

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

August 19, 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.

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. No one from the public was present to offer any comment.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period August 3rd, 2013 through August 9th, 2013, regarding the following:

Approval of Central Conomo Point Preliminary Subdivision Plan: Mr. Zubricki reported that the ***Planning Board has approved*** the preliminary plan for the subdivision of central Conomo Point and provided of list of items to be considered for the final plan. He has asked Horsley Witten to begin the Definitive Plan application.

Public Safety Committee Initial Meeting: Now that most of the members of the Committee have been selected and appointed, it was agreed that they should meet initially with the Selectmen to discuss the Committee's Charge and receive guidance. The Selectmen and the Committee will be posted for September 16 at 7:30 p.m. in the Library.

Public Sale of Surplus Furniture from Town Hall: Mr. Zubricki said that he had consulted with one of the merchants in Town regarding surplus furniture at the Town Hall. Areas used for storage in the Town Hall must be cleaned out before the contractors begin construction of the scheduled improvements. The merchant confirmed that most of the items have only minimal value. All historic items will be retained. Mr. Zubricki said that he has arranged to have prison labor remove the items to be sold at auction from the Town Hall on the day of the auction. Anything that is not sold will be thrown in a rented dumpster and taken away. It is hoped that the weather will be nice on the day of the auction so that the sale can take place outside the building.

Massachusetts Downtown Initiative Grant Update: Selectman O'Donnell reported that there had been a number of diverse opinions expressed at the recent public forum regarding a redesign of the Town Landing area. Selectman O'Donnell will reach out to the design firm before the next meeting and the Board will discuss the project again.

Treasurer/Tax Collector Virginia Boutchie joined the meeting. A motion was made, seconded, and unanimously voted to sign grant award paperwork for the US DHS/FEMA ***Emergency Management Performance Grant*** for the Fire Department in the amount of \$2,030.00. The Chairman's signature was witnessed by Treasurer/Tax Collector Virginia Boutchie in her capacity as a notary public. The Selectmen thanked Ms. Boutchie and she left the meeting.

Selectman O'Donnell reported that she had met recently with Long Term Planning Committee Chair Andrew St. John, LTPC member Mike Dyer, and two representatives from the National Wildlife Federation to discuss the formation of a focus committee to coordinate all initiatives

being undertaken by local groups regarding climate change and protection/preservation of area natural resources. They have agreed that the focus committee should be composed of a representative from each of the following groups: the Department of Public Works, the Manchester-Essex Conservation Trust (perhaps Kurt Wilhelm), the Essex County Greenbelt (a member who is also an Essex resident), the Open Space Committee, the Conservation Committee, the Merchants' Group, the Long Term Planning Committee, the Board of Selectmen (Selectman O'Donnell has volunteered to fill this position), possibly the Planning Board, and Shellfish Constable William Knovak, Eric Magers from MERMHS, and Peter Phippen from the MAPC, as well as three at-large members. Mr. Zubricki said that he will inform the Boston Globe reporter of this new committee once Selectman O'Donnell provides him with a brief description of the committee's goals so more interest may be sought.

Selectman Gould-Coviello said she had attended the recent meeting of the Council on Aging. She said that the Council would appreciate some help completing the installation of the COA generator and the installation of a motion detector light at the rear of the building. It was agreed that Mr. Zubricki would coordinate with COA Chair Keith Symmes, Electrical Inspector Ramie Reader, and Jimmie O'Donnell on a discussion of the best way to move these projects forward. The Selectmen also discussed the repairs that need to be made to the COA van due to driver error.

Mr. Zubricki reported that Town Counsel has advised that the Planning Board could promote a new bylaw to establish a one-year moratorium in Town regarding the growing and dispensing of medicinal marijuana. A public hearing would have to be held and the bylaw would have to be voted at a Town Meeting. The Selectmen asked Mr. Zubricki to contact the Planning Board regarding the possibility of including a vote for the moratorium in the warrant for a Special Town Meeting in November.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$134,290.37.

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's August 5th, 2013, Open Meeting and the August 5th, 2013, Executive Session.

A motion was made, seconded, and unanimously voted to approve a request to re-appoint Warren Grant III as a Firefighter to the Fire Department.

A motion was made, seconded, and unanimously voted to approve a request to pass over Essex Roads during the 7th Annual Stephen Hancox Memorial Motorcycle Run and BBQ Benefit on Saturday, September 7, 2013.

A motion was made, seconded, and unanimously voted to approve a request from the Italian Community Center to hold their annual picnic at Centennial Grove on Saturday, August 24, 2013 between the hours of 12:00 noon and 7:00 p.m.

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

One-Day Entertainment License:

- Essex Shipbuilding Museum, Linda O'Maley, for use on Sunday, August 25, 2013, between the hours of 12:00 noon and 5:00 p.m. within the confines of the Waterline Center at 66 Main Street.
- Italian Community Center, Robert Pieroni, for use on Saturday, August 24, 2013, between the hours of 12:00 noon and 7:00 p.m. within the confines of Centennial Grove.
- Essex Shipbuilding Museum, Lee Spence, for use on Saturday, September 7, 2013, between the hours of 10:00 a.m. and 3:00 p.m. within the confines of the Waterline Center.
- Essex County Greenbelt Association, Inc., Shelley Raymond, for use on Thursday, September 12, 2013, between the hours of 5:30 p.m. and 7:00 p.m. within the confines of the Cox Reservation at 82 Eastern Avenue.

One-Day Wine and Malt License:

- Italian Community Center, Robert Pieroni, for use on Saturday, August 24, 2013, between the hours of 12:00 noon and 7:00 p.m. within the confines of Centennial Grove.
- Apple Street Farm, Frank McClelland, for use on Friday, August 23, 2013, between the hours of 5:00 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, August 24, 2013, between the hours of 5:00 and 11:00 p.m. within the confines of the Apple Street Farm at 35 Apple Street.
- Essex County Greenbelt Association, Inc., Shelley Raymond, for use on Thursday, September 12, 2013, between the hours of 5:30 p.m. and 7:00 p.m. within the confines of the Cox Reservation at 82 Eastern Avenue.

The Selectmen reviewed a *letter from the Library Trustees* regarding their proposed renovation schedule to replace carpet, electric lights, paint, etc. during the month of October. The Library will be closed during the time the renovations are being made. Mr. Zubricki said that he has reminded the Librarian that their renovations cannot interfere with the construction schedule for the Town Hall Improvement project in any way or it will cost the Town additional money due to construction delays. He has advised the Librarian to work with Molly Richter of Meyer and Meyer to make sure the two projects do not interfere with each other.

The Selectmen discussed a communication from the Building Center seeking to become known as a sponsor and/or supporter of worthy Town projects through the donation of money or goods. The Selectmen said that they would take this matter under advisement for future discussion, but all agreed that the completion of the repairs to the Grove Cottage porch might be a good candidate to receive help from the Building Center. Mr. Zubricki said that the Grove Committee

plans to meet in September to discuss various items, including the cottage and non-resident parking.

A motion was made, seconded, and unanimously voted to appoint the following persons as Poll Workers:

Carla Adams	Phyllis Addison	Kathleen Azadian
Jeffrey Azadian	Sheila Ball	Bonnie Bradford
Ardrieth (Faye) Brophy	Dawn Burnham	Patty Byrne
Richard Cairns	Beth Cairns	Ann Cameron
Rosemarie Carr	Michael Cataldo	Wendy Davis
Priscilla Doucette	Jane Ellsworth	Tina Estes
Nancy Feener	Rob Fitzgibbon	Wendy Fossa
Karin Gertsch	Sandy Ginn	Karen Greene
Elizabeth Guerin	Genevieve Guerin	Eileen Hardy
Jackson Haskell	Lynne Havighurst	Ellen Hull
Oliver Hull	Kathy Ingaharro	Carolyn Knowlton
Julie Konaxis-Ferriero	Tina Lane	Kristina (Tina) McCoy
Donna McKay	Edith Messersmith	Nancy Muniz
Linda Osburn	Diane Patrican	Kim Pedersen
Diane Polley	Ruth Price	Sally Rich
Carla Symonds	Martha Thompson	April Wanner
Norma Weaver	Janet White	Mary Wilhelm
Kurt Wilhelm	James Witham	Pamela Witham
Lorie Woodward	Laura Wright	Karen Wright
Karen Zanelis		

A second motion was made, seconded, and voted by Chairman Jones and Selectman Gould-Coviello to also appoint Lisa O'Donnell as a Poll Worker.

The Selectmen were reminded that the next regular Board of Selectmen's meeting will take place on Monday, August 26th, 2013, at 7:00 p.m. in the Library on Martin Street.

The Selectmen reviewed their proposed meeting schedule for the remainder of the calendar year and agreed that it looked reasonable.

Mr. Zubricki drew the Chairman's attention to a letter in the Chairman's handouts discussing a change to the procedure for electing representatives to the Essex County Retirement Board.

At 7:50 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 be returning to Open Session only to adjourn the meeting. The motion was moved and seconded. Following a unanimous Roll Call Vote, the Board and Mr. Zubricki 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:

Planning Board Approval of the Preliminary Subdivision Plan for Central Conomo Point
Emergency Management Performance Grant
Letter from the Library Trustees

Prepared by: _____
Pamela J. Witham

Attested by: _____
Lisa J. O'Donnell