

**Selectmen's Minutes  
T.O.H.P. Burnham Library**

**December 27, 2010**

Present: Chairman A. Raymond Randall, Jr., Selectman Lisa O'Donnell, Town Administrator Brendhan Zubricki, Selectmen's Assistant Pamela J. Witham, Conomo Point Planning Committee member James Witham, and another unidentified member of the public.

The Chairman called the meeting to order at 7:00 p.m. in the T.O.H.P. Burnham Library and announced that the meeting was being recorded and that the Board would hear Public Comment. There was no public comment.

Chairman Randall announced that the Board would not be discussing Conomo Point issues at this meeting, but would resume discussion of them at their next meeting.

Mr. Zubricki said that this week's warrant would not be ready for signing until tomorrow.

In other business, a motion was made, seconded, and unanimously voted to approve and sign the minutes for the December 20<sup>th</sup>, 2010, Selectmen's Open Meeting.

A motion was made, seconded, and unanimously voted to sign a *letter of commendation* to Jeffrey White to be presented to him at his Eagle Scout Court of Honor on January 8<sup>th</sup>, 2011.

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

Class II License Renewal:

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

Common Victualler's License Renewal:

- Essex Seafood, Howard Lane, Manager, at 143 R Eastern Avenue

The Selectmen were reminded that the next Board of Selectmen's meeting is scheduled for Monday, January 10<sup>th</sup>, 2011, at 7:00 p.m. in the T.O.H.P. Burnham Library on Martin Street.

Mr. Zubricki began his presentation of his Town Administrator's Report for the period covering December 11<sup>th</sup>, 2010 through December 23<sup>rd</sup>, 2010 regarding the following:

Calendar Year 2011 Goals: Mr. Zubricki reminded the Selectmen that they each have a copy of his calendar year 2010 evaluation form to be filled out and returned to the Chairman, and also a draft of the *Calendar Year Goals for 2011* to be reviewed for comments. Mr. Jones and Chairman Randall were fine with the 2011 goals and Ms. O'Donnell will complete her review and either inform Mr. Zubricki that she is all set or bring any proposed changes back to the Board.

Personnel Board and Youth Commission Annual Reports: The Selectmen said that they have reviewed the draft of the *annual reports for the Personnel Board and the Youth Commission*. A motion was made, seconded, and unanimously voted to approve both reports for inclusion in the 2010 Annual Town Report.

Summer Camp Contract Request for Proposals: Mr. Zubricki reviewed a draft of a *Request for Proposals* regarding a summer camp program to be held at Centennial Grove. The Selectmen approved the draft and a motion was made, seconded, and unanimously voted to put the proposal out for bid as soon as it is revised and approved by Town Counsel.

Pocket Park Planning Review Meeting: Mr. Zubricki reminded the Selectmen of their joint meeting with the Long Term Planning Committee that is scheduled for January 12<sup>th</sup> at 7:00 p.m. in the Fire Station meeting room to review the proposed design of the pocket parks. He asked the Selectmen to review the draft design and forward comments through him to Chairman Dyer by January 5<sup>th</sup>, 2011.

Village Corner Pocket Park: Mr. Zubricki said that he has been told that there are several proposals in existence for the design of the area at the intersection of Martin and Main Street. Mr. Kevin Ricci, the owner of the Village Restaurant, has also hired an engineer to create a design for the space. Mr. Zubricki said that the only design that has been approved by MassDOT to date is a plan for a grassed-in area. The Selectmen asked Mr. Zubricki to inform Bob Coviello of the Merchant's Group that time is of the essence and any changes will need to be approved as soon as possible so as not to delay the construction project. The Board also asked Mr. Zubricki to inform the Merchant's Group that proposed new designs would not necessarily be approved by MassDOT, but that the Board would help present them.

Conomo Point Mind Mapping Exercise: Mr. Zubricki said that the mind map for Conomo Point has been updated to reflect the discussion at the last Selectmen's meeting and subsequent comments from the Chairman. The map will be discussed at the next Selectmen's meeting on January 10<sup>th</sup>.

Conomo Point Procedures Calendar: Mr. Zubricki reminded the Selectmen that the next step on the procedures calendar is the drafting of the bridge leases for southern Conomo Point.

Draft FY12 Selectmen's Operating Budget: Mr. Zubricki said that he has drafted the FY12 Selectmen's Operating Budget and updated the 5-10 Year Capital Plan for the Selectmen's review and discussion at their next meeting. The Selectmen asked Mr. Zubricki to solicit comments on his draft list of items proposed for the Annual Town Meeting from the Finance Committee.

Further Review of School District Tentative Budget: Mr. Zubricki asked the Selectmen for any comments regarding the proposed school budget. The current proposal contains a

6.4% increase over this year's budget as well as the creation of 6 new positions. Mr. Zubricki asked the Selectmen to consider their comments on the budget in anticipation of the hearing to finalize the budget in February.

Residency of Shellfisherman Contested: Mr. Zubricki said that a complaint has been received regarding the allegation that a certain Essex commercial clammer is not really a resident of Essex. Mr. Zubricki asked the Selectmen if they wanted to pursue the complaint at this time or to wait until the licenses are up for renewal in March. The Selectmen asked Mr. Zubricki to gather research on the complaint and they may schedule a hearing once the information has been collected and reviewed.

Quarterly Report: The Selectmen reviewed the *Quarterly Report* and a motion was made, seconded, and unanimously voted to distribute the report.

Renewal of Request for Determination of Applicability: Mr. Zubricki said that the RDA filed with the Conservation Commission for ongoing channel maintenance clearing in the Alewife Brook has expired. A motion was made, seconded, and unanimously voted to authorize Mr. Zubricki to take steps to renew the RDA with the ConCom.

Draft Revisions to Proposed Southern Conomo Point Zoning District: Mr. Zubricki said that he had forwarded the Planning Board's suggested revisions to the proposed Southern Conomo Point zoning district to Town Counsel and the planning consultant who created the original plan for the district for comment. Mr. Zubricki has just received Town Counsel's comments and will forward those.

Preliminary List of Annual Town Meeting Topics: Mr. Zubricki briefly read through the first tier of the potential items for the May 2<sup>nd</sup>, Annual Town Meeting. The Selectmen said that they would discuss the second and third tier at their next meeting. The Selectmen were in agreement that the meeting will be held on two nights, with the first night being devoted to the discussion of Conomo Point articles.

Mr. Zubricki reported that he was successful in reaching Mrs. Offenberger regarding her property on Main Street across the street from the old Riverside Restaurant. Mrs. Offenberger is not interested in selling that property, but said that she would be interested in discussing either a short-term license or a long-term lease to the Town for the property. She agreed to prepare a list for the Selectmen's review of terms and conditions under which she would consider allowing Town use of the property.

Mr. Zubricki said that he had spoken to the Horsley Witten Group at the request of the Chairman, regarding their possible interest in the creation of a subdivision plan for northern Conomo Point. Horsley Witten is interested and has provided a proposal containing a scope of work and an estimate of approximately \$94,000. Mr. Zubricki said that he will forward the proposal for discussion at the next Board of Selectmen's meeting on January 10<sup>th</sup>, 2011. The Chairman asked Mr. Zubricki to also forward the proposal to

interested parties, such as the Finance Committee and tenants' representatives, for their review. Mr. Zubricki said he would do so after a courtesy call to Horsley Witten.

There being no other business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 7:40 p.m.

Documents discussed during the meeting include the following:

*Letter of Commendation*  
*Calendar Year Goals for 2011*  
*Annual Reports for the Personnel Board and the Youth Commission*  
*Request for Proposals*  
*Quarterly Report*

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

Attested by: \_\_\_\_\_  
Lisa J. O'Donnell