

**Selectmen's Minutes**  
**Town Hall Stage Conference Area**

**June 5, 2017**

Present: Chairman Lisa J. O'Donnell, Selectman David A. Doane, Selectman Andrew C. Spinney, Town Administrator Brendhan Zubricki, and Selectmen's Assistant Pamela J. Witham.

Also Present: Zachary Appeltofft, Alden Blodget, Lee and Roger Bresnahan, Helen Brown, Maria Burnham, Beth Cairns, Gregory Cooper, Deborah French, Linnea Hagberg, Margot Hammon, Tina Lane, Peter Marshall, Clay Morin, Paul Pennoyer, Beth & Brad Story, Tom Tofuri, and Roger Tyler.

The Chairman called the meeting to order at 7:00 p.m. in the Stage Conference Area on the second floor of the newly renovated Town Hall at 30 Martin Street and announced that the Board would hear Public Comment. Tina Lane asked a question about the contract for the promotion of Town Resources. Mr. Zubricki explained that the Town had adopted a meals tax a few years ago and is currently receiving over \$200,000 per year from the tax. At the time, it was suggested that the Town spend approximately 10% of that revenue in promoting town businesses and attractions, which in turn would increase the revenue received from the meals tax. The Town Meeting had agreed to this arrangement after accepting another State law allowing for this type of service. Each year, Mr. Zubricki sends out a request for proposals to three different firms and the Essex Merchants Group is the only one that responds to the request. The annual contract has been awarded in the past to the Essex Merchants Group.

The Chairman asked if there was any other public comment and Alden Blodget said the he had sent letters to each individual Selectman at the Selectmen's Office at the Town Hall and the letters had been opened by office personnel before they reached the Selectmen. The Chairman said that this was an item on their agenda for discussion later this evening. Mr. Zubricki explained that any mail is always opened by the staff, in keeping with a longstanding policy going back decades.

At 7:05 p.m., Linnea Hagberg, R.D., Senior Care Director of Community Programs & Planner, joined the Selectmen to discuss a new program for creating age and dementia friendly communities for Essex and other Cape Ann communities. She spoke about the program's proposed procedures to attain this goal. Senior Care is currently applying for a grant to help implement this program and has asked for a letter of support from the Selectmen. The Selectmen were in favor of contributing the letter, and a motion was made, seconded, and unanimously voted to sign this letter in support of Senior Care's age and dementia friendly programs and efforts.

The Selectmen also reviewed a letter of intent regarding an application for Title III B Older American Act funding for elder service, and a motion was made, seconded, and unanimously voted to ratify the letter that was signed by the Interim Director of the Council on Aging, Kristin Crockett. Ms. Hagberg thanked the Selectmen and left the meeting.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$107,408.50.

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 May 18<sup>th</sup>, 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 EMS	5/9/17	\$1,250.00	Ambulance

A motion was made, seconded, and unanimously voted to approve an MGL Chap 44 Sec 33B Transfer in the amount of \$2,000 from Blanket Insurance to Shellfish Deputy Payroll.

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's May 15, 2017, Open Meeting.

A motion was made, seconded, and unanimously voted to sign the Annual Wine and Malt Package Store License for Shea's Riverside Inn & Motel, 132 Main Street, which was previously approved by the Board and recently approved by the ABCC.

A motion was made, seconded, and unanimously voted to approve and sign a *contract with Anna Siedzik* to provide conservation and preservation services for FY2018.

Members of the Essex Housing Authority: Greg Cooper, Margot Hammon, and Roger Tyler, and former member Beth Cairns, joined the Selectmen at the table to recommend that Beth Cairns be appointed to fill the State Appointee position on the Housing Authority. The Selectmen were in favor of the recommendation and a motion was made and seconded to appoint Beth Cairns to the State Appointee position. The motion carried by a unanimous Roll Call Vote by both the Selectmen and the Housing Authority members. Beth Cairns, Greg Cooper, Margot Hammon, and Roger Tyler left the meeting.

Clay Morin came before the Board to continue the discussion regarding the procedural steps to achieving Town acceptance of Lowe Hill Road as a public way. Lowe Hill Road residents had begun the process a few years ago. Since then, most of the Lowe Hill properties have changed hands and there is now new interest in pursuing Town acceptance. Both the Board and Mr. Morin agreed on which steps had been completed. Mr. Morin will now consult with his group regarding the next steps to be taken. The final step in the process will eventually be a Town Meeting vote to approve the request. Mr. Morin left the meeting.

A motion was made, seconded, and unanimously voted to approve a request to appoint Bruce Lipinski to the position of Assistant Harbormaster, pending drug and medical testing.

A motion was made, seconded, and unanimously voted to approve a request to appoint Cooper Riehl to the position of Assistant Harbormaster, pending drug and medical testing.

A motion was made, seconded, and unanimously voted to approve a request to appoint Ryan Devaney to the position of Part-Time Police Officer.

Brad and Beth Story joined the Select Board to discuss the northern Conomo Point waterfront access project in relation to dinghy launching and storage. Mrs. Story said that the increased

elevation of the sea wall and the removal of a strategically placed rock for a stair has made it next to impossible to carry a dinghy from the road down to the beach. It is not practical to launch a dinghy from Clammers Beach, because there is a very strong current that runs between Cross Island and the Point. Rowing against that current is extremely difficult. The Selectmen said that the original plans for the waterfront access area called for a ramp, but the ramp had been eliminated from the plan due to limited project funding. The Board is currently getting cost estimates on a set of wide temporary stairs. The ramp may be installed when funding permits. The Story's said that they are very unhappy and asked the Selectmen to consider other options to facilitate launching and storage of dinghies at this site. The Selectmen said they would consider allowing dinghies to tie up to the new float after consulting with the Harbormaster and Brad and Beth Story left the meeting.

The Selectmen discussed whether or not the Strategic Planning Committee member position set aside for a representative from the now inactive Conomo Point Planning Committee should be eliminated. The Board was in agreement that the position would now become an ad hoc position and a motion was made, seconded, and unanimously voted to convert the CPPC slot to an ad hoc slot. Mr. Zubricki will ask the Gloucester Daily Times and Globe North to publish a small story regarding the Town's search for an ad hoc Strategic Planning Committee member. The deadline for submitting letters of interest for the vacant position is June 21<sup>st</sup>.

The Selectmen reviewed a *request from Chief Silva* to waive parking rules for the Police Car Show, September 17, 2017. After a short discussion, the Selectmen were in agreement that, based on last year's car show, they would like the Chief to come to their July 31<sup>st</sup> meeting to discuss the matter.

Paul Pennoyer and Alden Blodget left the meeting.

Selectman Spinney and Chairman O'Donnell said that the plan for using donated labor and materials to install railings on the first section of the Town Pier has been resolved.

The Selectmen reviewed a letter from George Benoit, offering to donate a parcel of land to the Town. Mr. Zubricki said that the land is a triangular parcel located along a private way, surrounded by private land. After a short discussion, the Board determined that the land would be inaccessible to the general public and of no use to the Town. A motion was made, seconded, and unanimously voted to decline the offer. Mr. Zubricki agreed to inform Mr. Benoit of the Board's decision.

The Selectmen reviewed a *letter from Anthony & Arlene Taliadoros* regarding the past demolition of a protective wall along the front of their property on Eastern Avenue as a result of car accidents on two different occasions over the last two years. Mr. & Mrs. Taliadoros asked the Selectmen to consider this as a danger to public safety, and also, for any help the Selectmen could offer, such as posting appropriate signs. It was agreed that both Superintendent Paul Goodwin and Police Chief Silva would be asked to review the site and offer suggestions.

The Board was in agreement and Chairman Lisa O'Donnell who will present the Essex Small Business Award to Georgeanne Richards at the Essex ceremony in June.

Regarding the standing policy for opening of mail in the Selectmen's Office, Mr. Zubricki said that office personnel have always opened all the mail addressed to that office, a policy going back decades. Mr. Zubricki explained that most mail sent to the Town Hall is a public document. He suggested that the Chairman contact Town Counsel for his advice on the matter and then proceed as the Board sees fit. The Board agreed.

Mr. Zubricki said that he had discussed with Town Counsel the advisability of the Board initiating hearings relative to potential allegations that one or more licensed commercial clambers do not actually reside in Essex as per the Essex Shellfish regulations. Town Counsel recommended that the Board only pursue the matter, as a reviewing authority, if someone is willing to come forward and publicly voice a complaint and is willing to testify. Town Counsel does not advise that the Board hold hearings otherwise. The Board was in agreement.

The Board reviewed letters from Sharon and Tom DeMeo, Alden Blodget, Ed Neal, and Rob (20+ years on the river) regarding whether or not to accept a grant to install surveillance cameras at various points along the Town waterfront. Subsequently, a motion was made, seconded, and unanimously defeated participation in the grant to provide waterfront surveillance cameras to the Town. Mr. Zubricki will inform the Harbormaster of the Board's decision not to participate.

Mr. and Mrs. Bresnahan, Helen Brown, Maria Burnham, Peter Marshall, Zach Appellofft, and Tommie Tofuri left the meeting.

The Selectmen were in agreement that they would like to review the job description for the Shellfish Constable at their next meeting. There also appears to be a question as to where the shellfish scales are stored.

A motion was made, seconded, and unanimously voted to ratify a letter of support for the Town of Newbury Coastal Resiliency Grant.

A motion was made, seconded, and unanimously voted to accept a gift of two pen and ink prints and a pastel, all of Essex scenes, from Virginia Mulcahy. The Selectmen signed the *thank you letter*.

The Selectmen signed a thank you *letter to Mr. & Mrs. Monroe* for their generous gift of an Essex Railroad Station sign to the Town.

Debbie French left the meeting.

A motion was made, seconded, and unanimously voted to proclaim Wednesday, July 26<sup>th</sup>, 2017, as Spirit of the 27<sup>th</sup> Anniversary of the Americans with Disability Act and sign the proclamation.

A motion was made, seconded, and unanimously voted to ratify the Chairman's signature of the FY 2018 Property, Liability, and Workers Compensation insurance renewal coverages (rate is decreasing 2.1%).

A motion was made, seconded, and unanimously voted to accept the Insurance Plan for Police and Fire coverage as provided by Chubb Group of Insurance Companies.

The Selectmen reviewed an email from Derek Brown regarding the removal of the chimney that was on the "house at the very end" on northern Conomo Point. The house was also demolished. The chimney was a favorite nesting site for chimney swifts. Mr. Brown is advocating the construction of a special tower, approximately fifteen feet in height, be erected on the site. The Selectmen agreed to take the matter under advisement, pending receipt of additional information.

Concerning Conomo Point matters, Mr. Zubricki reviewed a potential offer to a lessee to make safe a portion of seawall associated with the leasehold at 109 Conomo Point Road, along with an appropriate liability waiver. A motion was made, seconded, and unanimously voted to approve and sign the documents and forward them to the lessee for consideration.

The Selectmen reviewed a letter from an Essex resident regarding proposed signage at Conomo Point. A motion was made, seconded, and unanimously voted to ask the Department of Public Works to place a "Dead End" sign on Cogswell Road where it intersects with Town Farm Road.

The Board needed to clarify the Board's intent relative to building permit applications for Robert Sisk that were discussed at the Board's last meeting. Subsequently, Selectman Andrew C. Spinney moved that the Board of Selectmen, in their capacity as Conomo Point Commissioners, approve Robert and Aude Siske's request to perform alterations on the premises located at 29 Middle Road, subject to all terms and conditions of the Land Lease for said premises, including, but not limited to, Articles V and IX. The motion was moved and seconded and unanimously voted. And, Selectman Andrew C. Spinney moved that the Board of Selectmen, in their capacity as Conomo Point Commissioners, approve Robert Siske's request to perform alterations on the premises located at 113 Conomo Point Road, subject to all terms and conditions of the Land Lease for said premises, including, but not limited to, Articles V and IX. This motion was moved, seconded, and unanimously voted.

Chairman O'Donnell read a letter from Cooper Riehl explaining why he had missed the application deadline to apply for a commercial shellfishing permit.

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

Commercial Shellfish Permit and Waiver of Application Deadline:

- Cooper Riehl

Auction Permit:

- Blackwood March Antiques, Michael March, for use on Wednesday, June 28, 2017, between the hours of 9:00 a.m. and 10:00 p.m. within the confines of 125 Main Street.

One-Day Entertainment License and Waiver of Fee:

- Cape Ann Chamber of Commerce, Ken Riehl, for use on Essex River Day, Saturday, June 24, 2017, between the hours of 4:00 p.m. and 9:30 p.m., within the confines of Memorial Park.

One-Day Wine & Malt License:

- Woodman's Inc., Joan Houghton, for use on June 15, 2017, between the hours of 10:00 a.m. and 10:00 p.m., within the confines of 125 Main Street.
- Woodman's Inc., Joan Houghton, for use on June 24, 2017, between the hours of 12:00 noon and 12:00 a.m., within the confines of 125 Main Street.

Ratify the Board's signatures on a One-Day Wine & Malt License:

- Chebacco Market, Paul Chisholm, for use on Saturday, June 3, 2017, between the hours of 4:00 and 8:00 p.m. within the confines of the Essex Shipbuilding Museum and Historical Society at 66 Main Street.
- Woodman's Inc., Joan Houghton, for use on Sunday, June 4, 2017, between the hours of 12:00 noon and 10:00 p.m., within the confines of Woodman's tented area.
- Woodman's Inc., Joan Houghton, for use on Saturday, June 3, 2017, between the hours of 12:00 noon and 12:00 a.m., within the confines of 125 Main Street.

A motion was made, seconded, and unanimously voted to approve the following appointments:

Action, Inc. Board of Directors for 3 years: Courtney Lane

ADA Coordinator for 1 year: William Sanborn

Animal Control Officer for 1 year: Amelia Reilly

Animal Control Officer, Assistant for 1 year: Hayes Demeule

Board of Registrars for 3 years: Vickie Cataldo

Building Inspector for 1 year: William Sanborn

Building Inspector's Assistant for 1 year: L. William Holton

Burial Agent for 1 year: Blake Story

Conservation Commission for 3 years:

- Wallace Bruce
- Michael Burke
- Elisabeth Frye

Council on Aging for 3 years:

- Nancy Beattie
- Michele M. French

Eight Towns & the Great Marsh Coalition for 1 year: Matt Coogan

Electrical Inspector for 1 year: Ramie Reader

Electrical Inspector's Asst. for 1 year: John Shields

Finance Committee for 3 years:

- David Gabor
- Richard Ross

Harbormaster's Assistant for 3 years:

- Paul Albani
- Marc Cecilio
- Troy Perry
- Cooper Riehl

Historical Commission for 3 years:

- Robert Coviello
- Nathaniel Crosby

Local Emergency Planning Committee for 1 year:

- Dan Doucette
- Lisa J. O'Donnell
- Erin Kirchner
- Peter Silva
- Paul Goodwin

Plumbing & Gas Inspector for 1 year: Richard Corriere

Plumbing-Gas Inspector's Assistant for 1 year: David Pereen

Police Officer, Part-Time for 1 year:

- Ryan Devaney
- Michael C. Juliano
- David Landry
- Chad Lipinski
- Paul C. Peoples
- Tom Shute
- David J. Vangelist
- Robert Wheway

Police Officer, Special for 1 year:

- Marc Cecilio

Shellfish Warden's Deputy for 3 years: Peter Wilson

Town Counsel for 1 year: KP Law

The Selectmen signed the appointment cards.

Mr. Zubricki announced that he would be attending a Conservation Commission hearing on Tuesday, to discuss the possible replacement of sand on Clammers Beach at the Point.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period May 13<sup>th</sup> through June 2<sup>nd</sup>, 2017, regarding the following:

Potential Reconstitution of the Essex Youth Commission: Mr. Zubricki reported that nine residents had responded to the recent survey expressing an interest in serving on a youth commission. The Selectmen asked him to contact the nine people and ask them if they are still interested.

Finance Committee Input Concerning Grove Master Plan Scope: Mr. Zubricki said that the Finance Committee has composed a list of suggested points to be included in a Request for Proposals for a Master Plan for Management of Centennial Grove. The Board members will consider the topic for further discussion at their next meeting.

Update on Possible Student Community Service Roadside Trash Pickup: Mr. Zubricki said that he has approached the school regarding student assistance with roadside trash and talked to the Town's insurance carrier. The school said that the Town would have to provide supervision for the students and the insurance carrier said that the students would need to sign a waiver regarding insurance. The Board decided not to pursue this program further.

Consideration of Miscellaneous Final Change Orders, Town Hall/Library: Mr. Zubricki said that there is only \$8,627 left in contingency money and the cost of the items on the contingency list exceeds that amount. After a short discussion, a motion was made to approve a change order in the amount of \$4,899 to fund items necessary to meet final code compliance. All other items were postponed, pending the receipt of some other pricing and final accounting.

Contract for the Promotion of Town Resources and Attractions: Mr. Zubricki reported that the Essex Merchants Group was the only responder to his request for proposals to promote Town resources and attractions. A motion was made, seconded, and unanimously voted to award the FY18 contract to the Essex Merchants Group.

Change Order Proposal for Removable Water Access Stairs: Chairman O'Donnell, who is a structural engineer, said that she would visit the site and consult with the contractor concerning the temporary access stairs. The Board voted unanimously to approve a change order to the northern Conomo Point project for the stairs in the amount of \$3,705.

Planting of Evergreen on the Grounds of the Town Hall: Mr. Zubricki asked the Board if they wished to plant two new trees to replace the two that were removed from in front of the Town Hall prior to the renovation. The Board agreed that they would like to wait before deciding. In the interim, a cut tree at the Fire Station will serve as the memory tree at Christmastime.

Reaction from Verizon/National Grid Concerning Fiber Optic Network: Mr. Zubricki said that he had received a response from Verizon regarding his notification that the Town would like to exercise their option to use space on the utility poles for a public safety fiber optic network connecting certain Town buildings. Verizon has replied that they do not intend to charge the Town in any way, but has forwarded a form of agreement for review. Mr. Zubricki is still waiting for a response from National Grid.

Production of Visual Renderings for Fire/Police Building Options: Chairman O'Donnell reported that two of the three firms that she contacted regarding renderings have expressed interest. She asked the Town Administrator to help with drafting a scope of work. Those present wondered if it would be possible, once the initial work is completed, to have a computer model that would rotate to show all views of the plans.

Potential License to Use Centennial Grove for Rowing Programs: Mr. Zubricki said that while the three schools (Pingree, Endicott, and Gordon) that are interested in using the Grove Cottage for rowing programs were hoping to purchase the property, they would be interested in a lease or license to use the property. Mr. Zubricki asked the Board to consider what they would like to receive from the schools in return for use of the site and this matter will be taken up at the next meeting.

Budget Development Process Meeting w/ School and Manchester Officials: Chairman O'Donnell said that she will be meeting with a small representative group this Thursday to discuss possible formats for the next school budget meeting.



Provision of Development Grant from Regional Dispatch Center: Mr. Zubricki reported that the Regional Dispatch Center has received a grant in the amount of \$88,000. The grant is to provide incentive to communities to regionalize and will be divided between the four communities that have joined the Center. The Town's share is \$16,444. A motion was made, seconded, and unanimously voted to accept the Transition Award Grant, which will fall to the Town's Free Cash at the end of the fiscal year.

Update Concerning House Move at Conomo Point: Mr. Zubricki reported that he has heard from Mr. Mayer's representative regarding the Town's stipulations for moving the cottage at Conomo Point and he has agreed to all of the stipulations. The next step is coordination with the moving company, National Grid, etc.

The Selectmen were reminded that their next regular Board of Selectmen's meeting will take place on Monday, June 26, 2017, at 7:00 p.m. in the Selectmen's Conference Room on the 2<sup>nd</sup> floor of the Town Hall at 30 Martin Street.

There being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 10:45 p.m.

Documents used during this meeting include the following:

*Request from Chief Silva regarding Parking Regulations and Car Show*  
*Letter from Anthony & Arlene Taliadoros*  
*Contract with Anna Siedzik*  
*Thank you letter Virginia Mulcahy*  
*Thank you letter to Mr. & Mrs. Monroe*

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

Attested by: \_\_\_\_\_  
Andrew C. Spinney