

MINUTES OF THE BOARD OF SELECTMEN MEETING

September 10, 2018

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, Robert Merry, David Petersen (Town Administrator Deborah Eagan, Assistant Town Administrator Amy Lydon)

PUBLIC ATTENDEES: David Zizza – 29 Bradford Street; Lawrence White – FINCOM; Bernard Cullen – 283 Wethersfield Street; Henry Rolfe – 13 Plantation Drive

CALL MEETING TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

MOMENT OF SILENCE IN HONOR OF THE VICTIMS OF SEPTEMBER 11, 2001 TERRORISM ATTACK

A Moment of Silence was observed.

GENERAL BUSINESS

1. Letter from Fire Chief James Broderick regarding a medical call at the Pine Grove School
2. Letter from Michael Woronka, Chief Executive Officer of Action Ambulance Service, Inc., regarding a medical call at the Pine Grove School

Chairman Pierce said both of these letters are related to a worker who suffered a heart attack at the Pine Grove School. Pierce read the letter from Chief Broderick, and the conclusion of the letter from Michael Woronka.

3. Request from Town Accountant Susan Bailey to appoint Carrie Kennedy to the position of Assistant Town Accountant

Chairman Pierce read the request from Susan Bailey.

Joe Perry made a motion to appoint Carrie Kennedy to the position of Assistant Town Accountant, Bob Snow second, all in favor - aye (5-0).

4. Review Road Opening Permit Application from National Grid to open Summer Street from Bradford Street to relay the gas main on Summer Street and to install gas service at 61 Summer Street

Chairman Pierce said he has a copy of the permit in his folder that was approved by the staff in the Selectmen's Office.

5. Notice from the Northeast Massachusetts Mosquito Control regarding aerial application to control mosquito larvae on coastal salt marshes

Chairman Pierce read the notice.

6. Request from Board of Water Commissioners to lift the hiring freeze for the position of Distribution Utility Maintenance Laborer 2

Chairman Pierce read the following:

Bob Snow made a motion to lift the hiring freeze for the position of Distribution Utility Maintenance Laborer 2, Joe Perry second, all in favor - aye (5-0).

7:10-7:15 p.m. PUBLIC COMMENT

There were no public comments.

NEW BUSINESS

1. Letter from Barbara Loftus Nelson expressing interest in serving on the Rowley Cultural Council

Chairman Pierce read the following:

According to Local Cultural Council regulations, the Rowley Cultural Council (RCC) must have a minimum of five members, but can have up to 22 members. Rowley Cultural Council currently has four members. Four RCC members did not wish to be re-appointed after their terms expired on June 30, 2018.

Please see the attached letter of interest for appointment to the Rowley Cultural Council from Barbara Loftus Nelson, and a letter of support for her appointment from Chair Annetta Kelly.

If appointed, she would be the fifth member, and this would be a three year appointment, beginning on September 11, 2018 and expiring on June 30, 2021.

Pierce read the letter of interest from Barbara Nelson.

Dave Petersen made a motion to appoint Barbara Loftus Nelson to the Cultural Council through June 30, 2021, Bob Snow second, all in favor - aye (5-0).

OLD BUSINESS

1. Pine Grove School Project Update

Vice Chairman Perry said a lot of work has been done, and the buses have not been re-routed to the back yet. He said the first week of school went pretty well.

2. Fire Station and Police Station Addition Project Update

Chairman Pierce read the following:

The project is coming in on schedule. Drywall is continuing through this week in both buildings. Roof shingles continue to be installed. Exterior trim work will continue through this week. We have been working on the procurement of the source capture vehicle exhaust system for the Fire Station and the procurement of other equipment that will be installed in the buildings.

Petersen said the project is running on time and on budget.

3. Update on the Annex accessibility upgrades project and the Town Hall handicap ramp project

Chairman Pierce read the following:

We have been working on finalizing the bid documents for the Annex accessibility upgrade project and the Town Hall handicap project. The priority is getting the Annex project underway as soon as possible. We are going out to bid this week and hope to have a contract awarded by the end of October, with work beginning by late November.

4. Update on Selectmen's Office carpet replacement project

Chairman Pierce read the following:

Two carpet tile samples have been on display in the office. Two Selectmen voted for the beige color, one Selectmen voted for the blue color. The four employees who work in the office prefer the blue color. Please vote to select the carpet tile color so that the product can be ordered, and we can schedule the work.

The likely schedule for this work will be:

1. Friday afternoon furniture would be moved out of the office
2. Saturday carpet tiles are installed
3. Sunday or Monday furniture is moved back into the office

Joe Perry made a motion to select the blue color for the carpet, Bob Snow second, all in favor - aye (5-0).

5. Award contract for Tree Trimming, Removal and Emergency Services

Chairman Pierce read the following:

The bids were received on August 27 for Tree Trimming, Removal and Emergency Services. Four contractors responded to the Invitation for Bids:

<i>Mayer Tree Service</i>	<i>\$58,960</i>
<i>Cicoria Tree Service</i>	<i>\$63,200</i>
<i>Pathfinder Tree Service</i>	<i>\$71,600</i>
<i>Valley Tree Service</i>	<i>\$76,000</i>

Tree Warden Pat Snow has called the references for the lowest responsible and eligible bidder, Mayer Tree Company. All of the references were positive and Pat Snow recommends that the Town award the contract to Mayer Tree Company.

If in agreement, the Board of Selectmen should vote to award the contract to Mayer Tree Company, for a term of one year, and authorize Chairman Pierce to sign the contract.

Petersen said the low bid is for \$58,960, but only \$50,000 has been appropriated. He said he isn't sure how far the \$50,000 will go. Eagan said the bid is based on a unit price, and this covers emergency work as well as the planned removal of dead trees.

Dave Petersen made a motion to award the contract to Mayer Tree Company, for a term of one year, and authorize Chairman Pierce to sign the contract, Bob Snow second, all in favor - aye (5-0).

6. Sign Cannabis Control Commission Host Community Agreement Certification Form for Verdant Medical, Inc.

Chairman Pierce read the following:

The Cannabis Control Commission has asked Verdant Medical to complete the CCC Host Community Agreement Certification Form. The Board of Selectmen voted and signed the Host Agreement with Verdant Medical, Inc. on August 27, 2018.

The Board needs to vote to authorize Cliff Pierce to certify that Verdant Medical, Inc. has executed a host agreement with the Town of Rowley and to sign the form as the authorized representative.

Bob Snow made a motion to authorize Cliff Pierce to certify that Verdant Medical, Inc. has executed a host agreement with the Town of Rowley and to sign the form as the authorized representative, Joe Perry second, all in favor - aye (5-0).

Pierce signed the form.

MINUTES

- August 27, 2018

Bob Snow made a motion to approve the August 27, 2018 minutes, Joe Perry second, all in favor - aye (5-0).

ANNOUNCEMENTS

- The Town has the following vacancies:
 - a. **Agricultural Commission Associate**
 - b. **Cultural Council**
 - c. **Council on Aging**
 - d. **Fence Viewer** – three positions;
 - e. **Wood, Lumber & Bark Inspector;**
 - f. **Zoning Board of Appeals Associate** – three seats;
 - g. **Parks and Recreation Committee** – one seat; and
 - h. **Deputy Shellfish Constables** – two positions.For more information on these positions, please contact the Selectmen's Office at 948-2372.
- The Rowley Food Pantry is in need of donations. Donations can be left at the Rowley Public Library. The Food Pantry is open on Tuesdays from 10:00 a.m. to 12:00 p.m. and on Thursdays from 5:30 p.m. to 7:00 p.m.

ADJOURN

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

Open meeting adjourned at 7:22 p.m.

Respectfully submitted,
Amy Lydon
Assistant Town Administrator

ATTACHMENTS

1. Letter from Fire Chief James Broderick regarding a medical call at the Pine Grove School
2. Letter from Michael Woronka, Chief Executive Officer of Action Ambulance Service, Inc., regarding a medical call at the Pine Grove School
3. Request from Town Accountant Susan Bailey to appoint Carrie Kennedy to the position of Assistant Town Accountant
4. Meeting memo regarding General Business #4: Review Road Opening Permit Application from National Grid to open Summer Street from Bradford Street to relay the gas main on Summer Street and to install gas service at 61 Summer Street
5. Road Opening Permit Application from National Grid
6. Notice from the Northeast Massachusetts Mosquito Control regarding aerial application to control mosquito larvae on coastal salt marshes
7. Request from Board of Water Commissioners to lift the hiring freeze for the position of Distribution Utility Maintenance Laborer 2
8. Board of Selectmen Public Comment Policy
9. Meeting memo regarding New Business #1: Letter from Barbara Loftus Nelson expressing interest in serving on the Rowley Cultural Council
10. Excerpts from Regulations for Local and Regional Cultural Council Operations and Procedures (962 CMR 2.00)
11. Request from Barbara Nelson to be appointed to Cultural Council
12. Email of support for Barbara Nelson's appointment to Cultural Council from Annetta Kelly
13. Meeting memo regarding Old Business #1: Pine Grove School Project Update
14. Meeting memo regarding Old Business #2: Fire Station and Police Station Addition Project Update
15. Meeting memo regarding Old Business #3: Update on the Annex accessibility upgrades project and the Town Hall handicap ramp project
16. Meeting memo regarding Old Business #4: Update on Selectmen's Office carpet replacement project
17. Meeting memo regarding Old Business #5: Award contract for Tree Trimming, Removal and Emergency Services
18. Recommendation from Patrick Snow regarding Mayer Tree Service
19. Spreadsheet of bid results for Tree Trimming, Removal and Emergency Services
20. Attachment A-1R submitted by Mayer Tree Service
21. Reference feedback from Town of Georgetown and Town of Boxford regarding Mayer Tree Service
22. Meeting memo regarding Old Business #6: Sign Cannabis Control Commission Host Community Agreement Certification Form for Verdant Medical, Inc.
23. Signed Cannabis Control Commission Host Community Agreement Certification Form
24. Draft August 27, 2018 minutes