

Selectmen's Minutes
TOHP Burnham Library

SNOWDATE: February 11, 2015

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: Susan Bourneuf, George Harvey, Mark Lynch, Rolf Madsen, Michael Sullivan, Paul Pennoyer, Regina Villa, Matthew Watsky, and Jim Witham.

The Chairman called the meeting to order at 7:00 p.m. in the TOHP Burnham Library and announced that the Board would hear Public Comment. Mrs. Bourneuf said that she would like to ask the Selectmen to consider initiating a greenhead control program. Several years ago, the Town participated in a regional pest control program which, it is thought, included the placement and maintenance of greenhead trapping boxes on the marsh. The Town had chosen to stop participating in the project, due to the expensive annual membership fees. After some discussion, the Selectmen asked Mr. Zubricki to investigate what had been done in the past, including the approximate number of boxes and maintenance involved. There are plans available for building the boxes, since the finished boxes are costly. However, the main concern would be providing for someone to periodically empty the traps. Mr. Zubricki said that he would keep Mrs. Bourneuf informed. She thanked the Selectmen and Mr. Zubricki for their time and left the meeting.

Attorney Matthew Watsky introduced himself to the Selectmen and reviewed a request seeking their endorsement of an application for a Conservation Restriction on Lot 1, at 90 Apple Street. The Selectmen were in favor of endorsing the restriction and a motion was made, seconded, and unanimously voted to sign the application. Upon closer examination, it was discovered that a couple of the application pages were incorrect and Attorney Watsky said he would email the corrected pages to the Selectmen's Office tomorrow. The Selectmen will then come to the Town Hall when the Town Clerk is there to witness their signatures in her capacity as a Notary Public. Upon signature by the Selectmen, the completed document will be returned to Attorney Watsky for forwarding to the State for approval. Attorney Watsky thanked the Selectmen and left the meeting.

George Harvey joined the Selectmen to provide them with an update on the Town's current enrollment in the Essex North Shore Regional Agricultural & Technical School. The new school can accommodate 1440 students and students compete against each other to qualify for enrollment. Therefore, each town is not limited to a certain number of students, and the cost to each town is calculated at approximately \$20,000 per student per school year. This year, the number of Essex students enrolled has gone from 5 to 11 students, resulting in a significant increased cost to the Town. In the past, some of the tuition cost was offset by the State, but this year, the State has greatly reduced or eliminated many of their reimbursement programs. Those present discussed the new facility and Mr. Harvey offered to take the Selectmen on a tour. The Selectmen thanked Mr. Harvey and he left the meeting.

Conomo Point Planning Committee Chair Mark Lynch and members Paul Pennoyer and Jim Witham, Town Moderator Rolf Madsen, and Regina Villa, a marketing specialist, joined the Selectmen at the table to discuss possible plans to disseminate information to the public

regarding the proposed Conomo Point articles on the May 2015 Annual Town Meeting Warrant. CPPC Chair Mark Lynch said that the CPPC and the Design Sub-Committee will be meeting tomorrow with Jim Heroux to discuss planning for northern Conomo Point. Once there is a plan, Regina Villa and possibly a graphics design firm, will work on a presentation package that can be easily understood by the public. A motion was made, seconded, and unanimously voted by the Selectmen to authorize Mr. Zubricki to work with Chairman Lynch and Regina Villa to establish a scope of services for her. A proposal will be available to the Board at the next meeting.

Mr. Zubricki briefly noted the proposed Conomo Point articles for the May 2015 Annual Town Meeting, and those present participated in a short discussion regarding the articles. Town Moderator Madsen said that he would allow discussion and a vote during the Town Meeting concerning a sense of the meeting regarding a final plan for northern Conomo Point, including long-term leasing, if it could be shown that this kind of discussion and vote had been allowed in the past.

In other business, the group discussed a request to place two non-binding public opinion advisory questions on the Annual Town Election Ballot in May 2015. The questions were formulated by a group of Town residents who have signed a petition requesting that the questions be placed on the Ballot. Paul Pennoyer presented the petitions to the Selectmen and read the questions, acting in his capacity as a member of the residents' group and not as a member representing the Conomo Point Planning Committee. A motion was made, seconded, and unanimously voted by the Selectmen to table discussion of the request. However, the questions could still be placed, either on the ballot or on the warrant, pending the actions of the residents' group.

Chairman Jones thanked everyone for coming and Mark Lynch, Rolf Madsen, Paul Pennoyer, Michael Sullivan, Regina Villa, and Jim Witham left the meeting.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$202,357.22.

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's January 12th and 26th, 2015, Open Meetings and Executive Sessions.

Police Chief Peter Silva joined the Selectmen.

Those present discussed the past three snow storms. Superintendent Paul Goodwin and his crew were commended for their non-stop efforts to clear the roads and streets. The combined storms dropped more than 70 inches of snow within the last two weeks and included strong winds which created problems with drifting and visibility. The snow removal in neighboring towns does not begin to approach the level of excellence seen in Essex. However, due to the severity of the last storm, the DPW found it difficult, if not impossible to keep parts of Island Road and Conomo Point open for traffic. Several times, it was feared that equipment had become irretrievably stuck on these roads. Another serious storm is expected this weekend and the Selectmen agreed that

efforts should be made to contact the residents on Island Road and Conomo Point to warn them that no-one could guarantee that it will be possible to keep the roads open during the storm and the residents may want to spend the duration of the storm at another location. Mr. Zubricki and Chief Silva agreed to help with the notifications.

Chief Silva joined the Selectmen for discussion of his Calendar Year 2014 Accomplishments and Calendar Year 2015 Goals. He reported that the Department recently had a mock certification assessment and it went very well. He expects that the Department will achieve final certification in the very near future, perhaps by the end of March. Pending certification success, the Department has decided to try for accreditation which must be achieved within one year of completing certification. The Chief discussed his other accomplishments for the past year and his goals for this calendar year. The Selectmen said that they would review and discuss them at a later date.

The Chief was in agreement and a motion was made, seconded, and unanimously voted by the Selectmen to designate Selectman Lisa J. O'Donnell to serve on the Massachusetts Department of Conservation and Recreation's Regional Sediment Management Core Group.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period January 24th through February 6th, 2015, regarding the following:

Preparation for Hiring of Boat Ramp Attendant: Mr. Zubricki reported that he is preparing a job description for the proposed boat ramp attendant and asked the Selectmen and the Chief for suggestions regarding criteria to be used for selecting an ideal candidate for the position.

The Selectmen thanked the Chief and he left the meeting.

Further Discussion Relative to Town Administrator's 2015 Goals: The Selectmen acknowledged that they have Mr. Zubricki's 2015 Goals and with the addition of a strategic planning coordination goal, accepted the document.

Open House Highlighting Appointed & Elected Positions: It was suggested that perhaps the Lions Club might be interested in hosting a "job fair" regarding available positions on Town boards and committees.

Spring Auctions for Conomo Point Properties: The Selectmen were in agreement that Mr. Zubricki should proceed to schedule an auction in April 2015 to dispose of any remaining southern Conomo Point properties that the Town obtains full control of.

Potential Use of Additional Consultants for Conomo Point Planning: This topic was discussed earlier in the meeting with the Conomo Point Planning Committee.

Potential Regional Effort to Appeal FEMA Flood Maps: Mr. Zubricki reported that the Army Corps of Engineers' recently released report is not going to be helpful in regards to the latest

version of the FEMA Flood Maps. The Selectmen were in favor of Mr. Zubricki reaching out to Manchester and Gloucester regarding a possible pooling of resources to appeal the new flood maps.

Release of Request for Proposals for Sale of 5 Beach Circle: A motion was made, seconded, and unanimously voted to release the Request for Proposals for 5 Beach Circle as of February 18, 2015.

Proposed Community Preservation Funding for 28 Main Street: Mr. Zubricki reported that the Essex Historical Society and Shipbuilding Museum has inquired about obtaining Community Preservation money to fund repairs to the Town-owned building that the Society leases at 28 Main Street. The Selectmen were in favor of Mr. Zubricki working with the Society to develop and release a request for qualifications to get an accurate cost for the necessary design services.

Public Hearing for Proposed FY16 Regional School District Budget: Representatives from both towns continue to work on finalizing the regional school budget for the coming fiscal year.

Possible Meeting with Interim Gloucester Mayor Sefatia Romeo Theken: Mr. Zubricki said that the new Mayor has requested an opportunity to introduce herself to the Selectmen to discuss ongoing and future collaboration efforts. And, the Selectmen were in favor of Mr. Zubricki and Selectman Gould-Coviello scheduling a meeting in Gloucester with the new Mayor in the near future.

Potential Collective Purchasing of Residential Power: Mr. Zubricki said that while at the recent Massachusetts Municipal Association's Annual Trade Show, he discovered a company that buys bulk power and sells it back to residential households at a low rate. In order to take advantage of this option, all residents would be enrolled automatically and would have to opt out of the program. The Selectmen were not interested in Mr. Zubricki pursuing this idea.

Revised List of Potential Annual Town Meeting Topics: Mr. Zubricki briefly reviewed the most recent list of proposed topics for articles for the May 2015 Annual Town Meeting. He is anticipating that he will have a draft of the articles for review at the March 23rd Selectmen's meeting.

No Need for Zoning Bylaw Relative to Green Communities: Mr. Zubricki said that it has been determined that the Town does not need to amend the zoning bylaws in order to continue seeking a green community designation for the Town. However, the Town will still have to vote at Town Meeting to adopt the "stretch code".

A motion was made, seconded, and unanimously voted to ratify the termination of the State of Emergency for the Town at noon on Wednesday, January 28, 2015 by Chairman Jones.

A motion was made, seconded, and unanimously voted to ratify the declaration of a State of Emergency for the Town at 6:00 p.m. on Monday, February 9, 2015, and the termination of the

State of Emergency for the Town at 6:00 p.m. on Tuesday, February 10, 2015 by Chairman Jones.

A motion was made, seconded, and unanimously voted to ratify the appointment of Daniel Bruce from Police Officer-Part-Time to Police Officer-Full Time, for a partial 3-year term, ending 6/30/16.

A motion was made, seconded, and unanimously voted to ratify the approval by the Town Administrator of a line item transfer in the amount of \$1,500.00 from Blanket Liability Insurance to Office Machines to pay for additional shelving in the Town Hall basement.

A motion was made, seconded, and unanimously voted to ratify the approval by the Town Administrator of a line item transfer in the amount of \$1,500.00 from Blanket Liability Insurance to Procurement/Advertising to pay for legal notices for sale of 5 Beach Circle and various procurement efforts.

After consideration, a motion was made, seconded, and unanimously voted by the Board, in their capacity as Personnel Board, to establish the Cost of Living Increase to be recommended for non-contract, non-union Employees of the Town for Fiscal Year 2016 at 3%.

And, also after consideration, a motion was made, seconded, and unanimously voted to grant the Chief of Police merit pay in the amount of 3% of his FY2015 base salary for FY2016.

Concerning Conomo Point matters, the Board discussed the property at 4 Conomo Lane, Map 19, Lot 83, which was leased to Mr. and Mrs. Spunt. A motion was made, seconded, and unanimously voted to ask Town Counsel to begin summary eviction proceedings.

Citing Massachusetts General Law, Chapter 44, Section 31D, a motion was made, seconded, and unanimously voted to approve a request to the Finance Committee for an additional \$50,000 for the snow and ice removal budget for FY2015.

It was agreed to table discussion of the Town's Alcoholic Beverage Licensing Rules and Regulations (C-6 Training) regarding the in-person training requirement for continuing managers every five years.

A motion was made, seconded, and unanimously voted to approve an Antiques License for Susan Blake, d/b/a Muzio Designs, at 55 John Wise Avenue.

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

Commercial Clamming Permits contingent upon receipt of 2015 Census:

- Scott G. Hamlen
- Ronald Hemeon
- Richard Tofuri, Jr.

- Judson Lane
- Dean Rossi
- George E. Mullin

Non-Resident Recreational Clamming Permit:

- Ron Blanchette
- Kenneth F. Glass

Senior Clamming Permit contingent upon receipt of 2015 Census:

- Charles A. McNeil

Student Clamming Permit contingent upon receipt of 2015 Census:

- Alden Burnham

The Selectmen were reminded that their next regular Board of Selectmen's meeting will take place on Monday, February 23, 2015, at 7:00 p.m. in the Library on Martin Street.

It was agreed by all that there was no need to move to Executive Session this evening.

There being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 10:15 p.m.

Documents used during this meeting include the following:

None.

Prepared by: _____
Pamela J. Witham

Attested by: _____
Lisa J. O'Donnell