

Selectmen's Minutes
Senior Center – Downstairs

November 30, 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: Adam Bediz, John Bediz, Lee Bresnahan, Helen Brown, Maria and Charles Burnham, Annie Cameron, Vickie Cataldo, Tammy Gardner, John Guerin, George and Vickie Harvey, Tina Lane, Gloucester Times Reporter Dimitra Lavrakas, Ken Lawler, Lysa Leland, Rolf Madsen, Dan Mayer, Ed Neal, Linda Osburn, Paul Pennoyer, Ed Perkins, Julie Scofield, Richard Stevens, Steve Winslow, and others.

At 6:00 p.m., Chairman O'Donnell called the meeting to order in the downstairs meeting room of the Senior Center at 17 Pickering Street. A motion was made, seconded, and unanimously voted to open the Public Hearing regarding the Open Space Committee's draft revision of the Open Space Plan. The meeting was turned over to Open Space Committee Chair Julie Scofield, who introduced other members of the Open Space Committee who were present: Tamson Gardner, Lysa Leland, and associate member Maria Burnham. Ms. Scofield said that the Town's current Open Space Plan is outdated and that the Town has hired Mr. Steve Winslow of the City of Gloucester to update its plan. The updated plan will allow the Town to apply for additional grant funding. She introduced Steve Winslow and he presented an overview of the proposed revisions to the existing Essex plan. The presentation was followed by questions and a discussion period. Mr. Zubricki announced that the draft plan is available on the Town Website to anyone who would like to study it and that further questions and/or suggestions may be addressed to the Committee through him by email. No one else wished to speak and a motion was made, seconded, and unanimously voted to close the hearing. Chairman O'Donnell thanked everyone for their comments and participation and several persons left the meeting.

Chairman O'Donnell turned the meeting over to Town Moderator Rolf Madsen. Mr. Madsen said that the Town would formally like to acknowledge the twenty-seven years of service that George Harvey has given to the Town as the Essex representative to the North Shore Technical School Committee which has now evolved into the Essex North Shore Agricultural and Technical School and presented him with an engraved memento marking his many years of distinguished service. Mr. Madsen announced that he was appointing Mr. Harvey for another three-year term, bringing his tenure to thirty years. Mr. Harvey was congratulated by the Selectmen and received a standing ovation from all those present. He thanked everyone for their thoughtfulness. Mr. Madsen and Mr. & Mrs. Harvey left the meeting.

The Chairman asked if anyone present would like to make a Public Comment. Ed Neal came before the Selectmen and stated that he would like to endorse the demolition of the building at 153 Conomo Point Road. He said that it is one of the most beautiful sites on Conomo Point and an open site would allow the public to enjoy the views and utilize the site for picnics, etc. Ed Perkins, Maria Burnham, and Paul Pennoyer also expressed agreement with Mr. Neal's comments.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$137,900.96.

A motion was made, seconded, and unanimously voted to exempt from Section 20 of Chapter 268A of the General Laws, the contracts and amounts for the individuals listed below contained within the 11/26/15 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	11/13/15	\$ 130.00	Fire

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's November 16th, 2015, Open Meeting and Executive Sessions I & II.

A motion was made, seconded, and unanimously voted to approve and sign a ***Line Item Transfer in the amount of \$5,000*** from Blanket Insurance to Town Property Expense to pay for storage containers to hold the contents of the Town Hall basement during the term of the renovation/repair project.

A motion was made, seconded, and unanimously voted to approve a ***request from Cape Ann Golf Course to close the Fairway Pub*** from December 1, 2015 through March 15, 2016, for cleaning and general maintenance.

Dan Mayer joined the Selectmen to discuss Mr. Mayer's offer to help establish a non-profit corporation to refurbish and manage the building at 153 Conomo Point Road. The first floor of the building would be reserved for public access and the second floor would be kept for use by the non-profit entity which Essex residents could join for a fee. Chair O'Donnell said that the Board has discussed the idea with Town Counsel and with the Town's design consultant for Conomo Point (Jim Heroux). If the Town decides to pursue Mr. Mayer's idea for the site, a Request for Proposals would have to be developed and subsequently released for bids. Lease and management of the site would be awarded to the most favorable bidder. A discussion followed and Adam Bediz and Ken Lawler spoke in favor of the non-profit management idea. It was finally agreed that the Selectmen would vote on whether to issue an RFP or approve demolition at the next Selectmen's meeting on December 7, 2015. If the vote is to approve demolition, it is too late in the year now to proceed and the removal would likely take place next spring.

Dan Mayer, Adam Bediz, John Bediz, Ken Lawler, and Helen Brown left the meeting.

Richard Stevens, the Chair of the Essex Historical Commission, joined the Selectmen. The Town Hall/Library Renovation Project had been discussed at their recent meeting and the Commission would like to review more specific information regarding the proposed window and surrounding siding replacement process. After some discussion, it was agreed that Mr. Zubricki would ask McGinley Kalsow for a detailed description of the replacement specifications, etc. It was also agreed that the EHC would be kept informed as the project proceeds.

On a related matter, Mr. Stevens said that the Commission does not feel that it is necessary to replace the Town Hall chimney that had been partially removed for safety reasons.

The Selectmen thanked Mr. Stevens and everyone left the meeting except for John Guerin, Tina Lane, and Gloucester Times Reporter Dimitra Lavrakas.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period November 14th through November 27th, 2015, regarding the following:

Strategic Planning Committee Meeting: Mr. Zubricki reported that the SPC had met recently and the Committee hopes to have a first draft of the Town's Strategic Plan available for review by December 11, 2015. A public input session will be scheduled in January and the Committee would like to have the Plan endorsed by the Board of Selectmen.

Quotation for Appraisals of Robbins Island Properties and Resumption of Planning for Robbins Island Subdivision: The Board was in agreement that Mr. Zubricki should proceed to work with Town Counsel regarding the formulation of specifications to provide appraisals for the properties at Robbins Island; as well as proceeding with Horsley Witten on a proposed Robbins Island Subdivision Plan now that an agreement has been reached with Mr. and Mrs. Hsia on the property boundary.

Short-term Preparations to Make Folsom Pavilion Useable by June, 2016: Mr. Zubricki reminded the Selectmen that \$20,000 had been appropriated at Town Meeting to repair the Folsom Pavilion in time for next season's use by the YMCA summer camp. The Historical Commission would like the pavilion to be preserved, not replicated, while there is another opinion that the entire structure is in such a deteriorated condition that it needs to be completely replaced. Mr. Zubricki agreed to ask the Commission to meet with the Selectmen at a February 2016 meeting to discuss the best way to proceed with the project.

Further Discussion Regarding Town Landing and Municipal Lot Parking: Mr. Zubricki has been reviewing the existing regulations regarding parking at the Town Landing and the Municipal Lot and believes that the regulations need to be revised before signage in these areas may be addressed. The Selectmen were in agreement and Mr. Zubricki will develop a revised draft for review at a future Selectmen's meeting. Selectmen Gould-Coviello will help with signage once the regulations are updated.

School Budget Group Meeting: Mr. Zubricki said that he had attended a meeting of the Regional School Budget Group. There will be a public hearing scheduled for December 9, 2015, at which time the Tentative Budget will be discussed. There will be another informal meeting on January 19th and a final public hearing on January 26th, 2016.

Gloucester Times Reporter Dimitra Lavrakas left the meeting.

Meeting with Essex Historical Commission, Renovation Project: Mr. Zubricki reported that in addition to the Commission's concern about window replacement, it was also suggested that the Town consider placing another more specific historic preservation restriction on the Town Hall building. The Board was not in favor of this action.

Massachusetts Downtown Initiative and/or Local Technical Asst. Grants: Mr. Zubricki said that Town Planner Matt Coogan is considering applying for one or two grants that would provide partial funding for parts of the Town's new strategic plan provided the Selectmen are in favor of the idea. Subsequently, a motion was made, seconded, and unanimously voted to authorize signature of the grant application documents outside of a meeting when/if they become available.

Mass Bays Program Research Grant, Letter of Intent: Peter Phippen of Eight Towns and the Great Marsh would like to partner with the Town on a grant application to provide funding for marsh thin layer deposition research. A motion was made, seconded, and unanimously voted to ratify a letter of intent for the grant that Chairman O'Donnell had signed.

The Selectmen considered a request to change the Town's Alcoholic Beverage Licensing Rules and Regulations regarding the required annual training course of study for Restaurant Alcohol Service. Following a short discussion, a motion was made, seconded, and unanimously voted to revise the regulations to allow on-premise licensees (restaurants) to meet their training requirement by participating in *either* the ServeSafe Alcohol Server Training *or the Training for Intervention Procedures for restaurants (TIPS)*.

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

The Board will be posted for the Manchester Essex Regional School Committee's presentation of the Tentative Budget at the Manchester Essex Regional Middle/High School at 7:00 p.m. on Wednesday, December 9, 2015.

There will be a Public Hearing at the Water Treatment Plant, 44 Centennial Grove Road, regarding the proposed removal of two spruce trees located in front of the Town Hall, at 10:00 a.m. on Tuesday, December 15, 2015.

Mr. Zubricki reported that the Annual MMA Trade Show will be held on January 22nd and 23rd, 2016, in Boston and asked the Selectmen if they would be interested in attending the luncheon on January 23rd. Chair O'Donnell will attend and Mr. Zubricki will forward the RSVP to the MMA.

Mr. Zubricki said that the initial survey of a section of Memorial Park has been completed. The Selectmen were in agreement that the Town should continue to pursue a comprehensive plan for the portion of Memorial Park other than the playing fields and playground. Mr. Zubricki will organize a stakeholder's meeting in February.

The Selectmen answered some questions from John Guerin regarding the recent boundary agreement between the Town and Mr. and Mrs. Hsia.

The Shellfish Advisory Commission failed to appear at this meeting.

John Guerin and Tina Lane left the meeting.

At 8:47 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 Chairman 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 said the Board would only be returning Open Session to adjourn the meeting and invited the Town Administrator to attend the Executive Session. 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 9:15 p.m.

There being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting.

Documents used during this meeting include the following:

Line Item Transfer in the Amount of \$5,000

Request from Cape Ann Golf Course to close the Fairway Pub

Prepared by: _____
Pamela J. Witham

Attested by: _____
Susan Gould-Coviello