

Selectmen's Minutes
2nd Floor, Town Hall Stage Conference Area, 30 Martin Street

January 8, 2018

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

Also Present: Virginia Antell, Marie Giambino, Tina Lane, and Jeff Soulard.

The Chairman called the meeting to order at 6:00 p.m. in the 2nd Floor Stage Conference Area of the Town Hall at 30 Martin Street 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 \$497,506.99.

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 12/21/17 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 | 11/24/17 | \$ 251.90 | Highway Department |
| James McNeilly | McNeilly EMS | 12/14/17 | \$ 600.00 | 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 1/4/2018 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> |
|-------------|-----------------|-------------|---------------|--------------------|
| Dave Pereen | Pereen Plumbing | 12/16/17 | \$ 180.00 | Sewer Department |

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's December 18, 2017, Open Meeting.

A motion was made, seconded, and unanimously voted to sign the engagement letter for the fiscal year 2018 audit with CliftonLarsonAllen, LLP.

A motion was made, seconded, and unanimously voted to authorize the filing of a Small Claims Court claim to assist the Essex Police Department with recovery of an outstanding bill for police detail services.

The Selectmen reviewed a disclosure by John Bruce, who is a full-time employee with the Department of Public Works. A motion was made to approve and sign the disclosure and to also appoint John Bruce to the part-time position of probationary firefighter, pursuant to Section 20(f) of Chapter 268A of the General Laws. The Selectmen signed the appointment card.

A motion was made, seconded, and unanimously voted to ratify the declaration of a State of Emergency at 6:00 a.m. on Thursday, January 4th, 2018 during a winter storm. And also, to ratify the subsequent lifting of that State of Emergency at 6:00 a.m. on Friday, January 5th, 2018.

The Selectmen reviewed a letter of interest from Eleanor ("Elle") Woulfe of 45 Forest Avenue, as a potential Board of Registrars' candidate. A motion was made, seconded, and unanimously voted to appoint Eleanor Woulfe to the vacant position on the Board of Registrars to finish out the term of Katie St. John, who recently resigned.

The Selectmen reviewed a request from Rich Morrell to pass over town roads during the annual *YuKan Run Road Race 2018*, Saturday, May 12, from 9 a.m. through 12:00 noon, and a motion was made, seconded, and unanimously voted to approve the request.

Mr. Zubricki said that he had not yet received the Military Records Office Access Agreement, which will assist the Town's Regional Veterans' Agent, and it was agreed to postpone review of this item until the meeting on February 12, 2018.

Chairman O'Donnell said that she was almost finished with the construction design for the chimney swift box that will be placed at Conomo Point.

Chairman O'Donnell read an *application for a North Shore Community Health Grant* submitted by the Council on Aging Director, Kristin Crockett. A motion was made, seconded, and unanimously voted to ratify the application.

A motion was made, seconded, and unanimously voted to approve an Antiques License Renewal for 2018 for Katrina Haskell, d/b/a The Essex Exchange, at 101 John Wise Avenue

Treasurer/Collector Virginia Antell and Assistant Treasurer/Collector Jeff Soulard joined the Selectmen to discuss the need to find a replacement Town Accountant. The present Town Accountant will be leaving in February. The position is currently a part-time position and Accountant Tieri feels that a full-time person is needed to keep up with the increasing job responsibilities. Accountant Tieri is unable to work full-time and has decided to resign the position. Treasurer/Collector Antell would like to be promoted to the Accountant's position and Assistant Treasurer/Collector Jeff Soulard would like to move into the Treasurer/Collector's position. Both would need to receive additional training. Those present discussed advantages to potentially proceeding in this fashion. The Board thanked Treasurer/Collector Antell and Assistant Soulard for coming and they left the meeting. The Board will determine at their next meeting whether to proceed internally or hire an external candidate.

Mr. Zubricki reported that Hunter Jay and his group had cancelled the appointment with the Selectmen tonight regarding further discussion of options for improved causeway and crosswalk lighting. The discussion will be rescheduled for the February 12th meeting.

Mr. Zubricki reported that he had asked the Town Clerk and the Town Accountant to review the existing job descriptions for each of their positions and had updated the descriptions based on their suggestions; and, in the case of the Town Accountant, Mr. Zubricki had also studied position descriptions in use in other communities. The Selectmen reviewed each of the

descriptions, and a motion was made, seconded, and unanimously voted to approve the revised descriptions. Mr. Zubricki will update the job postings on the Town website with the new descriptions. The Board also agreed that they would like to invite the Finance Committee to review the external job applications for the Town Accountant position and offer their comments with respect to the internal promotion versus the external hiring possible scenarios.

The Selectmen were reminded of the following meetings:

- There will be a Town Building Committee meeting on Thursday, January 18, 2018, at 7:00 p.m. in the Town Hall Auditorium.
- The next regular Board of Selectmen's meeting will take place on Monday, January 22, 2018, at 6:00 p.m. in the Town Hall Stage Conference Room on the second floor, 30 Martin Street.
- There will be a Public Forum on Wednesday, January 24, 2018, at 7:00 p.m. in the Town Hall Auditorium to review options for a public safety building replacement.
- 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.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period December 6th, 2017 through January 4th, 2018, regarding the following:

Revised Centennial Grove Master Plan Request for Proposals: Mr. Zubricki said that he has revised the RFP for the Centennial Grove Master Plan based on an example from another town with a similar past need. Mr. Zubricki agreed to gather more information from professionals in the planning field. The Board also suggested soliciting comments from the Finance Committee and Town Planner Matt Coogan.

Shellfish Constable Vehicle Loss: Mr. Zubricki reported that the Shellfish truck was parked in a place that flooded with seawater during last Thursday's winter storm and now appears to be inoperable. The Police Department is getting rid of one of their cruisers which is no longer suitable for public safety use and Mr. Zubricki suggested that the Selectmen request a Reserve Fund Transfer to reimburse the Police Department for the trade-in value. He has also contacted Senator Bruce Tarr, who has agreed to check the State surplus for an appropriate vehicle. The Board was in favor of defraying the trade-in value of the used Police vehicle for the Shellfish Constable and a Reserve Fund Transfer will be forwarded to the Finance Committee by Mr. Zubricki.

Alternative Mechanism for Conversion and Maintenance of Street Lights: Mr. Zubricki again reviewed the pros and cons of the various options available for purchasing the Town's streetlights, converting them to LED, and maintaining them thereafter. After discussion, the Board was in favor of pursuing a subscription service and hoped that the Town could vote on any necessary elements of it as early as the May 2018 Annual Town Meeting. If the Town votes in favor of the subscription service (which is essentially a lease-purchase), the successful bidder

would work with the Town to purchase the lights from National Grid, make the LED conversion, and maintain the lights for a ten-year period. At the end of 10 years, the Town could re-negotiate the subscription or purchase lights for a nominal cost.

Approval of Final FY19 Capital and Operating Budget Request Packages: Mr. Zubricki said that he has incorporated the Board's past comments into the current draft of the FY19 Capital and Operating Budget request, which is due to the Finance Committee on January 10. The Board was in favor of the draft and a motion was made, seconded, and unanimously voted to approve the FY19 package and forward it to the Finance Committee for final approval.

Further Review of Draft Annual Town Meeting Article Topic List: The Selectmen discussed the revised topic list and suggested a few more revisions. Mr. Zubricki will make the revisions and begin drafting the articles for review at the next Selectmen's meeting.

Conversion of Town Property to Conservation Status & Effect on Rights: Mr. Zubricki said that Town Counsel will be calling Attorney Guerin to discuss this matter.

Continued Assertion of Pole Attachment Rights to National Grid: Mr. Zubricki reported that National Grid had responded to the Town's notification regarding its rights to use a portion of the space on the National Grid utility poles for placement of a municipal fiber optic system. National Grid is asserting that the Town does not have this right. Town Counsel believes that the Town does have the right and has assisted Mr. Zubricki in the preparation of a response to National Grid. The Board reviewed the response and a motion was made, seconded, and unanimously voted to approve the draft and sign the letter which will be sent by regular mail and certified mail.

There being no other business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 7:42 p.m.

Documents used during this meeting include the following;

YuKan Run Road Race 2018

Application for a North Shore Community Health Grant for the COA

Prepared by: _____
Pamela J. Witham

Attested by: _____
Andrew C. Spinney