

Present: Chairman Jeffrey Jones, Selectman Mark W. Lynch, Selectman A. Raymond Randall, Jr., 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 Library and announced that the Board would hear public comment. There was no one present from the public to offer any comment.

Mr. Zubricki presented his Town Administrator's Report for the period covering December 26th, 2009 through January 8th, 2010 regarding the following items:

Town Clerk Application and Screening Process: Mr. Zubricki reported that several resumes have been received in response to the advertisements for the Town Clerk's position. The Selectmen asked Mr. Zubricki to forward the resumes to the Town Clerk Search Committee for consideration. The Committee will choose the three best candidates for the position and the Selectmen will make the final choice. Mr. Zubricki will ask the Search Committee to proceed as quickly as possible with the selection after the January 21st deadline for receiving resumes is reached.

Northern Conomo Point Planning Proposal: Mr. Zubricki presented the final version of the proposed contract for planning services with Taintor Associates, Inc. which includes the changes suggested by the Conomo Point Planning Committee at their meeting on January 7th, 2010. The contract has already been approved and signed by Taintor Associates. A motion was made, seconded, and unanimously Voted to approve the contract. The Selectmen signed the document. Selectman Lynch asked that the Taintor documents be scanned and emailed to him for distribution to the Conomo Point Planning Committee.

Cost Estimate for ANR Plan Production: Mr. Zubricki said that he has received average estimates of \$2,000 for preparation of an ANR (Approval Not Required) plan for the proposed site of a future Town safety building. The Selectmen were in favor of increasing the Town Property Expense budget for FY 2011 by \$2,000 to pay for the plan.

Disposition of Old Senior Van: Mr. Zubricki reported that he had received another inquiry about the old Council on Aging van by a person who was instrumental in having the van donated to the Town. The Selectmen advised Mr. Zubricki to confirm with Town Counsel the correct procedures that may be followed by the Town to dispose of the van.

Draft Final Planning Report: Mr. Zubricki asked for the Selectmen's comments concerning the draft of Community Investment Associates' Final Planning Report. The Selectmen said they would like to have comments from the Planning Board before telling Ms. Britt to finalize the report. The Selectmen would also like to review the report again.

At 7:15 p.m., Chairperson Mike Dyer from the Long Term Planning Committee and committee members Robert Coviello, Ed Howard, Sue Lufkin, Eamon McGilligan, and Lisa O'Donnell joined the Selectmen to discuss FY 2011 planning needs of the

Committee. Mr. Dyer said that the Committee is presently developing the strategy for execution of each project that was identified in their Village Initiative plan. He said that the Committee will need the services of a professional planner and a landscape architect in FY 2011. One of the Committee's top priorities is establishing four pocket parks and they would like to have conceptual drawings of the parks prepared. The drawings would help residents to visualize how the parks will appear and would also help with fundraising and with the construction of the parks. Community Preservation money may only be used for property purchased with Community Preservation money, so it is doubtful that it can be used to fund the parks. It was decided that Mr. Zubricki would ask Consulting Planner Carolyn Britt to develop a scope of work for organizing the parks project and subcontracting a landscape architect to help with the design. The Selectmen agreed to ask the Finance Committee for a budget item of \$20,000 in the FY 2011 budget to be used for the services of a planner to assist the Committee. The Committee members thanked the Selectmen and left the meeting.

A motion was made, seconded, and unanimously Voted to approve and sign a Warrant for a Special State Election to be held at the Essex Memorial Fire Station on Tuesday, January 19th, 2010.

A motion was made, seconded, and unanimously Voted to approve and sign the weekly warrant in the amount of \$727,538.57.

At 7:30 p.m., Police Chief Peter Silva, Sergeant Paul Francis and Mark Gagnon joined the Selectmen. Chief Silva introduced Mark Gagnon as a candidate for the new position of auxiliary police officer. An auxiliary police officer is someone who has received and passed the standard police training and volunteers to help the Police Department. The volunteer receives on-the-job training and the Police Department will have a pool of candidates to choose from to fill future full- or part-time officer positions. Mr. Gagnon is an EMT and is currently employed by the Town as a dispatcher at the Emergency Center. Chief Silva distributed Mr. Gagnon's resume for the Selectmen's review. After some discussion, a motion was made, seconded, and unanimously Voted to sponsor Mr. Gagnon to the Reserve Academy in name only contingent upon his signing the standard Hold Harmless Agreement. Mr. Gagnon will be responsible for paying his own costs and tuition to the Academy. A second motion was made, seconded, and unanimously Voted to appoint Mr. Gagnon as an Auxiliary Police Officer pending successful completion of a psychological exam and graduation from the Academy.

Town Clerk Sally Soucy joined the meeting and witnessed the signature of the sponsorship contract with Mr. Gagnon. Mr. Gagnon and the Town Clerk left the meeting.

A motion was made to approve and sign the minutes for the Selectmen's December 16th, 2009, Open Meeting and the Selectmen's December 21st, 2009, Open Meeting. Selectman Randall abstained. The motion was moved, seconded, and affirmatively voted by Chairman Jones and Selectman Lynch.

A motion was made to approve and sign the minutes for the December 28th, 2009, Selectmen's Open Meeting. Chairman Jones abstained. The motion was moved, seconded, and affirmatively voted by Selectman Lynch and Selectman Randall.

A motion was made, seconded, and unanimously Voted to reappoint Michael Davis to the Board of Appeals and to reappoint Gilbert Guerin, Jr. as an alternate to the Board of Appeals.

The Selectmen reviewed a proposed letter of support for a proposed Upper North Shore No Discharge Area application with Chief Silva and Sergeant Francis. Chief Silva said that he is in favor of this new zone. A motion was made, seconded, and unanimously Voted to support the effort and sign the letter.

A motion was made, seconded, and unanimously Voted to grant the following license renewals and permits:

Antiques License Renewal:

- Fred Grobe, White Elephant Shop at 32 Main Street
- Fred Grobe, White Elephant Outlet at 101 John Wise Avenue

Auction Permit:

- Michael March, d/b/a Blackwood March Antiques for use on Tuesday, January 26th, 2010, between the hours of 4:00 and 11:00 p.m. within the confines of 125 Main Street.
- Frank Kaminski, Kaminski Auctions, for use on Sunday, January 24th, 2010, between the hours of 11:00 a.m. and 9:00 p.m. within the confines of 127 R Main Street.

Class II License Renewal:

- Scott Savory, Scott's Auto Clinic, Inc. at 6 Scot's Way.

A motion was made, seconded, and unanimously Voted to approve the request to change the manager of Woodman's Function Hall and Lobster Trap Pub from Lawrence Woodman to Stephen B. Woodman on the All Alcohol Restaurant License, pending receipt of the remaining paperwork.

Chief Silva and Sergeant Francis discussed the progress they have made over the past year with their project to achieve certification of the Police Department. Of the 155 mandatory standards in the certification program, they have completed 55 this past year in addition to the 43 that were completed previously, bringing the total completed points up to 98. This exceeds their goal to achieve 50% completion over the last year. Chief Silva said that he would like to complete at least half of the remaining 57 points during the coming year.

Other items that were discussed included the creation of an educational program aimed at reducing motorcycle noise in Town, offering more opportunities for residents to discuss their concerns with the Chief in a relaxed atmosphere, and training sessions co-sponsored

with the ABCC for Town businesses that sell alcohol. Attendance at the training sessions could/would be required as part of the annual license renewal process.

In other business, a motion was made, seconded, and unanimously Voted to accept a donation of \$200.00 from Edward and Patricia Marchetti to the Police Department.

The Selectmen thanked the Chief and the Sergeant for a great presentation and a great job all around. The Chief and the Sergeant left the meeting.

The Selectmen reviewed a memo from the Essex Shellfish Advisory Commission regarding the job description for the Shellfish Warden. They asked Mr. Zubricki to speak with the Commission to clarify their intentions.

Mr. Zubricki reported that Ms. Nogelo from Cape Ann TV has requested permission to conduct a fundraising campaign to benefit Cape Ann TV. The Selectmen agreed that the fundraising would be OK, so long as Cape Ann TV did not suggest in any way that the Selectmen were endorsing Cape Ann TV or the fundraiser.

Selectman Randall agreed to formulate a list of survey questions for an EYC program poll. The questions will be reviewed and discussed at a February Board of Selectmen's meeting.

The Selectmen discussed the possibility of zoning bylaw changes at the Annual Town Meeting in May. Mr. Zubricki agreed to remind the Planning Board Chair that the Selectmen would like to be informed about the Planning Board's intentions regarding bylaw changes well in advance of any forums that are held to educate the public about the proposed changes. Selectman Lynch said he would speak with the Horsley Witten Group representative who is working on the proposed subdivision of a part of Conomo Point. It is hoped that the bylaw change needed for the subdivision can be reviewed at the next Selectmen's meeting on January 25th.

Mr. Zubricki said that he had been contacted by Habitat for Humanity about the possible existence of undeveloped land owned by the Town that could be donated to the program. The Selectmen said that they were unaware of any Town-owned land that could be donated at this time.

Mr. Zubricki confirmed that the Selectmen had received an evaluation worksheet for his annual review. The Selectman asked that Mr. Zubricki send the worksheet by email and agreed to complete them, after which the Chairman will conduct Mr. Zubricki's evaluation and discuss his goals for the new year based on the contents of the three worksheets.

Final FY11 Selectmen's Budget Package: A motion was made, seconded, and unanimously Voted to approve a 3% merit increase for the Police Chief in FY2011.

A motion was made, seconded, and unanimously Voted to approve a 2% merit increase for the Treasurer/Tax Collector in FY2011.

A motion was made, seconded, and unanimously Voted to approve a pay increase for the Selectmen's Assistant in FY2011 based on Mr. Zubricki's research of comparable positions in other towns.

Mr. Zubricki reported that school officials have said that they are continuing to work on the FY2011 school budget. Chairman Jones said he may be able to attend the school budget meeting being held this Friday.

A motion was made, seconded, and unanimously Voted to finalize the Selectmen's budget for FY11 as discussed and forward it to the Finance Committee for their review.

The Selectmen were reminded that the next Board of Selectmen's meeting will be held on Monday, January 25th, at 7:00 p.m. in the Senior Center.

The Cape Ann Chamber of Commerce 88th Annual Dinner Dance will be held on Saturday, January 30th, 2010 at Cruiseport Gloucester starting at 6:30 p.m. with a cocktail reception followed by dinner, a program and dancing to a live band. The tickets are \$85 per person.

Draft Annual Town Meeting Warrant: Mr. Zubricki reviewed the proposed articles for the coming ATM. The Selectmen agreed to meet with Dog Control Officer Amy Reilly at their February 8th Selectmen's meeting to discuss her ideas concerning additional dog control options. Mr. Zubricki will continue to work on the draft warrant.

At 10:00 p.m., citing the need to discuss pending litigation, the value of real property, the deployment of security devices, and union negotiation, the Chairman entertained a motion to move to Executive Session. He said that the Board would not be returning to Open Session and asked Mr. Zubricki to attend the Executive Session. The motion was moved, seconded, and per a unanimous Roll Call Vote, the Board moved to Executive Session.

The Board returned to Open Session at 10:30 p.m. There being no further business before the Board, a motion was made, seconded, and unanimously Voted to adjourn the meeting.

Prepared by: _____
Pamela J. Witham

Attested by: _____
A. Raymond Randall, Jr.