

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

July 1, 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, Tax Collector/Treasurer Virginia Boutchie, Town Clerk Christina Wright, Finance Committee Chair Jeff Soulard, Matthew Corwin, Steve Cuthbertson, and Aude Sisk.

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.

Matthew Corwin came before the Selectmen to request a waiver of the application deadline and approval of his application for a student commercial clamming license. Mr. Corwin was unaware of the deadline. Subsequently, a motion was made, seconded, and unanimously voted to approve and sign Mr. Corwin's application. Mr. Corwin thanked the Selectmen and left the meeting.

Treasurer/Tax Collector Virginia Boutchie appeared before the Selectmen to request approval to borrow \$600,000 for the improvements that were previously voted at Town Meeting for Town Hall. She said that Eastern Bank had been the lowest bidder at 0.6%. Mr. Zubricki said that the additional \$137,000 for the improvements that was also voted at Town Meeting will come from a one-time levy on the tax rate as voted. A motion was made, seconded, and unanimously voted to approve the bid by Eastern Bank. The Selectmen and the Tax Collector/Treasurer signed the papers and were witnessed by Town Clerk Christina Wright in her capacity as a notary. Ms. Boutchie and Ms. Wright thanked the Selectmen and left the meeting.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period June 19th, 2013 through June 28th, 2013 regarding the following:

Contract for Payroll Processing Services: Mr. Zubricki reported that only one quotation had been received for a three-year payroll contract. The quotation was submitted by our present vendor, Boston Business Services, in the amount of \$19,950. A motion was made, seconded, and unanimously voted to approve and sign the contract with Boston Business Services.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly FY2013 warrant in the amount of \$121,730.53; and, the first warrant for FY2014 in the amount of \$494,044.86.

Mr. Zubricki mentioned that the Boston Globe recently had an article about the new Public Safety Committee that the Selectmen are creating and said that the Selectmen are now actively seeking members.

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's June 17th, 2013, Open Meeting and the June 17th, 2013, Executive Session.

A motion was made, seconded, and unanimously voted to approve a ***request to carry over 80 hours of vacation time*** from Police Chief Silva.

A motion was made, seconded, and unanimously voted to approve transfer requests from the Council on Aging to transfer \$4,000 from Van Drivers Labor to Van Fuel and Maintenance for the purpose of fuel, repairs and body work, and to transfer \$900 from Van Drivers Labor to Operating Expense for movie licensing and programs.

A motion was made, seconded, and unanimously voted to approve a request to rent Centennial Grove for a family gathering from Steve Grimes. The Chairman signed the application.

The Selectmen reviewed a *request from the City of Gloucester to support a resolution* of the Gloucester City Council concerning revenues collected from Internet Sales Tax. The Selectmen decided to take no action at this time.

The Selectmen also considered a *request from the Town of Wareham regarding support* for House Bill H1115. The Selectmen decided to take no action at this time.

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

Antiques License:

- Alison Taylor, Ebb & Flow LLC, at 166 Eastern Avenue.

One-Day and Malt License:

- Woodman's Inc., d/b/a Woodman's Function Hall, Joan Houghton, for use on Friday, July 26, 2013, between the hours of 12:00 noon and 9:00 p.m. within the confines of 125 Main Street.

One-Day Auction Permit:

- R.A. DiFillipo Antiques & Auctions, Richard A. DiFillipo, for use on Tuesday, July 30, 2013, between the hours of 8:30 a.m. and 10:30 p.m. within the confines of 125 Main Street.

The Selectmen were reminded that the next regular Board of Selectmen's meeting will take place on Monday, July 15th, 2013, at 7:00 p.m. in the Library on Martin Street.

Mr. Zubricki reported that the Town has been notified by the Massachusetts Emergency Management Agency (MEMA) that it is going to recommend the Town's application for a grant to fund a generator for the Town Hall to the Federal Emergency Management Agency (FEMA). Mr. Zubricki has since contacted both Senator Tarr and Representative Ferrante to thank them for all their help with this project and to ask for their continued help with FEMA.

Mr. Zubricki said that the switch over from the Town's Emergency Dispatch Center to the Regional Center had occurred on Monday, June 24, as scheduled. The switch over had gone smoothly except for a problem with the phone lines which has since been corrected by the addition of extra phone lines. A special, dedicated internet cable drop and video camera has been installed in the vestibule of the Fire Station. It was suggested that the Regional Center may agree to pay for the cost of the additional phone lines and the special cable hook-up.

Police Chief Peter Silva and Sergeant Paul Francis joined the Selectmen and Finance Committee Chair Jeff Soulard. Mr. Zubricki said that in addition to the new full-time police officer that was

added to the department's FY14 budget, the Police Department would like to also add a non-union officer's position with benefits. Part-time officers may only work 2 shifts per week, and despite having several part-time officers available, the department continues to experience staffing shortages due to employee turnover and shift constraints. The non-union officer with benefits might provide a more flexible solution. He or she could also fill in while the new full-time officer is away for 6 months attending the Police Academy, and he or she could also man the emergency vestibule at the Fire Station during slow times. Following the discussion, it was agreed by all to allow a present employee with benefits to remain in that status for the time being until the new Public Safety Committee that is being formed can study the situation and make a recommendation.

Chief Silva, Sergeant Francis, and FinCom Chair Soulard left the meeting.

At 8:25 p.m., citing the need to discuss the lease, sale, and value of real property at Conomo Point; pending litigation concerning the case of Judson Pratt, et al. v. the Town of Essex, Essex Superior Court C.A. No. ESCV2012-00936B; pending litigation concerning the case of Walker et al. v. The Town of Essex, Essex Superior Court C.A. No. ESCV2012-02221; and, pending litigation concerning the case of the Town of Essex vs. the Estate of Judith H. Foley, Northeast Housing Court C.A. No. 09H77SP003249; the Chairman entertained a motion to move to Executive Session. He stated that discussing these matters in Open Session would be detrimental to the Town's negotiating and litigating strategies and invited Mr. Zubricki to attend the Session. He said that the Board would only be returning to Open Session to adjourn the meeting. Steve Cuthbertson and Aude Sisk left the meeting. The motion was moved and seconded. Following a unanimous Roll Call Vote, the three Board members, Mr. Zubricki, and the Selectmen's Assistant moved to Executive Session.

The Board returned to Open Session at 9:00 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:

Request to carry over 80 hours of vacation time
Request from the City of Gloucester to support a resolution
Request from the Town of Wareham regarding support

Prepared by: _____
Pamela J. Witham

Attested by: _____
Lisa J. O'Donnell