

Selectmen's Minutes
Senior Center

July 27, 2015

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

Also Present: School Committee Member Annie Cameron, Town Planner Matt Coogan, Board of Health Chair Dr. Dave Driscoll, Sergeant Paul Francis, Librarian Debbie French, Shellfish Constable William Knovak, Town Clerk Christina St. Pierre, Building Inspector Bill Sanborn, Police Chief Peter G. Silva, Town Accountant Roxanne Tieri, and Mr. and Mrs. Tomaiolo.

The Chair called the meeting to order at 7:00 p.m. in the second floor meeting room of the Senior Center on Pickering Street and announced that the Board would hear Public Comment. No one offered any comment.

Shellfish Constable Knovak came before the Selectmen to ask them to consider charging the Gloucester clammers an annual fee to park at Conomo Point. Last year 22 parking stickers were issued, free of charge, and this year, 12 have been issued to date. Those present also discussed discontinuing the stickers altogether. The Selectmen were in agreement that they would like to continue the discussion at their next meeting.

Mr. and Mrs. Tomaiolo joined the Selectmen to discuss leasing the basement of the Lahey Building at 74 Martin Street for occupation by the Town Hall offices while the Town Hall is being renovated. Various terms were discussed and both parties finally agreed to the following terms: 1) Mr. Tomaiolo would finish the interior of a small unfinished office by January 1, 2016, 2) the Town would make an initial down-payment on September 1, 2015 of \$12,000, 3) the Town would pay \$1,000 per month starting September 1, 2015 through December 2016, 4) the Town would pay no utilities for the months of September 2015 through December 2015, 5) the Town would be allowed to use the premises for meetings and/or storage starting in September 2015, and 6) if necessary, the lease could be extended after December 2016 at \$2,000 per month. Mr. Zubricki said that Town Counsel is working on a lease and he will forward it as soon as possible to the Tomaiolos for review. A motion was made, seconded, and unanimously voted to sign the lease outside of a meeting as soon as it becomes available. The Selectmen thanked Mr. and Mrs. Tomaiolo and they left the meeting.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period July 11th through July 24th, 2015, regarding the following:

Strategic Planning Committee Update: Mr. Zubricki and Chair O'Donnell updated those present on the recent meeting of the Strategic Planning Committee.

Replacement of Handicapped Accessible Ramp at Folsom Pavilion: Mr. Zubricki said that the Building Inspector had informed him that the handicap ramp at the Folsom Pavilion is in need of

repair and the Inspector also has questions about the structural integrity of the Pavilion itself. Mark Haskell, who was recommended by the DPW, has provided an estimate in the amount of \$5,500 to \$6,000 to replace the ramp. The cost would be less if the DPW agrees to take care of the demolition of the old ramp. Chair O'Donnell, who is a structural engineer, agreed to inspect the Pavilion and provide an assessment of its condition. It was agreed to postpone repair of the ramp until the condition of the entire pavilion can be assessed.

MIIA Flex Grant Application: Mr. Zubricki said that the Town's insurance company offers a grant that could be used to partially fund the replacement of the Pavilion ramp at Centennial Grove. A motion was made, seconded, and unanimously voted to sign the grant application outside of a meeting once the structural status of the pavilion is determined.

Site Visit and Securing of 153 Conomo Point Road: The Selectmen discussed the continuing problem of break-ins at 153 Conomo Point Road. Mr. Zubricki said that he had an estimate in the amount of \$2,450 to board up the building from the company that had performed the same service at 138 Conomo Point Road. The Selectmen were in agreement and a motion was made, seconded, and unanimously voted to authorize Mr. Zubricki to ask the firm to secure the building.

Potential Spaces for Temporary Library Location: Mr. Zubricki reported that he, along with the Library Trustees and Library personnel, have looked at several options for temporary space for the Library during the renovation work. The Library is in favor of choosing the old White Elephant Outlet Building. The Selectmen were in agreement that the space has unique attributes that meet the needs of the Town for temporary library space and that advertising for a lease of temporary building space during the term of the project will not benefit the Town's interest. The Board voted unanimously to declare that this is a unique situation and would not benefit from formal advertising. A motion was also made, seconded, and unanimously voted to authorize Selectman Doane to begin negotiations for the space with the owner of the building, Jimmy Stavros.

Contract with McGinley, Kalsow & Associates, Town Hall/Library Design: Mr. Zubricki reminded the Selectmen that there will be a discussion regarding the proposed building layout for 30 Martin Street with the Project Architect, the Project Manager, and various Town Hall and Library personnel at 9:00 a.m. on Tuesday, July 28, 2015 in the Library.

In other business, a motion was made, seconded, and unanimously voted to ratify the exemption from Section 20 of Chapter 268A of the General Laws, the contracts and amounts for the individuals listed below contained within the 7/16/15 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	6/24/15	\$ 201.00	Council on Aging
	Nieberle's	6/30/15	\$1,160.00	Council on Aging Van
	Nieberle's	6/24/15	\$ 592.18	Fire

A motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$206,875.35.

A motion was made, seconded, and unanimously voted to ratify the approval of a Line Item Transfer in the amount of \$37.25 from Blanket Insurance to Street Lighting for FY2015.

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's July 13th, 2015, Open Meeting and Executive Session.

A motion was made, seconded, and unanimously voted to ratify the Chairman's signature of a letter of support for improvements to Route 1 in the Saugus and Revere area relative to the 2019 State Transportation Improvement Plan.

A motion was made, seconded, and unanimously voted by Chair O'Donnell and Selectman Doane to approve and sign the appointment cards for the following members of the Strategic Planning Committee for a partial term of one year, ending 6/30/2016:

- John Bediz
- Michael Burke
- Annie Cameron
- Robert Coviello
- Skip Crocker
- Paul Goodwin
- Peter Madsen
- Charles McNeil
- Julie Scofield
- Jeff Soulard
- Keith Symmes

A motion was made, seconded, and unanimously voted by Selectman Gould-Coviello and Selectman Doane to approve and sign the appointment card for Lisa O'Donnell, a member of the Strategic Planning Committee, for a partial term of one year, ending 6/30/2016.

A motion was made, seconded, and unanimously voted to approve the following requests for One-Day Wine and Malt Licenses:

- Woodman's Inc., Joan Houghton, for use on Saturday, August 15, 2015, between the hours of 12:00 noon and 10:00 p.m. within the confines of 125 R Main Street.
- Woodman's Inc., Joan Houghton, for use on Thursday, July 30, 2015, between the hours of 11:00 a.m. and 10:00 p.m. within the confines of 125 R Main Street.

The next regular Board of Selectmen's meeting will take place on Monday, August 10th, 2015, at 7:00 p.m. in the Library on Martin Street.

A motion was made, seconded, and unanimously voted to approve a request from Mrs. Howe to rent Centennial Grove for her daughter's 5th birthday party on Sunday, August 9, 2015, between the hours of 11:00 a.m. and 2:00 p.m.

A motion was made, seconded, and unanimously voted to approve a request from the First Congregational Church of Essex to hold a picnic at Centennial Grove on Sunday, September 13, 2015, and to waive the rental fee.

Mr. Zubricki reported that the Conservation Commission may not need the DPW to help with their cleanup of Alewife Brook.

The Selectmen reviewed a *note from the Conservation Commission* regarding a business that holds a Class II License at 147 Eastern Avenue. While not necessarily a violation of the Class II License, multiple junk cars on the site may pose a wetlands issue. Mr. Zubricki will also refer the matter to the Building Inspector.

It was agreed to postpone discussion of the potential cost of modification to the causeway seawall until the next Selectmen's meeting on August 10, 2015.

At 8:00 p.m., Chair O'Donnell asked School Committee member Annie Cameron to begin the Quarterly Department Head/Committee Chair Update segment of the Selectmen's meeting with an update from the School Committee. She said that the Committee is happy that their budget was approved and everything is proceeding smoothly. The School is working with Matt Coogan to coordinate ongoing green community efforts.

Police Chief Silva said that the Police Department is very pleased to have achieved State certification status after a 4 ½ year effort. He thanked Sergeant Paul Francis who was the manager in charge of the project. He also thanked the present and past Selectmen and the Town Administrator for their help and support during the process and circulated a copy of a *press release* announcing the Department's achievement. He said that the Department is now seeking accreditation and hopes to attain it within a year. On another matter, he said that the Department's SUV is not working and that he has had it serviced a few times at different firms to no avail. The Selectmen were in agreement that they would like to continue the discussion of this matter at their next meeting along with the Finance Committee. Chief Silva said they are now using social media such as Twitter and Facebook to promote the Department.

Selectman Gould-Coviello asked the Chief if he would suggest a location in Town for a pill and drug drop-off box, as well as a location for a needle drop-off box. Members of a task force would assume the responsibility for emptying and disposing of the items collected. The Chief said he would consider where the best location may be.

Board of Health Chair Dr. Dave Driscoll said that their Health Agent, Elaine Wozny, is retiring after 15 years' service to Essex and a long career as a Health Agent in this and other towns. He

said the Board of Health has found Erin Kirchner to fill the soon-to-be vacant position and that Ms. Krisner is very enthusiastic and has a lot of experience in her field.

Town Accountant Roxanne Tieri reported that she is in the process of closing the books for the last fiscal year and expects to be able to have Free Cash Certified in October. The auditors will be coming for their annual review in November. Finance Committee Chair Jeff Soulard is retiring after 9 years of service to the Town and he will be replaced by Justin Bourgette as Chair. Currently, the FinCom has five members and two vacancies. They are actively seeking qualified individuals to fill the vacancies.

Librarian Deborah French reported on the many programs being hosted by the Library, including their summer reading program. The Library has been successful in obtaining several grants and recently acquired some new data bases as well.

Town Clerk Christina St. Pierre said she has been enjoying her new baby and announced that Dawn Burnham, who has been filling in for Christina during maternity leave, has been hired as the new part-time Town Clerk Assistant. Dawn is also the Chair of the Bicentennial Committee and has been working with Christina regarding possible displays of historic Town items during the planned celebration.

Town Planner Matt Coogan reported that he continues to work towards achieving green community status for the Town. He said that the application is due in October. He is also working with the Regional School District and hoping to include them in the process. He reported that the Strategic Planning Committee has met three times and is using the Long Term Planning Committee's report to establish a list of goals which will be prioritized. Each goal will then be assigned a list of action items to effect its achievement.

Building Inspector Bill Sanborn reported that their Department is very busy and that the addition of Monday morning hours for the Assistant Building Inspector has been very popular. He said that This Old House is working on another project in Essex, a new house on Choate Street.

Shellfish Constable Billie Knovak reported that the truck and the boat are in working condition. Both he and Shellfish Deputy Hartley spent the afternoon cleaning the boat and correcting its signage. He said he had worked last year with the Shellfish Enhancement Committee to lay down nets on some of the clam flats and that now, after the very harsh winter, there are seed clams everywhere.

Town Administrator Brendhan Zubricki summarized, for those present, the progress to date regarding the Town Hall/Library renovation project. He reminded everyone of the presentation and information gathering meeting scheduled for tomorrow with the Project Manager and the Project Architect.

Chair O'Donnell thanked everyone for coming to the meeting and all left except Town Clerk St. Pierre, Chief Silva, and Sergeant Francis.

Management of the Centennial Grove Facility: Those present discussed recent weekend happenings at the Grove, including an additional arrest. Various options were discussed including Police details, cameras, staggered Police patrols, ticketing, towing, gates, and use restriction. Everyone present agreed that the problem is complex and requires more analysis before a course of action is determined. Mr. Zubricki will summarize the various options and will consult with Town Counsel regarding potential use restriction regulations. At present it was agreed to continue the parking ban and weekend Police details. Additional discussion will occur at the next Selectmen's meeting.

A motion was made, seconded, and unanimously voted to request a Reserve Fund Transfer in the amount of \$10,000 to pay for police details on weekends at Centennial Grove.

Chief Silva said that he would also like to be able to have a patrol boat on Chebacco Lake from time to time, since the lake use has greatly increased in recent years.

Trash left at Centennial Grove is also becoming a problem and those present discussed options including changing the policy to carry in/carry out and putting out more barrels. It was agreed to continue the discussion later.

Chief Silva said that he has been investigating purchasing an electric bike for the Department that could be used for patrols.

The Chief has also had some inquiries about house boat regulations and the Town does not appear to have any. The Selectmen were in agreement that the Chief could formulate and add house boat regulation to the Harbormaster's regulations.

The Selectmen thanked Chief Silva and Sergeant Francis for their comments and Chief Silva, Sergeant Francis, and Town Clerk St. Pierre left the meeting.

Mr. Zubricki said that there have been no new developments to report that would require an Executive Session.

Therefore, there being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 9:42 p.m.

Documents used during this meeting include the following:

Note from the Conservation Commission
Press Release

Prepared by: _____
Pamela J. Witham

Attested by: _____
Susan Gould-Coviello