

Selectmen's Minutes
Faculty Room, Essex Elementary School

May 2, 2016

Present: Chairman Lisa J. O'Donnell, Selectman Susan Gould-Coviello, Selectman David A. Doane, Town Administrator Brendhan Zubricki, Town Counsel Gregg Corbo, and Selectmen's Assistant Pamela J. Witham.

Also Present: Assistant Town Moderator Jodi Davis and Librarian Deborah French.

The Chairman called the meeting to order at 6:30 p.m. in the Teachers' Lounge at the Essex Elementary School on Story Street and announced that the Board would hear Public Comment. No one offered any comment.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$190,733.52.

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's April 25, 2016, Open Meeting and Executive Session.

A motion was made, seconded, and unanimously voted to accept a \$200 donation to the Police Gift Account from the Essex Merchants Group.

A motion was made, seconded, and unanimously voted to approve a request from Neurofibromatosis Northeast to pass over Essex Roads during their 6th Annual Coast to the Cure on Saturday, September 10, 2016.

A motion was made, seconded, and unanimously voted to approve the following requests for licenses and permits:

One-Day Entertainment:

- Christopher Stepler, for use on Saturday, September 10, 2016, between the hours of 1:00 and 10:00 p.m. within the confines of the Waterline Center at 66 Main Street.

Commercial Shellfish-Senior:

- Stephen Hartley

One-Day Wine & Malt License:

- Essex County Greenbelt Association, Inc., Shelley Raymond, for use on Thursday, May 19, 2016, between the hours of 6:00 and 9:00 p.m. within the confines of the Cox Reservation at 82 Eastern Avenue.

Wine & Malt Package Store:

- Sign an updated license to reflect a change of d/b/a from Boston Wine Exchange to Essex Wine Exchange, 91 Main Street.

Common Victualler License:

- Sign an updated license to reflect a change of d/b/a from Boston Wine Exchange to Essex Wine Exchange, 91 Main Street.

The Selectmen were reminded that their next regular Board of Selectmen's meeting will take place on Monday, May 9, 2016, at 7:00 p.m. in the second floor meeting room at the Senior Center on Pickering Street.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period April 23rd through April 29th, 2016, regarding the following:

Strategic Planning Committee Meeting and Community Compact: Mr. Zubricki reported that he had attended the Strategic Planning Committee meeting last week, along with Chairman O'Donnell. The Committee has produced a *handout* for the Annual Town Meeting describing their achievements to date and goals for the future. Mr. Zubricki said that the Lt. Governor will sign community compacts with various municipalities, including Essex, on Tuesday, May 10, 2016, at 10:15 a.m. in the Selectmen's room in the Middleton Town Hall, at 48 South Main Street. Chairman O'Donnell has been chosen to participate in the ceremony on May 10, and, depending upon whether or not the Town is successful in identifying two more focus areas, will participate in a second one at a future date.

Signature of Successor Contract with AFSCME: Mr. Zubricki said that agreement has been reached with AFSCME regarding a renewal contract which will offer a 2% cost of living increase, no change to the current health insurance, and implement a basic dress code for DPW field personnel. A motion was made, seconded, and unanimously voted to sign the contract.

Analysis of Built-in Features, Town Hall/Library Renovation Project: Mr. Zubricki reviewed the needs of the Library regarding certain pieces of built-in furniture. Those present discussed whether the Library needs could be met with stand-alone furniture vs. built-in, and it was agreed that Mr. Zubricki would investigate various options, including a company in Lynn specializing in refurbished and/or customized office furniture. Deborah French left the meeting.

Town Hall/Library Renovation Project Weekly Meeting and Color Choices: Mr. Zubricki said that the Historical Commission has reached agreement and the outside of the Town Hall/Library will be stained a light tan, with the trim painted a dark Essex Green and charcoal-colored roof shingles. Following a discussion, the Selectmen asked Mr. Zubricki to invite Rebecca Jones to choose the interior colors for the Town Hall.

Contract for Structural Shoring of Folsom Pavilion: Mr. Zubricki reported that three quotations had been received for the needed repairs to the Folsom Pavilion, with the low one in the amount of \$10,800. A motion was made, seconded, and unanimously voted to authorize Mr. Zubricki to sign a repair contract with Kneeland Construction in the amount of \$10,800 for the repairs.

Revision of Centennial Grove Regulations and Associated Planning: Mr. Zubricki reported that the YMCA has decided to decline the Town's invitation to provide weekend attendants to monitor use of Centennial Grove, leaving only two other options for staffing: Boy Scouts and/or local kids. Mr. Zubricki will continue to explore these two areas.

It was agreed that Mr. Zubricki will work with Selectman Gould-Coviello to formulate signage for the Grove announcing a "residents only" use policy (except for rentals, summer camp, and sports events).

Mr. Zubricki said that he is looking into some sort of uniform, such as special t-shirts, to be worn by the Grove Attendants, who will be equipped with radios. The Police will be asked to perform extra patrols at the Grove during certain times.

In addition, Mr. Zubricki informed the Selectmen regarding the name of a company that will furnish buttons for a minimum cost that can be issued to Town residents for identification purposes at Centennial Grove. Hand stamps may also be used to identify guests of residents.

The Selectmen said that they were in agreement and had reviewed the suggested changes to the Grove regulations. Subsequently, a motion was made, seconded, and unanimously voted to approve the new regulations. Mr. Zubricki said that he plans to make an announcement regarding the change to the regulations using Code Red. The new gate at the entrance to the Grove will be locked at sunset and unlocked in the morning by the Police.

Final Annual Town Meeting Motions: Mr. Zubricki reviewed the draft motions and the order in which they will be presented at Town Meeting.

There being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn to the Annual Town Meeting in the gymnasium at 7:24 p.m.

Documents used during this meeting include the following;
Strategic Planning Committee Handout

Prepared by: _____
Pamela J. Witham

Attested by: _____
Susan Gould-Coviello