

**Selectmen's Minutes**  
**TOHP Burnham Library**

**June 1, 2015**

Present: Board of Selectmen Chair Lisa J. O'Donnell, Selectman Susan Gould-Coviello, Selectman David A. Doane, Town Administrator Brendhan Zubricki, and Selectmen's Assistant Pamela J. Witham.

Board of Selectmen Chair Lisa J. O'Donnell called the meeting to order at 7:00 p.m. in the TOHP Burnham Library 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 May 17<sup>th</sup> through May 30<sup>th</sup>, 2015, regarding the following:

Request for Quotations for Promotion of Town Resources: Mr. Zubricki reported that now that the budget for this item is \$20,000, it is necessary to solicit 3 quotes before awarding the contract. He had prepared a request for quotations and asked the Selectmen for suggestions of groups that they would like to invite to bid on the contract. Following a short discussion, it was agreed that Mr. Zubricki would ask the Merchants Group, the Cape Ann Chamber of Commerce, and the North of Boston Convention & Visitors Bureau to bid on the contract.

Continued Consideration of FEMA Flood Map Review Process: Mr. Zubricki reviewed the comments from Peter Phippen and Roland Adams on the proposals that have been submitted to date to help the Town with its appeal regarding the recently issued FEMA Flood Maps. It was agreed by the Board that Mr. Zubricki would again ask Applied Coastal Engineering of Beverly for a proposal, before a selection was made. Mr. Zubricki had done so shortly after the last meeting, but had not yet heard back from a project manager.

Procurement Associated with Town Hall/Library Renovation Work: Mr. Zubricki said that the request for bids from design/architecture groups will be released on June 3, 2015. The deadline for submitting a bid is June 23<sup>rd</sup>. The Town Building Committee will review the proposals that are received and interviews will be held on July 8<sup>th</sup>. The TBC will then rank the top three proposals and the Selectmen will request a cost proposal from the top-ranked firm.

Coastal Resiliency Grant Funding: Mr. Zubricki said that the Town is eligible to receive a Massachusetts Coastal Zone Management (CZM) Grant, but one of the conditions is the provision of at least 25% matching funds for the project. Mr. Zubricki said that the matching funds could be provided by a Federal grant and he commented that the Super Storm Sandy Grant that is currently being administered by the National Wildlife Federation would likely qualify. The Selectmen were in agreement that the CZM Grant involving coastal resiliency was the most appropriate for Essex. There is another grant being offer by the National Oceanic and Atmospheric Administration that would also be suitable for Essex. The application deadline for the MA Coastal Zone Management Grant is June 12 and the NOAA Grant deadline is later. The NWF is willing to explore writing both grants and Mr. Zubricki can coordinate the paperwork.

Therefore, a motion was made, seconded, and unanimously voted to approve and sign the paperwork for either or both of the grants (the CZM Grant and the NOAA Grant) outside of a meeting, if and when the completed paperwork becomes available.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$150,865.15.

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's May 18<sup>th</sup>, 2015, Open Meeting and Executive Session.

A motion was made, seconded, and unanimously voted to ratify the signature by the Chair of an ***Emergency Management Performance Grant Application*** for Air Monitoring and Metering Equipment in the amount of \$4,435.00 for the Fire Department.

A motion was made, seconded, and unanimously voted to approve a Line Item Transfer in the amount of \$2,000 from Blanket Insurance to Town Hall Electricity.

On a related matter, Mr. Zubricki said that the Department of Revenue is questioning the Finance Committee's authority to approve Line Item Transfers and it may be necessary to include an article on the warrant for the Fall Town Meeting to clarify the matter.

A motion was made, seconded, and unanimously voted to approve an ***order for Fire Department Turnout Gear Washing and Extracting Equipment*** in the amount of \$14,145.00.

The Selectmen considered a suggestion from a resident to add another member to the Strategic Planning Committee who would represent the clamming community; and, a motion was made, seconded, and unanimously voted to add another member. Charles McNeilly was recommended to fill the new position and Selectman O'Donnell will contact Mr. McNeilly and ask if he would be interested in representing the clamming community on the SPC. A motion was made, seconded, and unanimously voted to appoint Charles McNeilly to the committee if he agrees to accept the Selectmen's offer.

Selectman Gould-Coviello nominated Selectman Doane to serve as the new representative to the Eastern Essex District of Veterans' Services. The nomination was seconded by the Chair. The motion was voted unanimously.

A motion was made, seconded, and unanimously voted to approve the ***order of a 2016 Ford F350 Cab & Chassis with Dump Body*** and 4 Wheel Drive for the Department of Public Works.

A representative from the National Wildlife Federation is conducting studies in the area regarding local coastal resiliency and has asked to be allowed to park his truck and boat trailer with Florida plates at the Town Landing. After a short discussion, a motion was made, seconded, and unanimously voted to issue a special launching and parking permit for his truck and trailer and to notify the Police of the arrangement.

A motion was made, seconded, and unanimously voted to grant permission to Greenbelt to pass over Essex roads during their Greenbelt Tour 2015 Bike Ride on Sunday, September 13, 2015.

A motion was made, seconded, and unanimously voted to proclaim June 1<sup>st</sup> through June 5<sup>th</sup>, 2015, Small Business Week, and also, to proclaim Tim and Vickie Kennefick as Small Business Persons of the Year in Essex. The Selectmen signed the proclamation.

A motion was made, seconded, and unanimously voted to approve a contract for Historic Records Preservation and Management with Anna Siedzik.

A motion was made, seconded, and unanimously voted to approve a One-Day Entertainment License and to waive the fee for the Essex River Day Committee, Mark Lynch, for use on Saturday, June 20, 2015 between the hours of 5:00 and 9:00 p.m. within the confines of Memorial Park.

The Selectmen were reminded that their next regular Board of Selectmen's meeting will take place on Monday, June 15<sup>th</sup>, 2015, at 7:00 p.m. in the TOHP Burnham Library on Martin Street.

The Selectmen discussed parking and traffic flow at Town Landing. The Selectmen agreed that the situation on weekends was especially congested. It was suggested that there should only be one-way traffic on each side of the traffic island. One side would be only for incoming traffic and the other for outgoing traffic. It was also suggested that parking on the sides of the thoroughfare be banned during the weekends from Memorial Day through Labor Day, and that signs be posted to that effect. The Selectmen asked Mr. Zubricki to investigate the Town boundaries in the area before posting the no-parking signs, and a motion was made, seconded, and unanimously approved to post parking and traffic flow signs as noted above after said investigation.

Town Counsel Gregg Corbo joined the Selectmen to discuss ongoing legal issues.

Attorney Corbo stated that Bill Allen had recently passed away, and a legal package has been filed with the court seeking reimbursement for the Town's legal fees over the past several years from the Estate. He said that the court has already been asked for past due payments to the Court-appointed Receiver and back taxes owed to the Town.

On another matter, Mr. Zubricki informed the Selectmen that Thayer Adams has asked if the Town would mow and take care of a strip of land between her leased property and another one at Conomo Point. In the past, the land has been maintained by the tenants. After a short discussion, the Selectmen asked Mr. Zubricki to advise Ms. Adams that the Selectmen very much appreciate the tenants maintaining this piece of property and that it is a big help to the Town, especially now that the Town has several other vacant properties to look after at the Point.

Chair O'Donnell said that the Long Term Planning Committee has promised to have their completed report available this week. LTPC Chair Andrew St. John also needs to return his Senior Center key to the Selectmen.

The Selectmen discussed the intention of Jeff Soulard to not seek reappointment to the Finance Committee. The Selectmen asked Mr. Zubricki to ask Mark Lynch if he would be interested in serving on the FinCom again.

At 7:42 p.m., citing the need to discuss the lease, sale, and value of real property at Conomo Point; and, pending litigation concerning the case of the Town of Essex v. Leah Maher, et al., Essex Superior Court C.A. No. ESCV2014-00522D; the Chair entertained a motion to move to Executive Session. She said that discussing these matters in Open Session would be detrimental to the Town's litigating and negotiating strategies and invited the Town Administrator and Town Counsel to attend the Executive Session. She stated 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, their Assistant, the Town Administrator, and Town Counsel moved to Executive Session.

The Board, their Assistant, the Town Administrator, and Town Counsel returned to Open Session at 9:00 p.m.

A motion was made, seconded, and unanimously voted to adjourn the meeting.

Documents used during this meeting include the following:

- Emergency Management Performance Grant Application*
- Order for Fire Department Turnout Gear Washing and Extracting Equipment*
- Order of a 2016 Ford F350 Cab & Chassis with Dump Body*

Prepared by: \_\_\_\_\_  
Pamela J. Witham

Attested by: \_\_\_\_\_  
Susan Gould-Coviello