

Selectmen's Minutes
TOHP Burnham Library

April 6, 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: Beth Cairns, Matt Coogan, Deborah French, Diane Kotch, Jen Mayer, and April Wanner.

Chairman Jones called the meeting to order at 7:00 p.m. in the TOHP Burnham Library and announced that the Board would hear Public Comment.

Library Director Deborah French and Assistant Librarian April Wanner and Library Trustees Jen Mayer, Diane Kotch, and Beth Cairns joined the Selectmen. Jen Mayer said that she would like to make a public comment and read a *statement from the Library Trustees* regarding the proposed Town Hall Exterior Repair project. Chairman Jones and Town Administrator Brendhan Zubricki responded that currently the Project Manager is working with an architectural firm to determine the cost for the proposed project. Once Town Meeting has approved the funding for the project, all concerned parties will be asked for input and the final plans for the project will be formulated. The group thanked the Selectmen and left the meeting.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period March 20th through April 3rd, 2015, regarding the following:

Continued Development of Strategic Planning Committee: Matt Coogan joined the Selectmen for this discussion. Mr. Coogan announced that the Town has been approved to receive a \$15,000 grant from MAPC to be used to develop a strategic plan for the Town. The funding will pay for professional assistance and guidance from MAPC. Those present discussed the formulation of the new Strategic Planning Committee and reviewed Matt's draft of the statement of purpose for the Committee. It was agreed that the first meeting of the Committee would be scheduled for Monday, June 8th. Mr. Zubricki will reach out to the chairs of the following Town committees and groups and ask them to send a representative to the meeting: Board of Public Works, Board of Selectmen, Conservation Commission, Conomo Point Planning Committee, Community Preservation Committee, Council on Aging, Essex Merchants Association, Finance Committee, Open Space Committee, Planning Board, School Committee, and Town Building Committee. Selectman O'Donnell will represent the Selectmen on the Committee. Selectman O'Donnell also agreed to remind Long Term Planning Committee Chair Andrew St. John that the Selectmen would like to receive the LTPC's Character Defining Resources of the Town Report by May 4th. The report will be used as a starting point for discussion at the SPC's first meeting, which will also be attended by MAPC representative Mark Fine, Planner Matt Coogan, and Town Administrator Brendhan Zubricki. The Selectmen also agreed that they would like to

meet with Mr. Fine and Mr. Coogan at 7:30 p.m. at their meeting on May 18 and Mr. Coogan said that he would contact Mr. Fine regarding their request.

On a related matter, those present discussed using the economic development self-assessment test for future analysis of the Town's economic strengths and weaknesses. Gloucester and Rockport recently contracted for the test and it was agreed that more information was needed regarding the cost of the test to the Town and the usefulness and applicability of the results. Mr. Coogan and Mr. Zubricki will research this matter further and will bring it back to the Board in the future.

Possible Reimbursement of Open Space Plan Update Costs: Mr. Zubricki reported that there is a new grant program that reimburses small towns up to 80% of the cost to update their old Open Space plans. However, the grant will only reimburse costs that have not already been incurred and requires the Town to make application for another grant program that we presently are not ready to apply to. Essex has already contracted with Gloucester to update the Essex plan, and consequently will probably not be able to benefit from this grant.

Selectman O'Donnell reviewed the Selectmen's desire to have a Town Landing attendant, supervised by the Harbormaster, who would direct launch traffic and collect launch fees. She also reviewed the lack of parking space for cars and boat trailers and associated problems. The Board asked Mr. Coogan to review the Town Landing study that is on the Town's website and offer any suggestions that he may have regarding this matter.

Mr. Coogan left the meeting.

Preliminary Cost Estimate for Next Phase of Town Hall / Library Work and Town Hall / Library Gas Conversion Options: Mr. Zubricki reviewed the plans for the next Town Hall repair project with the Selectmen. The Project Manager's team is recommending that the Town replace the two boilers and the steam system, with one gas fired, baseboard system that would be used at temperatures below 20 degrees. Normal heating (and cooling) would be provided by individual units throughout the building, like the ones recently installed on the second floor.

Cost Proposal for Potential Legion Hall Renovations: Mr. Zubricki reported that the Spencer & Vogt Group have submitted an estimate in the amount of \$31,000 for preparation of a cost analysis for the proposed repairs that the Historical Society would like to have made to the Legion Hall at 28 Main Street. The Society will use the estimate in their funding proposal to the Community Preservation Committee. Mr. Zubricki said that there is very little CPA money left and it is unlikely that the CPA will be able to fund this project at this time. Mr. Zubricki said that he will add this to the Town's capital plan. Alternatively, there may be CPA money available in the fall for this project. Selectman Gould-Coviello suggested that the Society may want to spearhead a fundraiser to pay for the cost of the design work and repairs needed at the Legion Hall.

Letter to Army Corps Highlighting Importance of Dredging: Mr. Zubricki reviewed a draft letter to the Army Corps of Engineers regarding the importance of the dredging project to the Town. Subsequently, a motion was made, seconded, and unanimously voted to approve, sign, and send the letter.

1 Robbins Island Road Demolition Update: Mr. Zubricki said that he has received an engineer's estimate in the amount of \$15,000 for asbestos removal from the structure at 1 Robbins Island Road. The RFQ will appear in the Central Register on April 8th and bids will be due by April 22th.

Development of northern Conomo Point Plan and Essex Visual Budget: The Selectmen reviewed Mr. Heroux's suggested slides to be used at the public forum regarding Conomo Point. Mr. Zubricki will relay their suggestions on the slides to Mr. Heroux. Following a discussion on how best to show the slides, Mr. Zubricki said that he will try to find a projection system that will allow everyone to view the program. The forum will be advertised on Facebook, the Town sign, the Town website, by email, and via the school "backpack" notice system.

Mr. Zubricki said that work is continuing on the visual budget. Once the project is completed, there will be a link to it from the Town's website and its debut will be mentioned in a Code Red message about the Annual Town Meeting.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$109,082.08; and further, to exempt from Section 20 of Chapter 268A of the General Laws, the contracts and amounts for the individuals listed below contained within the warrant pursuant to subsection (d) of said Section:

Ernie Nieberle	Nieberle's 3/17/15	\$ 44.00	Shellfish
▪	Nieberle's 3/24/15	\$1,473.10	Police
▪	Nieberle's 3/24/15	\$ 518.50	Fire
▪	Nieberle's 3/24/15	\$ 101.80	Council on Aging
▪	Nieberle's 3/25/15	\$ 73.10	Council on Aging

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's March 23, 2015, Open Meeting.

A motion was made, seconded, and unanimously voted to accept the health insurance rates for FY2016. The Chairman signed the agreement.

A motion was made, seconded, and unanimously voted to close the winter clam flats on April 16, 2015, at the request of Shellfish Constable Knovak.

The Selectmen reviewed a suggestion from the Shellfish Constable to open and close the flats every year on the same days. This would eliminate the need to vote each year. Subsequently, a motion was made, seconded, and unanimously voted to open the winter flats every year on

December 15th and to close the winter flats every year on April 15th, at midnight; notwithstanding, the Selectmen reserved their right to change their decision in the future should conditions warrant.

Revision of Board's Comprehensive Statement on Conomo Point: The Selectmen reviewed the updated version of their *Conomo Point Statement* and a motion was made, seconded, and unanimously voted to approve this revision.

A motion was made, seconded, and unanimously voted to approve the proposal from DeAngelis Iron Works to provide additional reproduction cast iron fencing at the Spring Street cemetery.

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

Senior Clamming Permit:

- James H. Genest

Commercial Clamming Permit and waiver of the application deadline:

- Robert M. Fitzgerald
- Eugen Xhalia

One-Day Wine and Malt Permit and request to waive fee:

- Paul Chisholm, Chebacco Liquor Mart, Inc. for use on Friday, April 10, 2015, between the hours of 7:00 and 10:00 p.m. within the confines of the Waterline Center at 66 Main Street for a PTO Fundraiser.

A joint meeting with the Selectmen and the Conomo Point Planning Committee will take place on April 8, 2015 at 7:30 p.m. in the Senior Center.

There will be a Green Community Forum on April 14, 2015 at 7:00 p.m. in the Senior Center.

A Northern Conomo Point Planning Public Forum is scheduled at the Essex Elementary School starting at 7:30 p.m. on April 15, 2015.

The Auction of southern Conomo Point properties will begin at 12:00 noon at the Senior Center on April 16, 2015.

The Selectmen were reminded that their next regular Board of Selectmen's meeting will take place on Monday, April 27, 2015, at 7:00 p.m. in the Library on Martin Street.

Mr. Zubricki said that there was no business this evening which required an Executive Session.

A motion was made, seconded, and unanimously voted to recommend the Water and Sewer Enterprise budgets to the Annual Town Meeting.

It was agreed that the Selectmen would only meet once more during the month of April on the 27th.

Selectman O'Donnell said that she has learned that the Town of Hamilton does not patrol Chebacco Lake and has no emergency equipment with which to make Lake rescues. Essex is the only town that provides this service. It was agreed that Selectman O'Donnell and Mr. Zubricki will ask Chief/Harbornmaster Silva for more information on this matter.

The Selectmen discussed the potential formulation of a Public Safety Advisory Committee to make recommendations to the Police and Fire Department and decided to take no action at this time.

A motion was made, seconded, and unanimously voted to approve a letter of support for the Manchester Essex Regional School District Statement of Interest to the Massachusetts School Building Authority concerning renovation/replacement of Manchester Memorial School.

Selectman O'Donnell agreed to be the point person to represent the Town on the Essex, Ipswich, Rowley Task Force; a component of the Community Risk Reduction through Comprehensive Resiliency Enhancement for the Great Marsh Grant. Mr. Zubricki will ask the Conservation Commission, the Planning Board, the Open Space Committee, DPW Superintendent Paul Goodwin, Shellfish Constable Billie Knovak, Police Chief Silva, and Kurt Wilhelm if they would be interested in joining this Task Force. Five individuals are needed to work with Selectman O'Donnell and represent Essex.

A motion was made, seconded, and unanimously voted to approve additional surveying services from the Horsley Witten Group. The Chairman signed the contract.

Mr. Zubricki reported that Attorney Mark Glovsky had contacted him regarding two clients with boundary questions. The Selectmen were in agreement that Attorney Glovsky should provide additional information on these matters and Mr. Zubricki will discuss them with Town Counsel.

Mr. Zubricki reported that Town Counsel is still working on a potential legal settlement with Eric & Kathryn Spunt relative to the surrender of the premises at 4 Conomo Lane, Map 19, Lot 83, and the proposed settlement may be available for discussion at the next Selectmen's meeting.

Draft Town Meeting Motions: The Selectmen and Mr. Zubricki reviewed and discussed the motions and possible presenters of those motions for the May 4th Annual Town Meeting.

Mr. Zubricki announced that Town Counsel Gregg Corbo had a conflict to be able to attend the Annual Town Meeting on May 4, 2015. The Selectmen said that they would like Mr. Zubricki to urge Attorney Corbo to attend, since his knowledge of the Town's past history is extremely valuable in helping to answer questions on the Town Meeting floor.

The Selectmen reviewed a draft of a Conomo Point Town Meeting handout prepared by Regina Villa and asked Mr. Zubricki to relay their suggestions back to Ms. Villa.

There being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 9:40 p.m.

Documents used during this meeting include the following:

Statement from the Library Trustees

Conomo Point Statement

Prepared by: _____
Pamela J. Witham

Attested by: _____
Lisa J. O'Donnell