

**Selectmen's Minutes
Teachers' Lounge, Essex Elementary School**

November 14, 2016

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

Also Present: Deborah French, David Gabor, Diane Kotch, Chris LaPointe, Mark McKenna, Tim O'Leary, Ken Riehl, Richard Ross, Joanne Smith, and Roxanne Tieri.

The Chairman called the meeting to order at 6:30 p.m. in the Teachers' Lounge at the Essex Elementary School on Story Street and announced that the Board would hear Public Comment. No one offered any comment.

Chris LaPointe, Director of Land Conservation at Essex County Greenbelt, came before the Selectmen to request that the Selectmen approve and sign an agreement for the Sagamore Hill property which describes the Town's obligations as a participant in the project. The Selectmen were in agreement and a motion was made, seconded, and unanimously voted to approve and sign the agreement, which was witnessed and notarized by Chris LaPointe.

Concerning Conomo Point matters, Selectman Gould-Coviello entertained a motion to approve a written request for the transfer of all interests in the leasehold for the property at 36 Robbins Island Road (Map 108, Lot 7) from Shirley E. MacDougall to David Cutter, 30 Belcher Street, Essex, MA 01929; and stated further, that nothing in this approval was intended to convey or imply any right, title or interest in the subject property, or any portion thereof that was not already held by Shirley E. MacDougall. The motion was moved, seconded, and unanimously voted. A second motion was made, seconded, and unanimously voted to sign the deed for the sale of 36 Robbins Island Road to David Cutter, acknowledging that said deed supersedes a deed to Shirley MacDougall signed on October 3, 2016, in recognition of the above assignment of rights. Chris LaPointe witnessed the Selectmen's signatures and notarized the deed. He thanked the Selectmen for their support of the Sagamore Hill project and left the meeting.

Selectman Gould-Coviello also entertained a motion to approve a written request for the transfer of all interests in the leasehold for the property at 111 Conomo Point Road (Map 108, Lot 76) from Kirk W. Smith, Joanne Smith, and Jolinda Smith to Cozy Cottage LLC, 277 Royal Poinciana Way 218, Palm Beach, FL 33480; and stated further, that nothing in this approval was intended to convey or imply any right, title or interest in the subject property, or any portion thereof that was not already held by Kirk W. Smith, Joanne Smith, and Jolinda Smith. The motion was moved, seconded, and unanimously voted. Joanne Smith thanked the Selectmen and left the meeting.

In other business, a motion was made, seconded, and unanimously voted to approve the 11/17/16 weekly warrant in the amount of \$130,703.79.

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 11/10/16 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	Nieberles	10/24/16	\$ 525.30	Highway
Ernie Nieberle	Nieberles	10/24/16	\$ 45.28	Water
Ernie Nieberle	Nieberles	10/24/16	\$ 85.40	Sewer

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's October 31, 2016, Open Meeting.

A motion was made, seconded, and unanimously voted to authorize the Chairman to sign a Grant Application for Youth Opioid Prevention outside of a meeting, when finalized.

A motion was made, seconded, and unanimously voted to approve a request from the Essex Lions Club to pass over Essex roads during the Lions' annual Turkey Trot Road Race to be held on Sunday, November 20, 2016; and, the Board also voted to approve and sign a request to the State to pass over State roads during the event.

A motion was made, seconded, and unanimously voted to approve a request from Tim O'Leary, who was present, to replace the batting cage at the Field of Dreams with a newer, safer one, donated by a Manchester resident. The Selectmen asked that a thank-you letter be sent to the Manchester resident on their behalf. Mr. O'Leary said that he would consult with Department of Public Works Superintendent, Paul Goodwin, regarding placement of the cage. Mr. O'Leary thanked the Selectmen and left the meeting.

Librarian Deborah French and Library Trustee Diane Kotch joined the Selectmen.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period October 29th through November 11th, 2016, regarding the following:

Change Orders, Town Hall/Library Renovation Project: Those present discussed the cost estimate recently received to provide new lighting fixtures for the Library in the amount of \$42,500. A Town resident has offered to procure the fixtures at the wholesale price, which would save the Town about \$10,000. A motion was made, seconded, and unanimously voted to accept the offer from the Town resident, which will translate to the Town acquiring the lighting fixtures and the electrical subcontractor for the project performing the installation. Mr. Zubrick indicated that he would ask the Town's architect to have the lighting fixture change order re-quoted, as installation only. The Board agreed and the installation-only change order will be signed by Mr. Zubricki, when available.

Finance Committee members David Gabor, Mark McKenna, Ken Riehl, and Richard Ross, and Town Accountant, Roxanne Tieri joined the meeting.

Mr. Zubricki reviewed the rest of the change orders for the Town Hall/Library project. The Finance Committee said that they will support the Board's approval of the change orders and a motion was made, seconded, and unanimously voted to allow Mr. Zubricki to execute the documents, when available, so long as the article for \$175,000 in additional project funding passes this evening at the Fall Town Meeting. Change orders include: completion of third floor meeting hall - \$421,198 (using remainder of Ryder Trust funding and project contingency); wiring of fire suppression flow switches (if necessary) - \$5,000 reserved; additional plaster work quantities - \$15,849; separate controls for baseboard heating system - \$6,400 reserved; bullnose molding replacement - \$4,979; knob and tube wiring replacement on a time and materials basis - \$15,000 reserved; replacement of post light foundations - \$6,500 reserved; restoration of chandelier by third party - \$5,300; and lit display cabinets for meeting hall - \$3,745. Mr. Zubricki commented that \$60,000 will remain in new contingency funding to handle any unexpected items that have not yet been identified.

Contract for Provision of Furniture, Town Hall and Library: Mr. Zubricki reported that three bids had been received to provide furnishings for the Town Hall and Library. American Office Furniture of Lynn, MA submitted the lowest bid and a motion was made, seconded, and unanimously voted to award the contract in the amount of \$54,275 to American Office Furniture.

Strategic Planning Committee Meeting: Mr. Zubricki reported on the recent meeting of the Strategic Planning Committee that he had attended. Not enough members had attended the meeting to reach a quorum, so the meeting has been rescheduled for December 12. Mr. Zubricki said that the Committee had prepared a survey that is now being circulated in paper form and on the Town's website, regarding volunteers.

Change Order, Additional Permit Preparation Time, Northern Conomo Point: Mr. Zubricki said that the DEP and Division of Marine Fisheries had had technical questions regarding the Town's proposed public access improvements at Conomo Point. The Town asked Mill River Consulting, the Town's consultant on this project, to prepare a response. A motion was made, seconded, and unanimously voted to approve payment from the Conomo Point Management Fund to Mill River Consulting in the amount of \$1,650 for their additional work. Mr. Zubricki said that the Public Hearing with the Conservation Commission had been continued, pending receipt of answers to the questions, and will resume on Tuesday, November 15, at 8:00 p.m.

Final Fall Town Meeting Motions: Mr. Zubricki reviewed each of the motions. He gave each presenter a copy of their motions to read at tonight's Fall Town Meeting.

The Selectmen were reminded that their next regular Board of Selectmen's meeting will take place on Monday, November 28, 2016, at 7:00 p.m. in Senior Center.

There being no further business before the Selectmen, a motion was made, seconded, and unanimously voted to adjourn the meeting and move to the cafeteria to attend the Fall Town meeting which would begin at 7:30 p.m.

Documents used during this meeting include the following: None.

Prepared by: _____
Pamela J. Witham

Attested by: _____
Susan Gould-Coviello