

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

**February 27, 2017**

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: Virginia Antell, Ben Buttrick, Kristin Crockett, Priscilla Doucette, Michelle Dyer, Rob Fitzgibbon, Michelle French, David Gabor (by telephone), Kay Joseph, Millie Hamlen, Tina Lane, Patricia McGrath, Mark McKenna, Paul Pennoyer, Ken Riehl, Chris Rogers, Richard Ross, Roxanne Tieri, Jessica Webb, and Mary Wilhelm.

The Chairman called the meeting to order at 7:00 p.m. in the upstairs meeting room of the Senior Center on Pickering Street and announced that the Board would hear Public Comment. Paul Pennoyer asked why the Northern Conomo Point Waterfront Access Project was bid a second time. Mr. Zubricki explained that all the bids received for the initial bid had exceeded the Town's budget for the project. Consequently, the specifications and scope for the project were adjusted downward and the project was again released for bidding.

Tina Lane said the Council on Aging survey had suggested that the COA would be using the meeting room being constructed on the third floor of the Town Hall for programs and inquired about the use of the meeting room. Mr. Zubricki said that the new meeting room will be ADA accessible and the policy regarding its use will be set by the Selectmen and administered by their Assistant and the Town Administrator.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$175,734.49.

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's February 6, 2017, Open Meeting.

A motion was made, seconded, and unanimously voted to appoint the following as Probationary Firefighters: Craig Carter, Colt Donahue, and Ryan Santos; all subject to passing CORI checks and drug/medical screening. The Selectmen signed the appointment cards.

A motion was made, seconded, and unanimously voted to declare Saturday, May 20, 2017 as Scandinavian Heritage Day in Essex. The Selectmen signed *the proclamation*.

A motion was made, seconded, and unanimously voted to authorize Police Chief Peter G. Silva to sign a Memorandum of Understanding for the Use of Intranasal Naloxone with Northeast Hospital Corporation.

Concerning Conomo Point matters, the Selectmen considered a written request to assign the leases for Map 108, Lots 44A and 44B to the Thayer W. Adams Living Trust (from the Dorothea R. Wendell Exemption Trust). Selectman Gould-Coviello entertained a motion to approve a written request for the transfer of all interests in the leasehold for the property at 162 Conomo Point Road, Map 24, Lot 20 (New Map 108, New Lots 44 A & B) from the Dorothea R. Wendell

Exemption Trust, Harlan Wendell, Jr. and Thayer Wendell McKenzie, Trustees, to the Thayer W. Adams Living Trust, Thayer W. McKenzie (formerly Thayer W. Adams); and further, that nothing in this approval was intended to convey or imply any right, title or interest in the subject property, or any portion thereof that was not already held by the Dorothea R. Wendell Exemption Trust, Harlan Wendell, Jr. and Thayer Wendell McKenzie. The motion was moved, seconded, and unanimously voted.

The Selectmen considered a request to sublet 130 Conomo Point Road (Map 108, Lot 65) for various weeks during the 2017 season. A motion was made, seconded, and unanimously voted to approve the request from Thayer Adams to sublet the premises at 130 Conomo Point Road, Map 108, Lot 65, for the 2017 season, subject to the rights of the parties as defined in the case captioned: Brian M. Touher, et al, v. Town of Essex, Massachusetts Appeals Court, Massachusetts Appeals Court, C.A. No. 14-P-796.

Council on Aging Chair Michelle French and members Priscilla Doucette, Amelia Hamlen, Kay Joseph, Patricia McGrath, Jessica Webb, and Mary Wilhelm, and Interim Director Kristin Crockett joined the Selectmen.

COA Chair Michelle French reviewed the progress made by the Council since their last meeting with the Selectmen. Kay Joseph and Kristin Crockett have been working to increase van usage and to bring the COA van up to date with routine maintenance and inspections. They are also establishing new procedures to ensure reliable transportation for seniors to and from medical visits. The van was loaned to the Town by Senior Care, Inc., who purchased it with a grant from the State. MassDOT actually still has authority to reallocate this asset to some other purpose. Because the Town has not complied with a number of DOT's guidelines for use of the van, DOT may reclaim the vehicle when the contract with the Town expires in June. Mr. Zubricki offered to intercede with the State on COA's behalf. Both the COA and the Selectmen were in favor of the idea and Mr. Zubricki will work with the COA, Steve Winslow of Mass-in-Motion Cape Ann, and the State towards allowing the van to continue to be used by the Essex COA.

Chairman French also reported that the fourteen-year old First Aid Kit at the Senior Center has been updated and the dead batteries in the defibrillator replaced. As with the van, a schedule for maintenance has been formulated.

The elevator in the building has been repaired and inspected and is again in working order. Some other repairs to the building have been completed and further work has been scheduled pending funding.

There have been problems with the generator, which was given to the COA and installed at no charge. The generator is an indoor generator, built in 1973. It was installed outdoors and is too close to the building. It has not been regularly inspected or maintained. The COA would like to shut it down and remove it, since they have been told that it may be a fire hazard. Mr. Zubricki and the Selectmen said that they would consult with the Finance Committee regarding procuring a replacement generator.

Michelle also reported that the mold has been removed from the Senior Center basement and the heating system cleaned. They have requested a work detail from the prison to repaint the first and second floor meeting rooms.

The Interim Director is working with Council members to formulate an updated job description for the COA Director's position, as well as a description for an Outreach Coordinator. Jessica Webb has been working with an intern to create a resident survey regarding senior services. It was put online and mailed last week and the COA has already received several replies.

The Council would like to refer certain residents to the Medical Reserve Corps. Well Check Program. The Selectmen were in favor of the idea, and suggested that the Council also consult with the Fire Department and the Police Department, both of which currently perform well-being checks.

The Council on Aging members present said that their newly reorganized Council is working well together and steadily moving forward to resolve COA issues. The Selectmen thanked the members and the Interim Director for their diligence and hard work and Michelle French, Priscilla Doucette, Amelia Hamlen, Kay Joseph, Patricia McGrath, Jessica Webb, and Mary Wilhelm, and Kristin Crockett left the meeting.

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

Commercial Clamming Permit:

- Kristina Jacobs
- Matthew Jacobs
- Brian Loebelenz

Senior Clamming Permit:

- Dennis Henderson

Non-Resident Residential Clamming Permit:

- Scott D'Ambrosio, Boxford, sponsored by Augustus Gomes
- Martin Forde, Middleton, sponsored by Donna DeWitt

The Selectmen were reminded that there will be an informational meeting regarding marijuana held in the cafeteria of the Essex Elementary School starting at 7:00 p.m., on Monday, March 6, 2017.

The next regular Board of Selectmen's meeting will take place on Monday, March 13, 2017, at 7:00 p.m. in the second floor meeting room at the Senior Center located at 17 Pickering Street.

A motion was made, seconded, and unanimously voted to recommend 3% merit pay for fiscal year 2018 for the Town Clerk, the Treasurer/Collector, and the Selectmen's Assistant.

Mr. Zubricki announced that there were no new developments requiring discussion in Executive Session.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period February 4<sup>th</sup> through February 24<sup>th</sup>, 2017, regarding the following:

Change Order for Sprinkler Flow Switches and Wiring, Town Hall/Library: Mr. Zubricki reported that the new sprinkler system requires additional flow switches, components, and wiring that the electrician argues were not in the original project specifications. The engineering firm responsible for the design disagrees and good arguments exist on both sides. As a compromise, the project electrician has offered to complete the work and provide the additional materials, as well as installing and wiring a new projector and motorized screen in the third floor meeting room of the Town Hall for \$4,607.43. The Selectmen were in favor of the concept and will vote to approve the change order when it becomes available.

Installation of In-Line Heater for Vault Dehumidification System: Mr. Zubricki said that the architect is suggesting that an in-line heater be added to the basement vault environmental control system at the Town Hall and the Selectmen voted to sign the change order when it becomes available.

Re-visitation of Third-floor Meeting Hall Storage Area Change Order: Mr. Zubricki reported that it appears that the original estimate to finish the third-floor storage areas is too high, since the plasterer did not apply unit pricing. He expects the total to be much more in line with expectations, once revised. He said he will keep the Selectmen informed and the Board agreed that the work had to proceed, due to project sequencing issues.

Options and Costs for Lighting Town Hall Clock Faces: Mr. Zubricki said that there are several options for lighting the Town Hall Clock. The Essex Historical Commission is recommending small flood lights just below each clock face. An allowance for the cost of lighting the clock faces was carried by the contractor and the Commission's suggestion will likely be very much in line with that \$2,000 credit.

Other Emergent Town Hall Issues that May Result in Change Orders: Mr. Zubricki reviewed a list of twelve other items that could result in suggested change orders for the Town Hall/Library project. Some of the items may be addressed as time and funding permit. Mr. Zubricki will keep the Selectmen informed of developments. The Board agreed that all items which cannot wait until the next meeting should proceed, under the direction of Mr. Zubricki.

Successor Cable Television Franchise Agreement with Comcast: Mr. Zubricki reported that Comcast has received the regional cable committee's latest proposals. Both sides are scheduled to meet this Friday to discuss and settle conflicts regarding provisions in the new service contract.

Site Visit with DEP Brownfields Program Technical Staff: Mr. Zubricki and a Greenbelt representative met with a technician from the DEP Brownfields Program regarding the Allen property recently. Mr. Zubricki reported that there are no State funds available from this program to help with clean-up of the Allen property. However, it was recommended that the Town contact the US Department of Environmental Protection to find out whether the EPA's Targeted Brownfields Assessment Program would be able to offer any assistance. Mr. Zubricki will keep the Selectmen informed of his progress.

Finance Committee members Ben Buttrick, Michelle Dyer, Rob Fitzgibbon, David Gabor (by telephone), Mark McKenna, Ken Riehl, and Richard Ross, and Town Accountant Roxanne Tieri joined the Selectmen, along with Town Auditor Chris Rogers and Treasurer/Collector Virginia Antell.

The Chairman introduced Chris Rogers from Clifton Larson Allen, the firm that performs the annual audit of the Town's finances. Mr. Larson said that he would like to disagree with the Department of Revenue's recommendation to change auditors every 5 to 8 years. The Town has worked with Mr. Rogers for the last 13 years. Three years ago, Mr. Rogers' company was acquired by Clifton Larson Allen, a national firm. All audits performed by the firm are checked by a team from one of their other offices. Also, his company's own client list carries many communities which have been using the firm for over 10 years. Those present agreed with Mr. Rogers and thanked him for coming. Mr. Rogers left the meeting.

Draft of Fourth Siting Option for New Fire Station: The Chairman and Mr. Zubricki reviewed option four and option five regarding the building of a new fire station between the Town Hall and the current Fire Station and the renovation/remodel of the current Fire Station for the Police. Mr. Zubricki said that there was approximately \$7.5 million dollars left from sale of real estate at Conomo Point that could be used for the project. There followed a discussion about whether the entire amount of the Conomo Point money should be used for the project or if the project should be entirely funded by borrowing or any combination thereof. Those present agreed that the Town will also have to address replacement of aging water mains and sewer pumps and both elementary schools in the near future. Those present were divided and did not reach agreement about the funding. They did agree that an assessment study should be conducted to determine project priority and optimum sources of funding and that an article for some combination of cash and borrowing should appear on the Annual Town Warrant.

Acting in their capacity as Personnel Board. The Selectmen considered a request from the Town Accountant to update the *description for the Town Accountant's Clerk* position and to increase the pay range for this position to be on par with the Town Clerk's Assistant and the Treasurer/Collector's Assistant. The Selectmen were in agreement and a motion was made, seconded, and unanimously voted to approve the recommendation.

Award of Contract for Northern Conomo Point Improvement Project: Mr. Zubricki announced that Campbell Construction was the low bidder for the second round of bidding on the northern Conomo Point Waterfront Access Project. There was discussion concerning the need for a line-

item transfer from Conomo Point Legal Expense to Town Property Expense relative to this second round of bid pricing for the Project. \$50,000 of Conomo Point Management funding will also need to be utilized. A motion was made, seconded, and unanimously voted by the Board to approve, sign, and forward the request to the Finance Committee. A motion was made, seconded, and unanimously voted by the Finance Committee to approve and sign the transfer request. Subsequently, a motion was made, seconded, and unanimously voted by the Selectmen to award the contract for the Base bid and Alternate 1 in the amount of \$408,350 to Campbell Construction, the total funding package of \$453,768 covers the base bid, Alternate 1, a 5% construction contingency, and funds for miscellaneous items that are not included in the bid.

Paul Pennoyer left the meeting.

Essex Regional Dispatch Center Monthly Meeting and Budget: Mr. Zubricki reported that the ERC has been paying costs for the last several years associated with connectivity between the regional communities and Middleton, but they will be shifting that responsibility to the respective communities in FY2018. A motion was made, seconded, and unanimously voted to authorize Mr. Zubricki to work with the Town Accountant to include this item in the FY2018 budget request package.

Virginia Antell left the meeting.

The Finance Committee, the Town Accountant, the Select Board, and Mr. Zubricki discussed possible capital items that may be needed in the near future.

Revised Draft Annual Town Meeting Warrant: Mr. Zubricki briefly reviewed the most recent draft of the proposed warrant for the May 2017 Annual Town Meeting. He also informed the group that the Council on Aging would like to replace the Senior Center generator which has been deemed unsafe. The Center is intended to act as a cooling center or heating center for seniors from time to time, as needed, which requires an operational generator.

A motion was made, seconded, and unanimously voted to adjourn the meeting at 10:15 p.m.

Documents used during this meeting include the following:

*Scandinavian Heritage Proclamation*

*Description for the Town Accountant's Clerk Position*

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

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