

Present: Chairman A. Raymond Randall, Jr., Selectman Mark W. Lynch, Selectman Jeffrey D. Jones, Town Administrator Brendhan Zubricki, Selectmen's Assistant Pamela J. Witham, and Mike Farrell from the Gloucester Daily Times.

Chairman Randall called the meeting to order at 7:00 p.m. and announced that the Board would hear Public Comment. Francis Burnham, a former Essex resident, came before the Selectmen and said that he thought the Selectmen might be confused about the health laws and what constitutes unhealthy material. He distributed copies of M.G.L. Chapter 111 § 150A to the Selectmen. He said he would return at a later time, after the Selectmen have reviewed the law, to discuss the matter and left the meeting.

The Library Trustees (Chairperson Beth Cairns, Gillian Palumbo, and Diane Kotch) and Librarian Debbie French appeared before the Selectmen to ask about the ad hoc study group that is investigating spatial needs of the Police and Fire Department and the Town Hall. They said that they would like to participate in the discussion process by contributing their first-hand knowledge of the library's needs and wants. Chairman Randall explained that the group is not an official group that was created by the Selectmen, but rather an informal group of professionals who have come together voluntarily with the help of the Police Chief to study the Town's needs and discover all the practical options available that might fill those needs. Once those options are formulated, they can be discussed and evaluated by everyone. Ms. Cairns said that they would like one of the Library Trustees and possibly the Librarian to attend the meetings of the study group and the Selectmen agreed to inform the study group of the Library Trustees' interest. The Library group left the meeting.

Brendhan Zubricki presented his Town Administrator's Report for the period covering May 31<sup>st</sup> through June 13<sup>th</sup> regarding the following items:

Long-Term Planning Committee Survey and Press Release: Mr. Zubricki presented a draft of basic preliminary questions for a community survey prepared by the LTPC. The Survey will be available for residents at the Town Clerk's office or at the Library and it will be on the Town's website. The LTPC would like to purchase software that will make the survey available on line and will evaluate the results of the survey. The Selectmen agreed that the draft was a good place to start and a motion was made, seconded, and unanimously Voted to approve the purchase of the Survey Magik tool for \$700.00.

At 7:15 p.m., the Chairman noted that Susie Offenberger (nor any representative of Mrs. Offenberger) has appeared for the last continuation and this continuation of the Public Hearing regarding the request for a liquor license for the restaurant at 112 Main Street which has been closed since January 1, 2007. The property is for sale and anyone buying the property and wishing to have a license will have to go through the entire application process for a first-time licensee. The Selectmen agreed that it was pointless to continue the hearing and decided to take no further action on the matter.

Youth Commission Position Descriptions and Evaluation Tools: Mr. Zubricki distributed the final drafts of the Youth Director and Summer Program Director job descriptions along with the corresponding evaluation tools. He reported that the Youth Commission

had met with the Youth Director regarding the new descriptions. The drafts now contain changes suggested by the Selectmen and the Youth Director. The Youth Commission plans to present the drafts to the Personnel Board for approval when they meet on June 19<sup>th</sup>. In answer to a question from Chairman Randall, Mr. Zubricki said that currently the same person fills the positions of Youth Director and Summer Program Director, but that the Commission would like two official job descriptions in case the positions are filled by two individuals in the future.

Dog Officer Appointment: Mr. Zubricki said that Amy Reilly has agreed to be the Town's Dog Control Officer, but that she will not be able to assume the duties until September 1. The Selectmen asked Mr. Zubricki to ask Rob Steach if he could continue as Dog Control Officer until September 1. A motion was made, seconded, and unanimously Voted to appoint Amy Reilly to the position of Dog Control Officer, effective September 1, 2008.

Dog Incident Follow-up: Mr. Zubricki reported that since the Hunt Dog Hearing on June 2<sup>nd</sup>, the Hunt attorney has sent a letter and Mr. Hunt has sent a map detailing the steps that the Hunts are taking to prevent any future incidents between their dogs and other animals or people. The Hunts have already moved the controls for the electric fence from the barn into the house and are in the process of changing the fencing on the property and patching holes in the fencing. The Selectmen asked Mr. Zubricki to prepare a letter to the Hunts thanking them for voluntarily taking steps to restrain their dogs and that the Selectmen expect those steps will be completed in the near future.

Quarterly Report: A motion was made, seconded, and unanimously Voted to approve the Quarterly Report to the Department of Environmental Protection which Mr. Zubricki had prepared.

Emergency Planning MOUs: Mr. Zubricki reported that he had talked to the Board of Health Agent. The Cape Ann Emergency Planning Coalition is a sub-group of the larger group: The North Shore Emergency Preparedness Coalition. The parent group is working to formulate documents and procedures for all the members to ensure the availability of emergency supplies and a site to dispense them in the event of an emergency. The Selectmen feel that it is premature to get Town Counsel involved in the project at this time since the Cape Ann group has not yet fully reviewed the documents. The Board asked Mr. Zubricki to advise the Health Agent accordingly.

In other business, a motion was made, seconded, and unanimously Voted to approve and sign the weekly warrant in the amount of \$125,489.34.

A motion was made, seconded, and unanimously Voted to approve and sign the minutes for the June 2<sup>nd</sup>, 2008 Selectmen's Open Meeting.

Mr. Zubricki reported that even though the State has given the Town the authority to abate the taxes on the backlog of unknown properties, the Town Treasurer and the Assessors are recommending that the Town not proceed with the abatements due to funding requirements. The Selectmen were in agreement, but asked that some process be instituted to stop billing unknown owners and/or properties going forward.

The Selectmen reviewed a memo from the Town Treasurer recommending the acceptance of the Essex Regional Retirement Board's offer to reduce their invoice by approximately \$5,000 if the amount is paid at once and not over time. The Treasurer said that there would be money available to take advantage of the offer. A motion was made, seconded, and unanimously Voted pay the entire invoice.

The Selectmen reviewed and signed a thank-you letter to Glenn Boutchie for volunteering his services to repair the Pavilion at Centennial Grove.

Mr. Zubricki presented a letter of interest from Kevin Street of 46 Wood Drive asking to be considered for appointment to the Planning Board in the event of a vacancy on the Board. The letter will be kept on file for future reference.

A motion was made, seconded, and unanimously Voted to approve the request from the Cape Ann Chamber of Commerce to waive the fees for both a one-day wine and malt license and a one-day entertainment license for use on June 21<sup>st</sup>, for the Essex River Day celebration. Selectman Lynch reported that the Board of Health had worked with the Chamber of Commerce to greatly streamline the one-day food vendor permit application process. In addition, the Board of Health has voted to waive the associated application fees for the event.

A motion was made, seconded, and unanimously Voted to approve a request from the First Congregational Church to hold picnics at Centennial Grove on Wednesday, June 25<sup>th</sup>, July 23<sup>rd</sup>, and August 20<sup>th</sup>.

A motion was made, seconded, and unanimously Voted to approve the yearly appointments as per the attached list. The Selectmen signed the appointment cards.

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

Auction Permit:

- L.A. Landry for use on Tuesday, July 15<sup>th</sup>, 2008, between the hours of 2:00 and 9:00 p.m. within the confines of 125 Main Street.

One-Day Wine and Malt License:

- Michael Costello, Cape Ann Chamber of Commerce for use on Saturday, June 21<sup>st</sup>, 2008, between the hours of 4:30 and 9:30 p.m. within the confines of Memorial Park.

One-Day Entertainment License:

- Michael Costello, Cape Ann Chamber of Commerce for use on Saturday, June 21<sup>st</sup>, 2008, between the hours of 4:30 and 9:30 p.m. within the confines of Memorial Park.

The Selectmen were reminded that June 21<sup>st</sup> is Essex River Day. Chairman Lynch updated everyone on the progress he has made in planning and coordinating the event.

The Essex Division of the Cape Ann Chamber of Commerce will meet on Tuesday, June 24<sup>th</sup> at Periwinkles at 8:00 a.m. with the Long Term Planning Committee. Mr. Zubricki will be unable to attend.

There being no other business before the Board, a motion was made, seconded, and unanimously Voted to adjourn the meeting.

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

Attested by: \_\_\_\_\_  
Jeffrey D. Jones

**2008 Appointments:**

| <b>Name</b>          | <b>Position</b>                       | <b>Begins</b> | <b>Ends</b> |
|----------------------|---------------------------------------|---------------|-------------|
| William Sanborn      | ADA Coordinator                       | 7/1/08        | 6/30/09     |
| Vickie Cataldo       | Board of Registrars                   | 7/1/08        | 6/30/11     |
| William Sanborn      | Building Inspector                    | 7/1/08        | 6/30/09     |
| L. William Holton    | Building Inspector's Assistant        | 7/1/08        | 6/30/09     |
| Blake Story          | Burial Agent                          | 7/1/08        | 6/30/09     |
| Daisy Nell Collinson | CATV Representative                   | 7/1/08        | 6/30/09     |
| Richard Carter       | Civil Defense Director                | 7/1/08        | 6/30/09     |
| Glenn Boutchie       | Civil Defense Director's Assist.      | 7/1/08        | 6/30/09     |
| Wallace Bruce        | Conservation Commission               | 7/1/08        | 6/30/11     |
| Shirley Singleton    | Conservation Commission               | 7/1/08        | 6/30/11     |
| Philip Caponigro     | Conservation Commission               | 7/1/08        | 6/30/11     |
| Elisabeth Frye       | Conservation Commission               | 7/1/08        | 6/30/11     |
| Walter W. Andrews    | Council on Aging                      | 7/1/08        | 6/30/11     |
| Effie M. Andrews     | Council on Aging                      | 7/1/08        | 6/30/11     |
| David Elwell         | Council on Aging                      | 7/1/08        | 6/30/11     |
| Paul Doucette        | Deputy Chief, Board of Fire Engineers | 7/1/08        | 6/30/09     |
| Daniel Doucette      | Deputy Chief, Board of Fire Engineers | 7/1/08        | 6/30/09     |
| Ramie Reader         | Electrical Inspector                  | 7/1/08        | 6/30/09     |
| John Shields         | Electrical Inspector's Asst.          | 7/1/08        | 6/30/09     |
| Kim Pederson         | Essex Cultural Council                | 7/1/08        | 6/30/11     |
| Gail Pepe            | Essex Cultural Council                | 7/1/08        | 6/30/11     |
| Lisa Lunnen          | Essex Cultural Council                | 7/1/08        | 6/30/11     |
| Edward Neal          | Fire Department, Auxiliary            | 7/1/08        | 6/30/09     |
| Randie Reader        | Fire Department, Auxiliary            | 7/1/08        | 6/30/09     |
| Dennis Pyburn        | Fire Department, Auxiliary            | 7/1/08        | 6/30/09     |
| Heather Osborn       | Fire Department, Auxiliary            | 7/1/08        | 6/30/09     |
| Nicholas Ouellette   | Fire Department, Auxiliary            | 7/1/08        | 6/30/09     |
| Josh Butler          | Fire Department, Auxiliary            | 7/1/08        | 6/30/09     |
| Warren Grant, III    | Fire Department, Auxiliary            | 7/1/08        | 6/30/09     |
| Warren Grant, Jr.    | Fire Department, Auxiliary            | 7/1/08        | 6/30/09     |
| Nick Silva           | Fire Department, Auxiliary            | 7/1/08        | 6/30/09     |
| Michael Soucy        | Fire Department, Auxiliary            | 7/1/08        | 6/30/09     |
| Keith Muise          | Fire Department, Auxiliary            | 7/1/08        | 6/30/09     |
| David W. Barrett     | Fire Department, Auxiliary            | 7/1/08        | 6/30/09     |
| Dexter Doane         | Fire Department, Auxiliary            | 7/1/08        | 6/30/09     |
| James Albani         | Firefighter                           | 7/1/08        | 6/30/09     |
| Daniel Ball          | Firefighter                           | 7/1/08        | 6/30/09     |
| Roger Ball           | Firefighter                           | 7/1/08        | 6/30/09     |
| Glenn Boutchie       | Firefighter                           | 7/1/08        | 6/30/09     |
| Westley Burnham      | Firefighter                           | 7/1/08        | 6/30/09     |
| Richard Dort, Jr.    | Firefighter                           | 7/1/08        | 6/30/09     |
| Jack Good            | Firefighter                           | 7/1/08        | 6/30/09     |
| Jason Heath          | Firefighter                           | 7/1/08        | 6/30/09     |
| Joseph Lafata        | Firefighter                           | 7/1/08        | 6/30/09     |
| Rick Mansfield       | Firefighter                           | 7/1/08        | 6/30/09     |
| Ernest Nieberle, Jr. | Firefighter                           | 7/1/08        | 6/30/09     |
| David Peraan         | Firefighter                           | 7/1/08        | 6/30/09     |
| Sean Reed            | Firefighter                           | 7/1/08        | 6/30/09     |

|            |               |                                    |        |         |
|------------|---------------|------------------------------------|--------|---------|
| Kevin      | Sousa         | Firefighter                        | 7/1/08 | 6/30/09 |
| George     | Stavros       | Firefighter                        | 7/1/08 | 6/30/09 |
| Gordon     | Thompson      | Firefighter                        | 7/1/08 | 6/30/09 |
| Bruce      | Figurido      | Firefighter                        | 7/1/08 | 6/30/09 |
| Ronald     | Gallant       | Firefighter                        | 7/1/08 | 6/30/09 |
| Eian       | Woodman       | Firefighter                        | 7/1/08 | 6/30/09 |
| Scott      | Savory        | Firefighter                        | 7/1/08 | 6/30/09 |
| Chris      | Maxfield      | Firefighter                        | 7/1/08 | 6/30/09 |
| Edward     | Akerly        | Firefighter                        | 7/1/08 | 6/30/09 |
| Samuel     | Crocker       | Firefighter                        | 7/1/08 | 6/30/09 |
| Ramie      | Reader        | Firefighter, Captain               | 7/1/08 | 6/30/09 |
| David      | Thompson      | Firefighter, Lieutenant            | 7/1/08 | 6/30/09 |
| Keith      | Carter        | Firefighter, Lieutenant            | 7/1/08 | 6/30/09 |
| Travis     | Good          | Firefighter, Lieutenant            | 7/1/08 | 6/30/09 |
| Timothy P. | Lane          | Firefighter, Lieutenant            | 7/1/08 | 6/30/09 |
| Michael    | French        | Firefighter/Arson Investigator     | 7/1/08 | 6/30/09 |
| Richard    | Carter        | Forest Fire Warden                 | 7/1/08 | 6/30/09 |
| Robert     | Coviello      | Historical Commission              | 7/1/08 | 6/30/11 |
| Julie      | Scofield      | Open Space Committee               | 7/1/08 | 6/30/09 |
| Karen      | Gersh         | Open Space Committee               | 7/1/08 | 6/30/09 |
| April      | Bowling       | Open Space Committee               | 7/1/08 | 6/30/09 |
| Maria      | Burnham       | Open Space Committee               | 6/2/08 | 6/30/09 |
| Leslie     | Burns         | Open Space Committee               | 6/2/08 | 6/30/09 |
| Russell W. | Copeland, Jr. | Personnel Board                    | 7/1/08 | 6/30/09 |
| Jeffrey D. | Jones         | Playing Fields Committee           | 7/1/08 | 6/30/09 |
| Paul       | Goodwin       | Playing Fields Committee           | 7/1/08 | 6/30/09 |
| Susan      | Taylor        | Playing Fields Committee           | 7/1/08 | 6/30/09 |
| James      | O'Neil        | Playing Fields Committee           | 7/1/08 | 6/30/09 |
| Richard    | Trembowicz    | Playing Fields Committee           | 7/1/08 | 6/30/09 |
| Jessica    | Lamothe       | Playing Fields Committee Alternate | 7/1/08 | 6/30/09 |
| Richard    | Corriere      | Plumbing & Gas Inspector           | 7/1/08 | 6/30/09 |
| David      | Pereen        | Plumbing-Gas Inspector's Assistant | 7/1/08 | 6/30/09 |
| Steven     | Grant         | Police Officer, Part-Time          | 7/1/08 | 6/30/09 |
| David      | Earle         | Police Officer, Part-Time          | 7/1/08 | 6/30/09 |
| David      | Kent          | Police Officer, Part-Time          | 7/1/08 | 6/30/09 |
| Justin     | Zwicker       | Police Officer, Part-Time          | 7/1/08 | 6/30/09 |
| James      | Romeos        | Police Officer, Part-Time          | 7/1/08 | 6/30/09 |
| Gregory    | Brown         | Police Officer, Part-Time          | 7/1/08 | 6/30/09 |
| Mariko     | Weston        | Police Officer, Part-Time          | 7/1/08 | 6/30/09 |
| Eric       | Gonynor       | Police Officer, Part-Time          | 7/1/08 | 6/30/09 |
| Thomas H.  | Sampson       | Police Officer, Part-Time          | 7/1/08 | 6/30/09 |
| Donald A.  | Paquin        | Ranger-Crane Wildlife Refuge       | 7/1/08 | 6/30/09 |
| Cathy      | Galli         | Senior Center Committee            | 7/1/08 | 6/30/09 |
| Georgianne | Lane          | Senior Center Committee            | 7/1/08 | 6/30/09 |
| Diane      | White         | Senior Center Committee            | 7/1/08 | 6/30/09 |
| Walter     | Andrews       | Senior Center Committee            | 7/1/08 | 6/30/09 |
| Warren     | Grant         | Senior Center Committee            | 7/1/08 | 6/30/09 |
| Evelyn     | Hickey        | Senior Center Committee            | 7/1/08 | 6/30/09 |
| Sue        | Kane          | Senior Center Committee            | 7/1/08 | 6/30/09 |
| Gloria     | Story         | Senior Center Committee            | 7/1/08 | 6/30/09 |
| Roger      | Lander        | Senior Center Committee            | 7/1/08 | 6/30/09 |
| Keith      | Woodman       | Shellfish Advisory Commission      | 7/1/08 | 6/30/11 |

|         |                          |                                 |        |         |
|---------|--------------------------|---------------------------------|--------|---------|
| Dana    | Carter                   | Surveyor of Lumber, Wood & Bark | 7/1/08 | 6/30/09 |
| Dorothy | Elwell                   | Town Clerk's Assistant          | 7/1/08 | 6/30/11 |
|         | Kopelman and Paige, P.C. | Town Counsel                    | 7/1/08 | 6/30/09 |
| Ann     | Cameron                  | Youth Commission                | 7/1/08 | 6/30/11 |
| Tricia  | Soulard                  | Youth Commission                | 7/1/08 | 6/30/11 |