

**Selectmen's Minutes
Essex Elementary School**

May 6, 2013

Present: Chairman Jeffrey D. Jones, Selectman Lisa J. O'Donnell, Selectman Susan Gould-Coviello, Town Administrator Brendhan Zubricki, Selectmen's Assistant Pamela J. Witham, Town Counsel Gregg Corbo, and Treasurer/Tax Collector Virginia Boutchie.

The Chairman called the meeting to order at 6:30 p.m. in the Teachers' Lounge at the Essex Elementary School on Story Street and announced that the Board would hear Public Comment. No one offered any comment.

A motion was made, seconded, and unanimously voted to approve the adoption of the Policy and Procedure for Compliance with Regulations Associated with Tax-Exempt Governmental Purpose Bonds, previously given to the Selectmen for review.

A motion was made, seconded, and unanimously voted to approve and sign a deed for the Conomo Point property located at 14 Robbins Island Road, Map 19, Lot 63. Virginia Boutchie, acting in her capacity as a notary public, witnessed the Selectmen's signatures on the deed. The Selectmen thanked her and she left the meeting.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period April 20th, 2013 through May 3rd, 2013, regarding the following items:

Public Safety Committee Charge and Formation: Mr. Zubricki reminded the Selectmen that they have not yet approved the final details regarding the formation of this committee. The Selectmen agreed to continue the discussion at a future meeting.

MAPC Mapping of Local Priorities for Growth and Preservation: Mr. Zubricki said that MAPC has offered to assist the Town with planning for growth and preservation. The Selectmen agreed that the MAPC representatives should meet with the Long Term Planning Committee, and a motion was made, seconded, and unanimously voted to authorize Mr. Zubricki to forward the information to the LTPC.

Piloting of Virtual Desktops: Mr. Zubricki reported that the next stage of our partnering with Melrose will be to move window's desktops on Town computers to virtual desktops in Melrose. Melrose technicians had demonstrated how the new arrangement would work to Mr. Zubricki recently. When established, each work station will only consist of a monitor, keyboard, mouse, and a small device capable of pointing traffic to Melrose over our MPLS link. A Town employee will have the ability to access their desktop from any workstation in Town after keying in the correct password. The new system will free the Town from having to replace costly computer equipment for each employee every five years since all features will be stored on Melrose equipment (all employee data has already been migrated). The Town will pay a \$25.00 monthly fee to Melrose for the service, based on the number of work stations connected to Melrose. A motion was made, seconded, and unanimously voted to authorize Mr. Zubricki to continue to work with Melrose on this project.

Third Party Ambulance Billing Contract Successor Agreement: Mr. Zubricki said that he has worked with Comstar to draft a successor agreement to replace the one that will expire on June 30, 2013. The new agreement will include elements recommended by the Town's auditors. A motion was made, seconded, and unanimously voted to approve and sign the replacement contract for a term of one year.

Virtual Town Hall Burning Permit On-Line Service Contract: Mr. Zubricki reported that the Fire Chief has made arrangements with Virtual Town Hall to provide burning permits on-line to Essex residents. Mr. Zubricki has worked with the company to draft a **contract** which includes proper waiver of any Town liability for data breaches. A motion was made, seconded, and unanimously voted to sign the one-year contract outside of a meeting when it has been signed by the other vendor and their subcontractor.

City Hall Systems Successor Tax Collection Software Contract: Mr. Zubricki said that the Tax Collector has been working with City Hall Systems for the past two years to perfect their tax collection software and it has been working very well for the Town. Mr. Zubricki recommended that the Selectmen approve and sign a three-year successor contract with City Hall Systems. The new contract includes electronic payment features with proper waiver of any Town liability for data breaches. A motion was made, seconded, and unanimously voted to accept his recommendation. The Selectmen signed the document.

Centennial Grove Seasonal Preparation: Mr. Zubricki reported that Centennial Grove is being readied for the coming season. The water has been turned on, the fields have been groomed, and the portable toilets placed. The YMCA is making some repairs. Selectman Gould-Coviello reported that the tarps have been removed from the Grove Cottage porch and Mr. Zubricki said that he is looking for volunteers to finish the repair of the porch which needs to have sealant applied. Selectman Gould-Coviello said that those volunteers who removed the tarps are planning to conduct this final work as well.

Final Annual Town Meeting Motions: Mr. Zubricki briefly reviewed each of the motions that will be made at this evening's Annual Town Meeting.

Potential Starting Place for Conomo Point Improvements: Mr. Zubricki said that he had discussed with Mr. Heroux the Selectmen's desire to design and implement a small piece of the waterfront improvements planned for northern Conomo Point. It was Mr. Heroux's opinion that no part of the planned improvements could be accomplished with only \$100,000 available for construction plans and \$50,000 for the actual construction. Mr. Zubricki recommended that the Town propose \$150,000 for the plans and begin actual implementation at a later date when more funding may become available. The Selectmen were in agreement and will increase the amount asked for in Article 12 to \$150,000 and move to indefinitely postpone Article 13.

Climate Change Adaptation Grant: Mr. Zubricki reported that he and Selectman O'Donnell had recently met with representatives from the National Wildlife Federation regarding a new grant that will be offered. The NWF would like to work with representatives from the Town to

coordinate efforts between the NWF, MAPC and other groups offering similar assistance. Those present were in agreement that the discussion should include the Long Term Planning Committee and the Green Team at the High School. The NWF representatives are in the process of drafting a memorandum of understanding which will define the scope of their agreement with the Town and NWF hopes to have it available for discussion at the next Board of Selectmen's meeting.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$252,967.12.

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's April 22nd, 2013, Open Meeting and the April 22nd, 2013, Executive Session.

A motion was made, seconded, and unanimously voted to exempt from Section 20 of Chapter 268A of the General Laws, the contract with Ramie Reader contained within last week's warrant pursuant to subsection (d) of said Section.

A motion was made, seconded, and unanimously voted to approve and authorize the Chairman's signature on the ***Memorandum of Understanding for the purpose of a Regional Response Team*** with the Ipswich Police Department, the Rockport Police Department, the Manchester Police Department, and the Manchester Fire Department.

A motion was made, seconded, and unanimously voted to approve a ***recommendation from Police Chief Peter G. Silva*** to appoint John Thatcher to the position of Assistant Harbormaster, contingent upon his passing of Town pre-employment drug and medical testing.

The Selectmen reviewed a ***resignation letter from Shellfish Advisory Commission member Keith Woodman***, and a motion was made, seconded, and unanimously voted to accept his letter.

A motion was made, seconded, and unanimously voted to approve a ***recommendation from Finance Committee Chairman Jeff Soulard*** to appoint Ken Riehl to the Finance Committee.

It was agreed to invite the School Committee to the next Selectmen's meeting on May 20 for a discussion regarding the filling of a vacant School Committee seat.

A motion was made, seconded, and unanimously voted to proclaim Friday, July 26, 2013 as the ***Spirit of the 23rd Anniversary of the Americans with Disability Act***. Chairman Jones signed the proclamation.

A motion was made, seconded, and unanimously voted to approve a request to pass over Essex roads on Sunday, August 18th, 2013, during Nelson's Ride.

A motion was made, seconded, and unanimously voted to sign a ***Letter of Support for a Civil War Records Grant***.

A motion was made, seconded, and unanimously voted to approve signature of a Civil War Records Grant Application outside of a meeting, when it becomes available.

Mr. Zubricki said that it is necessary for the Selectmen to vote to grant permission for certain Civil War documents at the Town Hall to be taken to a conservation center for preservation assessment. Town policy has forbidden allowing any original documents to leave the building. A motion was made, seconded, and unanimously voted to approve and sign the forms to allow the documents to be forwarded to the conservation center.

A motion was made, seconded, and unanimously voted to ratify the Chairman's authorization of the removal of a tree at 105 Conomo Point Road (Hull).

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

One-Day Wine and Malt License:

- Essex County Greenbelt Association, Shelley Raymond, for use on Thursday, May 16, 2013, between the hours of 6:00 and 8:30 p.m. within the confines of 82 Eastern Avenue.
- Chebacco Liquor Mart Inc., Paul Chisholm, for use on Saturday, May 11, 2013, between the hours of 11:00 a.m. and 6:00 p.m. within the confines of the Waterline Center at 66 Main Street.
- Woodman's Inc., Joan Houghton, for use on Saturday, June 1, 2013, between the hours of 12:00 noon and 10:00 p.m. within the confines of 125 Main Street.
- Apple Street Farm, Frank McClelland, for use on Saturday, May 25, 2013, between the hours of 11:00 a.m. and 5:00 p.m. within the confines of 35 Apple Street.

One-Day Entertainment License:

- Apple Street Farm, Frank McClelland, for use on Saturday, May 25, 2013, between the hours of 1:00 p.m. and 4:00 p.m. within the confines of 35 Apple Street.

Auction Permit:

- Blackwood March Antiques, Michael March, for use on Wednesday, May 22, 2013, between the hours of 4:00 and 10:00 p.m. within the confines of 125 Main Street.

Non-Resident Recreational Clamming Permit and Waiver of Filing Deadline:

- David Roberto of Wakefield, MA sponsored by Charlie McNeil of 138 Main Street

The Selectmen were reminded that the next regular Board of Selectmen's meeting will take place on Monday, May 20th, 2013, at 7:00 p.m. at T.O.H.P. Burnham Library on Martin Street.

Town Counsel John Goldrosen joined the meeting in preparation for the Annual Town Meeting that will start at 7:30 p.m.

The Chairman suggested that discussion of Executive Session items be postponed until the next Selectmen's meeting on May 20, 2013.

At 7:26 p.m., a motion was made, seconded, and unanimously voted to adjourn the meeting and those present moved to the gymnasium for the Annual Town Meeting.

Documents used during this meeting include the following:

Virtual Town Hall Service Agreement

Memorandum of Understanding for the purpose of a Regional Response Team

Recommendation from Police Chief Peter G. Silva

Resignation letter from Shellfish Advisory Commission member Keith Woodman

Recommendation from Finance Committee Chairman Jeff Soulard

Spirit of the 23rd Anniversary of the Americans with Disability Act

Letter of Support for a Civil War Records Grant

Prepared by: _____
Pamela J. Witham

Attested by: _____
Lisa J. O'Donnell