

Selectmen's Minutes
Teachers' Lounge, Essex Elementary School

May 7, 2018

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: Robert Blair, Jim Gardner, Tina Lane, Rolf Madsen, and one other.

Chairman O'Donnell called the meeting to order at 6:04 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.

The Board discussed a request for a One-Day Wine & Malt License by Cape Ann Rowing Club President Robert Blair, for use during their Annual Essex River Race Event on Saturday, May 12, 2018, between the hours of 12:00 noon and 4:00 p.m., within the confines of the Essex Marina. Mr. Blair said that the Club had committed a year ago to having their event at the marina and will hold it there regardless of whether or not the Town grants a one-day entertainment license or a one-day wine and malt license. He said that they will be hiring a police detail for the event, and have decided not to ask for an entertainment license. The Club purposely holds the event early in the year before the busy boating season gets going. At 6:15 p.m., the Chairman called a brief recess and left the meeting room with the Town Administrator and Town Counsel. They returned to the meeting at 6:18 p.m. After a short discussion, including a statement from Mr. Blair that he sought to reduce the duration of the license by two hours and confine consumption to the Club's tent, Town Counsel stated, and the Board agreed, that this request for a one-day license was different from Mr. Bergeron's original request for one that was denied by the Board at their April 23 meeting. The original request included an entertainment license and did not include a police detail. Also, the Board had not been informed that the Rowing Club was going to hold their event at the marina regardless of whether the licenses were granted. Further, the Club's application is now for a shorter duration. Consequently, a motion was made, seconded, and unanimously voted to approve the request for a one-day wine and malt license for use on Saturday, May 12, 2018, only between the hours of 12:00 noon to 2:00 p.m. within the confines of the Cape Ann Rowing Club tent at the Essex Marina at 35 Dodge Street. The Board members signed the amended license and Mr. Blair gave the Board the \$25.00 fee for the license. Mr. Blair thanked the Board and left the meeting with Mr. Gardner and one other Rowing Club member. The Board authorized Mr. Zubricki to annotate the license document to reflect the shorter duration and the confinement to the tent.

At 6:26, citing the need to discuss the purchase, exchange, lease or value of real property relative to a possible future site for a public safety facility, the Chairman entertained a motion to move to Executive Session. She stated that discussing this matter in Open Session would be detrimental to the Town's negotiating strategy, and invited the Town Administrator and Town Counsel to attend the Session. She also stated that the Board would be returning to Open Session to finish the remaining items on their agenda before adjourning to the Annual Town Meeting. The motion

was moved, seconded, and following a unanimous Roll Call Vote, the Board, their Assistant, the Town Administrator, and Town Counsel moved to Executive Session. Tina Lane left the meeting.

The Board, their Assistant, the Town Administrator, and Town Counsel returned to Open Session at 6:45 p.m.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$89,663.42.

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 04/26/18 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	04/13/2018	\$ 145.00	Fire

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's April 23, 2018, Open Meeting and Executive Session.

A motion was made, seconded, and unanimously voted to approve the renewal rates for property, liability, and workers' compensation insurance for FY2019. The Chairman signed the acceptance form.

The Board reviewed the application for a State Parade Permit for use on Memorial Day, Monday, May 28, 2018; and, a motion was made, seconded, and unanimously voted to approve and sign the application.

The Board also reviewed a request from the Iron Order Motorcycle Club to pass over town roads during their Operation Troop Support motorcycle ride on Saturday, June 30, 2018; and, a motion was made, seconded, and unanimously voted to approve the request.

A motion was made, seconded, and unanimously voted to approve the Council on Aging's application for a \$1,000 "Mini Helping Hands" transportation grant from the Massachusetts Rural Transit Authority.

Concerning Conomo Point matters, a motion was made, seconded, and unanimously voted to approve and sign a Lease Addendum Tight Tank Notification for the following properties at Conomo Point:

- 31 Middle Road, Map 108, Lot 27
- 172 Conomo Point Road, Map 108, Lots 48 A&B

Selectman Spinney entertained a motion to approve a written request for the transfer of all interests in the leasehold for the property at 124 Conomo Point Road (Map 108, Lot 67) and 0 Conomo Point Road (Map 108, Lot 50), from the Janet P. Davis Irrevocable Trust, Janet P.

Davis, Trustee, to Daniel Mayer; 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 the Irrevocable Trust Agreement of Janet P. Davis, Janet P. Davis, Trustee. The motion was moved, seconded, and unanimously voted.

The Board considered the recommendation of Police Chief Silva regarding an order for replacement body armor for the Police Department. A motion was made, seconded, and unanimously voted to approve the request, and the Chairman signed the purchase order.

A motion was made, seconded, and unanimously voted to approve a recommendation from Police Chief Silva to appoint Ainsley McKenna to the position of Assistant Harbormaster, contingent upon passing all drug screening. The Board signed her appointment card.

Mr. Zubricki said that a Police Report had been received regarding the serving of alcohol to a minor at The Farm. The Board and Town Counsel concurred and the Board will schedule a hearing on the matter at the next Board meeting on May 21.

Town Moderator Rolf Madsen joined those present, and discussion followed regarding the proposed sequence of articles for voting, the scope of planned discussions, and the procedures to be followed at tonight's ATM. Mr. Madsen left the meeting.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period April 21st through May 4th, 2018, regarding the following:

Economic Development Committee Meeting: Mr. Zubricki reported that he had attended the first meeting of the EDC, where members of the newly appointed committee met each other and reviewed the Committee's mission statement. Their next meeting is scheduled for May 29, at which time, the Committee will review the parking study that was completed for the Town and the downtown zoning district study final report.

Technology Hosting Agreement with the Town of Danvers: Mr. Zubricki reported that Melrose currently hosts the Town's computer infrastructure, but has recently decided to stop offering this service to the Town when the Town's contract expires in June 2018. Mr. Zubricki has been working with the Town of Danvers, which has indicated that they would be willing to provide the same service at a lower cost. Mr. Zubricki expects to have a contract ready for review, approval, and signature at the next Board of Selectmen's meeting.

Potential Visitor Kiosk to be located in Essex: Mr. Zubricki reported that Essex Heritage is now considering locating a visitor kiosk in Essex. The Board was in favor of the idea and Mr. Zubricki will continue the discussion with Essex Heritage regarding a kiosk for Essex. The Board will have a chance to approve final content and location.

School Budget Planning Discussion Group Meeting: Mr. Zubricki and Chairman O'Donnell had attended the recent school district budget planning meeting on May 4. A public informational

meeting is being planned for May 16, at which time a status update will also be provided regarding the Memorial School project.

Final Annual Town Meeting Motions: Mr. Zubricki reviewed the final draft of the motions and the names of the presenters for the May 2018 Annual Town Meeting this evening.

Municipal Vulnerability Preparedness (MVP) Action Grant Applications: Mr. Zubricki said that he is interested in applying for two MVP grants: 1) To fund a scientific study regarding the effect on the marsh of sediment that was deposited over three large areas in Essex, Ipswich, and Newbury during last winter's January storm, and 2) the experimental deployment of mussel reefs and sediment and marsh grass to rebuild degraded marsh bank areas. A favorable outcome from either or both of these scientific studies could support the taking of material from the clogged navigational channel of the Essex River and using the material to rebuild the adjacent marsh areas. The Board was in favor of applying for these two grants, and a motion was made, seconded, and unanimously voted to sign the applications outside of a meeting when the documents become available.

Municipal Vulnerability Preparedness (MVP) Grant Priority List: In order to be eligible to apply for the MVP Grants mentioned above, the Town must establish a priority list of concerns regarding climate change and sea level rise. The Town has been working with a consultant to finalize this list after its genesis at the April 5 Community Resilience Building workshop. The list is now ready for review and final approval by the Board. The list must be attached to each of the MVP Grant Applications. A motion was made, seconded, and unanimously voted to approve the Priority List.

The Selectmen were reminded of the following meetings and events:

- Wednesday, May 9, 2018, Lions Senior night. Chairman O'Donnell will attend.
- The next regular Board of Selectmen's meeting will take place on Monday, May 21, 2018, at 6:00 p.m. in the Stage Conference Area on the 2nd floor of the Town Hall.
- One Selectman will present the Selectmen's Citizenship Award at the MERHS graduation on May 24, 2018, 7:00 p.m.

There being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn to the Annual Town Meeting in the Gymnasium at 7:25 p.m.

Documents used during this meeting include the following: None.

Prepared by: _____
Pamela J. Witham

Attested by: _____
Andrew C. Spinney