meeting is scheduled for Monday, October 27, 2014 at 7:30 p.m. at the Pine Grove School
- Library Events:
  1. Landscapes – Oil Painter Priscilla Serafin's work is on display during the months of Oct. & Nov.
  2. Astronomy display during the month of October
  3. Backyard Chickens – Poultry expert on Thursday, October 23, 2014 at 7:00 p.m.
  4. Sanity for the Holidays discussion – Thursday, October 30, 2014 at 7:00 p.m.
- West Nile virus (WNV) has been detected in mosquitoes collected in Rowley. Residents seeking information on the West Nile Virus should read the information on the Town's website or contact the Health Department at 948-2231
- 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** - three seats
  - e) **Parks and Recreation Committee** - two seatsFor 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.

There being no further business before the Board, Chairman Merry called for a motion to go into Executive Session for the following purposes: to conduct collective bargaining sessions and; to discuss strategies with respect to collective bargaining because an open meeting may have a detrimental effect on the bargaining position of the Town; and to consider the filing of criminal complaints and to not return to open session. Joseph Perry so moved, Bob Snow second, all in favor – roll call vote: David Petersen – aye, Joseph Perry – aye, Robert Snow – aye, Jack Cook – aye; Robert Merry – aye.

Open meeting adjourned at 7:41 p.m.

Respectfully submitted,  
Amy Lydon  
Assistant Town Administrator

**ATTACHMENTS:**

1. Letter of resignation from Police Department Janitor Richard Caram
2. Letter to Board of Selectmen from Library Director Pam Jacobson
3. Police Department's Federal Equitable Sharing Report
4. Road Opening Permit application from National Grid to open 27 Longhill Road for new gas service
5. Road Opening Permit application from National Grid to open 202 Wethersfield Street to cut off gas service
6. Email from Tara Gibbs requesting date change for Fall Fest
7. Signed November 4, 2014 Election Warrant
8. Road Opening Permit application from National Grid to open 312 Haverhill Street for capping inactive gas service
9. Road Opening Permit application from National Grid to open 854 Haverhill Street for capping inactive gas service
10. Road Opening Permit application from National Grid to open 982 Haverhill Street for capping inactive gas service
11. October 27, 2014 special town meeting warrant
12. Proposal from Halley Elevator Company for Town Hall elevator upgrade
13. Copy of donation check from Yankee Pine
14. One-day liquor license application from Clark School
15. Map of 44 West Ox Pasture Lane