

Selectmen's Minutes
Staff Room, Essex Elementary School, Story Street

May 1, 2017

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

The Chairman called the meeting to order at 6:00 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 was present from the public to offer any comment.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$425,605.45.

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 04-27-2017 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's EMS	4/18/17	\$ 154.50	Fire

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's April 24, 2017, Open Meeting and Executive Session.

A motion was made, seconded, and unanimously voted to approve a request from the Library Trustees to use Centennial Grove for a Root Beer Float Party on Monday, June 19, 2017, between the hours of 1 and 3 p.m. The Chairman signed the application and the parking permit.

A motion was made, seconded, and unanimously voted to approve a request to pass over Essex roads during the annual Memorial Day Parade on Monday, May 29th, 2017. The Selectmen signed the State Parade Application.

Concerning Conomo Point matters, no information regarding the proposed plan to move the structures at 9 Beach Circle over the road to 98 Conomo Point Road had been received. The Selectmen agreed to postpone discussion of this matter, pending receipt of additional information.

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

One-Day Entertainment License:

- Essex County Greenbelt Association, Inc., Shelley Raymond, for use on Friday, June 9, 2017, between the hours of 5:00 and 9:00 p.m., within the confines of the Cox Reservation at 82 Eastern Avenue.

One-Day Wine and Malt License:

- Essex County Greenbelt Association, Inc., Shelley Raymond, for use on Thursday, May 18, 2017, between the hours of 6:00 and 9:00 p.m., within the confines of the Cox Reservation at 82 Eastern Avenue.
- Essex County Greenbelt Association, Inc., Shelley Raymond, for use on Thursday, June 8, 2017, between the hours of 5:00 and 8:30 p.m., within the confines of the Cox Reservation at 82 Eastern Avenue.
- Essex County Greenbelt Association, Inc., Shelley Raymond, for use on Friday, June 9, 2017, between the hours of 5:00 and 9:00 p.m., within the confines of the Cox Reservation at 82 Eastern Avenue.

Student Shellfish Permit and Application Deadline Waiver:

- John Walder

The Selectmen were reminded that their next regular Board of Selectmen's meeting will take place on Monday, May 15, 2017, at 7:00 p.m. in the Essex Elementary School Cafeteria, Story Street.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period April 22nd through April 28th, 2017, regarding the following:

Change Orders for Replacement Library Exterior Lighting, Town Hall Light Post Alignment, Painting of Vent Pipe, Replacement of Town Hall Tower Railing, Painting of Town Hall Bulkhead, and Repair of Library Ramp Lattice: Mr. Zubricki announced that no final pricing had been received regarding these items, and discussion was postponed.

Enhancement of Disaster Recovery Capability for Town Network: Mr. Zubricki reviewed the evolution of the town's systems and procedures for protection and recovery of Town data. He said that he would like to improve the system further by purchasing a server to be placed at the City of Melrose's backup site. In the event of a disaster, Town personnel would be able to access this server and be running again immediately. Presently, while Melrose does backup all desktop and file server data to an archive, which would have to be assembled in a new server, which would take time. He estimated that the necessary equipment would cost approximately \$4,000 and would allow for rapid redirection of traffic, since the new server would contain a live instance of the primary server. The Board was in favor of the idea and a motion was made, seconded, and unanimously voted to authorize Mr. Zubricki's purchase of the necessary items for this additional backup/safeguard system.

School Budget Group Planning Meeting: Mr. Zubricki reviewed the recent meeting of the School Budget Group that both he and Selectman Gould-Coviello had attended. Those present at the meeting discussed the budget process. Approximately three joint meetings are planned. The first meeting will review the evolution of the budget process, discussions regarding likes and dislikes of the process, and suggestions for improvements and implementation. Meetings two and three would focus on comparing the capital and long-term operating needs of the two towns and the District. Both boards of selectmen, both finance committees, and the regional school committee will participate in these discussions, with the first meeting to be held May 30. Other items pending resolution include an analysis of the future impact of proposed borrowing for replacement of the Memorial School, repair/renovation of the Essex Elementary School, and the repair/replacement/enhancement of the footbridge.

Final Town Meeting Motions: Mr. Zubricki reviewed the final Town Meeting motions for the May 1, 2017 Annual Town Meeting and the Selectmen agreed to each of the persons selected to present each motion.

Mr. Blair, president of the Cape Ann Rowing Club, failed to appear for his 6:01 p.m. appointment with the Selectmen to discuss his request for a One-Day Wine & Malt License and a One-Day Entertainment License for Saturday, May 20, 2017, between the hours of 7:00 a.m. and 3:00 p.m., within the confines of 35 Dodge Street for the Essex River Race. No action was taken on this matter.

Mr. Zubricki said that the Council on Aging is eligible for an award from Bank Gloucester and he asked Town Counsel if it would be alright to provide a link on the Town website urging residents to vote for the COA. Town Counsel approved the idea.

Mr. Zubricki said that some residents would like to form a garden club. The club volunteers would place seasonal decorations at various places around town, which might include flags, flower baskets, etc.

At 6:50 p.m., citing the need to discuss pending litigation concerning the case of the City of Gloucester vs. the Town of Essex, Superior Court C.A. No. 17-310C; the Chairman entertained a motion to move to Executive Session. She stated that discussing this matter in Open Session would be detrimental to the Town's litigating strategy and invited Mr. Zubricki and Mr. Corbo to attend the Executive Session. She said that the Board would be returning to Open Session only to adjourn to the Annual Town Meeting in the gymnasium. The motion was moved and seconded. Following a unanimous Roll Call Vote, the Board, their Assistant, the Town Administrator, and Town Counsel moved to Executive Session.

The Board, their Assistant, the Town Administrator, and Town Counsel returned to Open Session at 7:02 p.m.

A motion was made, seconded, and unanimously voted to adjourn the meeting and attend the Annual Town Meeting being held in the Gymnasium.

Documents used during this meeting include the following: None.

Prepared by: _____
Pamela J. Witham

Attested by: _____
David A. Doane