

Selectmen's Minutes
TOHP Burnham Library

August 10, 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: Finance Committee Chair Justin Bourgette, John Collyer, Michael Harvey, Finance Committee member David Gabor, Finance Committee member Richard Ross, Police Chief Peter G. Silva, Town Accountant Roxanne Tieri, Keith Woodman, and Leonard Woodman.

Chair Lisa J. O'Donnell called the meeting to order at 7:00 p.m. in the TOHP Burnham Library on Martin Street and announced that the Board would hear Public Comment. John Collyer came before the Selectmen to appeal a \$25 parking ticket that he received a couple of weeks ago when he parked in the lower lot at Centennial Grove. He said that he was unaware that the parking regulations at the Grove had been changed and had not seen the sign at the entrance to the lot. He had appealed the matter with the policeman at the time and later with the Town Clerk. He said that he was hoping that the Selectmen would waive the fine. Chair O'Donnell and the Town Administrator explained that once the ticket is issued, the Board of Selectmen have no authority to repeal the ticket and that Mr. Collyer's only recourse at this time is to take it to the Appeals Court. Mr. Collyer replied that the fee to use the services of the court is more than the cost of the ticket and that he was disappointed that there was nothing that the Selectmen could do. Mr. Collyer left the meeting.

It was announced that Cynthia Lewis from Senator Tarr's Office was unable to attend tonight's meeting to discuss the establishment of the Local Handicap Commission and that their office would call to reschedule the presentation.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period July 25th through August 7th, 2015, regarding the following:

Memorial Park Survey and Master Plan: Mr. Zubricki reminded the Selectmen that the Town had approved \$30,000 to commission a survey of Memorial Park at the last Town Meeting. Mr. Zubricki said that he had recently met with Robert Coviello and Jim Witham, who agreed that a good first step would be to get a plan of existing conditions at the park which could then be used to develop a master plan. The Board was in agreement and asked Mr. Zubricki to seek quotations for a plan of existing conditions, pending agreement by the Board of Public Works.

Town Hall/Library Building Project Summit: Mr. Zubricki reported that the next meeting with the architect for the Town Hall/Library Renovation Project is scheduled for Tuesday, August 25, starting at 9:00 a.m. in the Library. Chair O'Donnell said that she would like to meet with a representative from the Library Trustees beforehand.

Options for Future Management of Centennial Grove: Police Peter G. Silva joined the Selectmen and Mr. Zubricki reviewed a list of various options for management of Centennial Grove. Those present also reviewed recent events at the Grove, including two arrests. The possibility of hiring a management company to take over maintenance and management of the Grove, including rentals was suggested. The Selectmen said that they would also like to discuss the matter with the Board of Public Works and asked Mr. Zubricki to ask the BPW to the next Selectmen's meeting on August 31. Mr. Zubricki reported that he has investigated the use of surveillance cameras with a representative recommended by the Chief. At present, conditions at the Grove are not amenable to the installation of cameras for a variety of reasons. The Selectmen agreed that they would like to continue their discussion and review of options on Grove management at future meetings. It is hoped to arrive at a comprehensive plan that can be implemented next year.

Michael Harvey, Keith Woodman, and Leonard Woodman left the meeting.

Town Accountant Roxanne Tieri, Finance Committee Chair Justin Bourgette, and FinCom members Richard Ross and David Gabor joined the Selectmen. Those present discussed a recent request by the Selectmen for a Reserve Fund Transfer in the amount of \$10,000 to fund weekend police details at the Grove for the rest of the season. Everyone was in agreement that the police presence has been effective and it was suggested that the details could be funded in future years from the fees charged to use the Town Landing on weekends. Those present also discussed the need to replace the Police SUV which will not start unless jumped. Subsequently, the Selectmen voted unanimously to request that the Finance Committee authorize an amount not to exceed \$42,000 from the Reserve Fund to purchase a new vehicle to replace the SUV. The Finance Committee members and Town Accountant adjourned to another room to discuss the request.

On another matter, Chief Silva said that after consulting with the Board of Health, they had agreed to schedule a drug drop-off day for September 26, 2015. In addition, the installation of a drug drop-off box at the Police Station was discussed. Selectman Gould-Coviello said that she would investigate various options for monitoring the box and periodic disposal of the collected contents. The Selectmen agreed to review the matter again at their next meeting.

The Chief, Chair O'Donnell, and Electrical Inspector Reader have all contacted National Grid to urge them to complete the transfer of electrical wires from one side of Main Street to the other side to prevent a recurrence of the fire that destroyed a building at Pike's Marine. Mr. Woodward has begun to construct a new building on the site and the construction schedule is being delayed until the wires can be relocated. National Grid has commented that the work will probably occur on August 17, with August 18 as a Raindate.

Mr. Zubricki resumed the presentation of his report:

Lease of 99 John Wise Avenue for Temporary Library Quarters: It was reported that Jimmy Stavros has not responded to the Town's offer to lease the building recently occupied by the White Elephant Outlet on John Wise Avenue for temporary Library quarters during the Town

Hall/Library Renovation Project. Selectman Gould-Coviello said that she would call real estate broker Madeline Sullivan to inquire about the status of the building, since there is a rumor that it has been leased to another entity. Selectman Doane said he would ask John Stavros about the matter in the morning.

The Finance Committee members and Town Accountant rejoined the meeting and announced that they had approved the request for a new police vehicle not to exceed the amount of \$42,000 to be funded from the Reserve Fund. Everyone was pleased with the decision and the Chief, the Town Accountant, and Finance Committee members left the meeting.

Evaluation of Folsom Pavilion Structural Integrity: It was agreed that this item would be discussed at the next Selectmen's meeting since no new information was currently available.

Regional Dispatch Center Monthly Meetings and 911 Grant: Mr. Zubricki reported on the recent meetings of the Essex Regional Emergency Communications Center Finance Advisory Board and the Executive Board. A motion was made, seconded, and unanimously voted to authorize Mr. Zubricki or the Chair to sign an application to reprogram a reduced Cherry Sheet assessment to help the Regional Center through a 911 project, all contingent upon guidance from the Department of Revenue.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$365,232.12.

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's July 27th, 2015, Open Meeting.

Mr. Zubricki reported that Jeff Soulard has agreed to continue on the Strategic Planning Committee until the Town's Strategic Plan has been written. The plan is expected to be created sometime this fall. Mr. Zubricki will confirm that the Finance Committee is agreeable to Mr. Soulard's representation.

A motion was made, seconded, and unanimously voted to reappoint Ralph Hawley to the COA Board for a 3-year term ending 6/30/18. The Selectmen signed the appointment card.

It was agreed to postpone discussion regarding the potential cost of modification to the causeway seawall until the next Selectmen's meeting since no new information was currently available.

A motion was made, seconded, and unanimously voted to approve a request from Police Chief Silva to approve Special Officer Gregory Williams' attendance at the Part-Time Police Academy at his own cost, contingent upon receipt of a waiver of liability.

The Selectmen signed a *letter of acknowledgment and appreciation* to retiring Board of Health Agent Elaine Wozny.

A motion was made, seconded, and unanimously voted to approve a *recommendation to appoint Robert B. Fitzgerald III* to the position of Special Police Officer, contingent upon successfully completing pre-employment drug, medical, and psychological screening.

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

Non-Resident Residential Clamming Permit:

- Review a note from Bradford Allen of Georgetown, sponsored by Gertrude Bartlett, vote to waive the application deadline, and approve the permit.

One-Day Wine and Malt License:

- Woodman's Inc., Joan Houghton, for use on Thursday, September 3, 2015, between the hours of 11:00 a.m. and 10:00 p.m., within the confines of 125 Main Street.
- Woodman's Inc., Joan Houghton, for use on Saturday, September 12, 2015, between the hours of 11:00 a.m. and 10:00 p.m., within the confines of 125 Main Street.
- Woodman's Inc., Joan Houghton, for use on Saturday, September 26, 2015, between the hours of 11:00 a.m. and 10:00 p.m., within the confines of 125 Main Street.
- Woodman's Inc., Joan Houghton, for use on Saturday, October 10, 2015, between the hours of 11:00 a.m. and 10:00 p.m., within the confines of 125 Main Street.
- Chebacco Liquor Mart, Inc., Paul Chisholm, for use on Sunday, August 16, 2015, between the hours of 3:00 and 7:00 p.m. within the confines of the Cox Reservation at 82 Eastern Avenue.

A motion was made, seconded, and unanimously voted to approve use of the Folsom pavilion for a memorial service for David Dunn by the Dunn family and friends on Wednesday, August 12, 2015, and to waive the customary rental fee.

The Selectmen were reminded that the next regular Board of Selectmen's meeting will take place on Monday, August 31st, 2015, at 7:00 p.m. in the TOHP Library on Martin Street.

Mr. Zubricki reported that he had no new information to discuss that would require an Executive Session.

It was announced that the Appeals Court had upheld the decisions made by the original court in favor of the Town regarding two Conomo Point cases.

The Selectmen discussed the Town's practice of issuing parking stickers to Gloucester clammers, free of charge, that allow them to park at Conomo Point. After a discussion, a motion was made, seconded, and unanimously voted to discontinue issuing the stickers commencing next June 30, 2016, when the current stickers expire. The clammers will still be able to park in the non-resident parking areas.

There being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 9:15 p.m.

Documents used during this meeting include the following:

Recommendation to Appoint Robert B. Fitzgerald III
Letter of Acknowledgment and Appreciation

Prepared by: _____
Pamela J. Witham

Attested by: _____
Susan Gould-Coviello