

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

July 2, 2018

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

Also Present: Tina Lane, Steve MacDonald, Amy Reilly, Donna Roy, Officer Tom Shamshak, Police Chief Peter G. Silva, Suzanne Slater, Thomas Starr, and Jessie Yurwitz.

Chairman O'Donnell called the meeting to order at 6:00 p.m. in the second floor Stage Conference Area of the Town Hall at 30 Martin Street and announced that the Board would hear Public Comment.

Animal Control Officer Amy Reilly came before the Board. She said that there have been several complaints regarding dog waste at Conomo Point and Centennial Grove and she has made several inspection trips to both sites. While there is a Town bylaw in place authorizing a fine for the offense, proof must be provided in some form, i.e. a picture. One resident at Conomo Point has offered to purchase a bag dispenser and waste receptacle for installation at the Point. A second dispenser could also be installed at the Grove. The Board agreed to take the matter under advisement pending a discussion with the Department of Public Works regarding maintenance of the proposed receptacles. Amy Reilly left the meeting.

Co-Chair of the Essex Division of the Cape Ann Chamber of Commerce Donna Roy came before the Board to discuss their search for a suitable location for the siting of an Essex National Heritage Area tourist kiosk, which would be maintained by Essex National Heritage. While they are still looking at sites, she said that so far there are four likely spots for a three-sided kiosk: Woodman's, C.K. Pearl, the Village Restaurant pocket park, or any other bench area along Route 133, which has been designated a scenic coastal byway. The Board was in favor of installing a kiosk, and a motion was made, seconded, and unanimously voted to authorize the group to choose a site and organize the installation. Donna Roy left the meeting.

Police Chief Peter G. Silva and Officer Tom Shamshak joined the Board to recommend that the Town purchase a self-contained processing unit to be placed by the Police trailer for prisoner holding and processing. The unit would cost approximately \$30,000, not including delivery, installation, and hookup. Following the discussion, the Board asked the Chief to research the total acquisition and maintenance expense, so that it might be considered at one of the town meetings scheduled for this Fall.

Police Chief Silva said that he had observed the increased traffic on Apple Street with Selectman Spinney, which is a result of the causeway bridge being restricted to one lane due to safety concerns. He said that, in his opinion, the current traffic speed on Apple Street, which is 20 miles per hour, is a safe and reasonable speed and recommended checking the traffic again in six months to see if any speed limit change would be merited. The Board was in agreement, but

suggested that the Chief and the Department of Public Works work together to place a sign at a suitable place at either end of Apple Street prohibiting heavy truck through-traffic.

Chief Silva and Officer Shamshak left the meeting.

Essex Youth Commission Director Suzanne Slater and EYC members Jessie Yurwitz and Steve MacDonald joined the Board. Director Slater said that the EYC would like to postpone recommending a candidate for the vacancy on the Commission until the Board's July 30th meeting and the Board agreed. She said that several qualified persons have expressed interest in joining and asked if the number of members on the Commission could be increased from 5 to 7. The Board was in agreement and a motion was made, seconded, and unanimously voted to increase the number of EYC members to seven, effective when the two new seats are filled.

Those present discussed the type and location of a free-standing bulletin board to advertise EYC events and showcase their accomplishments. Everyone agreed that Memorial Park was the most desirable location and the EYC will consult the Department of Public Works about permission to place an EYC board in Memorial Park.

EYC member Jessie Yurwitz said that they would like to make a counter proposal to the Pingree School offer regarding the future use of the Centennial Grove Cottage and Garage. The EYC said that they would like \$3,500 to hire a dumpster, clean out, and repair the garage. The garage is presently boarded up and filled with an assortment of old EYC records and items. The EYC said that they are spatially challenged and need more room to hold programs and store their equipment. They would also like to use the cottage as a youth hangout and offer it to the YMCA for programs on rainy days. It was agreed by those present that a site visit by the Board, the EYC, and the Building Inspector to the Cottage and Garage would be helpful in determining the scope of work necessary to bring the buildings into compliance.

Suzanne Slater, Jessie Yurwitz, and Steve MacDonald left the meeting.

Northeastern University Professor Thomas Starr came before the Select Board to discuss an Essex County Community Foundation grant application that would present information about climate change to the public in an artistic manner. If successfully approved, the grant would fund the placement of approximately 35 to 70 small artistic plaques in the Great Marsh area or about ten plaques per town. The successful grant applicant will partner with an educational institution, a local municipality, and a 501c corporation. The Board was in favor of the project and a motion was made, seconded, and unanimously voted to sign a letter of support to be included in the grant application. Professor Starr thanked the Selectmen and left the meeting.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period June 16th through June 29th, 2018, regarding the following:

Strategic Planning Committee Meeting Summary: Mr. Zubricki reported that the SPC had recently met jointly with the Economic Development Commission and the Community

Preservation Committee. The focus of the meeting was affordable housing and Harborlight Community Partners had given an informational presentation on the subject.

Public Safety Building Property Acquisition RFP & Project Manager RFQ, and Town Building Committee Meeting Summary: The Board decided that they would like to proceed with both a Request for Proposals for a property acquisition on which to locate a new public safety building and a Request for Quotations to find a Project Manager. After Mr. Zubricki's review of the evaluation criteria to be applied to proposals received for a property site purchase, a motion was made, seconded, and unanimously voted to approve the release of the RFP in the next published edition of the Central Register and in the Gloucester Times. Mr. Zubricki also reviewed the various points contained in the Request for Qualifications; and, a motion was made, seconded, and unanimously voted to also approve the release of the RFQ in the next edition of the Central Register and in the Gloucester Times. Deadlines will be set for receipt of the responses to both requests and a Town Building Committee meeting to review the responses will be scheduled.

Discussion of Options Relative to Recreational Marijuana Regulation: Mr. Zubricki reviewed a report from Town Counsel regarding recent changes to the law concerning legalizing non-medical marijuana. He said that the Town has three options. The first would be to let the current Town moratorium expire in December and allow the process to be controlled completely by State regulations. The second would be to vote for implementation of a bylaw to otherwise regulate the industry. And, the third option would be to vote to completely ban all types of recreational marijuana facilities. After a short discussion, the Board agreed that they would like the Town to make the decision by proposing an outright ban, which would consist of a two-part process. An article would be placed on the October 16, 2018 Fall Town Meeting Warrant, and it would also be placed on the November 6, 2018 special election ballot.

Potential Special or Fall Town Meeting Dates and Article Topics: Mr. Zubricki reviewed a proposed list of article topics to be included in the August 27, 2018 Special Town Meeting, the October 16, 2018 Fall Town Meeting, and the May 2019 Annual Town Meeting. There will also be a special election on November 6, 2018 to coincide with the State Election. Mr. Zubricki reviewed the timeline and sequence of events needed to prepare for these meetings.

Assumption of Regional Dispatch Center by State 911 Department: Mr. Zubricki announced that the State 911 Department will be taking over the Regional Dispatch Center, projected to start in FY2020. Since the move to a regional dispatch center, the Town has saved over \$1.5 million on dispatch services. When the State 911 Department takes over the service, the Town will save an additional \$56,000 per year, for a total annual savings of about \$350,000.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly FY2018 warrant in the amount of \$165,866.84 and the FY2019 warrant in the amount of \$1,812,065.22.

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 6/28/18 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>
Scott Dewitt	Perkins Marine	06/20/18	\$2,376.00	Board of Selectmen

A motion was made, seconded, and unanimously voted to approve a request from the DPW to transfer from various accounts the total sum of \$22,061.00 to their FY2019 budget in accordance with Article #2 of the 8/5/85 STM.

The Board agreed to postpone approval of the minutes for the Selectmen's June 18, 2018, Open Meeting, pending the addition of a notation from the Chairman regarding the discussion concerning noise monitoring at the Riversbend Restaurant.

A motion was made, seconded, and unanimously voted to approve and sign a contract for historic records and management services associated with the Town Clerk's Office.

The Board discussed a salary increase for the Town Clerk for fiscal year 2019, and a motion was made, seconded, and unanimously voted to approve an increase to \$56,000 for FY2019.

A motion was made, seconded, and unanimously voted to ratify the Chairman's signature on a letter of support for The Trustees of Reservations' application to the Division of Ecological Restoration's Restoration and Revitalization Priority Projects.

A motion was made, seconded, and unanimously voted to ratify the Chairman's letter of support for the Essex Shipbuilding Museum's application to the Essex County Cultural Foundation's Creative Placemaking Grant, including the future reservation of the Town Hall third floor auditorium display cases for a potential exhibit: "By Skiff and Basket: Clamming in Essex".

A motion was made, seconded, and unanimously voted to approve a request from the Italian Community Center to rent Centennial Grove for their annual picnic on Saturday, August 18, 2018, between the hours of 12:00 noon and 7:00 p.m.

A motion was made, seconded, and unanimously voted to approve changes to Special Legislation with respect to retired police officers working private details, as recommended by the State Legislature, as deemed within the scope of the original Town Meeting authorization by Town Counsel.

The Board was informed that the Town's former representative to the Cape Ann Transportation Authority (CATA) Board has moved out of state and a new representative needs to be appointed. It was agreed to ask the Cape Ann Chamber of Commerce and the Essex Merchants Group for recommendations and to place a request for letters of interest on the Essex Facebook page sponsored by Annie Cameron.

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

- Holleran-21 Middle Road, Map 108, Lot 49A
- MacGrath-19 Middle Road, Map 108, Lot 54

A motion was made, seconded, and unanimously voted to approve the appointment of Kevin Cook to the Conservation Commission for 3 years, commencing July 1, 2018. The Board signed his appointment card.

A motion was made, seconded, and unanimously voted to approve the following requests for licenses and permits:

One-Day Wine & Malt License:

- Woodman's Inc., Joan Houghton, for use on Saturday, September 1, 2018, between the hours of 11:00 a.m. and 10:00 p.m., within the confines of Woodman's Function Hall at 125 R Main Street.
- Woodman's Inc., Joan Houghton, for use on Wednesday, August 1, 2018, between the hours of 11:00 a.m. and 10:00 p.m., within the confines of Woodman's Function Hall at 125 R Main Street.
- Italian Community Center, Victor Capozzi, for use on Saturday, August 18, 2018, between the hours of 12:00 noon and 7:00 p.m., within the confines of Centennial Grove.

One-Day Entertainment License:

- Italian Community Center, Victor Capozzi, for use on Saturday, August 18, 2018, between the hours of 12:00 noon and 7:00 p.m., within the confines of Centennial Grove.

The Board was reminded that their next regular Board of Selectmen's meeting will take place on Monday, July 16, 2018, at 6:00 p.m. in the Stage Conference Area on the 2nd floor of the Town Hall.

There being no other business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 9:30 p.m.

Documents used during this meeting include the following: None.

Prepared by: _____
Pamela J. Witham

Attested by: _____
Andrew C. Spinney