

**Selectmen's Minutes
Senior Center**

January 9, 2017

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: Cliff Ageloff, Beth Cairns, Debbie French, Tina Lane, Bill Nolan, Police Peter G. Silva, and Roger Tyler.

The Chairman called the meeting to order at 7:00 p.m. in the second floor meeting room of the Senior Center at 17 Pickering Street and announced that the Board would hear Public Comment. Tina Lane asked about the Town's plans to dredge the Essex River. Mr. Zubricki and the Chair said that they have been consulting with the Army Corps of Engineers on the project. The River channel has been recently redefined by the ACE via an act of the Federal Legislature, so that it is now officially free of encroachments. This status will allow for future Federal funding. Also, the Army Corps has announced that it is planning to conduct a feasibility study regarding the disposition of dredging material within the River system itself, thereby helping to increase the system's resilience to future sea level rise. Mr. Zubricki said that before the River could be dredged, much more study is required. Eventually, after the initial work is completed, the Town may be asked to vote on whether or not to fund the local cost share of the work.

Architect Bill Nolan came before the Selectmen to discuss the proposed replacement of a cottage on land leased from the Town at 111 Conomo Point Road. The proposed structure appears to be larger than the current structure on the property. The Selectmen asked Mr. Nolan to provide them with a few addresses of structures his firm has designed similar to the one proposed that they could visit to help them visualize the scale of the replacement structure. They also asked if he would provide a scaled 3-D comparison of the proposed structure and the current structure. Mr. Nolan agreed to furnish addresses and return on January 23 to continue the discussion. Mr. Nolan left the meeting.

Essex Housing Authority members Beth Cairns, Cliff Ageloff, and Roger Tyler came before the Selectmen to discuss a candidate for the vacancy on the EHA Board. The EHA members called their meeting to order. After a short discussion, the EHA members decided not to make a recommendation at this time. They will ask the interested candidate for a letter of interest and a resume and meet again with the Selectmen on January 23 to continue the discussion. The EHA adjourned their meeting and Cliff Ageloff and Roger Tyler left the Selectmen's meeting.

Library Trustee Beth Cairns and Librarian Deb French joined the Selectmen to discuss the progress of the Town Hall/Library Renovation Project.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period December 17th through January 6th, 2017, regarding the following:

Cost Estimate for Crack Repair and Surface Restoration, Library Ceiling: Mr. Zubricki reported that the project architect has suggested making repairs to the ceiling in the Library so that it will have a more uniform appearance and be free of cracks. The estimate for the repairs is \$17,699.50. The repair work would have to be done now and not at the end of the project, due to

scheduling and other concerns. Mr. Zubricki said that there is only about \$60,000 left in the contingency budget and the repairs, which are merely cosmetic and not structural, would leave only about \$40,000 available to fund any other unforeseen items. Mr. Zubricki did not recommend proceeding with this work, since it cannot be left until the end of the project, when the contingency fund has less unknowns. He said that he would have recommended the work if it had been less costly, could be done later, or both. The present anticipated project completion date is now mid-May 2017. After some discussion, a motion was made and seconded to make the repairs to the Library ceiling. The motion passed by a vote of 2 to 1.

Drop-down Projector Screen & Lighting Controls – New Meeting Hall: Mr. Zubricki reported that the architect has asked the Town to specify a type of projector screen to be purchased for the new meeting hall so that the contractor can prepare the installation space appropriately for the projector. The Selectmen agreed to authorize Mr. Zubricki to request suggestions from the architect and comments from the Town's Cable TV representative, who works in the media field.

Mr. Zubricki said that the architect has also asked for the Town's preference regarding lighting controls on the third floor. The Selectmen agreed that Mr. Zubricki should ask if the controls for the main lighting can have a 3-way switch that would provide on/off ability from both the front stairs and the back stairs without a change order. Otherwise, the main light switch will be placed by the front stairs and the switches for the display cabinets, etc. will be by the back stairs.

Potential for Extra Storage Space Adjacent to New Meeting Hall: Mr. Zubricki said that the architect has suggested that some space on the third floor could be utilized as storage space. Access to the space would be covered with panels. The Selectmen agreed to consider the suggestion, pending further information.

Beth Cairns and Debbie French left the meeting.

Chief Peter Silva joined the Selectmen at the table to discuss his *performance during the past year and his goals for the next calendar year*. His goals for the past year included pursuit of State accreditation for the Police Department, formulation and presentation of eight educational classes for citizens regarding police work, Narcan training for the Police Department, sponsorship of a bike rodeo for children, implementing a summer bike patrol, and supervision reorganization of the Department. Following discussion of his efforts over the past year, those present discussed his plans for the coming year which include mooring regulation changes, fraud alerts to residents, crosswalk safety, the P.E.T.E. Program, Senior Alternative Transportation, staging a community event, and coordination of Chebacco Lake coverage with Hamilton. Chief Silva will revise his goals, based on the Selectmen's comments, and present them for final approval by the Selectmen at their January 23rd meeting.

Fire/Police Headquarters Replacement Site Engineering Options Update: Mr. Zubricki reported that the engineering firm hired to prepare a feasibility study of the Memorial Park area in relation to an improved public safety building has completed their study which is comprised of three different options for the site. Mr. Zubricki said there is also another alternative which would be

to have two buildings instead of only one. One building would be at 24 Martin Street and the second building possibly located on John Wise Avenue. The Selectmen agreed to share the feasibility study with the Town Building Committee and to solicit comments from the Finance Committee regarding the various building options, funding options, and timing options of the project. The various policy boards need to come to some general consensus before any particular option can be realistically pursued.

In other business, a motion was made, seconded, and unanimously voted to accept a gift to the Police Department in the amount of \$300.00.

A motion was made, seconded, and unanimously voted to approve the receipt of a \$2,000 grant to the Police Department to combat opioid matters.

Chief Silva left the meeting.

Mr. Zubricki resumed presentation of his Administrator's Report.

Army Corps of Engineers Dredge Spoil Re-Use Feasibility Study: Mr. Zubricki announced that the Army Corps of Engineers has informed him that they will be conducting a feasibility study, funded by the federal government, regarding the disposition of dredged material in or near the Essex River system. This study may assist with the future award of Federal dredging and/or coastal resiliency funding.

Asbestos Abatement required at 8 Conomo Lane: Mr. Zubricki reported that the two structures scheduled for demolition at Conomo Point have been tested for asbestos. 4 Conomo Lane contains no asbestos. However, 8 Conomo Lane has a substantial amount and it is estimated that it will cost approximately \$30,000 for removal of it prior to demolition. The project has been put out for bids and Mr. Zubricki said that there has been a lot of interest in this project, as well as the Conomo Point Waterfront Access Project.

Centennial Grove Master Plan Process: Mr. Zubricki said that he had consulted with the Town Planner regarding the master plan process, since the Board had expressed an interest in developing a master plan for Centennial Grove. Mr. Coogan suggested that the Town seek advice from Steve Winslow in Gloucester regarding their intentions. The Town has worked with Mr. Winslow in the past to further develop and update the Town's Open Space Plan. The first step would be to perform an overall survey of the Grove, which would likely cost around \$10,000. The services of a landscape architect, which would cost approximately \$25,000, working in concert to develop the plan, would also be advantageous. The Selectmen agreed to consider the matter.

Approval of Fiscal Year 2018 Capital Budget Update/Request: Mr. Zubricki reviewed the items on their Capital Budget.

Approval of the Fiscal Year 2018 Selectmen's Operating Budget Request: Mr. Zubricki reviewed changes made to the current budget to compute the request package for the FY2018 budget. Both the FY18 budget and capital plan are due to the Finance Committee this week and a motion was made, seconded, and unanimously voted to forward the Selectmen's Operating Budget and Capital Plan, as revised this evening, to the Finance Committee for their approval.

Re-visitation of Department of Revenue Management Review Report: Mr. Zubricki reminded the Selectmen that they had wanted to review the DOR management report on the one-year anniversary of their first review. Everyone present agreed to postpone this matter until after the Town Hall offices are installed back in the renovated Town Hall/Library at 30 Martin Street.

Further Review of Draft List of Annual Town Meeting Topics: Mr. Zubricki briefly reviewed possible items for the Annual Town Meeting. He said he would continue to work on the list for future discussion and finalization.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$513,631.26.

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 1/5/2017 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>
James McNeilly	McNeilly EMS	12/29/16	\$18.00	Police
James McNeilly	McNeilly EMS	12/29/16	\$505.00	Fire

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's December 20, 2016, Open Meeting.

A motion was made, seconded, and unanimously voted to approve a request from Periwinkles Restaurant to close from January 15 through March 16, 2017 for maintenance and cleaning.

The Selectmen signed an All Alcohol Package Store License for Schooner's Market (transfer from Essex Wine & Spirits previously approved by the Board and recently approved by ABCC).

The Selectmen were reminded that their next regular Board of Selectmen's meeting will take place on Monday, January 23rd, 2017, at 7:00 p.m. in the Senior Center, 17 Pickering Street.

The Selectmen reviewed a request from the Finance Committee to appoint Benjamin Buttrick and Michelle Dyer to fill vacant positions on the Finance Committee. A motion was made, seconded, and unanimously voted to approve both appointments and the Selectmen signed the appointment cards. The Finance Committee had also recommended two candidates to fill the final single vacancy on the Committee. Following a short discussion, a motion was made, seconded, and unanimously voted to appoint Scottie Robinson to the remaining vacant position on the Committee.

There being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 10:00 p.m.

Documents used during this meeting include the following:

Police Chief's performance during the past year and his goals for CY2017

Prepared by: _____
Pamela J. Witham

Attested by: _____
Susan Gould-Coviello