

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

July 15, 2013

Present: Chairman Jeffrey Jones, Selectman Lisa J. O'Donnell, Selectman Susan Gould-Coviello, Town Administrator Brendhan Zubricki, and Selectmen's Assistant Pamela J. Witham.

Also Present: Treasurer/Collector Virginia Boutchie, Town Counsel Gregg Corbo, Council on Aging member Arlene Pizzo, Steve Cuthbertson, Ida Doane, and Senior Care, Inc. Executive Director Scott Trenti, and Senior Care Board of Directors member Laurel Eisenhauer.

Chairman Jones 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 comments were offered.

Treasurer/ Tax Collector Virginia Boutchie came before the Selectmen to remind them that it is time again to address re-funding of the Pond Street Water Loan in the amount of \$125,000.00 at 0.64% per year. A motion was made, seconded, and unanimously voted to approve and sign the documents. The Treasurer/Collector thanked the Selectmen and left the meeting.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period June 29th, 2013 through July 12th, 2013, regarding the following:

Formation of Public Safety Committee: Mr. Zubricki reported that a notice had appeared in the Boston Globe regarding the formation of the new Public Safety Committee. One letter of interest has been received from a very qualified candidate as a result of the article. One other person has also expressed interest regarding membership on the Committee. After some discussion, the Selectmen asked Mr. Zubricki to ask the Gloucester Times to report on the new Committee and announce that the Selectmen are actively seeking members. Selectman Gould-Coviello said that she would put a notice on the Essex page on Facebook and asked Mr. Zubricki to mail her a copy of the Committee's charge.

Massachusetts Downtown Initiative Site Visit: Mr. Zubricki reported that he had met with Lee Spence from the Essex Shipbuilding Museum, Tom Guertner of Periwinkles Restaurant, Bob Coviello from the Essex Merchants Group and Long Term Planning Committee, Cultural District Liaison Jean Grobe, and representatives from the Department of Housing and Community Development and Icon Architecture on the site of the Town Landing to discuss how the scope of services should be defined for a study of proposed improvements to the Town Landing that will be funded by a grant from Massachusetts Downtown Initiative. Mr. Zubricki reviewed a *list of items* to consider when formulating the scope of services that were suggested at the site visit. In addition to the items mentioned by Mr. Zubricki, the Selectmen agreed that it is important for the improvements to include public tie-ups for visiting boats. The Selectmen also felt that the area being considered for improvement should be clearly defined and Mr. Zubricki agreed to ask Horsley Witten for assistance with a plot plan of the proposed improvement area.

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's July 1st, 2013, Open Meeting and the July 1st, 2013, Executive Session.

A motion was made, seconded, and unanimously voted to approve the following re-appointments:

Long Term Planning Committee (3-year Term):

- Robert Coviello (Selectman Gould-Coviello abstained from voting on this candidate)
- Michael Dyer
- Michael French
- Eric Gjerde
- Edwin Howard
- Susan Lufkin
- Lisa O'Donnell (Selectman O'Donnell abstained from voting on this candidate)
- Andrew St. John
- Wallace Bruce (ex-officio)
- Peter Silva (ex-officio)

The Selectmen reviewed a *resignation letter from Richard Stevens* regarding his membership on the Long Term Planning Committee. A motion was made, seconded, and unanimously voted to accept Mr. Steven's resignation from the LTPC.

The Selectmen discussed the status of the Long Term Planning Committee membership and it was agreed to work with LTPC Chairman St. John to actively seek a few more members for the Committee.

A motion was made, seconded, and unanimously voted to approve and sign the Council on Aging's Formula Grant Application to the Massachusetts Executive Office of Elder Affairs.

The Selectmen took the following actions regarding certain budget item transfers:

- A motion was made, seconded, and unanimously voted to ratify the approval of a line item transfer in the amount of \$521.40 from Town Hall Electricity to Street Lighting.
- A motion was made, seconded, and unanimously voted to ratify the approval of a line item transfer in the amount of \$93.46 from Shellfish Telephone to Misc. Shellfish Expenses.
- A motion was made, seconded, and unanimously voted to ratify the approval of a line item transfer in the amount of \$4,107.77 from General Legal to Conomo Point Legal.

- A motion was made, seconded, and unanimously voted to ratify the approval of a line item transfer in the amount of \$22,552.64 from Blanket Insurance to Conomo Point Legal.
- A motion was made, seconded, and unanimously voted to ratify the approval of a line item transfer in the amount of \$1,000.00 from GIS to Conomo Point Legal.
- A motion was made, seconded, and unanimously voted to ratify the approval of a line item transfer in the amount of \$3,615.26 from Workmen's Compensation Insurance to Conomo Point Legal.
- A motion was made, seconded, and unanimously voted to approve a transfer of \$150.00 from Temporary Labor to Parking Ticket Expense as requested by the Town Clerk.
- A motion was made, seconded, and unanimously voted to approve a transfer of \$4,625.00 from Ed Stipend Labor to Training Expense; and also, approve a transfer of \$1,300 from Court Over Time to Training Expense as requested by the Police Department.

A motion was made, seconded, and unanimously voted to approve a request from the Planning Board for an extension of the date to receive the recommendation from the Planning Board to August 8, 2013 regarding the preliminary plan application for the Central Conomo Point Zoning District. The Selectmen signed a note to the Town Clerk attesting that they had approved the extension.

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

Non-Resident Recreational Clamming Permit & Waiver of Application Deadline:

- Jeff Fraser of West Gloucester sponsored by Shane Fraser of 11 Western Avenue.

One-Day Wine and Malt License:

- Apple Street Farm, Frank McClelland, Firefly Festival, for use on Friday, July 19, 2013, between the hours of 5:00 and 11:00 p.m. within the confines of 35 Apple Street.
- Apple Street Farm, Frank McClelland, Firefly Festival, for use on Saturday, July 20, 2013, between the hours of 5:00 and 11:00 p.m. within the confines of 35 Apple Street.
- Woodman's Inc., Joan Houghton, for use on Thursday, August 1, 2013, between the hours of 12:00 noon and 10:00 p.m. within the confines of Woodman's Function Hall at 125 Main Street.

The Selectmen were reminded that the next regular Board of Selectmen's meeting will take place on Monday, July 29th, 2013, at 7:00 p.m. at the Senior Center on Pickering Street.

A motion was made, seconded, and unanimously voted to ratify a decision by the Board of Selectmen in Executive Session on June 20, 2013, to grant a bridge lease extension and purchase

and sale agreement signing extension for the month of July, 2013, contingent upon receipt of overdue taxes (which have now been paid), all relating to the Estate of Hedwig Sorli, 19 Cogswell Road, Map 19, Lot 53.

Senior Care Executive Director Scott Trenti introduced himself and his associate Laurel Eisenhower to the Selectmen. Mr. Trenti said that Senior Care provides services to nine cities and towns in our area. Senior Care offers many different programs in an effort to assist elders to remain in their communities if that is their wish. All the care and assistance that is provided is free. Mr. Trenti briefly described some of the many programs that Senior Care offers and said that more information is available on line or by telephone. The Selectmen thanked Mr. Trenti for his informative talk and he and Laurel Eisenhower left the meeting.

At 7:47 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. He invited the Town Administrator and Town Counsel to attend the Executive Session and stated that the Board would be returning to Open Session. The motion was moved and seconded. Following a unanimous Roll Call Vote, the Board moved to Executive Session and Arlene Pizzo, Ida Doane, and Steve Cuthbertson left the room.

The Board returned to Open Session at 8:58 p.m. Steve Cuthbertson and Ida Doane rejoined the meeting.

Selectman Gould-Coviello entertained a motion to approve the electrical permit application for 11 Beach Circle, Map 19, Lot 95, with the caveat that this approval does not convey any right, title or interest in the subject building that the tenants (Phillip G. Menges) did not already have. The motion was moved, seconded, and unanimously voted.

Chairman Jones made a motion, which was seconded, and unanimously voted, to ratify replacement of the water service line at 142 Conomo Point Road, Map 24, Lot 36, and to sign and send a letter drafted by Town Counsel to the tenant at this property concerning this decision.

Mr. Zubricki said that he had received the initial draft of the specifications for the Town Hall improvements from Meyer and Meyer and that it is available for review. He said that there will be some minor revisions to it before the final draft is available, and it is estimated that it will go out to bid shortly, after a final cost estimate is complete. Actual construction is planned to begin this fall.

There being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 9:05 p.m.

Documents used during this meeting include the following:

List of items

Resignation letter from Richard Stevens

Prepared by: _____
Pamela J. Witham

Attested by: _____
Lisa J. O'Donnell