

Selectmen's Minutes
Teachers' Lounge, Essex Elementary School

December 20, 2010

Present: Chairman A. Raymond Randall, Jr., Selectman Jeffrey D. Jones, Selectman Lisa J. O'Donnell, Town Administrator Brendhan Zubricki, Selectmen's Assistant Pamela J. Witham, and one member from the public at large.

At 7:00 p.m., the Chairman called the meeting to order in the Teachers' Lounge in the Essex Elementary School. He announced that the meeting was being recorded and that the Board would hear Public Comment. There was no comment.

Mr. Zubricki read the ***motions for the Warrant Articles for the Special Town Meeting*** that will be held following tonight's Selectmen's meeting. The Selectmen had no comments or changes to the motions.

In other business, a motion was made, seconded, and unanimously voted to approve the expenditure of \$55.00 to Keane Fire & Safety from the Luther Burnham Fund to pay for the annual fire extinguisher inspection at the Town Hall. Another motion was made, seconded, and unanimously voted to approve the expenditure of \$35.00 to Keane Fire & Safety from the Luther Burnham Fund to pay for the annual fire extinguisher inspection at the Library.

A motion was made, seconded, and unanimously voted to approve and sign the weekly warrant in the amount of \$203,010.57.

A motion was made, seconded, and unanimously voted to approve and sign the minutes for the December 13th, 2010, Selectmen's meeting.

Mr. Zubricki drew the Selectmen's attention to the draft of the proposed ***letter to the Conomo Point tenants*** regarding procedures that will be followed as their leases terminate and the ***Calendar for those procedures***. The Selectmen said that they had reviewed the letter and the calendar and a motion was made, seconded, and unanimously voted to send the letter and the calendar to the tenants.

A motion was made, seconded, and unanimously voted to approve the following license renewals for 2011:

Antiques License Renewal:

- Conomo Point Antiques, Joseph Danna at 166 R Eastern Avenue

Class II License Renewals:

- Paul Russell, Gullwing Service Co., Inc., d/b/a Paul Russell and Company at 106 Western Avenue
- Steven Pascucci, Cape Ann Auto Body, Inc. at 19 Grove Street

The Selectmen were reminded that the next Board of Selectmen's meeting will take place on Monday, December 27th, 2010, at 7:00 p.m. in the T.O.H.P. Burnham Library on Martin Street.

The Selectmen will be meeting jointly with the Long Term Planning Committee on Wednesday, January 12th, 2011, at 7:00 p.m. in the Fire Station meeting room to review the proposed design plan for the pocket parks.

The Selectmen reviewed a *letter of resignation from David Elwell* regarding his position on the Council on Aging dated December 14th, 2010. A motion was made, seconded, and unanimously voted to accept Mr. Elwell's resignation and to appoint Keith Symmes to fill his seat on the Council on Aging, based on the *letter of recommendation* from the chairman of the Council on Aging.

After reviewing a *letter from Police Chief Peter G. Silva*, a motion was made, seconded, and unanimously voted to accept a \$200 check donated to the Police Department by Edward and Patricia Marchetti.

On another matter, Mr. Zubricki said that a lot of people were under the impression that lighting on the causeway was included in the Route 133 Reconstruction Project. In fact, it is not and Carolyn Britt, the professional planner under contract to the Town for the design plan for the proposed pocket parks, will review whether grants are available that would provide funding for causeway lighting.

Mr. Zubricki said he had received a complaint that a certain commercial fisherman is not a resident of Essex. The Selectmen asked Mr. Zubricki to check with Town Counsel on the proper procedure for handling such a complaint.

Mr. Zubricki reviewed a package of handouts given to the Selectmen that will be discussed at their next meeting on December 27th, 2010. The package included the following: the *Town Administrator Goals and Review Form*, the *Town Administrator's Performance Review and Goal Setting*, an *email from Robert Coviello* regarding the design of the intersection at Main and Martin Streets, *comments from Michael Dyer* regarding the proposed pocket parks, *Carolyn Britt's proposed design for the pocket parks*, a set of *preliminary mind-maps for Conomo Point*, *Planning Board Comments* regarding a zoning bylaw amendment for Southern Conomo Point, *Mark Lynch's comments* regarding the zoning bylaw amendment, a *draft of Potential Items for the 2011 Annual Town Meeting*, an *FY12 Budget Summary*, a *draft of the Selectmen's letter to the Finance Committee* regarding their FY12 Budget Request Package, the *updated 5-10 year Capital Expense Plan*, the *Youth Commission 2010 Annual Report*, and the *Personnel Board 2010 Annual Report*.

Mr. Zubricki reported that Town Counsel has been working with Code Red representatives to finalize the contract for the reverse 911 service.

Town Moderator Madsen joined the Selectmen and announced that there was a quorum in the cafetorium and that the Special Town Meeting could begin. There being no other business before the Board, a motion was made, seconded, and unanimously voted to adjourn to the Special Town Meeting.

Documents discussed during this meeting include the following:

Motions for the Warrant Articles for the Special Town Meeting
Letter to the Conomo Point Tenants
Calendar for those Procedures
Letter of Resignation from David Elwell
Letter of Recommendation
Letter from Police Chief Peter G. Silva
Town Administrator Goals and Review Form
Town Administrator's Performance Review and Goal Setting
Email from Robert Coviello
Comments from Michael Dyer
Carolyn Britt's proposed Design for the Pocket Parks
Preliminary Mind-maps for Conomo Point
Planning Board Comments
Mark Lynch Comments
Draft of Potential Items for the 2011 Annual Town Meeting
FY12 Budget Summary
Draft of the Selectmen's letter to the Finance Committee
Updated 5-10 year Capital Expense Plan
Youth Commission 2010 Annual Report
Personnel Board 2010 Annual Report.

Prepared by: _____
Pamela J. Witham

Attested by: _____
Lisa J. O'Donnell