

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

**November 13, 2017**

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

Also Present: Tina Lane.

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.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period October 28<sup>th</sup> through November 9<sup>th</sup>, 2017, regarding the following:

Draft Evaluation Criteria, Purchase of Property for Public Safety Facility: Mr. Zubricki reviewed his updated draft, based on the Selectmen's comments at an earlier meeting, of the proposed evaluation criteria for use when considering the purchase of a new site for construction of a public safety building. He said that he still needs to get Fire Chief Dan Doucette's comments on the suggested criteria. The Selectmen were generally in favor of the draft and asked Mr. Zubricki to especially seek Dan's comments regarding criteria for judging properties with a sloping terrain or incline. The Selectmen would like to finalize the evaluation criteria and release a request for bids early next year.

Preliminary Fiscal Year 2019 Capital Budget Request: Mr. Zubricki said that the Finance Committee has released their annual call for an updated 5-to-10-year capital plan. He reviewed the preliminary draft and asked the Selectmen to prepare their comments on it for discussion at a future meeting.

Review of Final Fall Town Meeting Motions: Mr. Zubricki reviewed each of the motions for the articles to be voted at tonight's Fall Town Meeting.

Potential Grant for Construction of Regional Fiber Optic System: Mr. Zubricki said the IT team that we worked with in Melrose has left Melrose and is now working in Danvers. They are interested in creating a municipal fiber optic network that would connect area communities and are applying for grant funding. It is uncertain whether the new IT team in Melrose is interested in continuing to offer affordable hosting services to us and they have already asked if we could pay them more for their services, which are currently under contract for a set price. The contract expires in June, 2018. Mr. Zubricki said that he would like to continue discussions with the Danvers team regarding their possible assistance with a fiber optic system. The Selectmen were in agreement, and a motion was made, seconded, and unanimously voted to authorize Mr. Zubricki's continued discussion with the Danvers team regarding hosting services and to authorize the Town's participation in the regional fiber network grant application.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$84,158.54.

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 11/9/2017 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	10/24/17	\$ 157.71	Fire Dept
Ernie Nieberle	Nieberles	10/24/17	\$2,070.00	Highway
Ernie Nieberle	Nieberles	10/24/17	\$1,000.51	Snow Removal
Ernie Nieberle	Nieberles	10/24/17	\$ 157.25	Council of Aging

A motion was made, seconded, and unanimously voted to approve a line item transfer in the amount of \$400 from Blanket Liability Insurance to Generator Maintenance.

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's October 30<sup>th</sup>, 2017, Open Meeting and Executive Session.

A motion was made, seconded, and unanimously voted to accept the *resignation of Ken Riehl from the Finance Committee.*

A motion was made, seconded, and unanimously voted to approve and sign a contract with the Massachusetts Cultural Council in order to receive grant funding for FY2018.

A motion was made, seconded, and unanimously voted to approve and sign the application, outside of a meeting, for a Massachusetts Council on Aging Association Grant for hearing assistance equipment to be used at the Senior Center, when the grant application becomes available.

A motion was made, seconded, and unanimously voted to approve the fiscal year 2018 State Formula Grant for the Council on Aging in the approximate amount of \$7,304.

A motion was made, seconded, and unanimously voted to approve a request from the Essex Lions Club to pass over Town roads during their annual Turkey Trot road race on Sunday, November 19, 2017. The Chairman signed the State permit application.

Mr. Zubricki said that the revised Regional Lockup Agreement with the Essex County Sheriff's Department is not yet available for review and discussion will be postponed to a future meeting.

Review of the Memorandum of Agreement with AFSCME regarding employee reimbursement and/or payment for acquisition, renewals, and maintenance of required Department of Public Works licenses will also be postponed to a future meeting.

The Selectmen reviewed *pictures of the historic Town weights and measures standards* currently being displayed by the Essex Historical Society and Shipbuilding Museum. A motion was made, seconded, and unanimously voted to accept the Society's suggestion that the standards be moved to the third floor auditorium in Town Hall for permanent display.

The lease for use of 168 Conomo Point Road (Map 108, Lot 46) for a potential septic system leaching facility on a potentially long-term basis was not available and discussion and final approval was postponed to a future date.

Acting in their capacity as Licensing Board, a motion was made, seconded, and unanimously voted to approve a request from the Chebacco Liquor Mart for a Change of Sunday Hours listed on their All Alcohol Package Store License from 12:00 noon to 10:00 am. The Selectmen signed the ABCC application document.

The Selectmen were reminded of the following meetings and events:

- An Age & Dementia Friendly Community Forum will be held on Thursday, November 16, 2017, starting at 2:00 p.m. in the third floor auditorium at the Town Hall, Martin Street.
- The next regular Board of Selectmen's meeting will take place on Monday, November 27, 2017, at 6:00 p.m. in the Town Hall Stage Conference Area on the second floor at 30 Martin Street.
- The Selectmen will attend a Manchester Essex Regional School operating budget review meeting at the Manchester Essex Regional High School on November 29, 2017, starting at 7:00 p.m.
- The Selectmen will attend a Public Hearing concerning the Manchester Essex Regional School District FY2019 tentative Operating Budget at the Manchester Essex Regional High School on December 13, 2017, starting at 7:00 p.m.
- Senator Tarr's Annual Toy Drive will take place on Thursday, December 14, 2017, at Woodman's between the hours of 1:15 and 2:15 p.m.
- There will be a Zoning Public Forum on Thursday, December 14, 2017, starting at 7:00 p.m. in the Town Hall Auditorium on the 3<sup>rd</sup> Floor.
- The Selectmen will attend a Manchester Essex Regional School capital budget review meeting at the Manchester Essex Regional High School on December 19, 2017, starting at 7:00 p.m.
- The Selectmen will attend a Public Hearing concerning the Manchester Essex Regional School District FY2019 final Operating Budget at the Manchester Essex Regional High School on January 30, 2018, starting at 7:00 p.m.

A motion was made, seconded, and unanimously voted to set a Town policy to reserve the Town Hall parking lots for use only for Town Hall/Library business and employees, baseball games, and special events with no overnight parking.

There being no other business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 7:20 p.m. and to reconvene at 7:30 p.m. for the Fall Town Meeting in the school Cafeteria.

Documents used during this meeting include the following:

*Resignation of Ken Riehl from the Finance Committee*

*Pictures of the historic Town weights and measures standards*

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

Attested by: \_\_\_\_\_  
Andrew C. Spinney