

Selectmen's Minutes
TOHP Burnham Library

September 14, 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: Michael Ginn, Director of Veterans' Services Karen Tyler, Librarian Debbie French, and Library Trustees Beth Cairns, Debbie Kotch, and Jen Mayer.

Chair 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. Michael Ginn came before the Selectmen and said that he would like to suggest that the Town's Harbormaster duties should be a separate position. Presently, the Harbormaster duties are included in the job description of the Police Chief and are part of his contract. Mr. Ginn said that the position of Harbormaster should be filled by a "true waterman". After some discussion, the Selectmen and Mr. Ginn agreed that he would obtain more information regarding the Harbormaster's position in towns like Essex and continue the discussion at a future Selectmen's meeting. On a related matter, Mr. Ginn said that the number of public landings available in Town has declined over the years due to, at least in part, landowners absorbing the adjacent public areas. Mr. Zubricki said that he would be happy to work with Mr. Ginn to determine which public areas, if any, have been illegally blocked by landowners. Mr. Ginn thanked the Selectmen and left the meeting.

Karen Tyler came before the Selectmen to introduce herself as the new Director of Veterans' Services. She spoke about the services offered by the Eastern Essex District of Veterans Services, which comprises eight towns. She said that she is actively searching for veterans who may need referrals to services and asked the Selectmen for their help. She would like to establish a regular schedule when she would be available in Essex for consultation and she is also willing to speak to different Town groups about the services and resources offered by the Veterans' District. The Selectmen welcomed her as the new agent and she left the meeting.

Town Planner Matt Coogan was unable to attend tonight's meeting and will attend the Selectmen's September 28th meeting to discuss approval of a Town Energy Use Reduction Plan.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period August 29th through September 11th, 2015, regarding the following:

Fuel Efficient Vehicle Policy Adoption: Mr. Zubricki said that he had the final draft of a proposed ***Fuel Efficient Vehicle Policy*** which the Selectmen had reviewed at a previous meeting. A motion was made, seconded, and unanimously voted to approve and sign the policy.

Contract for Provision of Heating Oil: Mr. Zubricki reported that he had received two quotations to supply oil for the coming heating season and Fox Hill Oil Company was the low bidder at 28 cents over the Low Daily Boston Wholesale Price. Subsequently, a motion was made, seconded,

and unanimously voted to approve and sign a *contract for the heating season 2015-2016* with Fox Hill Oil Company.

Contract for Exploratory Work Associated with Town Hall/Library Design: Mr. Zubricki explained that the Architect needs to conduct some exploratory work at the Town Hall/Library in order to complete the plans for the renovation project. Mr. Zubricki located a contractor that the Town has used successfully in the past, Campbell Construction, and they have agreed to perform the work for a fee of \$9,000. The Selectmen approved and a motion was made, seconded, and unanimously voted to ratify signature of the contract by the Chair for exploratory work with Campbell Construction in the amount of \$9,000.

Continued Discussion Relative to Management of Centennial Grove: The Selectmen and Mr. Zubricki agreed that the Finance Committee, the Police Chief, and the Board of Public Works would be invited to the Selectmen's meeting on November 2nd to continue the discussion regarding management of Centennial Grove.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$100,718.73.

Lease Via Unique Acquisition of 245 Western Avenue: Library Trustees Beth Cairns, Diane Kotch, and Jen Mayer and Librarian Debbie French joined the Selectmen to discuss temporary space for the Library during the Town Hall/Library Renovation Project. Mr. Zubricki announced that he and the Selectmen have successfully negotiated a lease with Mr. Ricker for the property at 245 Western Avenue and Selectman Gould-Coviello reviewed each of the points in the lease that the Trustees had requested. Mr. Ricker has already agreed to the Trustees' requests and signed the lease earlier in the day. He has begun to implement the desired changes for the Library at the site. Mrs. French announced that Jimmy Stavros had informed her today that he no longer has a tenant for his John Wise Avenue building and it is now available for rental by the Library. The Selectmen explained that they have committed in good faith for space with Mr. Ricker. 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 during the term of the project would not benefit the Town's interest. Subsequently, a motion was made, seconded, and voted unanimously to declare that this is a unique situation and would not benefit from formal advertising. Another motion was made, seconded, and unanimously voted to countersign the lease with Mr. Ricker for the space at 245 Western Avenue for the Library during the Town Hall/Library renovation project.

The Library Trustees said that there are a few other points that they would like to discuss regarding the project. They would like to have adequate signage at the Town Hall informing the public that the Library has moved to temporary space and a Town Hall Library sign at the new location. They have requested a quote from a moving and packing firm that specializes in library relocation, since they do not want to rely on volunteers or their own manpower to do the packing or setting up. In addition, they already have a quote from a firm specializing in library interior design to help them redesign the new library space at the Town Hall. The Trustees said that they

would also like the pine trees at the Town Hall removed. Mr. Zubricki stated that the history of the trees and resident sentiment for them needs to be researched before they can be removed. The Trustees said that their final request at this time is for the provision of new furniture and shelving for the renovated Library space. Following this discussion, a motion was made, seconded, and unanimously voted to authorize Mr. Zubricki to review and sign a library design contract, if acceptable, when available. The remaining items that were requested by the Trustees will be considered at a later date. The Selectmen thanked the Trustees and the Librarian for their comments and they left the meeting.

Analysis of Department of Revenue Financial Management Review: Mr. Zubricki reviewed an *action spreadsheet* regarding the suggestions made by the DOR during their recent audit of Town financial policies and procedures. It was agreed that the Assessors, the Finance Committee, the Town Accountant, and the Town Treasurer would be invited to a December meeting of the Selectmen to discuss the chart and any action that should be taken.

Preliminary Review of Draft Fall Town Meeting Warrant: Mr. Zubricki reviewed an updated list of topics for the Fall Town Meeting, and the first draft of the warrant for that meeting. Mr. Zubricki will now prepare an undated warrant and list based on tonight's discussion.

Mr. Zubricki said that the Open Space Committee would like to meet with the Selectmen to review a newly created/updated Open Space Plan for the Town. The Selectmen said that they would like the Committee to attend their November 30th meeting.

Mr. Zubricki reported that Maureen Flatley had called to complain about two friends who had received tickets for parking in the wrong place behind the Fire Station. After some discussion, the Selectmen agreed that an orange flyer would be given out by the Town Landing attendant to people launching boats. The flyer will state in detail where permissible parking is available.

Mr. Zubricki announced that Dexter Doane has volunteered to build a new handicap ramp to the Folsom Pavilion if the Town will pay for the cost of the materials.

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 9/3/15 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>
James McNeilly	McNeilly EMS	8/24/15	\$ 287.00	Fire

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's August 10th, 2015, Open Meeting.

A motion was made, seconded, and unanimously voted to sign a letter of appreciation to Jeffrey Soulard recognizing his many years on the Finance Committee.

Selectman Gould-Coviello said that she can obtain a free drug take-back box and Mr. Zubricki said that the Police Chief has agreed that it can be installed in the lobby of the Fire/Police Station.

A motion was made, seconded, and unanimously voted to appoint Erin Kirchner to the Local Emergency Planning Committee. The Selectmen signed the appointment card.

A motion was made, seconded, and unanimously voted to appoint Mary Wilhelm to fill a vacancy on the Council on Aging, contingent upon passing a CORI check, for a partial 3-yr term ending 6/30/16.

A motion was made, seconded, and unanimously voted to approve an electrical permit and a plumbing and gas permit to install a generator at 29 Robbins Island Road.

A motion was made, seconded, and unanimously voted to hold a Special Town Meeting on November 16, 2015 at 7:30 p.m. at the Essex Elementary School on Story Street.

A motion was made, seconded, and unanimously voted to open the Warrant for the November 16, 2015, Special Town Meeting.

Acting in their capacity as Licensing Board, a motion was made, seconded, and unanimously voted to approve the following requests for licenses and permits:

One-day Auction License:

- Blackwood March Antiques, Michael March, for use on Wednesday, September 30, 2015, between the hours of 4:00 and 10:00 p.m. within the confines of 125 Main Street.

One-day Wine & Malt License:

- Essex River House Motel, Susan Kane, for use on Wednesday, September 16, 2015, between the hours of 5:00 to 7:00 p.m., within the confines of 132 Main Street.

One-day Entertainment License:

- Essex River House Motel, Susan Kane, for use on Wednesday, September 16, 2015, between the hours of 5:00 to 7:00 p.m., within the confines of 132 Main Street.

The Selectmen were reminded of the ribbon cutting ceremony to announce the reopening of the newly renovated Essex River House Motel on Wednesday, September 16, 2015, between the hours of 5:00 and 7:00 p.m. at 132 Main Street.

The Selectmen were invited to attend a guided hike through the woods from Manchester to Essex on Sunday, September 20, 2015 between the hours of 3:00 to 5:00 p.m. by the Trustees of the Manchester Essex Conservation Trust.

The Selectmen will meet with the Conservation Commission on Tuesday, September 22, 2015, at 7:30 p.m. in the TOHP Library on Martin Street.

The next regular Board of Selectmen's meeting will take place on Monday, September 28th, 2015, at 7:00 p.m. in the TOHP Library on Martin Street.

At 9:00 p.m., citing the need to discuss pending litigation concerning the case of the Town of Essex v. Leah Maher, et al., Essex Superior Court C.A. No. ESCV2014-00522D; and, the lease, sale, and value of real property at Conomo Point; the Chair entertained a motion to move to Executive Session. She stated that discussing these matters in Open Session would be detrimental to the Town's litigating and negotiating strategies. She invited the Town Administrator to attend the Executive Session and said that the Board would only be returning to Open Session to adjourn the meeting. The motion was moved and seconded. Following a unanimous Roll Call Vote, the Board, the Town Administrator, and the Selectmen's Assistant moved to Executive Session.

The Board, the Town Administrator, and the Selectmen's Assistant return to Open Session at 9:15 p.m.

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

Documents used during this meeting include the following:

Fuel Efficient Vehicle Policy
Contract for the Heating Season 2015-2016
Action Spreadsheet of DOR Suggestions

Prepared by: _____
Pamela J. Witham

Attested by: _____
Susan Gould-Coviello