

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

**May 16, 2011**

Present: Selectman Jeffrey D. Jones, Selectman Lisa J. O'Donnell, newly elected Selectman Susan Gould-Coviello, Town Administrator Brendhan Zubricki, Selectmen's Assistant Pamela J. Witham, Valerie Symonds, and Charles Neville.

Selectman Jones called the meeting to order at 7:00 p.m. and announced that the meeting was being recorded and that the Board would hear Public Comment. No one offered any comment.

The Board discussed reorganization of the Board, since Chairman Randall did not run for re-election and Susan Gould-Coviello has been elected to join the Board. A motion was made, seconded, and unanimously voted to elect Selectman Jones as new Chair of the Board. A second motion was made, seconded, and unanimously voted to have Selectman O'Donnell continue as the Board's Clerk.

Mrs. Symonds of 117 Eastern Avenue came before the Selectmen to request that they waive the application filing deadline for annual non-resident, non-commercial clamming permits for her two sons: Michael and Kenny Symonds. She said that she was unaware that the regulations had been changed. In the past there was never a filing deadline for the non-resident permits. A motion was made, seconded, and unanimously voted to waive the filing deadline and the Selectmen signed their approval on the applications for Michael and Kenny Symonds. Mrs. Symonds thanked the Selectmen and left the meeting.

Charles Neville of Wakefield also came before the Selectmen to request a waiver of the application filing deadline for a non-resident, non-commercial clamming permit. His non-resident application is being sponsored by Sefton Earl of Conomo Point Road. A motion was made, seconded, and unanimously voted to waive the filing deadline for Mr. Neville and the Selectmen signed and approved his application. Mr. Neville asked that the Town Clerk mail his permit to him in Wakefield. He thanked the Selectmen and left the meeting.

Dyke Hendrickson, the new reporter from the Gloucester Daily Times, joined the Selectmen's meeting.

Mr. Zubricki commenced his presentation of the Town Administrator's Report for the period April 23<sup>rd</sup> through May 13, 2011 regarding the following:

Notice of Intent for Alewife Run Clearing: Mr. Zubricki reminded the Selectmen that the Department of Environmental Protection had over-ruled the Conservation Commission's approval of a request to renew permitting to clear debris from Alewife Brook via a Request for Determination of Applicability (RDA). The annual clearance is necessary to keep the brook open for the passage of alewives. The DEP is requiring that a complete Notice of Intent be filed for the project which is usually performed in the fall. Mr. Zubricki said that he has discussed with member of the Conservation Commission, the best way to go about completing the necessary paperwork and that the general consensus is that the Selectmen should engage the services of a professional to prepare and complete the forms for the DEP. Mr. Zubricki has obtained a cost estimate of approximately \$2,400 from DeRosa Associates. Currently, there is no available funding to hire a professional. After some discussion, the Selectmen authorized Mr. Zubricki to find out if the Finance Committee would allow the cost of hiring a professional to be funded from the Reserve Fund in FY 2011, since it is an unanticipated expense.

Great Marsh ACEC Assembly: Mr. Zubricki reported that the Town of Ipswich has received a grant for research and planning from the Mass Bays Program to fund the Great Marsh ACEC Assembly. Ipswich is soliciting representatives from the ACEC member towns to form two committees: an Oversight Committee and a Steering Committee. Mr. Zubricki has asked the Conservation Commission and the Conservation Agent if they have any interest in serving on the two new committees. The Conservation Commission will discuss the request at their next meeting on Tuesday. Selectman O'Donnell said that she would also like to serve on one or both of the new committees.

Cloud Computing, Tax Collection Software: Mr. Zubricki has been working with Town Counsel, the Town's auditor, and the Town's insurer to perfect a ***contract with a vendor*** to provide web-based computing services to the Town's Tax Collection Department. The cost for use of the software by the Town will be 50¢ per tax billing account per year. The Tax Collector has been working with the software vendor to help develop the product and to ensure that it will meet the Town's needs. The Tax Department has been using the new software (while still maintaining their existing software system) and that department is very pleased with the new system which they feel outperforms the existing system. Now that the contract language has been finalized to everyone's satisfaction, a motion was made, seconded, and unanimously voted to approve and sign the contract. The Selectmen also extended their thanks to the Tax Collector for working with the vendor during the development process.

Conomo Point Procedures Calendar: Mr. Zubricki asked if the Selectmen would like to continue the practice of setting aside an hour during their meetings to discuss matters at Conomo Point with interested parties. The Selectmen were in agreement that they will not continue the discussions at this time, but may resume them again in the fall when there may be items of interest to address.

In the meantime, Mr. Zubricki will be researching the requirements to amend the special legislation and organizing and initiating the appraisal process.

Mr. Zubricki reviewed his current draft of the *Conomo Point Procedures Calendar* point by point. The next action item on the calendar is finishing the draft of the preliminary subdivision plan for southern Conomo Point and submitting it to the Planning Board for review. The plan is almost complete. Mr. Zubricki will ask Horsley Witten to include auxiliary parking in the plan and to get the plan ready for review by the Selectmen at their June 6<sup>th</sup> meeting. It is hoped that the plan can be submitted to the Planning Board at the Planning Board's June 15<sup>th</sup> meeting which the Selectmen will attend.

Conomo Point Appraisal Scope of Services: Mr. Zubricki reported that Keystone Consulting Group has offered to help the Town develop a scope of work to have a certified appraiser estimate land lease rates for Conomo Point. Keystone was highly recommended to the Town by John Petersen. The Selectmen discussed Keystone's offer and certain points that they would like to have included in the final scope of work. A motion was made, seconded, and unanimously voted to authorize Mr. Zubricki to enter into an *agreement with Keystone Consulting*. Keystone has promised to complete the project within one week of the agreement signing and will be working with Town Counsel and Mr. Zubricki in concert to develop the scope of work. The Board is hoping that they will be able to award the appraisal contract on or before July 31<sup>st</sup> and receive the certified appraisals back by mid-August.

Mr. Zubricki agreed to update the Town's website regarding the newly revised Conomo Point materials.

New Gangway for Fishing Dock: Mr. Zubricki reported that the metal gangway that went to the fishing dock at Centennial Grove had to be scrapped, since it is no longer safe. As a result, there is no way to access the new dock that was donated by Skip Crocker. The estimated cost of a new gangway would be about \$2,500. Mr. Zubricki said that he will try to find a used one, but would like to get one before the YMCA starts the summer program at the Grove in June. The Selectmen were in agreement about looking for a used one, but also agreed that if a suitable used one could not be found in time, that a new one should be purchased. The funding for the new or used gangway would likely come from the Grove Revolving Fund or a Reserve Fund Transfer.

Mr. Hendrickson left the meeting.

Outdoor Shower Complaint: The Selectmen discussed the complaint they had received by anonymous email about outdoor showers at Conomo Point. Mr. Zubricki has discussed the complaint with the Board of Health, the Town's Plumbing Inspector, and Dave Ferris of the DEP. According to the Plumbing Inspector, outdoor showers are allowed in this state so long as there are no privacy partitions, no soap is used, and there is an inside bathing facility that is connected to an appropriate wastewater disposal system. Mr. Zubricki is currently waiting to hear from the DEP regarding their policy on this matter. Once the DEP policy is clear, the Board of Health will contact the residents at Conomo Point with outdoor showers and advise them of the DEP's requirements.

In other business, a motion was made, seconded, and unanimously voted to approve and sign the weekly warrant in the amount of \$85,280.96; and further, to exempt from Section 20 of Chapter 268 A of the General Laws, the contract with Ramie Reader contained within the warrant pursuant to subsection (d) of said Section.

A motion was made, seconded, and voted by Chairman Jones and Selectman O'Donnell to approve and sign the minutes for the May 2<sup>nd</sup>, 2011, Selectmen's Open Meeting and for the May 9<sup>th</sup>, Selectmen's Open Meeting. Selectman Gould-Coviello abstained from the voting since she was not part of the Board or present at the time those meetings took place.

The Selectmen discussed the need to select a new Veterans' representative, now that Selectman Randall is no longer on the Board. The new representative will serve on the Board of Directors for the Eastern Essex District Department of Veterans' Services which is comprised of one selectman from Essex, Georgetown, Hamilton, Ipswich, Rowley, Wenham, and West Newbury. A motion was made, seconded, and unanimously voted to elect Chairman Jones to serve as the Town's representative on the Eastern Essex District Board of Directors.

The Board reviewed the *resignation of Selectman O'Donnell* from the Conomo Point Planning Committee. A motion was made, seconded, and unanimously voted to accept the resignation. The Selectmen agreed to think about a possible replacement and to discuss it at their next meeting on June 6<sup>th</sup>.

The Selectmen asked Mr. Zubricki to look up the Selectmen's last direction to the Conomo Point Planning Committee which was issued when the Committee was reactivated 6 years ago. The Selectmen would like to review the charge in relation to the present needs of the Town and possibly issue an amended focus of direction. They also reviewed the *duties of the Committee* as stated in the Town's bylaws.

The Selectmen reviewed an *email from the Town Clerk* regarding a vacancy on the School Committee. Before being sworn in as Selectman, Susan Gould-Coviello had submitted her resignation from the School Committee to the Town Clerk. The Selectmen have 30 days to appoint a replacement. The vacancy will be advertised in the papers and members of the School Committee notified. Mr. Zubricki will collect letters of interest and make arrangements to interview those interested at the Selectmen's meeting on June 6<sup>th</sup>. The remaining two Essex representatives on the School Committee will take part in the interviews and shall vote with the Selectmen for the replacement.

A motion was made, seconded, and unanimously voted to approve the Chairman's signature on the renewal applications for the Town's public officials' liability insurance.

Mr. Zubricki said that he has been informed that the Lahey building on Martin Street is for sale and that the Town should consider it as a possible site for Town offices. The Selectmen suggested that the Town Building Committee should schedule a site walk and review the

building's specifications in relation to the Town's needs. Mr. Zubricki agreed to make the arrangements for the site visit.

Mr. Zubricki said that he has received a complaint regarding the roadway shoulder design on Eastern Avenue across from the former Methodist Church. The area in question features a retaining wall, flanked by a space, and edged with road curbing. There is concern that the space will fill with weeds. It is not wide enough to be mowed. Filling it with cement would be unsightly and might lead to it being construed as a sidewalk. It is too narrow and too close to traffic for use as a sidewalk. Filling it with gravel will not deter weed growth. Trimming the space with a weed-wacker may be unsafe for the trimmer due to the proximity of road traffic. Mr. Zubricki has discussed the matter with the DPW Superintendent and he has said that the DPW will trim it once or twice a year, as needed. It was also suggested that perhaps an abutter would assume responsibility for maintaining the space.

Mr. Zubricki has been informed by a resident that the Town's welcome sign on John Wise Avenue needs repair. The project is not really suitable for an Eagle Scout project. Selectman O'Donnell said that she would ask her husband, Jim, to look at the sign and assess the damage.

Mr. Zubricki said that a would-be eagle scout has offered to help with any project at Centennial Grove that might be necessary to get the Grove ready for this summer's YMCA program.

A Cloud Computing Roundtable is scheduled for May 23 in Melrose, sponsored by the City of Melrose. Selectman Jones and Town Administrator Zubricki will attend.

The Selectmen are invited to attend Cape Ann TV's annual member's meeting on Tuesday, May 24 from 6:00 to 7:30 p.m. at the Sawyer Free Library Friend Room.

The next MassDOT update regarding the Route 133 Reconstruction Project will be held on May 25<sup>th</sup> in the usual place.

The Selectmen have been invited by the DAR to attend a commemorative ceremony of the 150<sup>th</sup> anniversary of the Civil War on Saturday, May 28, 2011 at 9:45 a.m. at the Gloucester City Hall.

The Memorial Day Parade will take place on Monday, May 30<sup>th</sup>, starting at the Fire Station at approximately 9:00 a.m.

The next regular Board of Selectmen's meeting will be on Monday, June 6<sup>th</sup>, 2011, at 7:00 p.m. in the T.O.H.P. Burnham Library.

Firemen's Memorial Sunday Parade will take place on June 12<sup>th</sup>, beginning at approximately 8:45 a.m.

It was reported that Lions' member Bill Bradford had contacted one of the Selectmen requesting that the Lions' Shipbuilding Monument be moved from its current location near the Town

Landing to the Paglia Park. Mr. Zubricki said that Mr. Bradford had approached the Selectmen in the past regarding the same matter and that he would forward a copy of the previous Selectmen's letter to Mr. Bradford for their review to determine whether or not their decision would need to be clarified and restated.

There being no further business before the Board at this time, a motion was made, seconded, and unanimously voted to adjourn the meeting at 8:35 p.m.

Documents used during this meeting include the following:

*Contract with a Vendor*  
*Conomo Point Procedures Calendar*  
*Agreement with Keystone Consulting*  
*Resignation of Selectman O'Donnell*  
*Duties of the Conomo Point Planning Committee*  
*eMail from the Town Clerk*

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

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