

Selectmen's Minutes
Senior Center

April 27, 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: Thayer Adams, Virginia Antell, Justin Bourgette, Matt Coogan, Ryan Foster, Debbie French, David Gabor, Paul Goodwin, John Guerin, Wendall Kalsow, William Knovak, Rolf Madsen, Mark McKenna, Ken Riehl, Richard Ross, Peter Silva, Jeff Soulard, and Roxanne Tieri.

Chairman Jones called the meeting to order at 7:00 p.m. in the upstairs meeting room of the Senior Center on Pickering Street and announced that the Board would hear Public Comment.

John Guerin came before the Selectmen to discuss Proposals for a Letter of Map Revision, Essex Coastal Flood Maps. Mr. Zubricki reported that all of the three firms that he had asked to submit proposals to provide help with the Town's appeal regarding the new FEMA flood maps have submitted proposals. John Guerin said that he had reviewed the three proposals and they were extremely diverse, both in scope of work and cost. After some discussion, it was agreed that Selectman O'Donnell and Mr. Zubricki would work with Mr. Guerin to compose a list of questions to be asked each of the three companies. The answers to the questions will help to assess each firm's capabilities and identify the necessary scope of the project. It was also suggested by Mr. Zubricki that Roland Adams should be contacted for his advice in the matter.

Thayer Adams came before the Board, as President of the Conomo Point Association. She said that the docks are in very bad shape and the Association lost a portion of the docks over the winter. She asked the Selectmen if they could estimate when, in the future, the Town might be able and willing to assume responsibility for maintaining the docks. The Selectmen thought that, if this were to happen, the earliest it could occur would be 2017.

On another matter, Thayer Adams said that she would like to encourage the Selectmen to consider implementing long-term leases for northern Conomo Point. She said that longer term leases would allow the tenants to qualify for financing to maintain and improve the Conomo Point properties. The Selectmen thanked Ms. Adams for her comments.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$689,380.95.

A motion was made, seconded, and unanimously voted to approve the minutes from the Selectmen's April 6, 2015, Open Meeting.

A motion was made, seconded, and unanimously voted to ratify the approval of last week's warrant in the amount of \$87,067.71, 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.

<u>NAME</u>	<u>VENDOR</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>DEPT'S BILL</u>
Ernie Nieberle	Nieberle's	3/24/15	\$ 570.32	Highway
	Nieberle's	3/24/15	2,500.00	Snow Removal
	Nieberle's	3/24/15	60.00	Water
	Nieberle's	3/24/15	53.40	Wastewater
	Nieberle's	3/24/15	60.00	Water
	Nieberle's	3/24/15	53.40	Wastewater

A motion was made, seconded, and unanimously voted to approve a request from the Department of Public Works Board of Commissioners for the Cemetery Department to transfer \$13,400 from various FY2015 cemetery accounts to the FY 2016 budget.

Concerning Police matters, a motion was made, seconded, and unanimously voted to approve and sign a Memorandum of Agreement with the Town of Middleton for the booking and processing of juvenile detainees.

A motion was made, seconded, and unanimously voted to approve and sign the renewal of a Memorandum of Agreement with the Town of Middleton and the Essex County Sheriff's Department to provide breathalyzer and other testing services.

A motion was made, seconded, and unanimously voted to accept a donation to the Police Gift Account in the amount of \$100.

A motion was made, seconded, and unanimously voted to approve Chief Silva's request to appoint Ryan Devaney to the position of Harbormaster's Assistant for the remainder of a 3-year term, ending 6/30/2015, pending successful completion of drug & medical screening. The Selectmen signed the appointment card.

Mr. Zubricki provided rate information for recommended upgrades to the Town's Police and Fire Accident policy. He indicated that the rates in the final document will be slightly different when the insurance company updates the number of employees for this year. A motion was made, seconded, and unanimously voted to approve the revised Police and Fire accident coverage for FY2016 when the revised agreement becomes available, outside of a meeting.

Thayer Adams and John Guerin left the meeting.

Town Accountant Roxanne Tieri, Finance Committee Chairman Jeff Soulard and FinCom members Justin Bourgette, David Gabor, Mark McKenna, Richard Ross, and Ken Riehl joined the Selectmen, along with Wendall Kalsow and Ryan Forster from McGinley Kalsow & Associates, Inc. to discuss the proposed Town Hall / Library renovation project. Ryan Foster led the discussion by reviewing a series of slides to be presented at the May 5 Annual Town Meeting

detailing the advanced state of disrepair of the Town Hall exterior. Wendall Kalsow continued with a detailed summary of the various elements and associated costs to be included in the project. He stated that the cost estimate only included temporary space for the Town Offices and not the Library, since he thought the Library might be closed during construction. Mr. Zubricki said that he has made arrangements to have an audio visual firm provide special equipment for viewing the presentation at Town Meeting which will enable everyone in the room to have a good view. Mr. Kalsow will be available at the ATM (Annual Town Meeting) to answer questions and the Finance Committee will speak in favor of the project.

Librarian Deborah French said that she was distressed to hear that the project was contemplating closing the Library for the duration of the construction period, which is projected to be 9 to 12 months. Those present discussed finding alternative space for the Library, possibly temporary trailers or use of the Elementary School or the Senior Center during this period. The Town Hall offices will be housed in temporary trailers while the building is under construction, and the trailers are expected to be located near the Town Hall for internet accessibility. Mr. Kalsow agreed that using a total project cost of \$4.2 million will provide adequate funding for Library space.

Town Treasurer/Tax Collector Virginia Antell said that due to an ever increasing work load, her department will be looking to add another person at least part-time in the near future and will need to provide a work space to accommodate that person.

Selectman O'Donnell and Town Administrator Zubricki stressed that the present plans for the Town Hall/Library repairs are only to assist with the compilation of a realistic cost estimate for the project. Once approved at Town Meeting, an architect/design firm will be hired and all departments will be consulted regarding the preparation and configuration of the final design plans and logistics for temporary quarters. The Finance Committee agreed with the Selectmen to use a figure of \$4.2 million in the Town Meeting motion for the project.

The Selectmen thanked Mr. Kalsow and Mr. Foster and they left the meeting.

Chairman Jones announced that the Quarterly Department Head/Committee Chair Meeting would begin. Tonight the discussion would only include a review of the articles for the Annual Town Meeting, unless anyone had something else that they wanted to talk about. No one did and Mr. Zubricki reviewed the articles, which were discussed by those present.

Mr. Zubricki informed the Selectmen that a resident had asked if it would be permissible to put his own handout regarding Conomo Point on the Town Meeting handout table. After a short discussion, it was agreed that the material could be handed out, but would not be placed on the table with the other handouts that represent the Selectmen's and other official town committee's viewpoints. The Selectmen did not want voters to be confused regarding their position on the ATM articles. Mr. Zubricki will also consult with the Town Moderator on this topic.

The Selectmen discussed a draft of a proposed letter to the editor regarding the Selectmen's opinions on some of the warrant articles. Following the discussion, Selectman O'Donnell said she would make the changes and submit the letter to the Gloucester Daily Times and the Crickett.

Following the review and discussion of the warrant articles, the Selectmen asked Chief Silva to remain and all others left the meeting.

While the room was clearing, a motion was made, seconded, and unanimously voted to approve a request from the Friends of the Council on Aging to use Centennial Grove for their Annual Barbeque on Thursday, June 11, 2015, and to waive the customary rental fee.

Mr. Zubricki reported that A. Raymond Randall, Jr. has volunteered to act as coordinator of National Grid's Community Initiative Grant Program. The Selectmen were in agreement and a motion was made, seconded, and unanimously voted to designate Mr. Randall as coordinator.

The Selectmen noted that Schooners Market at 121 Eastern Avenue will be installing a KENO monitor. The Selectmen said that they had noticed extensive signage at Schooners Market and asked Mr. Zubricki to contact the Building Inspector to make sure the signage is in compliance with Town regulations.

A motion was made, seconded, and unanimously voted to approve the recommendation from the MERSD Director of Guidance and Counseling to award the 2015 Essex Selectmen's Citizenship Award to Mariah Litka.

A motion was made, seconded, and unanimously voted to proclaim July 26, 2015 as Spirit of the 25th Anniversary of the Americans with Disability Act. The Chairman signed the proclamation.

Public Safety Patrols, Chebacco Lake: Police Chief Silva said that Hamilton may be willing to take over some of the burden of providing safety patrols at Chebacco Lake. At present, Essex provides coverage about six or seven times a season and Hamilton provides none. The Board asked Mr. Zubricki to contact the Hamilton Town Administrator regarding the possibility of sharing the responsibility.

The Selectmen discussed the addenda to Police Chief Silva's calendar year 2015 goals with Chief Silva and all were in agreement. Chief Silva left the meeting.

Northern Conomo Point Planning/Design Public Forum: Those present reviewed their thoughts regarding the recent public forum and discussed plans for the presentation to be given at the Annual Town Meeting. Mr. Zubricki said he would relay the Selectmen's ideas to Conomo Point Planning Committee Chair Mark Lynch.

Discussion Regarding Federal Channel Boundary Changes: Mr. Zubricki reported that GZA has completed changes to the Essex River Federal Channel plans. A motion was made, seconded,

and unanimously voted to forward the revised plans (which should be altered to optimize the offset between the turning basin and the Pike Marine docks) to the Army Corps of Engineers and Congressman Moulton's office for review.

Request for Proposals for Lease of Legion Hall: Mr. Zubricki said that the ten-year lease for the property at 28 Main Street is expiring and it is necessary to ask Town Meeting to consider renewing the lease; and if approved at Town Meeting, proposals will need to be solicited from interested lessees. A motion was made, seconded, and unanimously voted to authorize Mr. Zubricki to solicit proposals if the Town votes to continue leasing the property at Town Meeting on May 4.

Contract for Asbestos Removal at 1 Robbins Island Road: Mr. Zubricki reported that the Town received four proposals to remove the asbestos from 1 Robbins Island Road. The lowest estimate was received from the Aulson Company, a company that the Town has used in the past with favorable results. Therefore, a motion was made, seconded, and unanimously voted to award the *asbestos removal contract* to the Aulson Company, in the amount of \$2,900.

A motion was made, seconded, and unanimously voted to approve a request to pass over Essex Roads from Neurofibromatosis Northeast during their 5th Annual Coast to the Cure fundraiser on Saturday, September 12, 2015.

After reviewing a request from the Coalition for Responsible Retailing, a motion was made, seconded, and unanimously voted to refer it to the Board of Health.

The Selectmen were reminded that their next regular Board of Selectmen's meeting will take place on Monday, May 4, 2015, at 6:30 p.m. in the Teachers' Lounge at the Essex Elementary School on Story Street and the Annual Town Meeting will take place on Monday, May 4, 2015 in the gymnasium at the Essex Elementary School on Story Street starting at 7:30 p.m.

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

Ratify the approval and signature of a One-Day Wine and Malt Permit for Jean Grobe, White Elephant Shop, for use on Saturday, April 18, 2015, between the hours of 1:00 and 6:00 p.m. within the confines of 32 Main Street.

One-Day Wine and Malt Permits:

- Woodman's Inc., Joan Houghton, for use on Saturday, May 16, 2015, between the hours of 12:00 noon and 10:00 p.m. within the confines of 125 Main Street.
- Woodman's Inc., Joan Houghton, for use on Saturday, May 23, 2015, between the hours of 12:00 noon and 10:00 p.m. within the confines of 125 Main Street.

One-Day Entertainment Permit and Waiver of the Fee:

- Police Department, Chief Peter Silva, for use on Sunday, May 17, 2015, between the hours of 10:00 a.m. and 2:00 p.m. within the confines of Memorial Park.

Gasoline Storage and Sale Permit Renewal:

- Energy North, Inc., d/b/a Energy Liquors at 156 Main Street
- GBG Crowley, Inc., d/b/a Gaybrook Garage, Michael Crowley at 152 Western Avenue.

Selectman Gould-Coviello announced that the recently hired Veterans' Agent is leaving that position to take a State job.

Regarding Conomo Point matters, a motion was made, seconded, and unanimously voted to approve a request from Conomo Point Association President Thayer Adams for permission to install ramps and floats at Conomo Point between April 15th and October 15th, 2015. The Selectmen signed the License Agreement.

The Selectmen discussed a proposed legal settlement with Eric and Kathryn Spunt relative to the surrender of the premises at 4 Conomo Lane, Map 19, Lot 83. Subsequently, a motion was made, seconded, and unanimously voted to approve and sign the Agreement and Mutual Release which had already been signed by Mr. & Mrs. Spunt.

Further, Selectman Gould-Coviello moved that the Board direct the Town Administrator to request that the Board of Assessors change the billing designation for 4 Conomo Lane, Map 19, Lot 83 to c/o Board of Selectmen, Town of Essex, for the remainder of the Fiscal Year 2015 billing cycle. The motion was seconded and unanimously voted.

And additionally, Selectman Gould-Coviello moved that the Board direct the Town Administrator to request that the Board of Assessors change the owner of record information and taxable status of 4 Conomo Lane, Map 19, Lot 83, to the Board of Selectmen, Town of Essex, municipal use, beginning in Fiscal Year 2016. The motion was seconded and unanimously voted.

A motion was made, seconded, and unanimously voted to approve a request for permission to sublet 130 Conomo Point Road to Maureen and Doug Woodman and the Barron Family.

A motion was made, seconded, and unanimously voted to approve an electrical permit for a service upgrade at 34 Robbins Island Road, Map 19, Lot 66.

Mr. Zubricki reported that there were no new developments that required moving to an Executive Session.

There being no further business before the Board this evening, a motion was made, seconded, and unanimously voted to adjourn the meeting at 9:50 p.m.

Documents used during this meeting include the following:

Asbestos Removal Contract

Prepared by: _____
Pamela J. Witham

Attested by: _____
Lisa J. O'Donnell