

**Selectmen's Minutes
Senior Center**

June 6, 2016

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

Also Present: Robert Doane, Board of Public Works member Brian Feener, Special Police Officer Michael Juliano, Shellfish Constable William Knovak, Tina Lane, Paul Pennoyer, Police Chief Peter Silva, and Scott Woodward.

The Chairman called the meeting to order at 7:00 p.m. in the upstairs meeting room at the Senior Center on Pickering Street and announced that the Board would hear Public Comment. Paul Pennoyer asked when the Selectmen planned to seek public input for the design of the two projects at Conomo Point. He said that the Selectmen should schedule the public forum early in the design process, before the plans are completed. Chairman O'Donnell said that the Selectmen agreed with him and they are waiting to finalize the design contract and then to have something to show the public before they schedule the forum. He thanked the Selectmen and left the meeting.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$430,883.78.

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 warrant dated June 2, 2016 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's EMS	5/18/16	\$217.50	Fire

A motion was made, seconded, and unanimously voted to approve the use of the Town Events fund to cover the cost of the band for Essex River Day in the amount of \$300.

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's May 23, 2016, Open Meeting and Executive Session.

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

Flea Market License (ratification of Town Administrator's signature):

- John Schimoler, for use on Sunday, May 29, 2016 within the confines of 75 Eastern Avenue

One-Day Entertainment License and Waiver of Fee:

- Cape Ann Chamber of Commerce, Ken Riehl, for use on Saturday, June 18, 2016, between the hours of 4:00 and 9:30 p.m. within the confines of Memorial Park for Essex River Day.

One-Day Wine & Malt License and Waiver of Fee:

- Chebacco Liquor Mart, Jack Chisholm, for use on Saturday, June 18, 2016, between the hours of 3:00 and 9:00 p.m. within the confines of Memorial Park for Essex River Day.

One-Day Wine & Malt License:

- Woodman's Inc., Joan Houghton, for use on Saturday, June 25, 2016, between the hours of 12:00 noon and 10:00 p.m., within the confines of 125 R Main Street.
- Woodman's Inc., Joan Houghton, for use on Sunday, June 19, 2016, between the hours of 11:00 a.m. and 10:00 p.m., within the confines of 125 R Main Street.

Non-Resident Recreational Clamming Permit and Waiver of Filing Deadline:

- Mark Kenney, Rockport, MA, sponsored by Michael Galli

A motion was made, seconded, and unanimously voted to reorganize the Board, and to continue with Lisa J. O'Donnell as Chair and Susan Gould-Coviello as Clerk.

Police Chief Peter Silva joined the Selectmen to propose updates to Police Department position descriptions, which include the following: Chief of Police, Sergeant, Detective, Patrol Officer, Accreditation Manager, Harbormaster, Prosecutor, and Police Secretary. Chief Silva said that the existing descriptions are quite old and no longer present an accurate description of job responsibilities now being performed. The Selectmen agreed to take the matter under advisement and review the updated descriptions which will be voted at the next Selectmen's meeting on June 21. (The Selectmen continue to discharge the duties of the Personnel Board.)

The Chief introduced Special Police Officer Michael Juliano to the Selectmen and reviewed his many accomplishments. The Chief requested that Mr. Juliano be promoted to Part-Time Police Officer. The Selectmen were in agreement, and a motion was made, seconded, and unanimously voted to approve the request. The Selectmen signed the appointment card and congratulated Mr. Juliano.

The Chief said that everyone has been asking about when the Annual Car Show will be rescheduled, since it was cancelled due to rain. He said that there have been several suggestions about when to reschedule and where to hold the show. He asked the Selectmen for any thoughts on this matter.

The Selectmen thanked Chief Silva and Special Officer Juliano for coming and they left the meeting.

Two candidates for the soon to be vacant position on the Board of Public Works, Brian Feener and Scott Woodward, joined the Selectmen. Brian Feener said that he has held the position for the past several years. He said that he enjoys working with the other members of the Board and felt that he had contributed a lot over the years. He said he would very much like to be reappointed.

Scott Woodward said he has a lot of experience and knowledge that will enable him to make a substantial contribution to the Board of Public Works. He said he would like to be appointed to the vacant position and already knew the current members on the Board.

The Selectmen thanked Brian Feener and Scott Woodward for their interest in serving the Town and said that they would make the appointment at their next meeting on June 21st. Brian Feener and Scott Woodward left the meeting.

On another matter, Mr. Zubricki said that Elaine Paglia has asked that a new sign be placed at Paglia Park, similar to the two walking tour markers that are already on the site. The new sign would announce that the park is named for Mr. Paglia and offer additional related information. A motion was made, seconded, and unanimously voted to approve the new sign. Mr. Zubricki will work with the Paglia's, the Merchants Group, the Chamber, and others to finance design, obtain, and place the new sign.

Mr. Zubricki reviewed correspondence from the Essex National Heritage Commission that has placed new scenic byway signage along route 133. The Committee asked the Selectmen whether any type of ribbon cutting event is desired. Selectman Gould-Coveillo said that she would consider the request and get back to the Commission as necessary.

Mr. Zubricki said that it has been brought to his attention that cars have been parking along the Museum side of the Town Landing on week-ends and holidays, which interferes with the ability to use and exit the Town Landing facility. After discussion, a motion was made, seconded, and unanimously voted to ask the Department of Public Works to purchase and erect signs in the subject area prohibiting parking at all times of the year, violators will be subject to towing and/or a fine, per the existing Town Landing regulations.

A motion was made, seconded, and unanimously voted to ratify the approval of two Grant applications (Underage Alcohol Enforcement and Pedestrian's Bicycle Safety) and authorized Police Chief Silva as signatory on each.

A motion was made, seconded, and unanimously voted to approve the acceptance of a donation in the amount of \$500 to the Police Gift Account from the Essex Police Benevolent Association.

A motion was made, seconded, and unanimously voted to approve a request from Police Chief Silva to carry over a total of 80 hours of vacation time to FY2017.

A motion was made, seconded, and unanimously voted to approve a 33B transfer request in the amount of \$75.10 from Registrars Stipends to Registrar's Printing.

A motion was made, seconded, and unanimously voted to approve a request from the 1st Presbyterian Church of Ipswich to rent the Grove on Sunday, July 31, 2016, between the hours of 3:00 and 7:00 p.m.

A motion was made, seconded, and unanimously voted to proclaim Tuesday, July 26, 2016 as Spirit of the 26th Anniversary of the Americans with Disability Act. The Selectmen signed the proclamation.

A motion was made, seconded, and unanimously voted to sign the citation honoring Vincent and Barbara Caravella of the Scrapbook as Essex Small Business Persons of the Year. The award will be presented at the Small Business Persons of the Year Reception at Periwinkles on Thursday, June 9, 2016, from 5:00 to 7:00 p.m.

Barry O'Brien, the Essex Representative to the Cape Ann Regional Cable Advisory Committee, did not show up for his appointment to discuss the ongoing contract renewal process. His appointment will be rescheduled.

Mr. Zubricki reported that over the Memorial Day Weekend, the Police detail at Centennial Grove had observed 60 residents using the facility and had turned away approximately 80 non-residents.

Concerning Conomo Point matters, a motion was made, seconded, and unanimously voted to approve, sign, and send Offers of Sale for the following properties to the current tenants of those properties (tenant, map, lot, address):

- Seasonal Properties:

GOMES	108	018	025	Robbins Island Rd
RETTBERG	108	004	030	Robbins Island Rd
CALDER	108	005	034	Robbins Island Rd
DENTON	108	006	034 A	Robbins Island Rd
MACDOUGALL	108	007	036	Robbins Island Rd
CLARKP	108	009	038	Robbins Island Rd
CUTTER	108	010	040	Robbins Island Rd
PRATT2	108	016	041	Robbins Island Rd
SACHSSE	108	012	044	Robbins Island Rd

- Year-Round Properties that will revert to Seasonal-Only when transferred by the initial purchaser:

ROMANO	108	017	029	Robbins Island Rd
RYAN	108	014	046	Robbins Island Rd

- Year-Round Properties that will revert to Seasonal-Only when transferred by the initial purchaser with an easement to maintain a well on land of the Town:

RIGGS	108	011	042	Robbins Island Rd
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The Selectmen were reminded that their next regular Board of Selectmen's meeting will take place on **Tuesday** instead of Monday, on June 21st, 2016, at 7:00 p.m. in a faculty room at the Essex Elementary School on Story Street.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period May 21st through June 3rd, 2016, regarding the following:

Letter of Support for Town of Newbury CZM Grant Application: Mr. Zubricki reported that the Town of Newbury had asked Essex for a letter of support to include in their Massachusetts Coastal Zone Management grant application. Essex will also be submitting an application to the same grant program. He pointed out that even if only one town was successful in obtaining a grant, the grant work would still benefit the both towns. Subsequently, a motion was made, seconded, and unanimously voted to ratify the Chairman's signature on the letter of support for Newbury. Newbury may also be issuing a letter of support for Essex.

Downtown Parking Study Kickoff Meeting and Stakeholder Interviews: Mr. Zubricki reported that Town Planner Matt Coogan successfully obtained a grant to fund a study of parking in the town center. The firm hired to execute the study has planned a kickoff meeting for June 13. Mr. Zubricki and Selectman Gould-Coviello will attend the meeting. The consultant will interview various stakeholders for the balance of that day.

Robert Doane came before the Selectmen to discuss his possible appointment to the Shellfish Advisory Commission. Mr. Doane's brother, Selectman David A. Doane, recused himself and sat in the audience during the discussion. Shellfish Constable William Knovak said that he is in favor of appointing Mr. R. Doane to the Commission. Subsequently, a motion was made, seconded, and unanimously voted by Chairman O'Donnell and Selectman Gould-Coviello to appoint Mr. R. Doane to the Commission for a term of 3 years, commencing July 1, 2016 through June 30, 2019. William Knovak and Robert Doane left the meeting. Selectman Doane rejoined the rest of the Board at the table.

Mr. Zubricki resumed the presentation of his Town Administrator's report:

Investigation of IP/Cloud-based Phone System for Town Hall/Library: Mr. Zubricki has been working with an cloud-based IP phone vendor to explore the advantages of a cloud-based IP phone system. He has found that the cloud-based system offers more flexibility and many options for an equal or less expensive cost than the current copper pair phone lines. If the Selectmen approve the change to the cloud-based system, Mr. Zubricki would implement it now, while the Town Hall offices are occupying their temporary space at 74 Martin Street. When the time comes to move back to the completed Town Hall, the phones would simply be unplugged and plugged in at the renovated Town Hall. The cloud-based system offers 24-hour, seven-day a week immediate technical assistance and problem solving. If, at any time, it is decided that the cloud-based system is not acceptable, it would be easy to switch back to the old copper system. If the new system works well, other Town buildings would be converted. Following Mr. Zubricki's review, a motion was made, seconded, and unanimously voted to authorize Mr. Zubricki to begin implementing the cloud-based system for a one-year trial.

Change Order Proposals, 30 Martin Street - Structural Work, Conduit, Panel Relocation: Mr. Zubricki reviewed three suggested change orders. Subsequently, a motion was made, seconded, and unanimously voted to approve and sign only one change order concerning adequate framing for the second floor bathrooms, which is required by code. The other two change orders (the relocation of an electrical panel in the Library and conduit installation to facilitate communication lines to the computer server room) were neither recommend nor approved.

The architect is still considering options for supplementing the lighting in the Library.

Review of Fire Sprinkler System Design by Construction Subcontractor: There has been some disagreement between project participants regarding the necessary requirements for the new sprinkler system. The architect is now recommending a dry system for the Town Hall tower and a wet system everywhere else, with the addition of a supplemental heater in the attic portion of the building. This solution would satisfy everyone's concerns. The Board agreed that this solution should be pursued and reserved the right to reject the solution if the final cost is not desirable.

Further Development of Proposal for Northern Conomo Point Improvements: Mr. Zubricki reviewed the changes to the design development and implementation schedule for the two project sites at Conomo Point. He said that the Planning Board Chairman has informed him that the two sites may need special permitting, which would need to be factored into the budget and timeline. The Selectmen asked Mr. Zubricki to discuss the matter with Town Counsel to make sure that the special permitting is applicable to this project. The Selectmen were also in agreement that they would like to ask the consultant to accelerate the proposed time line for the project as much as possible, with a target completion date of 5/30/2017. The Selectmen also asked Mr. Zubricki to work with the consultant and the DPW to make sure that the DPW is willing and able to complete the work necessary for the 138 Conomo Point Road project, which would save the Town a lot of money. If the DPW is willing, the design for that area could be separately packaged.

Contract for Repointing and Crack Sealing at Stone Pier, Conomo Point: Mr. Zubricki informed the Selectmen that the Stone Pier at Conomo Point needed repairs and that Mark Haskell had offered to make the repairs for \$2,200. Mr. Haskell has repaired the pier for the Town in the past. A motion was made, seconded, and unanimously voted to approve and sign a contract with Mr. Haskell for repair of the Conomo Point Stone Pier.

Conservation Commission Hearing, Demolition of 5 Southern Avenue Garage: Mr. Zubricki reviewed his meeting with the Conservation Commission regarding the proposed demolition of the Allen barn on Southern Avenue. The Conservation Commission had several questions and concerns and they continued their discussion of the matter until their meeting on July 19th when the Selectmen could provide more information.

The court-appointed Receiver for the Allen property has not responded to the Town's requests for permission to access the property for asbestos assessment and permission to demolish the

barn. Town Counsel has commented that any Town activity on the property could expose the Town to liability claims. At present, the Town is not at risk for liability regarding the condition of the property.

Mr. Zubricki and Selectman Gould-Coviello had also met with Essex County Greenbelt representatives to discuss the possibility of partnering with them to clean up the Allen property. Greenbelt has suggested that they would like to start by reviewing and synthesizing all available past studies and analyses to determine the extent of the existence of hazardous materials. Town Counsel has said that the funds voted at the May 2016 Annual Town Meeting could be used for additional testing related to the garage. It may also be possible to obtain Community Preservation money to help with the project. The Board agreed that the Greenbelt report should be completed as a first step and that the Town may be able to help with issues surrounding materials stored in the garage and an underground storage tank under the garage at a later date. Further, it is possible the court-appointed Receiver could sell the property privately in the meantime.

Meeting with Engineering Firm Relative to Thin-Layer Deposition: Mr. Zubricki met recently with a Rhode Island engineering firm that has worked on several projects along the Atlantic coast using thin layer deposition. The firm is available to help with grant applications and offer advice.

CZM Community Coastal Resiliency Grant Application: A motion was made, seconded, and unanimously voted to ratify the approval and Chairman's signature on a grant application for this program.

There being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 9:05 p.m.

Documents used during this meeting include the following: None.

Prepared by: _____
Pamela J. Witham

Attested by: _____
Susan Gould-Coviello