

Present: Chairman A. Raymond Randall, Selectman Mark W. Lynch, Selectman Jeffrey D. Jones, Town Administrator Brendhan Zubricki, and Selectmen's Assistant Pamela J. Witham.

The Chairman called the meeting to order at 7:00 p.m. in the T.O.H.P. Burnham Public Library and announced that the Board would hear Public Comment. No one offered any comments.

David Lane and Judd Lane, residents and owners of land on John Wise Lane, and Ed Becker, the Executive Director of the Essex County Greenbelt, appeared before the Selectmen to discuss and seek approval for a conservation restriction application on parts of the Lane property. Mr. Becker positioned a large map of the property on an easel. He said that the property is really extraordinary in that it is a wonderful migratory habitat consisting of a salt water pond, a fresh water pond, coastal salt marsh, forest, and upland grasslands. The property is listed as a priority heritage landscape in the Essex County Landscape Inventory and is included in the Great Marsh Area of Critical Environmental Concern. Recently, the North American Wetlands Conservation Act grants program has approved the project and it is anticipated that \$600,000 will be available from the grants program to preserve, restore, and protect approximately 69 acres of the Lane property. Mr. Becker and the Lanes asked the Selectmen to approve and sign their conservation restriction application to the State. The Essex Conservation Commission has already certified and approved the application, citing several reasons why the property merits the restriction. The Selectmen congratulated the Lanes on their generous efforts to preserve the property for future generations. A motion was made, seconded, and unanimously Voted to approve the Curlew Cove Realty Trust Conservation Restriction, which, when approved by the State, will place a perpetual deed restriction on the property. Town Clerk Sally Soucy joined the meeting to witness and notarize the Selectmen's signature of the conservation restriction. Mr. Becker, the Lanes, and the Town Clerk left the meeting.

Anne White, chief organizer of the Essex Music Festival for the past fifteen years, appeared before the Selectmen to report on the success of the 2008 Music Festival and to introduce her replacement for future festivals, Dana King. This year's festival had a markedly reduced attendance due to heavy thundershowers throughout the day. In spite of the weather, Ms. White presented the Selectmen with a check in the amount of \$474.88. Mr. King is a self-employed, town resident, and an accomplished professional musician. He is avidly looking forward to using his knowledge and experience to shape future music festivals. The Music Festival is a family event and it is hoped that the event will continue to attract all ages. The proceeds from the event are used towards future upkeep and maintenance of Centennial Grove. The festival has its own official website: <http://essexmusicfestival.com/> The Selectmen thanked Ms. White for all her hard work over the past 15 years and Ms. White and Mr. King left the meeting.

In other business, a motion was made, seconded, and unanimously Voted to approve and sign the weekly warrant in the amount of \$56,282.28.

A motion was made, seconded, and unanimously Voted to approve and sign the minutes for the November 3<sup>rd</sup>, 2008, Selectmen's Open Meeting.

The Selectmen considered the request from the Council on Aging to appoint Gloria Story to the Council. A motion was made, seconded, and unanimously Voted to approve the appointment. The Selectmen signed the appointment card.

Finance Committee Chairman Jeff Soulard joined the meeting.

At 7:30 p.m., Assessors Richard Cairns and Barry Ewing joined the Selectmen and Chairman Randall entertained a motion to open the Public Hearing to discuss the Adoption of the Residential Factor. The motion was moved, seconded, and unanimously Voted. Mr. Cairns said that the Board of Assessors would like to recommend that the residential factor be set at one. He also mentioned that 88.9% of the revenue base is residential property and that the Town has experienced twice as much growth this year as it did last year. There was no more discussion either for or against, and a motion was made, seconded, and unanimously Voted to close the public hearing. A motion was then made, seconded, and unanimously Voted to approve the recommendation of the Board of Assessors to set the residential factor at one. A further motion was made, seconded, and unanimously Voted to authorize Town Administrator Zubricki to sign for the Selectmen when the paperwork is filed electronically with the State.

Assessor Cairns said that the Board of Assessors would like to begin discussing and planning the remapping of the Town. The process would begin with a "Flyover" which consists of a plane flying over different areas of the Town and taking pictures of lots, roads, and boundaries. The last flyover occurred in the 1960s and produced the Town maps currently in use. Since that time, the technology has evolved enormously and GPS has been invented. Maine Cartographics assisted with the last mapping and periodic updates and the Assessors would like to use them again. After the flyover, the data gathered is compared to the old data records and deeds. Maine Cartographics would work with the Assessors and property owners to resolve any issues arising from the new information. The last step is the actual production of the new maps based on the new data and the corresponding adjustments to the Assessors' records. It is estimated that the entire project will cost about \$100,000 and it may be possible to spread the project over three or four years. The remapping is categorized as a capital expenditure and the Selectmen advised the Assessors to submit it at the next capital call from the Finance Committee. Assessors Cairns and Ewing left the meeting.

The Selectmen continued with other business. A motion was made, seconded, and unanimously Voted to approve and sign a request for the transfer of \$33,196.42 from various cemetery accounts to the FY2009 cemetery budget. This transfer was approved at the recent Special Town Meeting on November 3, 2008.

The Selectmen reviewed a request from J.T. Farnham's restaurant to close the restaurant from December 1, 2008 through February 28, 2009 for the purposes of renovating and cleaning. A motion was made, seconded, and unanimously Voted to approve J.T. Farnham's request.

The Selectmen also reviewed a letter and a picture from a Conomo Point resident showing another Conomo Point resident depositing yard waste in a drainage area at Conomo Point. A motion was made, seconded, and unanimously Voted that the Conomo

Point Commissioners would send a letter to the resident requesting that yard waste not be dumped where it will interfere with drainage.

Mr. Zubricki presented his Town Administrator's Report for the period covering November 1<sup>st</sup> through November 14<sup>th</sup>, 2008, regarding the following items:

Conomo Point Subdivision Contract: Mr. Zubricki offered the signed contract from the Horsley Witten Group for the Selectmen's signature. A motion was made, seconded, and unanimously Voted to approve and sign the contract.

Town Buildings Planning: Members of the Ad Hoc Town Building Study Group (Fire Deputy Dan Doucette, Police Chief Pete Silva, and real estate maven Stuart Pratt) joined the meeting to offer an update on the Group's progress to date. The Group has explored many different possibilities:

- Keeping the existing buildings and modifying them to accommodate the expanded needs of the departments.
- Relocating the offices to new buildings
- Relocating to unused space at the Essex Elementary School
- Relocating to the building owned by John Coughlin next to the bank building

The space available at either the school or the Coughlin building is too small for Town office needs. A new building on John Wise Avenue would not be suitable for the Fire Department which needs to be centrally located and able to make speedy departures from the Fire Station. The repairs needed at the Town Hall are estimated at around \$2,000,000 and those repairs do not address the problems of much needed additional space or ADA accessibility. The Library Trustees are not interested in relocating the Library. The Group has reached the following conclusions:

- The Fire Station should remain where it is, should be renovated, and should be modified to accommodate the fire equipment.
- The Police Department and the Town Offices should be relocated to a new, shared, energy-efficient building possibly located on Town-owned land on John Wise Avenue adjacent to the Spring Street cemetery.

The Selectmen asked the Study Group to prepare two reports: one, estimating the cost of a new Town building to house the Police Department and Town Offices, and two, estimating the cost of a new Town building to house the Library, the Police Department, and the Town Offices. Town Administrator Brendhan Zubricki agreed to contact Town Counsel to discuss pathways available to promote public/private partnerships for creative construction. The future creation of a new committee to study the best use of the Town Hall and ways to fund that use was also discussed. Mr. Pratt, Mr. Doucette, and Chief Silva left the meeting.

Jeff Soulard asked about when the next quarterly meeting between the Selectmen and the Department Heads would take place. It was decided to schedule it for Monday, January 26<sup>th</sup>, 2009, at the Elementary School and to invite members from the public as well.

Mr. Soulard left the meeting.

Purchase of New Swim Float: Mr. Zubricki discussed the options available for repair/replacement of the swim floats and docks at Centennial Grove. A motion was made, seconded, and unanimously Voted to purchase a new swim float (10' x 13'). Mr. Zubricki will be able to purchase the float before the price goes up next spring.

Town Planning Consultant: The Planning Consultant that will be hired with the \$25,000 appropriated at the November 3<sup>rd</sup> Special Town Meeting will report directly to the Selectmen. It was agreed that the consultant services should be used for a special project. Mr. Zubricki will interview Long Term Planning Committee Chairman Mike Dyer, Conomo Point Planning Committee Chairman Rolf Madsen, and the Planning Board regarding areas in Town that would benefit the most from professional planning assistance.

The Horsley Witten Group has been awarded the contract for the Conomo Point Planning project and Nick Cracknell from that group will be visiting the Town Hall on Tuesday to collect information to assist the group in their work. Mr. Zubricki will also ask Mr. Cracknell about his thought on general planning needs.

Renewal of Joint Purchase Agreement Sewer Camera: The Town and the Town of Rockport purchased a sewer camera in the past to be owned and used by both towns. The contract governing that use is now up for renewal. A motion was made, seconded, and unanimously Voted to approve and sign the contract.

Final Senior Center Grant Closeout Agreement: Mr. Zubricki provided the Selectmen with the documents for the final closeout of the Senior Center Grant Agreement. The documents require a copy of the grant audit. The audit had already been submitted to the DHCD, but the DHCD was experiencing computer problems and was unable to view it. Mr. Zubricki has included a new copy to be forwarded with the closeout documents. A motion was made, seconded, and unanimously Voted to sign the Close-Out Agreement for the Senior Center.

Mr. Zubricki said that National Grid has completed their review of the work proposed for the causeway during Mass Highway's Route 133 Reconstruction Project. Mr. Zubricki will coordinate a meeting to review their findings with Selectman Lynch and a Chamber of Commerce Sub-Committee.

The Selectmen were reminded that The Manchester-Essex Rotary Club will hold the 4<sup>th</sup> Annual Green and White Pancake Breakfast on Saturday, November 22, 2008 from 8:00 to 10:00 a.m. at the Manchester Essex High School. No one will be able to attend.

The next Board of Selectmen's meeting will be held on Monday, December 1<sup>st</sup>, 2008 in the T.O.H.P. Burnham Public Library at 7:00 p.m.

At 9:05 p.m., citing the need to discuss strategy concerning collective bargaining and real estate, the Chairman entertained a motion to move to Executive Session. He said that the Board would not be returning to Open Session and invited Town Administrator Brendhan Zubricki to attend. The motion was made, seconded, and per a unanimous Roll Call Vote, the Board moved to Executive Session.

The Board returned to Open Session at 9:37 p.m.  
There being no other business before the Board, a motion was made, seconded, and  
unanimously Voted to adjourn the meeting at 9:38 p.m.

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

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