

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

July 9, 2012

Present: Chairman Jeffrey D. Jones, Selectman Lisa J. O'Donnell, Town Administrator Brendhan Zubricki, Selectmen's Assistant Pamela J. Witham, Town Clerk Christina Wright, and Conomo Point tenant Steve Cuthbertson.

The Chairman called the meeting to order at 7:00 p.m. in the T.O.H.P. Burnham Library and announced that the Board would hear Public Comment. No one offered any comment.

Mr. Zubricki began his presentation of the Town Administrator's Report for the period June 16th, 2012 through July 6th, 2012 regarding the following:

Release of Invitation to Bid, Southern Conomo Point Alterations: Mr. Zubricki said that he has prepared a draft Invitation to Bid regarding alterations to the roads required by the Planning Board for the subdivision of southern Conomo Point. Mr. Zubricki said that he would like to release the ITB on July 18, 2012 and it is hoped that a contractor can be under agreement by soon after Labor Day. The Selectmen agreed.

Engineering Services, Southern Conomo Point Alterations: Mr. Zubricki discussed the advantages of having Horsley Witten survey and install the granite bounds in the southern Conomo Point district. The Selectmen were in agreement and a motion was made, seconded, and unanimously voted to award the contract for surveying and installing the granite bounds in the amount of \$19,940 to the Horsley Witten Group. A similar figure had been carried as part of the original construction estimate. Mr. Zubricki also reviewed *three different proposals* submitted by the Horsley Witten Group regarding their consulting services for the Southern Conomo Point Alterations to roads. The cost of the proposals ranged from \$6,820 to \$20,200 and is based on different levels of construction supervision (with the highest proposal also including line and grade work and as-built and Conservation Commission compliance work that were already included in the construction cost estimate). The Board discussed the level of service for construction supervision that they felt would be needed. A motion was made, seconded, and unanimously voted to choose the third tier level plan offering full-time inspection with additional assistance for construction layout and at the pre-bid conference.

Emergency Management Performance Grant: Mr. Zubricki reported that the Fire Chief would like to apply for the Emergency Management Performance Grant which is being offered again this year. The Grant requires matching funds and the Fire Department will use in-kind services to meet that requirement. If the grant application is successful, it will provide two cot shelter carts and one special needs cot shelter cart that will be stored in the Fire Department's emergency trailers to be transported to a shelter when needed. A motion was made, seconded, and unanimously voted to approve the grant application. The Selectmen signed the application and were witnessed by Town Clerk Christina Wright in her capacity as notary public.

Christina left the meeting.

In other business, a motion was made, seconded, and unanimously voted to approve and sign the minutes for the June 18th, 2012, Selectmen's Open Meeting, the June 18th, 2012 Selectmen's Executive Session, and for the June 25th, 2012, Selectmen's Open Meeting.

Selectman Susan Gould-Coviello joined the meeting.

A motion was made, seconded, and unanimously voted to ratify the following requests for line item and reserve fund transfers:

- A line item transfer in the amount of \$219.75 from Snow Shoveling to Shellfish Deputy.
- A line item transfer in the amount of \$2,854.50 from Blanket Insurance to General Legal.
- A line item transfer in the amount of \$1,453.50 from Blanket Insurance to General Legal.
- A line item transfer in the amount of \$602.48 from Town Hall Sewer to General Legal.
- A line item transfer in the amount of \$1,127.26 from Notification System Support to General Legal.
- A line item transfer in the amount of \$6,833.00 from Veterans' Ordinary Benefits to General Legal.
- A reserve fund transfer in the amount of \$200 to Street Lighting.

A motion was made, seconded, and unanimously voted to approve the following requests for One-Day Licenses:

One-Day Wine & Malt License:

- Apple Street Farm, Frank McClelland, for use on Friday, July 20, 2012, between the hours of 5:00 p.m. and 11:00 p.m. within the confines of the Apple Street Farm at 35 Apple Street.
- Apple Street Farm, Frank McClelland, for use on Saturday, July 21, 2012, between the hours of 5:00 p.m. and 11:00 p.m. within the confines of the Apple Street Farm at 35 Apple Street.
- Eventide Art Gallery, Teri Eramo, for use on Saturday, July 14, 2012, between the hours of 5:00 p.m. and 9:00 p.m. within the confines of the Eventide Gallery at 63 Main Street.
- Italian Community Center, Robert Pieroni, for use on Saturday, August 18, 2012, between the hours of 12:00 noon and 7:00 p.m., within the confines of Centennial Grove.

One-Day Entertainment License:

- Italian Community Center, Robert Pieroni, for use on Saturday, August 18, 2012, between the hours of 12:00 noon and 7:00 p.m., within the confines of Centennial Grove.

A motion was made, seconded, and unanimously voted to approve the reallocation of the Town's HOME funds to the Consortium's Competitive Pool.

A motion was made, seconded, and unanimously voted to approve and sign a request to rent Centennial Grove by the Italian Community Center of Beverly on Saturday, August 18, 2012, for their annual picnic.

A motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$1,181,781.75 and the FY 2012 warrant in the amount of \$39,991.75, and further, to exempt from Section 20 of Chapter 268A of the General Laws the contract with Ramie Reader contained within the FY 2012 warrant pursuant to subsection (d) of said Section.

A motion was made, seconded, and unanimously voted to ratify the expenditure of \$600.60 from the Special Event Fund to pay for a dumpster for Essex River Day.

The Selectmen agreed that Jeff Soulard will continue as a member of the Finance Committee until a replacement can be found.

The Selectmen considered attendance at the next Conomo Point Planning Committee meeting on Thursday, July 26th, 2012 at 7:30 p.m. in the Senior Center. It was agreed that the Selectmen would be posted for the meeting.

The Selectmen were reminded that the next Board of Selectmen's meeting will take place on Monday, July 23, 2012, at 7:00 p.m. in the Senior Center on Pickering Street.

Town Hall / Library Repair Design Update: Mr. Zubricki reminded the Selectmen that the deadline for responding to the Town's request for proposals for repairs to the Town Hall occurred today at 12:00 noon. A total of seven proposals have been received. Mr. Zubricki said that a preliminary examination of the proposals showed that at least one did not submit a complete package. The qualifying proposals will be reviewed and ranked by the Town Building Committee on July 16, 2012 for recommendation to the Selectmen.

Offer of Lease of Lahey Building: Mr. Zubricki reported that the owner of the Lahey Building has contacted the Town through his attorney and offered to give the Town a long-term lease for the building. After discussion, the Board agreed that they did not wish to pursue the matter at this time.

Joint Representation Regarding Review of Agreement: Mr. Zubricki said that the Cape Ann Emergency Planning Team, of which the Town is a member, would like to sign an Intermunicipal Agreement to confidentially share each community's Continuity of Operations Plans. Kopelman and Paige, Town Counsel for Essex, also represents two other towns on the team. Gloucester has their own counsel. Kopelman and Paige has requested that each of the three towns consent to joint representation by Kopelman and Paige in this matter. A motion was made,

seconded, and unanimously voted to agree to the joint representation by Kopelman and Paige regarding the CAEPT.

At 7:30 p.m., citing the need to discuss the lease, sale, and value of real property at Conomo Point, the Chairman entertained a motion to move to Executive Session. He said that discussing these matters in Open Session would be detrimental to the Town's negotiating strategy and invited the Town Administrator to attend the session. He said that the Board would be returning to Open Session only to adjourn the meeting. Following a unanimous Roll Call Vote, Steve Cuthbertson left the meeting and the Board moved to Executive Session.

The Board returned to Open Session at 8:20 p.m.

There being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting.

Documents used during this meeting include the following:

Three different proposals from the Horsley Witten Group

Prepared by: _____
Pamela J. Witham

Attested by: _____
Lisa J. O'Donnell