

MINUTES OF THE BOARD OF SELECTMEN MEETING

September 8, 2014
Meeting held at Town Hall

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

PUBLIC ATTENDEES: Brian Forget - Triton; Lawrence White - Finance Committee; Stephen Capone - Capone Iron Corp; Mathew Broas - Capone Iron Corp; Stuart L. Dalzell Sr. - Water Commissioner; MaryBeth Wiser - Water Superintendent; Roy Ricker - Water Commissioner; Karen Summit - Treasurer/Collector; Tim Toomey - Water Commissioner; Jack Grundstrom - Shellfish

CALL MEETING TO ORDER

Chairman Robert Merry called the meeting to order at 7:01 p.m.

PLEDGE OF ALLEGIANCE

Paul Lees led the Pledge of Allegiance.

CHAIRMAN'S COMMENTS

Chairman Merry thanked the Town employees, officials, residents and members of the 375th Anniversary Committee for a successful celebration of the Town's 375th Anniversary. He said over the weekend there was a parade and big picture on the Town Common. He said it was a great time and he appreciates the efforts of all who helped make it happen.

GENERAL BUSINESS

1. Request from Cub Scouts Pack 15 to use the Town Common for annual popcorn fundraiser

Chairman Merry read the email request from Meghann Merrill (COPY ATTACHED).

Dave Petersen made a motion to authorize the use of the Town Common for Cub Scout Pack 15's annual popcorn fundraiser, Joseph Perry second, all in favor - aye (3-0). Robert Snow - ABSENT, Jack Cook - ABSENT.

2. Letter from Henry Rolfe re: Church Street

Chairman Merry read the letter from Henry Rolfe (COPY ATTACHED).

Merry said the Highway Department is aware of this intersection. Petersen said this could be part of the Central Street project and hopefully the Town will get the money from the state for this project.

3. Review Planning Board Site Plan Application submitted by Ed Sutherby for 4 Main Street

Chairman Merry read the following:

The Board of Selectmen has received a copy of the application submitted by Ed Sutherby for 4 Main Street.

Does the Board have any comments or concerns they wish to convey to the Planning Board regarding this application?

Petersen said this is for the concrete foundation next to White Farms that has been there for years, and any improvement will be welcome. Merry said this is in the Historic District and it needs to be reviewed by them. He said the application appears to be in order. Petersen said he has no objections to this and this area is the gateway from Ipswich to Rowley.

There were no comments on the application from the Board.

7:05 – 7:15 p.m. CITIZEN QUERY

Citizen's Query opened.

NEW BUSINESS

5. Discuss Triton High School stadium renovation project

Chairman Merry read the email from Christopher Farmer (COPY ATTACHED).

Brian Forget said this is the sole agenda item for the meeting on September 17th. He said this project was indentified three and a half years ago. He said the track has not been used since 2011 and the bleachers are not to code. He said The Institution for Savings has donated \$525,000, and the Triton Education Foundation has raised \$150,000 over a two year period, but the fundraising has stalled. He said at the June District Communications Meeting, they decided to bring the project to the towns for a discussion on funding. He said the estimated cost of the project is \$3,000,000 which includes an amenities building, restrooms, expansion of the track and turf and lighting. He said interest rates are in the twos for a fifteen year bonding, and this is a biddable project. He said there is revenue potential for the facility although he doesn't have any

concrete numbers, but renting it for \$200 per hour would not be unheard of. He said the primary use is for the students of the three Triton towns and it can be used year round without a rest period. He said the track will need to be replaced every seven years and the turf every fourteen years, so the wisest place to put any rental fees would be in a maintenance fund. He said he hopes at the meeting on the 17th they will get good intent to move forward with the plan. He said they hope to get approval at the spring town meeting. Paul Lees said they hope to get representation from each town's Selectmen, Finance Committee and School Committee Members. Forget said Gail Associates, the engineer, will be at the meeting to answer questions.

Petersen asked if they anticipate an override to fund this. Forget said that is not a school decision, but anticipates they will need sixty to eighty thousand per town. Petersen asked how the cost will be split between the towns. Forget said that will be discussed at the meeting. Perry said many at the District Communications meeting in June felt that splitting the cost evenly amongst the towns was fair and said it would be beneficial to do the project now. Karen Summit asked why a fifteen year bond is being considered and not a twenty year bond. Forget said First Southwest said they would have a hard time floating \$2,000,000 over twenty years. Petersen said the stadium is badly needed, costs are increasing, and he is in favor of bringing the project before the citizens and discussing it with the other two towns. He said field use is increasing and he is happy that the project is being brought forward early before Town Meeting. Lees said a lot of time and effort has been put into fundraising, but it is a tough time to be fund raising. Forget said if funding for this fails at Town Meeting, the work moving forward with the designing / permitting will not be wasted. Summit asked where the closest similar facility is. Forget said the new stadium in North Reading is almost identical to the proposed project. Summit said that would be a good comparison to use for potential revenues. Forget said they hold those numbers close, but they are hoping it would be \$40,000 to \$50,000 per year that could be used for maintenance of the stadium. He said if there is more revenue that it could be used to offset the towns assessments.

Merry said Petersen and Snow will be out of town, but he and Perry plan to go to the meeting. Petersen recommended that they record the meeting. Stuart L. Dalzell Sr. said the project is not an expense, it is an investment.

7:05 – 7:15 p.m. CITIZEN QUERY

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

7:15 p.m. JOINT MEETING – Board of Water Commissioners to discuss the following

- Extension of Certified Water Operator Services Contract with Weston & Sampson
- Transfer from Emergency/Unforeseen Expenses Account
- Update on Water Treatment Plant construction and projected cost to operate the Water Treatment Plant
- Update on Water Department secondary water operator positions
- Discuss proposed special town meeting warrant articles

Chairman Merry called for a motion to open the joint meeting of the Board of Selectmen and the Board of Water Commissioners. Dave Petersen so moved, Joseph Perry second, all in favor – roll call vote: Robert Merry – aye, Joseph Perry – aye, Dave Petersen – aye, Stuart L. Dalzell Sr. - aye; Tim Toomey – aye; Roy Ricker – aye. Jack Cook – ABSENT. Robert Snow – ABSENT.

Joint meeting opened at 7:26 p.m.

Chairman Merry read the following:

The Selectmen would like to welcome Water Superintendent Marybeth Wiser to her new employment position, which she started on August 11, 2014. She previously served as the Water Superintendent in the Town of Falmouth, Mass. Marybeth has hit the ground running and is providing valuable expertise to the Town on the new water treatment plant.

The Selectmen introduced themselves to MaryBeth. Petersen said that the memos that Wiser has prepared is the first written information that they have received in a couple of years. He said there is normally just a verbal exchange back and forth, but the written memos are helpful and he looks forward to working with Wiser.

Merry continued:

Marybeth has submitted memos on the items to be discussed during tonight's joint meeting.

Memo #1 addresses the first two bullets on tonight's agenda.

- *Extension of Certified Water Operator Services Contract with Weston & Sampson*
- *Transfer from Emergency/Unforeseen Expenses Account*

The Water Board discusses the need to extend the Certified Water Operator Services contract between the Town and Weston & Sampson. This contract provides the Town with temporary certified water operators who can work in the Water Department. Up until last week, there was only one full-time water operator working in the Town. This contact provides the required coverage the Town needs under state regulations to

operate the Town's water system. The contract was paid out of the Water Enterprise Fund budget line #12 – Private Treatment. The contract was set at a not to exceed amount of \$24,500. The Private Treatment Budget Line has \$500 remaining. The contract extension is for \$9,200.

Eagan said Wiser's first memo outlines what is needed. Wiser said the contract with Weston & Sampson for Certified Water Operators supplement's the Town's staffing shortage. She said the budget set for this contract will run out in the first week of September, and in order to continue operating the Water Treatment Plant, this staffing supplement is needed. She said the \$9,200 will supplement the \$500 remaining in the budget and should get them through another thirty days until the department is staffed. Petersen asked if this is enough money to get them through. Wiser said she has two interviews with applicants for the secondary water operator positions and she plans to have them interview with the Board of Water Commissioners and then make an offer if one candidate shines. She said then all positions on the books will be filled. Eagan said Wiser met with the fiscal team last week and this is an essential need until they can get their staffing levels up to the DEP requirements. Toomey asked how much money will be left in the account after this transfer. Summit said the account started with \$50,000. Eagan said there have been no other transfers from this account this fiscal year. Merry said that will leave about \$41,000 in the Emergency and Unforeseen account.

Tim Toomey made a motion to request the Board of Selectmen to transfer the sum of \$9,200 from the Emergency & Unforeseen line into the Private Treatment line, Roy Ricker second, all in favor – roll call vote: Stuart L. Dalzell Sr. - aye; Tim Toomey – aye; Roy Ricker – aye.

Dave Petersen made a motion to transfer the sum of \$9,200 to Line 12 of the FY 15 Water Department Enterprise Fund Budget from the Emergency & Unforeseen Expenses, Joseph Perry second, all in favor – roll call vote: Robert Merry – aye, Joseph Perry – aye, Dave Petersen – aye. Jack Cook – ABSENT. Robert Snow – ABSENT.

Stuart L. Dalzell, Sr. made a motion to sign the contract extension with Weston & Samspon (COPY ATTACHED) Tim Toomey second, all in favor – roll call vote: Stuart L. Dalzell Sr. - aye; Tim Toomey – aye; Roy Ricker – aye.

The Board of Water Commissioners signed the contract extension with Weston & Sampson.

Chairman Merry read the following:

Memo #2 (COPY ATTACHED) covers the following discussion topics on tonight's agenda:

- *Update on Water Treatment Plant construction and projected cost to operate the Water Treatment Plant*
- *Update on Water Department secondary water operator positions*

- *Discuss proposed special town meeting warrant articles*

Wiser reviewed the points on her memo (COPY ATTACHED). She said there is 400 feet of fencing missing and once they get the material next week that will be finished. She said beginning on August 27, 2014, water from the treatment plant has been pumped into the system. She said it is their intent to run the plant twelve hours per day because the membrane needs to stay wet, but running the plant that long is difficult to do with the current staffing levels. She said Robert Grey has started as a secondary water operator and starting tomorrow, the shifts will be staggered so that the plant can run for twelve hours per day, with Weston & Sampson helping with coverage. She said so far there have been no major issues with the operation of the plant, but there have been small leaks which are part of the normal start-up. She said work on well three has begun and well five has been taken offline and is being capped and removed. She said the punch list is down to two pages and Weston & Sampson has assured them that the town will be in compliance with the DEP consent order by October 15th.

Petersen asked Wiser to provide a quick overview about why some people are getting dirty water. Wiser said there are two reasons for the dirty water: 1) there are small active leaks which can normally be quickly taken care of, but are not being addressed as quickly due to staffing issues and 2) the water treatment plant is being started and stopped and the route of the water to the plant has changed which stirs up sediment. She said because of the mandatory water ban they cannot flush the pipes; she is not sure how long the problem will persist; and she asked for everyone's patience while they get the plant up to speed. She said residents should let the water department know if they are experiencing any problems.

Eagan said the articles need to be given to the Selectmen by September 22, 2014. She said Wiser has prepared a table in her memo #2 outlining the funds that need to be transferred from the stabilization fund. She said money was put into the stabilization fund to offset rate increases and costs of running the treatment plant. She said the stabilization fund is the logical funding source for expenses such as electrical, chemicals, maintenance contracts and filters, which were not adequately factored into the FY 15 budget. She said information provided by John Sykora backs up these projected expenses. Wiser said the plant ran for an extended period of time during the month of April and the \$67,000 budgeted for electrical costs will not be enough, and another \$150,000 is needed to cover electrical expenses. She said another \$50,000 is needed for chemicals above the \$37,000 which was budgeted. She said it will take a full year of operating the plant to get an accurate expense estimate to use for future budgeting. She said if all the pall membrane filters were replaced all at once, it would cost \$230,000. She said she would like to purchase one per year at \$21,000 each and

then they will have enough to replace them all in ten years. She said the next item is for \$24,000 to use to pay for support from Pall Corporation if they are needed once the warranty expires in April 2015. She said the final item is for paving the parking lot at 401 Central Street. Roy Ricker said there are only potholes in front of the building and it is a safety issue because someone can fall and get hurt. He said the front needs to be done right away which will cost \$9,500, and the whole parking lot will cost \$60,000. Dalzell said at a previous meeting the board was interested in doing the front horseshoe area only and not the sides. Wisner said in the employee parking area, which is used for public parking for water boards meetings, you can pick chunks of pavement up. Merry said that land is all filled land. Dalzell said the board agreed to recycle the asphalt on the sides and reduce debt before paving those areas. Petersen said the parking lot is a disaster waiting to happen and suggested that the Selectmen transfer the entire \$60,000 and the Water Board can decide whether or not to do the whole thing or just part of it. He said it would be nice to get the whole project done and not piecemeal it together. Dalzell said the pavement along the sides needs to be excavated, and more concrete is needed around the fence posts. Wisner said this will address the drainage in the back which is an outstanding item on a consent order from the Conservation Commission. Eagan said these articles will require a two thirds vote at Town Meeting and asked if the articles should be split up or consolidated. Merry said they can do one article for line 8 items and another for line 11 items. Petersen said one can be done for all water treatment plant items and another can be done for paving. Petersen said during the budget season, Weston & Sampson was not forthcoming with numbers, but we are getting numbers now. Merry said the fiscal team worked on the Water Department budget, but didn't have solid numbers. He said some items were missed and the budget process will get better each year with the plant running. Larry White said if the staff is increased and the water ban is lifted, will the projected expenses increase. Merry said the longer the pump runs, the more it will cost in electricity. He said the expenses are a guestimate until they get hard figures and can calculate an average. Petersen said the fall town meeting is coming up and these estimates are based on two months worth of operating the plant. He said if the funds are not spent, they can be moved back into the stabilization account. He asked the Water Board to finalize the articles and then bring them back to the Selectmen.

Eagan said the Water Department has had one water operator since July 4, 2014, so there is a surplus of funds in the wages line. She said even with the additional secondary water operator being hired, there is not sufficient staff to run the plant for twelve hours per day and do the distribution work. She asked if the board wished to consider moving funds within the budget to allow for one more operator. Petersen said the staffing issue is killing us. He said we kept asking Weston & Sampson for a staffing plan, but one wasn't provided and we were told we can operate with the current staffing.

He said between the plant and distribution the need is there. He said if they can find the money and bring an article forth for a third secondary water operator, he thinks the Board of Selectmen would support it.

Eagan said Wisner has updated the Board with the punchlist; the treatment plant still has a temporary occupancy permit; and there is communication to the DEP regarding the consent order (COPY ATTACHED). Eagan said the Boards discussed an addendum to the agreement with Weston & Sampson for engineering services on July 28, 2014 when the August 15, 2014 DEP consent order deadline was approaching. She said the Water Board needs to vote to sign the addendum, and this will be paid for out of the borrowing. Petersen said this contract extension is through October 17, 2014. Toomey asked when the prior extension expired. Petersen said he thinks it was through August 30, 2014, since this addendum is from August 30, 2014. Toomey said they already voted to extend it through October 15, 2014. Wisner said the Board has voted to extend the DEP Consent Order deadline from August 15, 2014 until October 15, 2014, but this is to extend the contract with Weston & Sampson. Toomey said they voted on one extension, but he doesn't know which one they voted one. Wisner said this amendment takes them through October 17, 2014 and there is no contract in place currently. Toomey said he thinks there is a signed copy in the office. Wisner said this was sent to her today from Weston & Sampson.

Tim Toomey made a motion to sign the contract extension with Weston & Sampson (COPY ATTACHED) for engineering services through October 17, 2014, Roy Ricker second, all in favor – roll call vote: Stuart L. Dalzell Sr. - aye; Tim Toomey – aye; Roy Ricker – aye.

Chairman Merry called for a motion to adjourn the joint meeting of the Board of Selectmen and the Board of Water Commissioners. Joseph Perry so moved, Dave Petersen second, all in favor – roll call vote: Robert Merry – aye, Joseph Perry – aye, Dave Petersen – aye, Stuart L. Dalzell Sr. - aye; Tim Toomey – aye; Roy Ricker – aye. Jack Cook – ABSENT. Robert Snow – ABSENT.

Joint meeting adjourned 8:19 p.m.

NEW BUSINESS

4. One-day Liquor License Application submitted by Capone Iron Corporation

Eagan said the application is in order and the Police Chief has signed off on it (COPY ATTACHED).

Chairman Merry read the following:

The application is for a one-day liquor license for September 19, 2014 from 11:00 a.m. to 3:00 p.m. The application is for beer only. The beer will be distributed via a tap under the supervision of a TIPS certified bartender. The application has been reviewed and signed off by Chief Barker.

Petersen said the license is for Capone Iron's place of business on Turcotte Drive.

Stephen Capone said this is an educational event for construction professionals such as engineers and architects, to come see how their operation works.

Dave Petersen made a motion to grant the one-day liquor license to Capone Iron Corporation, Joseph Perry second, all in favor – aye (3-0). Jack Cook – ABSENT. Robert Snow – ABSENT.

1. State Primary Election location will be at the Rowley Public Library

Chairman Merry read the following:

The Board of Selectmen held an Emergency Meeting on September 3, 2014 at 2:00 p.m. to vote to re-assign the location of the September 9, 2014 State Primary Election from St. Mary's Church Hall to the Rowley Public Library.

Town Clerk Susan Hazen was notified last week that St. Mary's Church Hall could not be used for the September 9th Primary Election because of on-going construction at the site. The Board of Selectmen voted on Wednesday, September 3rd to move the voting location to the Rowley Public Library and to sign the revised election warrants. Election hours remain the same – 7:00 a.m. to 8:00 p.m. The Town Clerk has sent out alerts to the Town residents over the Town's reverse 9-1-1 communication system. Also messages have been posted on the Town's website and local access cable channel. A large electronic sign has been placed on Route 1A near the Town Hall.

Once again, the September 9, 2014 State Primary Election will be held at the Rowley Public Library at 141 Main Street from 7:00 a.m. to 8:00 p.m.

OLD BUSINESS

1. Liquor license change of manager application submitted by Rowley Veterans Association

Chairman Merry read the following:

The application is complete except that we have not received the certified vote of the corporate board from the clerk of the RVA board. They have submitted the excerpt of their August 13, 2014 minutes in which the resignation of Charles Hardy was presented. According to the minutes, Charles Hardy resigned effective August 31, 2014.

The ABCC requires the certified vote. We provided the example from the last change of manager application filed by the RVA.

Merry said he reviewed the application (COPY ATTACHED) and it appears ok.

Dave Petersen made a motion to approve the change of manager application submitted by Rowley Veterans Association, Joseph Perry second, all in favor – aye (3-0). Jack Cook – ABSENT. Robert Snow – ABSENT.

NEW BUSINESS

8. Aquaculture License transfer request from Fred Hardy to Michael Cook

Chairman Merry read the letter requesting the transfer from Fred Hardy (COPY ATTACHED).

Merry said there is also a form completed by Michael Cook including the metes and bounds of the one acre lot on Club Head Sands #10.

Joseph Perry made a motion to approve the transfer of lot #10 from Fred Hardy to Michael Cook, Dave Petersen second, all in favor – aye (3-0). Jack Cook – ABSENT. Robert Snow – ABSENT.

11. Discuss Division of Marine Fisheries Green Crab meeting on September 12, 2014

Jack Grundstrom read an email that discussed funding for the green crab depletion program on the great marsh (COPY ATTACHED). He said he just received notice that there will be a meeting in Gloucester on Friday at 1:30 and he would like two Selectmen to attend. Bob Merry and Joseph Perry agreed to go.

2. Letter from David Levesque re: pension

Chairman Merry read the letter from David Levesque (COPY ATTACHED). Eagan said there is no change in Levesque's employment status with the Town, but he wanted the Town to be aware of this.

3. FY 15 Re-Appointments/Appointments and MGL Chapter 268A Sections 19 & 23b disclosures filed by Electrical Inspector David Levesque

Chairman Merry read the following:

Electrical Inspector David Levesque has filed Chapter 268A §§ 19 & 23b disclosures pursuant to his re-appointment to the Zoning Board of Appeals.

The ZBA is the town board that adjudicates decisions made by the Building Inspector. The Building Inspector serves as the head of the Inspectional Services Department. The Building Inspector is the direct supervisor of the Electrical Inspector.

The Board of Selectmen needs to review the disclosures. David Levesque's appointment to the ZBA expires on September 9th. According to Attorney Greg Miao, if the Board of Selectmen is satisfied with the disclosures, it will need to issue a written determination that the financial or improper interest is not so substantial as to be deemed likely to affect the integrity of the services which the Town expects from the employee. The written determination may include language that requires David Levesque to state at public meetings that he serves as the electrical inspector of the Town and that his supervisor is the building inspector. This could alleviate any potential appearance of a conflict of interest, which constitutes a violation of Chapter 268A §23b.

Dave Petersen made a motion to issue a written determination that the financial or improper interest is not so substantial as to be deemed likely to affect the integrity of the services which the Town expects from the employee and include language that requires David Levesque to state at public meetings that he serves as the electrical inspector of the Town and that his supervisor is the building inspector, Joseph Perry second, all in favor – aye (3-0). Jack Cook – ABSENT. Robert Snow – ABSENT.

Dave Petersen made a motion to appoint David Levesque to the Board of Appeals, CH 41 Sec 81 and Zoning Board of Appeals through June 30, 2019, Joseph Perry second, all in favor – aye (3-0). Jack Cook – ABSENT. Robert Snow – ABSENT.

6. Correspondence from Rowley Parish Council, UK re: Rowley's 375th Anniversary

Chairman Merry read the letter from the Rowley Parish Council (COPY ATTACHED). Perry said we appreciate this letter. Merry said this letter was read at the opening ceremonies of the 375th Celebration. Eagan read the email request from Rowley Parish Council (COPY ATTACHED). Merry said once Rowley Community Media has footage of the celebration, we can send a copy of the footage along with an article to them.

7. Discuss fall special town meeting articles

Chairman Merry read the following:

The warrant for the October 27, 2014 Special Town Meeting closes on Monday, September 22, 2014 at 4:00 p.m.

We will have articles funding the recently-signed MOA with the police union. Funds are earmarked to fund this contract.

We need to have an article that re-purposes the funds that were set aside for the development of the Bradstreet Baseball Field. These funds need to be re-directed to the develop a Little League Field at Veterans Field at the Pine Grove School, and to develop and construct soccer fields and other related recreational areas at Eiras Park. We need to authorize Dave Petersen to meet with the Community Preservation Committee to discuss these plans.

We need to have an article that designates the land at Smith Lane as park land.

Petersen said \$220,000 was appropriated to develop a little league field at the Bradstreet property, but due to poor soil and drainage, we will need an additional \$225,000 to \$250,000 to develop the area which is too much money for a ball field. He said there is \$208,000 left in the account for this project and we would like to put it towards a little league field behind the Pine Grove School and a full size soccer field at Eiras Park to the right of Smith Lane. He said this land needs to be designated as Article 97 parkland and would be used for recreational purposes only and wouldn't interfere with the nearby water well. He said we would need the Board of Water Commissioner's permission to use a small piece of land for the proposed Eiras soccer field, but the Town will be giving back the ballfield at the intersection of Route 1 and 133 to the Water Department.

Joseph Perry made a motion to authorize Dave Petersen to meet with the CPC to discuss these plans, Bob Merry second, all in favor – aye (3-0). Jack Cook – ABSENT. Robert Snow – ABSENT.

9. Update the IRS Commuting Rule Policy

Chairman Merry read the following:

Debbie and Sue Bailey are requesting that the Board of Selectmen update the Town's IRS Commuting Rule policy due to personnel changes.

The Board of Selectmen instituted this policy in 2009 in accordance with the Internal Revenue Service Commuting Rule that had been recently published.

Under the policy the Board is reviewing tonight, there is language that authorizes the Town Administrator to update the policy as needed for personnel changes only. All other changes will require the Board of Selectmen's approval.

The Board of Selectmen needs to vote and sign the policy.

Merry read the updated policy (COPY ATTACHED).

Dave Petersen made a motion to approve and sign the updated IRS Commuting Rule Policy, Joseph Perry second, all in favor – aye (3-0). Jack Cook – ABSENT. Robert Snow – ABSENT.

10. Update the Town's Procurement Policy

Chairman Merry read the following:

Chapter 30B has been amended and we need to update the policy to reflect the changes. The threshold for soliciting quotes for goods and services has been raised from \$24,999 to \$34,999. The minimum goods and services contract value has been raised to \$35,000 and over.

The Board of Selectmen needs to authorize Debbie to update the policy and to circulate it to all town departments.

Dave Petersen made a motion to authorize Eagan to update the Town's procurement policy as reflected on the copy of the policy (COPY ATTACHED) Joseph Perry second, all in favor – aye (3-0). Jack Cook – ABSENT. Robert Snow – ABSENT.

OLD BUSINESS

2. Discuss reserve fund transfer request for air conditioner system for Selectmen's Office

Chairman Merry read the following:

Debbie has re-submitted the proposal for the replacement air conditioner system. The original proposal from Breen & Sullivan did not include prevailing wage rates. The original proposal was for \$5,495. The revised proposal is for \$8,285, reflecting a difference of \$2,790. State law requires cities and towns to pay the prevailing wage rate.

Debbie needs the Board of Selectmen to approve the revised amount, which reflects the prevailing wage rates, and to authorize her to file a Reserve Fund Transfer request with the Finance Committee.

The Finance Committee is meeting tomorrow night. Would any of the selectmen wish to attend this meeting with Debbie?

Petersen said he will go to the Finance Committee meeting.

Joseph Perry made a motion to approve the revised amount and to authorize Eagan to file a Reserve Fund Transfer with the Finance Committee, Dave Petersen second, all in favor – aye (3-0). Jack Cook – ABSENT. Robert Snow – ABSENT.

MINUTES

- **July 28, 2014**

Approval of these minutes was tabled since Joseph Perry did not attend that meeting and two other Selectmen were absent.

ANNOUNCEMENTS

- State Primary Election location has been moved from St. Mary's Hall to the Rowley Public Library – Election hours remain the same from 7:00 a.m. to 8:00 p.m.
- Pine Grove School Spaghetti Fundraiser – Friday, September 12 to raise funds for the 5th Grade Ecology Camp – two seatings at 4:30 p.m. and 6:30 p.m. for information contact Josette Renda at josettesophia@aol.com
- The Fall Special Town Meeting is scheduled for Monday, October 27, 2014 at 7:30 p.m. at the Pine Grove School
- The Town has the following vacancies:
 - a) **Fence Viewer**– two 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.
- Water Customers need to call Pennichuck at 1-800-553-5191 now for billing, payment and customer service questions.
- Compact fluorescent light bulbs may be recycled at the Rowley Municipal Lighting Plant. Light bulbs can be brought down during normal business hours.

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

Open meeting adjourned at 9:01 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS:

1. Email request from Meghann Merrill of Cub Scouts Pack 15 to use the Town Common for annual popcorn fundraiser
2. Letter from Henry Rolfe re: Church Street
3. Planning Board Site Plan Application submitted by Ed Sutherby for 4 Main Street
4. Email from Christopher Farmer regarding Triton High School stadium renovation project
5. FY 15 Water Department budget
6. Memo #1 from MaryBeth Wiser to Roy Ricker re: revised request for transfer of funds
7. Amendment #1 to agreement between the town and Weston & Sampson for certified water operator services
8. Memo #2 from MaryBeth Wiser to Roy Ricker re: revised water treatment plant update/operating budget and attachments
9. Letter from John Sykora to Thomas Mahin at the DEP dated August 14, 2014
10. Application from Capone Iron Corporation for a one-day liquor license
11. ABCC Advisory regarding one-day liquor licenses
12. Liquor license change of manager application submitted by Rowley Veterans Association
13. Aquaculture License transfer request from Fred Hardy to Michael Cook
14. Request for lot #10 aquaculture transfer from Michael Cook
15. Aquaculture license issued to Fredrick Hardy
16. Email from Robert Glenn to Jack Grundstrom regarding State Funding
17. Letter from David Levesque re: pension
18. Letter from Brackett & Lucas re: Levesque – Conflict of Interest Opinion
19. Disclosures filed by David Levesque
20. Letter from Rowley Parish Council
21. Email request from Rowley Parish Council to Deb Eagan
22. Town of Rowley IRS Commuting Policy updated on September 8, 2014
23. 2009 Town of Rowley IRS Commuting Policy
24. Town of Rowley Procurement Policy edited for updates
25. Revised quote from Breen & Sullivan
26. Original quote from Breen & Sullivan
27. Finance Committee Agenda for September 9, 2014
28. Transfer request to the Finance Committee for the Selectmen's Office air conditioner