

**Selectmen's Minutes
Fire Station Meeting Room**

December 20, 2016

Present: Chairman Lisa J. O'Donnell, Selectman David A. Doane, Town Administrator Brendhan Zubricki, and Selectmen's Assistant Pamela J. Witham.

Also present: No one else.

The Chairman called the meeting to order at 7:00 p.m. in the Fire Station meeting room at 24 Martin Street and announced that the Board would hear Public Comment. There was no one from the public present to offer comment.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period December 3rd through December 16th, 2016, regarding the following:

Strategic Planning Committee Meeting/Economic Development Compact: Mr. Zubricki reported that both he and Chairman O'Donnell, had attended a meeting of the Strategic Planning Committee last week. The Committee has proposed that it would be advantageous for the Town to add an economic development best practice to the Town's existing Community Compact. The SPC is also recommending that an Economic Development Committee be created to facilitate economic development planning in Essex. The compact agreement would facilitate the Town's creation of an economic development plan specifically targeted for Essex, since it will give the Town Planner's forthcoming District Local Technical Assistance grant application extra credit in grant scoring. The Selectmen suggested that the EDC have a total of 5 members, consisting of 2 or 3 representatives from the Essex Merchants Group or the Cape Ann Chamber of Commerce, and 2 or 3 representatives from the Strategic Planning Committee and/or 1 member-at-large. The anticipated grant will provide technical assistance to the newly formed EDC for the formulation of an economic development plan for the Town.

Bicentennial Committee Budget Estimate: Mr. Zubricki reviewed an initial *draft of projected costs for the Bicentennial celebration events planned for 2019*. Mr. Zubricki said that he would discuss the estimate with the Bicentennial Chair, and Chairman O'Donnell suggested that FinCom member David Gabor, who is also on the Bicentennial Committee, may be able to help finalize the 2019 celebration budget. A revised budget will be presented in January.

Continued Discussion of Town Administrator's CY17 Goals: Mr. Zubricki provided the Selectmen with an updated list of his suggested goals for calendar year 2017 for review. The Board agreed that his addition of a sixth goal regarding a regional ACEC (Areas of Critical Environmental Concern) Resource Management Plan (which had been requested by the Board) rounded out his final list of goals for calendar year 2017.

Change Order Pricing, Staining of Library Ramp and Door Replacement: The Selectmen were in agreement, and a motion was made, seconded, and unanimously voted to approve a change order in the approximate amount of \$2,900, to fund staining of the ramp to the Library's rear entrance. A second motion was made, seconded, and unanimously voted to approve a second

change order in the amount of \$3,553, to replace the Library's rear entrance door and its frame. The contractor already is required to lower the doorway opening.

Interior Door Framing Change Order: Those present discussed an additional change order for the reframing of some Town Hall interior doors; and, a motion was made, seconded, and unanimously voted to approve the change order in the approximate amount of \$1,650, to reframe the interior Town Hall doors to their original height.

Chandelier Transport Change Order: Mr. Zubricki reviewed the need for another change order that would provide for the conveyance of the Town Hall meeting room chandelier to and from the restoration shop. A motion was made, seconded, and unanimously voted to approve this change order in the maximum amount of \$1,613.

Finalization of Northern Conomo Point Improvement Project Bid Package: Mr. Zubricki said that the bid package for the northern Conomo Point Improvement Project will contain two bid options. Option 1 will include the whole project with an alternate curbing specification; and, Option 2 will be for just the parking lot portion of the project. The package will be released on December 28, 2016. There will be a newspaper announcement and the package will be available on-line by contacting the Town Administrator via email, and it will also be posted locally and on the State site, COMMBUYS.

Potential Purchase of Streetlights from National Grid: Mr. Zubricki said that he had discussed the possibility of the Town's purchase of the town streetlights with a National Grid representative. The representative said that some municipalities have purchased their streetlights for \$1.00 because that equipment was old, outdated, and had a negative value. However, Essex has been quoted a price of approximately \$14,000, which is based on the valuation of the current streetlights. The representative also informed Mr. Zubricki that purchasing the lights is a lengthy procedure and there is a waiting list of towns anxious to purchase their lights. Essex, if seriously interested, would be added to the end of the list.

Further Discussion Relative to FY18 Capital Budget Update: Mr. Zubricki reviewed the updated draft of the FY18 Capital Budget.

Review and Discussion Relative to FY18 Operating Budget Request: Mr. Zubricki also reviewed the items on the updated draft of the FY18 operating budget.

Following these two discussions, Mr. Zubricki reviewed a letter from the Essex Merchants Group requesting that the budget item, Advertising Town Resources, be increased from the present amount of \$20,000. The EMG said that the increase in funds collected by the meals tax is due, in part, to the advertising that the Group has done. A motion was made, seconded, and unanimously voted to request that the Finance Committee increase this budget item for FY2018 to \$23,500.

The Selectmen also discussed hiring a person, to provide a youth program for Essex residents. Two possible positions were discussed: 1) a Youth Director, and 2) a Youth Coordinator. The Director position, if chosen, would have a higher wage than the Coordinator position and would require more program development skill. The positions would be limited to 19 hours or less, each, per week. Those present discussed possible salary ranges for each position. Additionally, the position would require a small office budget and an event budget. Mr. Zubricki agreed to solicit comments on the idea from the Finance Committee, the School Committee, and the Strategic Planning Committee.

Manchester Essex Regional School District FY18 Tentative Budget: Chair O'Donnell, Selectman Gould-Coviello, and Mr. Zubricki had attended the recent MERSD FY18 budget meeting. The proposed budget presently reflects an overall increase in town assessments of about 3.68% over last year. The budget will be finalized in January 2017, and the Town's specific assessment will likely be around 3%.

Further Review of Potential Topics for Annual Town Meeting: Mr. Zubricki reviewed the revised list of May 2017 Annual Town Meeting topics.

District Local Technical Assistance Grant Application: Mr. Zubricki said that the Town Planner will be applying for a State grant to provide technical assistance for the creation of an economic development plan for the Town. The application deadline is January 15, 2017, and the Board voted to authorize the Chairman to sign the application outside of a meeting, if necessary.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$375,803.42.

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 12/8/16 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	Nieberle's	11/24/16	\$24.00	Shellfish
Ernie Nieberle	Nieberle's	11/24/16	\$875.98	Police

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 12/15/16 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	Nieberle's	11/24/16	\$162.10	Council on Aging
Ernie Nieberle	Nieberle's	11/24/16	\$1,196.79	Fire

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 12/22/16 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	Nieberle's	11/24/16	\$533.95	Cemetery
Ernie Nieberle	Nieberle's	11/24/16	\$95.50	Water

Ernie Nieberle Nieberle's 11/24/16 \$55.00 Wastewater

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's December 5th and December 12th, 2016, Open Meetings.

A motion was made, seconded, and unanimously voted to approve and sign a contract with the Executive Office of Elder Affairs for the Council on Aging, in the maximum amount of \$7,530.00.

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

Antiques License Renewals:

- Debbie & Alfred Brosch, Brosch Antiques, 143 Main Street
- Robert Coviello, Main Street Antiques, 44 Main Street
- Robert W. Hanlon, Walker Creek Furniture, 57 Eastern Avenue
- Channing Howard, Howard's Visual Merchandise, 165 Eastern Avenue
- Edwin M. & Laura Howard, Howard's Flying Dragon Antiques, 136 Main Street
- James P. Lower, New England Joinery, 85 Southern Avenue
- David Neligan, DPN Corp., d/b/a David Neligan Antiques, 38 Main Street
- Alexander Westerhoff, Alexander Westerhoff Antiques, 18 Eastern Avenue

All Alcoholic Beverage Restaurant License Renewals:

- Fang Liaw, Essex Fortune Palace, Inc., 99 Main Street
- Patrick Shea, Hog Island Inc., d/b/a C.K. Pearl, 112 Main Street
- Timothy Kennefick, Windward Grill LLC, Windward Grille, 109 Eastern Avenue

Wine & Malt Beverage Restaurant License Renewal:

- Joseph K. Cellucci, Eben Creek Corporation, d/b/a J.T. Farnham's, 88 Eastern Avenue

All Alcohol Package Store License Renewal:

- John D. Chisholm, Chebacco Liquor Mart., Inc., 201 Western Avenue

Wine & Malt Beverage Package Store License Renewals:

- Eamon Keating, Devonshire Wine, LLC, d/b/a Essex Wine Exchange, 91 Main Street
- Abdessamad Madkour, Energy North, Inc., d/b/a Energy Liquors, 156 Main Street

Class II License Renewals:

- Paul Russell, Gullwing Service Co., Inc., d/b/a Paul Russell and Company, 106 Western Avenue
- Eric Holdsworth, Portside Auto, 166 Eastern Avenue

Common Victualler License Renewals:

- John D. Chisholm, Chebacco Liquor Mart., Inc., 201 Western Avenue
- Eamon Keating, Devonshire Wine, LLC, d/b/a Essex Wine Exchange, 91 Main Street
- James Roumeliotis, DVR Corporation, d/b/a Cape Ann Pizza and Subs, 65 Eastern Avenue

- Joseph K. Cellucci, Eben Creek Corporation, d/b/a J.T. Farnham's, 88 Eastern Avenue
 - Abdessamad Madkour, Energy North, Inc., d/b/a Energy Liquors, 156 Main Street
 - Fang Liaw, Essex Fortune Palace, Inc., 99 Main Street
 - Dimitrios Tegos, Essex Pizza & Restaurant, 235 Western Avenue
 - Patrick Shea, Hog Island Inc., d/b/a C.K. Pearl, 112 Main Street
 - Timothy Kennefick, Windward Grill LLC, Windward Grille, 109 Eastern Avenue
- Weekday Entertainment License Renewal:
- Patrick Shea, Hog Island Inc., d/b/a C.K. Pearl, 112 Main Street

A motion was made, seconded, and unanimously voted to approve the following request for license renewals contingent upon receipt of a complete renewal package:

All Alcoholic Beverage Restaurant License Renewals:

- Frank McClelland, Riversbend at Essex Marina, LLC, d/b/a Riversbend, 35 Dodge Street

All Alcoholic Beverage Package Store License Renewals:

- Vincent Marano, CPM Investment Group, Inc., d/b/a Essex Wine & Spirits, 65 Eastern Avenue

Wine & Malt Beverage Package Store License Renewals:

- Bhavikaben Patel, Fenisha Corporation, d/b/a Schooner's Market, 121 Eastern Avenue

Antiques License Renewals:

- Richard Bevilacqua, Essex Antiquarians, 165 Main Street
- Susan Blake, Muzio Designs, 55 John Wise Avenue
- Dana Guarnera, Ro-Dan Antiques, 69 Main Street
- Katrina Haskell, The Essex Exchange, 101 John Wise Avenue
- Robert Landry, L.A. Landry Antiques, 164 Main Street
- Ellen Neily, Ellen Neily Antiques, 157 Main Street

Class II License Renewals:

- Michael Crowley, Gaybrook Garage, 152 Western Avenue

Common Victualler License Renewals:

- Vincent Marano, CPM Investment Group, Inc., d/b/a Essex Wine & Spirits, 65 Eastern Avenue
- Amy Ahearn, Down River Ice Cream Corporation, 241 John Wise Avenue
- Eric Vennerbeck, Essex River Dogs, 162 Main Street
- Bhavikaben Patel, Fenisha Corporation, d/b/a Schooner's Market, 121 Eastern Avenue
- Frank McClelland, Riversbend at Essex Marina, LLC, d/b/a Riversbend, 35 Dodge Street
- Steven Somers, Smokehouse Fish Market, d/b/a The Inlet Café, 121 Eastern Avenue

The Selectmen were reminded that their next regular Board of Selectmen's meeting will take place on Monday, January 9, 2017, at 7:00 p.m. in the Senior Center, located at 17 Pickering Street.

Mr. Zubricki reviewed an idea to possibly grant partial license pay differential to Water Department employees holding "Operator in Training" licenses. The Selectmen were in favor of exploring the idea and voted to authorize Mr. Zubricki to continue discussions on the subject with Department of Public Works Superintendent Paul Goodwin.

Mr. Zubricki said that the Town has received a request to proclaim January 22 – 28, 2017 as Town of Essex School Choice Week. After a short discussion, the Board was in agreement that they would take no action on this item for the time being.

Mr. Zubricki reviewed a request from the Merchants Group to fund the purchase of holiday wreaths for the poles on Main Street for next winter (2017-2018). The letter indicated that an individual had offered to hang the wreaths, if purchased. The Selectmen asked Mr. Zubricki to get a cost estimate for this item from the Merchants Group and to discuss with the Group and the Chamber of Commerce the possibility of sharing the cost of the wreaths.

Warrant for the Annual Town Meeting: A motion was made, seconded, and unanimously voted to hold the Annual Town Meeting on May 1st, 2017, starting at 7:30 pm at the Essex Elementary School; a motion was made, seconded, and unanimously voted to open the Warrant for the Annual Town Meeting and accept articles for inclusion in the Warrant until 3:00 p.m. on Wednesday, March 1, 2017; and, a motion was made, seconded, and unanimously voted to accept reports for the Annual Town Report until noon on Wednesday, February 1, 2017.

A motion was made, seconded, and unanimously voted to accept a grant from the Raymond and Ela Claire Gosselin Foundation in the amount of \$10,000 for the Police Educational Trading Card Experience.

A motion was made, seconded, and unanimously voted to approve a request from Curt and Lindsay Bergeron to close the Riversbend restaurant from 12/11/16 through 4/7/17 for cleaning and repairs.

A motion was made, seconded, and unanimously voted to ratify the approval of an auction license granted to North Country Auctions, for use on Saturday, December 17, 2016, between the hours of 7:00 a.m. and 5:00 p.m. within the confines of 235 John Wise Avenue.

A motion was made, seconded, and unanimously voted to ratify the approval of a request by the Universalist Church to hold their annual lantern walk at Centennial Grove on Sunday, December 18, 2016, between the hours of 4 and 9 p.m.

Concerning Conomo Point matters, the Selectmen reviewed a building permit application and associated plans for 111 Conomo Point Road (Map 108, Lot 76). Following a discussion and

examination of the plans showing the current structure and the proposed replacement structure, the Selectmen agreed to take the matter under advisement. The Chairman would like to take the matter back up when all three members are present.

The Selectmen considered a written request to transfer all interests in the leasehold for the property at 122 Conomo Point Road, Map 108, Lot 68, from Paul & Charlotte Fitzpatrick to the 122 Conomo Point Road Realty Trust. Subsequently, Selectman Doane entertained a motion to approve a written request for the transfer of all interests in the leasehold for the property at 122 Conomo Point Road, Map 108, Lot 68, from Paul & Charlotte Fitzpatrick to 122 Conomo Point Realty Trust; and he 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 Paul & Charlotte Fitzpatrick. The motion was moved, seconded, and unanimously voted.

There being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 9:00 p.m.

Documents used during this meeting include the following:

Projected costs for proposed 2019 Bicentennial Events

Prepared by: _____
Pamela J. Witham

Attested by: _____
David A. Doane