

**Selectmen's Minutes**  
**Senior Center**

**December 5, 2016**

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

Also Present: Matt Coogan, Mr. Febiger, Tina Lane, Stephen Sloane, and a notary public.

The Chairman called the meeting to order at 7:00 p.m. in the upstairs meeting room of the Senior Center at 17 Pickering Street and announced that the Board would hear Public Comment. Tina Lane asked if the Council on Aging had a mission statement, and if so, could it be posted on the Council's webpage. Mr. Zubricki said that the Council does have a statement and he would ask the Council to include it on their page.

Stephen Sloan, from Cambridge Consulting, came before the Selectmen and reviewed the changes made by the State to the Conservation Restriction for Mr. Febiger's Lot A. Subsequently, a motion was made, seconded, and unanimously voted to approve a revised Conservation Restriction for Febiger Lot A (34.3 acres on Forest Avenue), as amended by the State. The Selectmen signed the document, which was witnessed by the notary public. Mr. Sloane thanked the Selectmen, and Mr. Sloane, Mr. Febiger, and the notary public left the meeting.

Mr. Zubricki announced that Matt Coogan will be awarded the Leading by Example Award by the State Department of Energy and Environmental Affairs for his outstanding work in both Gloucester and Essex. The award ceremony will take place at the State House in the Hall of Flags, in Boston on Thursday at 10:00 a.m. "The LBE Awards recognize outstanding efforts among Commonwealth agencies, public colleges and universities, and municipalities that have implemented policies and programs that have led to significant and measurable environmental and energy benefits." Those present congratulated Mr. Coogan on his achievement. The Selectmen will be unable to attend the ceremony and Mr. Zubricki said he would ask the Planning Board if one of their members would be able to attend.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period November 26<sup>th</sup> through December 2<sup>nd</sup>, 2016, regarding the following:

Green Communities Grant Program Application: Mr. Coogan had succeeded in getting a grant to help fund the Town Hall/Library project, and he is now ready to start the application process for another grant which could help fund one or more of the following projects: replacement of street lamps with LED lights, replacement of the Water Plant boiler, and/or energy improvements at the Essex Elementary School. Those present discussed the advantages and time constraints for each option. The Board agreed that Mr. Coogan should work with Mr. Zubricki to develop an application that includes the Water Plant boiler and the school improvements. The Green Communities Grant for the Town Hall/Library Project must be closed out before a new grant is awarded or funded. In the meantime, Mr. Zubricki said that he will have a discussion with National Grid regarding the possibility of the Town acquiring ownership of the street lights in Town. Ownership of the street lights is a prerequisite for obtaining a grant from the soon-to-

be-announced, new State grant program to replace the current lights with LED lights. Mr. Coogan thanked the Selectmen and left the meeting.

Acting in their capacity as Licensing Board, a motion was made, seconded, and unanimously voted to approve the following requests for licenses, permits, and license renewals:

One-Day Wine & Malt:

- Georgeanne Richards, Sea Meadow, for use on Tuesday, December 13, 2016, between the hours of 3:30 and 8:30 p.m. within the confines of 7 Main Street.

All Alcoholic Restaurant License Renewal:

- Allen W. Matthews, Blue Marlin Grille, Inc., 63 Eastern Avenue
- Bradley Atkinson, BN Farm LLC, d/b/a The Farm, 233 Western Avenue
- James N. Stavros, Cape Ann Golf Course Corp., d/b/a Fairway Pub, 99 John Wise Avenue
- Carol Shepard, Greenbow Corporation, d/b/a Shea's Riverside Restaurant & Bar, 122 Main Street
- Corey Matthews, MRG, Inc., d/b/a The Boathouse, 234 John Wise Avenue
- Thomas L. Guertner, Towne Landing, Inc., d/b/a Periwinkles, 74 Main Street
- Kevin Ricci, Village Restaurant of Essex, Inc., d/b/a Village Restaurant, 55 Main Street
- Stephen B. Woodman, Woodman's, Inc., d/b/a Lobster Pool, 119 Main Street
- Stephen B. Woodman, Woodman's, Inc., d/b/a Woodman's Function Hall & Lobster Trap Pub, 125 Main Street

Antiques License Renewal:

- Michael Bider, Bider's Antiques, Home, Camp & Cottage, 67 Main Street
- Vincent W. Caravella, The Scrapbook, 34 Main Street
- Cheryll Conly, Farmhouse Gatherings, 166 Eastern Avenue
- Joseph Danna, Conomo Point Antiques, 166 R Eastern Avenue
- Fred Grobe, White Elephant Shop, 32 Main Street
- Michael March, Blackwood March Antiques, 3 Southern Avenue
- Shelagh Schylling, Prezona Design, 72 Belcher Street
- Andrew Spindler Roesle, Andrew Spindler Antiques, 163 Main Street
- A.P.H. Waller, A.P.H. Waller & Son, 140 Main Street

Automatic Amusement Device License Renewals (2):

- James N. Stavros, Cape Ann Golf Course Corp., d/b/a Fairway Pub, 99 John Wise Avenue

Class II License Renewal:

- Steven Pascucci, Cape Ann Auto Body, Inc., 19 Grove Street
- Charles F. Coles, Jr. & Mark Gallagher, Dynamic Auto Brokers, 147 Eastern Avenue
- John Heath, Essex Falls Auto Body, 1 Moses Lane
- Scott Woodward, Pike Marine, Inc., 80 Main Street
- Scott Savory, Scott's Auto Clinic, Inc., 6 Scot's Way

- Paul Wright, Wright Industries Inc., 22 Western Avenue

Common Victualler License Renewal:

- Allen W. Matthews, Blue Marlin Grille, Inc., 63 Eastern Avenue
- Bradley Atkinson, BN Farm LLC, d/b/a The Farm, 233 Western Avenue
- James N. Stavros, Cape Ann Golf Course Corp., d/b/a Fairway Pub, 99 John Wise Avenue
- Adrian Wilkins, Essex Meeting & Retreat Center, LLC, d/b/a Essex Woods Meeting and Retreat Center, 1 Conomo Point Road
- Clifford Amero, Essex River Cruises & Charters, 35 Dodge Street
- Howard Lane, Essex Seafood, 143 R Eastern Avenue
- Laura Wright, Essex Village Market Company, 1 Martin Street
- Carol Shepard, Greenbow Corporation, d/b/a Shea's Riverside Restaurant & Bar, 122 Main Street
- Leandro Gomes, Leandro's Bakery & Café, 65 Eastern Avenue
- Roy Serpa, MAIA LLC, d/b/a Dunkin Donuts, 125 Main Street
- Corey Matthews, MRG, Inc., d/b/a The Boathouse, 234 John Wise Avenue
- Thomas L. Guertner, Towne Landing, Inc., d/b/a Periwinkles, 74 Main Street
- Kevin Ricci, Village Restaurant of Essex, Inc., d/b/a Village Restaurant, 55 Main Street
- Stephen B. Woodman, Woodman's, Inc., d/b/a Lobster Pool, 119 Main Street
- Stephen B. Woodman, Woodman's, Inc., d/b/a Woodman's Function Hall & Lobster Trap Pub, 125 Main Street

Innholder's License Renewal:

- Adrian Wilkins, Essex Meeting & Retreat Center, LLC, d/b/a Essex Woods Meeting and Retreat Center, 1 Conomo Point Road

One-Day Auction Permit:

- Michael March, Blackwood March Antiques, for use on Wednesday, January 4, 2017, between the hours of 4:00 and 10:00 p.m. within the confines of Woodman's at 125 Main Street.

Sunday Entertainment License Renewal:

- Patrick Shea, Hog Island Inc., d/b/a C.K. Pearl, 112 Main Street
- Stephen B. Woodman, Woodman's, Inc., d/b/a Woodman's Function Hall & Lobster Trap Pub, 125 Main Street

Weekday Entertainment License Renewal:

- Allen W. Matthews, Blue Marlin Grille, Inc., 63 Eastern Avenue
- Bradley Atkinson, BN Farm LLC, d/b/a The Farm, 233 Western Avenue
- James N. Stavros, Cape Ann Golf Course Corp., d/b/a Fairway Pub, 99 John Wise Avenue
- Carol Shepard, Greenbow Corporation, d/b/a Shea's Riverside Restaurant & Bar, 122 Main Street
- Stephen B. Woodman, Woodman's, Inc., d/b/a Lobster Pool, 119 Main Street

- Stephen B. Woodman, Woodman's, Inc., d/b/a Woodman's Function Hall & Lobster Trap Pub, 125 Main Street

The Selectmen signed the license documents.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$521,455.20.

A motion was made, seconded, and unanimously voted to exempt from Section 20 of Chapter 268A of the General Laws, the contracts and amounts for the individuals listed below contained within the 12/1/16 warrant pursuant to subsection (d) of said Section.

| <u>NAME</u>    | <u>VENDOR</u> | <u>DATE</u> | <u>AMOUNT</u> | <u>DEPT'S BILL</u> |
|----------------|---------------|-------------|---------------|--------------------|
| James McNeilly | McNeilly EMS  | 11/16/16    | \$1,044.00    | Fire               |

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's November 28, 2016, Open Meeting.

Mr. Zubricki resumed discussion of the topics in his most recent Town Administrator's report:

Request to Alter Sewer Easement: Mr. Zubricki said that a resident had approached him regarding an easement that the resident had granted to the Town during the sewer construction project. The resident thought that the size of the easement would be automatically reduced once the project was completed, but that has not happened, and clearly was not a provision in the documents he signed. The resident is considering improvements to his property in the area of the easement and would like the Town to consider some changes. Mr. Zubricki said that Department of Public Works Superintendent Paul Goodwin will visit the site and discuss the matter with the resident.

Town Administrator's Performance Review and Goal Setting: Mr. Zubricki distributed a list of suggested goals for 2017. The Selectmen will review the list and will have further discussion at the next meeting. The Chairman asked Mr. Zubricki to consider a new goal associated with the development of a new Regional Resource Management Plan for the Great Marsh. The Board will also take stock of Mr. Zubricki's accomplishments over the past year and will provide feedback via the Chairman.

Potential Options for Future Management of Council on Aging Director: Mr. Zubricki said that he has begun discussion with Town Counsel regarding the Town's various options for structuring management of the Council on Aging Director. If the Council desires, a memorandum of understanding would be drafted to assist in that area.

Potential Future Change Orders, Library Ramp and Door: Mr. Zubricki reported that it had come to his attention that staining of the siding on the ramp to the Library was not included in the original estimate for the Town Hall/Library project. Mr. Zubricki recommended getting an estimate for the additional staining. The ramp should match the rest of the building. Also, the contractor is recommending replacement of the entire Library exterior door and frame on the

backside of the building. Following a short discussion, a motion was made, seconded, and unanimously voted to authorize the Chairman to approve replacement of the rear exterior Library door, once a price is developed. The ramp siding staining can likely wait until the spring.

Packaging of Invitation for Bids, Northern Conomo Point Project: Mr. Zubricki is preparing the bid package for the northern Conomo Point waterfront access project and explained the advantages of dividing the project into two parts. Bids would be requested for part A (the waterfront park) and for part A plus part B (the parking lot). The Selectmen were in agreement. Mr. Zubricki will seek advice of Town Counsel and then confer with the project designer, Jim Heroux, regarding the structuring of the bid request.

Public Forum Concerning Master Plan for Centennial Grove: Mr. Zubricki suggested scheduling a public forum regarding the future of Centennial Grove early in 2017. Chairman O'Donnell suggested February 13<sup>th</sup> as a possible date and recommended asking Town Planner Matt Coogan, Fire Chief Dan Doucette, Police Chief Pete Silva, the Strategic Planning Committee, the Lake Association, and the disbanded Centennial Grove Committee members to attend. Data to be prepared for the forum should include maps, and past maintenance costs and income from the property.

Draft Fiscal Year 2018 Capital Budget Update: Mr. Zubricki reviewed the first draft of the proposed capital budget for fiscal year 2018. Based on the Selectmen's comments, Mr. Zubricki will revise the plan for discussion at a future meeting. The final plan is scheduled to be approved on January 9, 2017.

Draft Fiscal Year 2018 Operating Budget Request: Mr. Zubricki said that he would like to add certain budget items to the FY18 operating budget. Routine maintenance on the Town Hall/Library has been neglected in the past, to the detriment of the building, and the items he would like to add would fund a regular maintenance schedule. The Selectmen were in agreement.

Regional School District Operating Budget Discussion Group: Selectman Gould-Coviello reported on her attendance at a meeting regarding the Regional School district budget for next year. She said that she is very comfortable with the Town's share of the proposed budget. She also mentioned that the Fire Chief is advocating replacement of fire alarms at the school. Mr. Zubricki said that he will discuss how these might be funded with Avi Urbas.

Preliminary List of Potential Topics for Annual Town Meeting: Mr. Zubricki reviewed possible topics for future Town Meetings and will now revise the list, based on the Selectmen's comments.

Mr. Zubricki announced that as a result of the recent Town survey, five strong candidates had volunteered for the three vacancies on the Finance Committee. The Strategic Planning Committee will now focus on finding volunteers for other Town committees.

A motion was made, seconded, and unanimously voted to authorize the trade-in of an existing Highway Department dump truck that is being replaced by the Department using Chapter 90 funds and Free Cash. The replacement truck was approved in May, 2016.

A motion was made, seconded, and unanimously voted to approve a request to pass over Town roads during the 2<sup>nd</sup> Annual Fast Half Marathon sponsored by YuKan Run on Sunday, May 14, 2017.

A motion was made, seconded, and unanimously voted to approve a request from Terry and Joseph Cellucci, JT Farnham's Restaurant, to only be open Wednesday through Sunday from 11:00 a.m. to 7:00 p.m., and to close from January 1, 2017 through March 2, 2017, for repairs and cleaning.

Concerning Conomo Point matters, the Selectmen discussed, on a preliminary basis, a request to demolish and replace a cottage on the leasehold at 111 Conomo Point Road. Mr. Zubricki reported that Town Counsel had opined that this would not be detrimental to the Town if the approval is properly worded, and may be considered "new growth" and increase the Town's tax base.

A motion was made, seconded, and unanimously voted to acknowledge a letter regarding the intention of the lessees of 25 Middle Road to sublet that property for part of the summer of 2017.

The Selectmen were reminded that the Board of Assessors' Public Hearing regarding the adoption of a Residential Factor, had been continued to Monday, December 12, 2016, starting at 6:30 p.m., in the Senior Center.

The Selectmen will attend a public hearing on Wednesday, December 14, 2016, in the High School Library, starting at 7:00 p.m., regarding the tentative School District budget for FY18.

The next regular Board of Selectmen's meeting will take place on Tuesday, December 20, 2016, at 7:00 p.m. in the Fire Station meeting room, 24 Martin Street.

The Selectmen will attend a public hearing on Tuesday, January 31, 2017, at the Essex Elementary School, starting at 7:00 p.m. regarding the final School District budget for FY18.

There being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 8:30 p.m.

Documents used during this meeting include the following: None.

Attested by: \_\_\_\_\_  
Susan Gould-Coviello

Prepared by: \_\_\_\_\_  
Pamela J. Witham