

**Selectmen's Minutes  
TOHP Burnham Library**

**November 2, 2015**

Present: Chair 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 Bediz, Library Trustee Beth Cairns, Robert Coviello, Sarah Cushing, Steve Cuthbertson, Board of Public Works Chair Scott DeWitt, Board of Public Works member Brian Feener, Sergeant Paul Francis, Librarian Debbie French, DPW Superintendent Paul Goodwin, Steve and Marge Hartley, Essex Shellfish Constable William Knovak, Library Trustee Diane Kotch, Gloucester Times Reporter Dimitra Lavrakas, Bob Martin, Stephanie McKinney, Library Trustee Jen Mayer, Dan Mayer, Mark Renzi, Finance Committee member Ken Riehl, Gloucester Shellfish Advisory Committee member Dave Roach, Finance Committee member Richard Ross, Board of Public Works member Paul Rullo, Gloucester Shellfish Constable Dave Sargent, Police Chief Peter Silva, Leonard and Joyce Woodman, and other members of the public.

The Chair 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 offered any comment.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$154,277.79.

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 10/22/15 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	10/08/15	\$ 859.00	Fire
David Pereen	Pereen Plumbing	9/20/15	3,020.00	Fire

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's October 19<sup>th</sup>, 2015, Open Meeting.

A motion was made, seconded, and unanimously voted to approve a request from the Essex Lions Club to hold their annual Turkey Trot and pass over Essex and State roads on Sunday November 22, 2015. The Chairman signed the State Parade applications.

A motion was made, seconded, and unanimously voted to approve the purchase of a 2016 Ford F350 Cab & Chassis with Dump Body 4WD in the amount of \$50,831.00 (including trade in) with Chapter 90 Funds.

A motion was made, seconded, and unanimously voted to approve a Commercial Clamming Permit & Waiver of Application Deadline for Anthony Augustine, 91 Western Avenue.

The Selectmen were reminded that their next regular Board of Selectmen's meeting will take place on Monday, November 16<sup>th</sup>, 2015, at 6:30 p.m. in the Teachers' Lounge of the Essex Elementary School on Story Street, which will be followed by a Special Town Meeting at 7:30 p.m. at the Essex Elementary School on Story Street.

A motion was made, seconded, and unanimously voted to approve and sign a contract with MassDOT for provision of Police Details on State Highway contracts in Essex outside of a meeting when it becomes available.

Gloucester Shellfish Constable Dave Sargent and Gloucester Advisory Committee member Dave Roach came before the Selectmen to discuss parking for Gloucester clammers at Conomo Point. The Selectmen had voted at an earlier meeting to discontinue issuing Conomo Point parking stickers to Gloucester clammers, beginning 7/1/2016, due to the limited number of spaces available on the Point. Conomo Point is very close, by water, to the Gloucester winter clam flats. The Gloucester clammers would still be able to park in the non-resident parking areas at the Point. Constable Sargent said that Gloucester does not have any boat launching facilities near to their winter clam flats and a clammer would have to navigate around the Cape and across the bay during treacherous winter weather conditions. He and Mr. Roach agreed that discontinuing the issuance of the parking stickers would unnecessarily put lives at risk. After some discussion between the Board members, Mr. Sargent, Mr. Roach, and Essex Shellfish Constable William Knovak, the Board said that they would like to consider the matter further and discuss it with the Essex Shellfish Advisory Commission at one of their December meetings. Mr. Sargent and Mr. Roach thanked the Selectmen and they left the meeting with Mr. Knovak.

Dan Mayer and Mark Renzi joined the Selectmen to present a *business proposal for the property at 153 Conomo Point Road*. Mark Renzi reviewed the proposal for those present. The group is proposing to form a non-profit entity which would lease the property for a year, make repairs to the property, and install public restrooms on the first floor. The first floor would be open to the public and could be used for school groups and community meetings. The headquarters for the non-profit would occupy the second floor. At the end of the year, the Town would have the option to renew or terminate the lease. Mr. Zubricki said that the Town would have to prepare a Request for Proposals and advertise it, evaluate the proposals received, and award the lease to the most favorable one received. The Selectmen were in agreement that they would like more time to consider the idea and confer with Town Counsel. They asked the group to come to their November 30 meeting to resume the discussion. Dan Mayer and Mark Renzi left the meeting.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period October 17<sup>th</sup> through October 30<sup>th</sup>, 2015, regarding the following:

Strategic Planning Committee Update: Mr. Zubricki reported that he had attended the recent meeting of the Strategic Planning Committee, along with BOS Chair O'Donnell. The SPC continues to work on organizing their action items and corresponding timelines. The Committee will be meeting again in late November.

Commencement of Collective Bargaining for Successor Union Contracts: Mr. Zubricki informed the Selectmen that both union contracts will be expiring next June 30, 2016. It was agreed that Selectman Gould-Coviello will represent the Board during negotiations with both the EPBA and with AFSCME. Negotiations with both unions are expected to begin after Thanksgiving.

Offer of Donation of Land to Town: Mr. Zubricki reported that a letter has been received from Robert Sanford offering to donate property held in a trust of which he is a trustee to the Town. Mr. Zubricki said that he has attempted to verify the location of the property with the Assessors. He discovered that the property has not been listed under the new map and lot system because there is no record of a deed for the property. It was agreed that the correct location of the property needs to be determined before asking the Town to vote to accept the donation of the property. Mr. Zubricki will contact Mr. Sanford for more information.

The Selectmen acknowledged Town Clerk Christina St. Pierre's recent qualification for the Massachusetts Town Clerk's Association's Certified Massachusetts Municipal Clerk designation, and agreed to send a letter of congratulations. The Gloucester Times Reporter was given a copy of the *press release announcing the Town Clerk's achievement*.

A motion was made, seconded, and unanimously voted to authorize the signature outside of a meeting, of a revised Conservation Restriction regarding Lot 1, 90 Apple Street after the document is approved by the Essex Conservation Commission when available.

The Selectmen agreed with Mr. Zubricki that further research and discussion regarding the storage of large structures on the high marsh in the Town of Essex is necessary. Therefore, a houseboat will be allowed to remain on Town-owned marsh until the matter can be sorted out prior to next fall.

Grant Eligibility and Permitting for Street and Pedestrian Lighting: Mr. Zubricki reported that Town Planner Matt Coogan has submitted the Town's application requesting designation as a green community. If successfully received, Mr. Coogan expects to learn of the State's approval later this year. Once the Town receives the green community designation, it will be eligible to receive a grant that could be used to fund more energy efficient and attractive lighting on the causeway. Mr. Zubricki said that MassDOT will more than likely approve the lighting change as long as a permit is filed and certain requirements are met. It was agreed that action on this matter will be postponed to a later date when more information becomes available.

Finance Committee Chair Justin Bourgette, Finance Committee members Richard Ross and Ken Riehl, Board of Public Works Chair Scott DeWitt, Board of Public Works members Brian Feener and Paul Rullo, DPW Superintendent Paul Goodwin, and Police Chief Peter G. Silva and Sergeant Paul Francis joined the Selectmen to continue the ongoing discussion regarding management of Centennial Grove. Mr. Zubricki reviewed the issues surrounding management and operation of the Grove and various remedial options that have been discussed. Town residents Stephanie McKinney and Bob Martin described Grove visitors parking on their lawn despite requests not to park there and a confrontation with one belligerent parker and their daughter. Options that continued to be discussed were restricting the Grove to residents only, charging an admission fee to all non-resident users, maintaining a police presence on the weekends, hiring a management company, and/or various combinations of all or some of the above. The Selectmen thanked everyone for their comments and said that they would continue this discussion throughout the winter in an effort to arrive at an effective plan for management of the Grove next season.

Library Trustees Beth Cairns, Diane Kotch, and Jen Mayer, and Librarian Debbie French joined the Selectmen.

Town Hall/Library Renovation Design Update: Mr. Zubricki updated those present on the development of the renovation plans. The architects are considering a change to the present space occupied by the Assessors and have suggested moving the location of the computer server room. Mr. Zubricki has also been working to plan natural gas and sprinkler water services to the building.

Review of Quotations for Moving Services: Mr. Zubricki said he had asked six moving companies for cost estimates to move the Town Hall offices and the Library, but only received 3 responses. The Library had independently solicited quotations and received 2 responses. The combined quotations to move both the Library and the Town Hall Offices did not exceed the amount in the budget, so a motion was made, seconded, and unanimously voted to sign the two contracts (1 for the Library and 1 for the offices) when they become available. Mr. Zubricki also reported that he has received the first bill from the library design company who is working with our architect on the redesign of the Library space. The Selectmen thanked the Library Trustees and the Librarian for coming and they left the meeting.

The Finance Committee members, the Board of Public Works members, Superintendent Goodwin, Chief Silva, and Sergeant Francis rejoined the Selectmen.

Boarding up of Centennial Grove Cottage Garage: Mr. Zubricki reported that he had hired a company to board up and secure the Grove Garage after the recent vandalism there. All of the windows were shattered and art supplies stored there were broken, spilled, and used for graffiti on the interior of the building. The Selectmen discussed the frequency and extent of police patrols in the area. Also discussed were the possible installation of cameras and/or a gate at the entrance to the Grove. It was agreed that the Police would increase random patrols in the area

and the present gate would be left unlocked for a month's trial period to allow the patrol cars to drive down to the cottage area on their patrols.

The Board of Public Works members, the Superintendent, the Chief, and the Sergeant left the meeting.

Draft Fall Town Meeting Motions: Mr. Zubricki reviewed the latest draft of the monetary summary for the November 16, 2015 Special Town Meeting with the members of the Finance Committee. Agreement was reached by everyone on the remaining amounts in question and the Finance Committee agreed to present four of the articles on the Warrant for the November Town Meeting. Finance Committee Chair Bourgette will work on a funding plan for the Town's OPEB liability.

Mr. Zubricki displayed a *handout for the Town Meeting detailing proposed changes* to three of the Town's bylaws.

The Finance Committee members left the meeting.

Mr. Zubricki reviewed the draft motions for the remaining November warrant articles and the Selectmen determined who would present each of the motions on the night of the meeting. Mr. Zubricki will revise the motions and the Board will discuss again.

Further Discussion Regarding Town Landing and Municipal Lot Parking: It was agreed to postpone discussion of this item to a future meeting.

Mr. Zubricki reported that he had received the report regarding the presence of asbestos in the building at 153 Conomo Point Road. The firm estimates that it will cost approximately \$3,800 for the asbestos removal. A motion was made, seconded, and unanimously voted to authorize Mr. Zubricki to proceed to contract with a removal company.

Mr. Zubricki said that he has ordered the employee/volunteer of the year awards and the service awards which will be given out at the November Town Meeting.

At 10:15 p.m., citing the need to discuss 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 this matter in Open Session would be detrimental to the Town's negotiating strategy and invited the Town Administrator to attend the session. She 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, their Assistant, and the Town Administrator moved to Executive Session.

The Board, their Assistant, and the Town Administrator returned to Open Session at 10:50 p.m.

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

Documents used during this meeting include the following:

*Business Proposal for the Property at 153 Conomo Point Road*

*Press Release Announcing the Town Clerk's Achievement*

*Handout for the Town Meeting Detailing Proposed Changes to Town Bylaws*

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

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