

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

**February 7, 2011**

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

Also Present: Land Conservation Project Manager from Essex County Greenbelt Vanessa K. Johnson; John and Sarah Cushing; Peter and Betsy Madsen; Town Clerk Christina Wright; Finance Committee Chair Jeff Soulard and FinCom members Gordon Martin and Mark McKenna; Town Accountant Roxanne Tieri; Conomo Point Planning Committee Chair Mark Lynch and CPPC members Charles Burnham, Susan Coviello, and Jim Witham; Conomo Point leaseholders Paul Collins and Mark Osburn; Planning Board Co-Chair Andrew St. John; Karen Gertsch; and Shellfish Deputy Warden William Knovak.

Chairman Randall called the meeting to order at 7:03 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. No one offered any comments.

Chairman Randall turned the meeting over to Vanessa Johnson from the Essex County Greenbelt Association for her presentation regarding a proposed ***conservation restriction*** on land belonging to the Soginese Creek Realty Trust. John Cushing and Sarah Ridge Cushing and Peter Madsen and Betsey Ridge Madsen were also present as the trustees of the Soginese Creek Realty Trust. Ms. Johnson said that they are seeking approval for this conservation restriction for approximately 177 acres that is part of the Great Marsh Area of Critical Environmental Concern (ACEC) located at the confluence of the Soginese Creek and the Essex River. The Selectmen thanked the Cushings and the Madsens for their thoughtfulness and foresight in preserving this singular natural habitat. A motion was made, seconded, and unanimously voted to approve the request for the conservation restriction. The Selectmen signed the application and were witnessed by Town Clerk/Notary Public Christina Wright. Vanessa Johnson, Mr. and Mrs. Cushing, Mr. and Mrs. Madsen, and Christina Wright 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 \$164,958.79.

A motion was made, seconded, and unanimously voted to approve and sign the minutes for the January 24<sup>th</sup>, 2011, Selectmen's Open Meeting, the minutes for the January 26<sup>th</sup>, 2011, Selectmen's Open Meeting, and the minutes for the January 26<sup>th</sup>, 2011, Selectmen's Executive Session.

The Selectmen signed a replacement appointment card for Thayne Symmes as a member of the Council on Aging and his term will expire on June 30, 2011.

The Selectmen reviewed a ***request from the Department of Public Works*** requesting an additional \$30,000 for snow removal for FY11. A motion was made, seconded, and unanimously voted to approve this request.

A motion was made, seconded, and unanimously voted to approve (based on information supplied by the Town Clerk) a statement to the ABCC attesting that the temporary increased population for the Town as of July 2011 will be approximately 3,100.

Mr. Zubricki said that Bill Holton, the Town's representative to the Scenic Byway Corridor Group, has resigned since he has moved to Ipswich. Selectman O'Donnell said that Maria Burnham from the Open Space Committee would attend the next Corridor Group meeting if no one is appointed to replace Mr. Holton. Mr. Zubricki will find out whether anyone from the Planning Board will serve as a replacement.

The Selectmen were reminded that the Essex Division of the Cape Ann Chamber of Commerce will meet at the Village Restaurant on Thursday, February 10<sup>th</sup>, 2011 at 8:00 a.m. Mr. Zubricki said that he will only be able to attend the first half of the meeting, since he is hosting a training seminar at the Essex Fire Station regarding the Health Insurance Portability and Accountability Act.

Mr. Zubricki reported that Planning Board Chair/Conomo Point Planning Committee member Kim Drake has recommended two landscape architectural firms that should also be considered for help with Conomo Point planning: Pressley Associates Inc. in Cambridge and Shadley Associates in Lexington. The Selectmen asked Mr. Zubricki to coordinate a get-acquainted conference call with each company beginning at 7:30 a.m. on Friday, February 18<sup>th</sup>, 2011.

Mr. Zubricki said that he has been successful in obtaining three possible dates for a site walk with Mr. Pennoyer and Mr. Heroux. The Selectmen decided to hold the site walk on Wednesday, February 16, 2011, starting at 3:30 p.m. from Clammers' Beach. Selectman O'Donnell said that Jamie Richardson is an architect who grew up in Essex and that he would also be very interested in being considered for help with the design process.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period covering January 22<sup>nd</sup>, 2011, through February 4<sup>th</sup>, 2011, regarding the following:

Public Records and Technology Policy: Mr. Zubricki said that the Town's new policy entitled "***Town of Essex Comprehensive Public Records and Technology Policy***" is now completed and ready for approval by the Selectmen. The policy has been previously reviewed by Town Counsel and the Selectmen. A motion was made, seconded, and unanimously voted to adopt the policy as the official policy of the Town.

Summer Camp Services RFP Update: Mr. Zubricki reminded the Selectmen that the deadline for submittal of proposals for provision of summer camp services is 10:00 a.m., February 14, 2011. He said that he had received 4 requests for bid packages. As far as he could tell, only one request came from a 501(c) corporation. Only one organization had attended the site visit. Mr. Zubricki reported that he has been working with the Board of Health Agent regarding sanitation requirements at Centennial Grove for the summer program. The Board of Health Agent has

determined that portable toilets with hand sanitizers in the units would be permissible. Also, the Health Agent is recommending that at snack time, the children be given moist handi-wipes to clean their hands, followed by use of instant hand sanitizer.

Regional Dispatch Center Update: Mr. Zubricki reported that both he and Police Chief Silva had attended a meeting last Friday regarding the progress on the proposed regional dispatch center. The cost of the center is currently estimated to be \$16.26 per capita as shown on the ***Proposed Operating Budget of the Essex RECC***, even though not all the targeted towns have joined yet. The center is viable even with just the present slate of six towns and will move forward. Essex is currently spending more than \$80.00 per capita for its ECO. Mr. Zubricki said the ***Proposed Timeline for the RECC*** shows the center on track and expected to start the "cut over" in the Fall of 2012. All aspects of the center are planned to be phased in over time, as membership, technology, and training permits. During the phase-in, they plan to run concurrently with the present ECO system to ensure a smooth transition.

Fiscal Year 2012 Cost of Living Increase/Wage & Salary Scale: Mr. Zubricki reminded the Selectmen that two of the three town unions have negotiated a cost of living increase of 1%-0% and 0%-0% and it is now time to set the cost of living increase for the non-union Town employees. A motion was made, seconded, and unanimously voted to set the cost of living increase for the non-union employees for FY12 at 1%. The Selectmen confirmed that they were in agreement about increasing the salary for the Building Inspector and the Assistant Building Inspector over a two-year period to bring their salaries up to the current market rate. The Selectmen said that they would defer discussion of the salary for the Town Clerk and the Treasurer/Collector to another time.

At 7:35, the Chairman said that discussion of Conomo Point matters would begin and asked Mr. Zubricki to review the current changes to the ***Conomo Point Mind Map dated 02-07-11***. Mr. Zubricki described the changes made to each of the pages of the map and those present discussed the merits of the proposed changes. Mr. Zubricki reminded the Selectmen, and Andrew St. John confirmed, that the Planning Board has scheduled a public hearing on February 16<sup>th</sup> at the Essex Elementary School to discuss the proposed bylaw amendment to establish a southern Conomo Point zoning district. Following the Conomo Point discussion, the Chairman thanked everyone for coming and Mark Lynch, Charles Burnham, Susan Coviello, Jim Witham, Paul Collins, Mark Osburn, and Andrew St. John left the meeting.

Finance Committee Chair Jeff Soulard and FinCom members Mark McKenna and Gordon Martin and Town Accountant Roxanne Tieri came before the Selectmen to discuss the current status of the proposed budget for FY12. Mr. Soulard reviewed their updated ***Tax Rate Estimate for Fiscal Year Ending June 30, 2012***, and said that they still have a lot of work to do since the proposed budget exceeds the proposition 2 ½ limit. Those present discussed various components of the budget and the likelihood of finding items within those areas to cut or scale back.

Draft Annual Town Meeting Warrant: Mr. Zubricki reviewed each of the proposed articles for the ***Annual Town Meeting Warrant*** and discussed the financial implications of each article with

those present. It was agreed that some potential articles dealing with State-wide mutual aid agreements should be taken up at a Special Town Meeting later in the year. It had previously been decided that the first night of the Annual Town Meeting will be devoted solely to Conomo Point Articles. At the present time, the proposed warrant contains 39 articles. Mr. Zubricki said that he would take everyone's comments and revise the warrant accordingly.

Jeff Soulard, Gordon Martin, Mark McKenna, and Roxanne Tieri left the meeting.

Essex Scenic Byway Corridor Management Plan: Mr. Zubricki said that the Essex National Heritage Commission has asked for a **letter of support** to the Massachusetts Department of Transportation regarding their Essex Heritage Scenic Byway Corridor Management Plan. Mr. Zubricki had drafted a letter, based on a suggestion from the Essex National Heritage Commission for the Selectmen's review. A motion was made, seconded, and unanimously voted to approve the letter. Chairman Randall signed the letter for the Selectmen

Deputy Shellfish Warden William Knovak came before the Selectmen to discuss the problem of verifying that Essex is the official residence for each of the Town's licensed commercial shellfishermen. After some discussion, Mr. Zubricki said that he would try to locate a firm providing document vetting services. The fees charged by the firm could be added to the cost for a shellfishing license.

There being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 10:03 p.m.

The next Board of Selectmen's meeting will be held on Monday, February 28<sup>th</sup>, in the T.O.H.P. Burnham Library, starting at 7:00 p.m.

Documents used during this meeting include the following:

*Conservation Restriction*  
*Request from the Department of Public Works*  
*Town of Essex Comprehensive Public Records and Technology Policy*  
*Proposed Operating Budget of the Essex RECC*  
*Proposed Timeline for the RECC*  
*Conomo Point Mind Map, dated 02-07-11*  
*Tax Rate Estimate for Fiscal Year Ending June 30, 2012*  
*Annual Town Meeting Warrant*  
*Letter of Support*

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

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