

Selectmen's Minutes
Senior Center

October 3, 2011

Present: Chairman Jeffrey D. Jones, Selectman Lisa J. O'Donnell, Selectman Susan Gould-Coviello, Town Administrator Brendhan Zubricki, and Selectmen's Assistant Pamela J. Witham.

Also Present: John Amirault, Virginia Boutchie, Westley Burnham, Robert Coviello, Dan Doucette, Kim Drake, David Driscoll, Brian Feener, Nick Fitzgerald, Paul Goodwin, Steve and Margaret Hartley, Merri-Lynn Lathrop, Mark Lynch, Paul Rullo, Peter G. Silva, Jeffrey Soulard, Richard Stevens, Keith Symmes, Roxanne Tieri, and Christina Wright.

The Chairman called the meeting to order at 7:00 p.m. upstairs in the Senior Center and announced that the Board would hear Public Comment. No one offered any comment.

Mr. Zubricki presented his Town Administrator's Report for the period September 24th, 2011, through September 30th, 2011, regarding the following:

Comments Requested Concerning Southern Definitive Plan: Mr. Zubricki reminded the Selectmen that the Planning Board has distributed the copies of the proposed subdivision plan for southern Conomo Point to the various Town boards and departments for comment. The Planning Board will host a public forum on October 19th at the Essex Elementary School to discuss the proposal.

Melrose Datacenter Agreement: Mr. Zubricki announced that agreement was reached today regarding a contract with the City of Melrose to provide IT services to the Town. The contract provides for a phase-in of services, commencing with the migration of data. After a short discussion, a motion was made, seconded, and unanimously voted to approve and sign the *Intermunicipal Agreement for Information Technology Services* between the City of Melrose and the Town of Essex. The contract will now be forwarded to Melrose for signature by the Mayor and the Board of Aldermen.

Town Hall Water Leakage Issue: Mr. Zubricki said that the Town Clerk has informed him that rain water is leaking into her office and blistering the plaster. Mr. Zubricki found water on the second floor of the Town Hall as well, but could not determine the source of the problems. He speculated that the problem has to do with a chimney in that area. There are also mold issues. He has contacted a company that the Town has used in the past with favorable results to patch the roof and take down a chimney. The company said that it will come to the Town Hall with a man lift (which must be rented by the week) and assess the damage. They will then order the necessary materials and proceed to repair the areas of concern while they still have the lift.. A motion was made, seconded, and unanimously voted to authorize the Chairman and Mr. Zubricki, after review of the assessment and estimate from the company, to approve the repairs on an emergency basis outside of a Selectmen's meeting due to the time-sensitive nature of the issue.

Potential Acceptance of Lowe Hill Road as a Public Way: The Selectmen reaffirmed their decision to have the Town decide whether or not to accept Lowe Hill Road as a Town road at a

Town Meeting. A motion was made, seconded, and unanimously voted that the Selectmen intend to lay out the road as the first step in the process, stipulating that any costs incurred in the process be borne by the residents of Lowe Hill Road, who must also provide all necessary plans, surveys, etc.

Special Town Meeting: Mr. Zubricki said it is the Selectmen's intention to hold a Special Town Meeting (STM) on Monday, November 14, 2011. It is anticipated that there will also be a Special Town Election held after the STM. A motion was made, seconded, and unanimously voted to combine the *Special Town Meeting Warrant* with the Election Warrant. Mr. Zubricki reviewed each of the articles that are being considered for the STM and will revise the draft for the Selectmen's consideration at the next meeting.

At 7:30 p.m., Merri-Lynn Lathrop and Nick Fitzgerald from the YMCA came before the Selectmen to report on the first year of the Summer Program that they had sponsored at Centennial Grove. Ms. Lathrop reported that the program had been a great success. They had averaged about 100 children per day in addition to 26 CITs (Counselors in Training). Almost all of those attending were from Essex. The parents and the children loved the program. There were only a few complaints from people who could not use the beach during the times that the summer program was using the beach. People wishing to use the beach during camp times were directed to another beach by the Grove Cottage and a beach area off Red Gate Road. Ms. Lathrop said that they would like a larger changing area and that they would be able to provide the labor to construct something if the Town could pay for the materials. The area that they use now only can fit 15 children at a time. They would also like permission to raise the amount specified in their contract with the Town for the summer program for next year by \$25.00 per child. The four-week rate would go to \$275.00 and the eight-week rate would go to \$450.00. The Selectmen were very pleased with the arrangement with the YMCA for the summer program and a motion was made, seconded, and unanimously voted to approve a renewal contract for next year's program that would include the higher rates. Ms. Lathrop and Mr. Fitzgerald thanked the Selectmen and left the meeting.

At 8:00 p.m., the Chairman announced that the Quarterly Department segment of the meeting would begin with everyone introducing themselves. After the introductions, the Chairman reviewed the current status of the Route 133 Reconstruction Project. He said that all that remained were some plantings which are being supervised by Selectman O'Donnell, and some striping. All of the equipment should be gone by the middle of October.

The Chairman said that there is a Special Town Meeting being planned for November 14th, 2011, and Mr. Zubricki reviewed the articles being considered for the meeting warrant. During this discussion, Mr. Zubricki and Selectman O'Donnell (as chair of the Town Building Committee) reviewed the opportunity available to the Town to purchase the Lahey building for use as Town Office Space. Separating the Town offices from the library would allow the library to apply for grants to restore or build a better library facility.

Kim Drake said that she is the new Chair of the Community Preservation Committee and that the Committee had met recently to discuss potential projects that could be funded with Community Preservation Funds. Projects being considered include purchase of some land from a railroad company for use as a rail nature trail, restoration of a number of gravestones in the old burying ground, and restoration of a wrought iron fence and gate at the old burying ground. Mr. Zubricki said that he would find out if these projects would be eligible for CPA funding, and if so, will work with the CPC to include articles on the Special Town Meeting warrant to approve the projects.

Town Accountant Roxanne Tieri said the Town has submitted its request to the Department of Revenue for certification of free cash and that the DOR should be responding in about two weeks. Everything else is proceeding according to schedule.

Treasurer/Collector Virginia Boutchie said that she is very pleased with the new software that she has helped to design and that she is continuing to work with the vendor to add different features.

Christina Wright, the Town Clerk, reported that she has been busy collecting fees for dog licenses and parking tickets. Because of the new system that she has implemented, she has already collected more than double the amount that was collected in past years. Her next project will be preparing notifications to be sent regarding Town employees' compliance with State mandated ethics training.

Paul Rullo said that the Board of Public Works is working to extend their existing contract for solid waste disposal with Covanta. The BPW will also be reviewing projects that can be funded with Chapter 90 funds, such as paving of Southern Avenue.

Newly elected chairman of the Historical Commission Richard Stevens reported that the Commission's efforts to establish a demolition delay bylaw have been successful. The Commission is currently working on establishing detailed files on significant historic structures in Town which would include pictures.

Chairman of the Planning Board, Westley Burnham, said that the Planning Board is reviewing the subdivision plan for southern Conomo Point and hopes that his Board will be able to approve it in time for the Special Town Meeting. He said that he would like to ask everyone to forward any comments concerning the proposed plan to the PB as soon as possible. The Planning Board would also like to improve some of the definitions contained in the bylaws and anticipates that the definitions may be ready in time to be voted on at the Annual Town Meeting.

Council on Aging Chair Keith Symmes said that the Council received a grant from Senior Care in the amount of about \$1,400.00. He said that he recently appeared on cable TV to speak about the Senior Center and the services that they provide for seniors. Mr. Symmes said that 1/3 of the Town's population is over the age of 60. The Council is preparing to seek bids for striping the handicap parking space and is investigating sources and funding for a generator for the Senior

Center and a defibrillator for the senior van. The Council is hoping to increase the circulation of their newsletter and plans to start sending it electronically in the near future.

Police Chief Peter Silva said that the ground-breaking ceremony for the Regional Emergency Communication Center will take place tomorrow. It is expected that the center will be operational in about 18 months. The cost to an Essex resident for emergency center services will go from +/- \$80 to around +/- \$16. Mr. Zubricki said that he participated in a three-person panel to initially screen the applicants for the position of Director of the RECC and they have forwarded 22 names on for further review. The panel is recommending that a professional screening firm be hired to make the final evaluation. The Chief said that Essex was on the local news recently when an Essex goat turned up in an apartment in Rockport as part of a practical joke. The Chief reported that an Essex resident has donated a trailer to the Police Department and there will be an article on the warrant for the Special Town Meeting to fund the hook up of the trailer. In the meantime, Mr. Zubricki is working with Senator Tarr's office to determine whether there is any grant money available to pay for the hook up. Chief Silva said that the department has also received the gift of a Boston whaler that can be used by the Harbormaster or Assistants on Chebacco Lake. Chief Silva said that he continues to struggle with the department's budget and the department is not able to participate in as many events due to the budget.

Board of Health Chair David Driscoll reported that the Board has been sponsoring flu clinics again this year. He said that this year's Youth Triathlon was an even bigger success than last year's.

Robert Coviello from the Merchants Group announced that mums are available at \$4 each and anyone interested in purchasing them to decorate their property or to make a donation should contact him. This year there will be an Essex Pride dance held to launch the start of a campaign to Celebrate Essex 2012 in recognition of the completion of several-year Route 133 Reconstruction Project.

Finance Committee Chair Jeff Soulard said that the Town will not have as much free cash this year as it has had in years past and therefore will not have as much with which to begin the next budget year. He anticipates that the Town's share of expenses for the regional school district will be increasing since the Town's population has increased. A discussion followed regarding the increased costs to run the Town and the residents' desire not to pay higher taxes.

Mark Lynch, Chair of the Conomo Point Planning Committee, said that he will be scheduling a committee meeting in the near future to work on the Request for Services regarding design for northern Conomo Point. The Committee is also planning to help inform residents regarding plans for Conomo Point now that the leases are ending.

Fire Chief Dan Doucette described a new plan that has gone into effect involving ambulance billing and said that it may not be as equitable as the old method. He also said that the Fire Department will need to hire a full-time person in the near future to discharge all of the tasks and

requirements for which the Fire Department is responsible. Everyone agreed that the Town is very fortunate to have such a great volunteer force.

Chairman Jones thanked everyone for coming to the quarterly update meeting and everyone left the meeting except for Paul Rullo, Brian Feener, and Paul Goodwin.

At 9:57 p.m., citing the need to discuss pending litigation regarding the Gloucester Sewer Rate Dispute and the lease of real property at Conomo Point, the Chairman entertained a motion to move to Executive Session. Mr. Jones said that discussing these matters in Open Session would be detrimental to the Town's litigating strategy and detrimental to the Town's negotiating. He stated that the Board would be returning to Open Session and invited Board of Public Works members Paul Rullo and Brian Feener, Superintendent Paul Goodwin, and Town Administrator Brendhan Zubricki to attend. The motion was moved, seconded, and following a unanimous Roll Call Vote, the Board moved to Executive Session.

The Board returned to Open Session at 10:35 p.m. Mr. Rullo, Mr. Feener, and Mr. Goodwin had left the meeting during the Executive Session.

In other business, a motion was made, seconded, and unanimously voted to approve and sign the weekly warrant in the amount of \$726,437.15.

A motion was made, seconded, and unanimously voted to approve and sign the minutes for the September 26th, 2011, Selectmen's Open Meeting, the September 26th, 2011, Selectmen's Executive Session, the September 30th, 2011, Open Meeting, and the Selectmen's September 30th, 2011, Executive Session.

A motion was made, seconded, and unanimously voted to approve the following requests for one-day licenses:

One-Day Wine and Malt License:

- Cape Ann Chamber of Commerce, Essex Clam Fest, for use on Saturday, October 22, 2011, between the hours of 11:00 a.m. and 5:00 p.m. within the confines of Shepard Memorial Park off Martin Street.
- Teri Eramo, Eventide Art Studio & Gallery, for use on Saturday, October 8, 2011, between the hours of 6:00 and 10:00 p.m. within the confines of the Eventide Art Studio & Gallery at 63 Main Street.

One-Day Entertainment License:

- Cape Ann Chamber of Commerce, Essex Clam Fest, for use on Saturday, October 22, 2011, between the hours of 11:00 a.m. and 5:00 p.m. within the confines of Shepard Memorial Park off Martin Street.

The Selectmen were reminded that the next regular Board of Selectmen's meeting is scheduled for Monday, October 17th, 2011, at 7:00 p.m. at the T.O.H.P. Burnham Library on Martin Street.

There will be a Public Hearing on Wednesday, October 19th, 2011 starting at 8:00 p.m. in the Essex Elementary School on Story Street to discuss the Definitive Subdivision Plan Application for a Southern Conomo Point Zoning District.

Mr. Zubricki said that Periwinkles Restaurant and the Village Restaurant have asked MassDOT to pay for restriping their parking lots as part of the Route 133 Reconstruction Project. Shea's Riverside Restaurant has already paid to have their parking lot striped. It was pointed out that either everyone should have to pay for the striping or no one should have to pay. Mr. Zubricki said that he would discuss the matter with the resident engineer.

The Selectmen said that they had no comments other than that they are in favor of the subdivision plan that they had submitted to the Planning Board and Mr. Zubricki agreed to forward their remarks to the Planning Board.

The Selectmen reviewed the order of the articles in the draft warrant for the Special Town Meeting and suggested that Mr. Zubricki reorder them in a different manner.

There being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 10:50 p.m.

Documents used during this meeting include the following:

Intermunicipal Agreement for Information Technology Services
Special Town Meeting Warrant

Prepared by: _____
Pamela J. Witham

Attested by: _____
Lisa J. O'Donnell