

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

August 5, 2013

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

Also Present: John Amirault, Steve Cuthbertson, and Paul Touher.

The Chairman called the meeting to order at 7:00 p.m. in the T.O.H.P. Burnham Library on Martin Street and announced that the Board would hear Public Comment. Steve Cuthbertson asked a question about a mailing address change for a tenant at Conomo Point that was voted at the last Selectmen's meeting. Mr. Zubricki said that documentation attesting that the person requesting the change was authorized to do so had been required and supplied. Therefore the change was approved as requested.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period July 27th, 2013 through August 2nd, 2013, regarding the following:

Centennial Grove Committee Meeting: Mr. Zubricki reported that he had contacted the chairman of the Centennial Grove Committee, but has not received a reply.

Consideration of Long-Term Contract for Summer Camp Services: In other Centennial Grove business, Mr. Zubricki said that the contract with the YMCA to provide a youth summer camp at Centennial Grove has worked out well for the Town. The Selectmen said that they would be interested in discussing a longer term contract with whichever organization is the successful offeror in the next RFP process, possibly a 5-year or longer contract instead of the present 3-year one. Mr. Zubricki said that he would flag this item for the fall Town Meeting since the Selectmen are limited to 3 years without a Town Meeting vote.. Selectman Gould-Coviello said that she would like to investigate the possibility of having the YMCA conduct after-school programs at the Essex Elementary School.

Massachusetts Downtown Initiative Grant: Mr. Zubricki said that ICON Architecture has begun to assemble the documents necessary for the suggested redesign of the Town Landing area. One of their questions is whether it would be possible to create a special turn lane that would direct traffic onto the Town Landing site. After some discussion, it was agreed that there is no room for a turn lane. Also, no one would like to have the road torn up again since the State has just completed a four-year reconstruction project. Mr. Zubricki said that the estimate for a complete detailed site plan is about \$6,000. A reduced plan with only boundary stakes would cost about \$3,200 and could be funded from the Town Property Funds. The Selectmen asked Mr. Zubricki to obtain boundary stake estimates from Horsley Witten and from Ed Farrell and to commission the survey with the lowest bidder.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$318,994.35.

Mr. Zubricki said that Ed Neal had stopped by with a *flyer from Essex Marina* announcing that they will be closing their launch ramp to the general public next year. Mr. Neal said that he would like the Selectmen to consider adding more parking and a public launch ramp to the design plan for northern Conomo Point. The Selectmen agreed to take the matter under advisement.

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's July 29th, 2013, Open Meeting and the July 29th, 2013, Executive Session.

A motion was made, seconded, and unanimously voted to approve a request from the First Congregational Church of Essex to have a church picnic at Centennial Grove and to waive the fee.

The Selectmen reviewed *correspondence from Annie Cameron regarding solar energy*. They asked Mr. Zubricki to contact the company referenced by the article Ms. Cameron sent regarding uses of solar power that could benefit the Town.

Under Conomo Point Matters, Mr. Zubricki said that the following letters that were discussed at the last Selectmen's meeting have been prepared:

- Receipt of tax payment from Mr. and Mrs. Karlton Pingree (7 Cogswell Road, Map 19, Lot 50)
- Receipt of tax payment from Leah Maher (13 Town Farm Road, Map 19, Lots 41 & 42)
- Receipt of tax payment from Paul B. Touher (31 Cogswell Road, Map 19, Lot 27)

A motion was made, seconded, and unanimously voted to sign and send the first two letters and to approve the third letter to be signed and sent by Town Counsel. Mr. Zubricki said that he would advise Town Counsel of the Selectmen's decision.

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

- Chebacco Liquor Mart, Paul Chisholm, for use on Saturday, August 17, 2013, between the hours of 4:00 and 9:00 p.m., within the confines of the Cox Reservation at 82 Eastern Avenue.
- Chebacco Liquor Mart, Paul Chisholm, for use on Sunday, August 25, 2013, between the hours of 3:00 and 9:00 p.m., within the confines of the Waterline Center at 66 Main Street.

A motion was made, seconded, and unanimously voted to approve the following appointments to the Public Safety Committee (No designated term length):

- Ken Riehl
- Stuart Pratt

- Robert Jerin, PhD
- Amelia Crimmins
- Donna Roy
- James Lewiecki

The Selectmen were reminded that the next regular Board of Selectmen's meeting will take place on Monday, August 19th, 2013, at 7:00 p.m. in the Library on Martin Street.

Selectman O'Donnell said that she would like to reschedule the Selectmen's meetings for December 16th and 30th to December 9th and 23rd. Everyone was in favor of the rescheduling.

At 7:25 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; and, pending litigation concerning the case of Walker et al. v. The Town of Essex, Essex Superior Court C.A. No. ESCV2012-02221; 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 be returning to Open Session only to adjourn the meeting. The motion was moved and seconded. Following a unanimous Roll Call Vote; Steve Cuthbertson, John Amirault, and Paul Touher left the meeting; and, the Board and Mr. Zubricki moved to Executive Session.

The Board returned to Open Session at 8:00 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:

Flyer from Essex Marina

Correspondence from Annie Cameron regarding solar energy

Prepared by: _____
Pamela J. Witham

Attested by: _____
Lisa J. O'Donnell