

**Selectmen's Minutes  
Town Hall, 2<sup>nd</sup> Floor Stage Conference Area, 30 Martin Street**

**September 28, 2020**

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the town's website, at [www.essexma.org](http://www.essexma.org). For this meeting, members of the public who wish to listen to the meeting may do so via Conference Call. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting. **The call-in number will be: 717-275-8940. The access code is: 8378315. Please mute your phones. If you do not have a mute button, press \*6 (star 6) to mute and unmute from a landline phone.**

Present: Chairman Ruth R. Pereen, Selectman Peter D. Phippen, Selectman Guy D. Bradford, and Selectmen's Assistant Pamela J. Witham.

Also Present via Telephone Conferencing: Antonella Muniz and Nick Royle.

Chairman Pereen called the meeting to order at 6:00 p.m. and asked anyone wishing to make Public Comment, to email their comments to Board of Selectmen Chair Ruth Pereen: [ruthpereen@gmail.com](mailto:ruthpereen@gmail.com) . The comments will be read from time to time throughout the meeting.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$838,099.16.

A motion was made and seconded and 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 09-24-2020 warrant pursuant to subsection (d) of said Section. Chairman Pereen abstained and the motion carried.

<u>NAME</u>	<u>VENDOR</u>	<u>DATE</u>	<u>AMOUNT</u>	<u>DEPT'S BILL</u>
David Pereen	Pereen Plumbing	09/07/2020	\$ 157.50	Water

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's September 14, 2020, Open Meeting.

A motion was made, seconded, and unanimously voted to ratify the Chairman's signature on the Storm Water Annual Report to the State.

A motion was made, seconded, and unanimously voted to appoint Caryn Gallagher to the Essex Cultural Council for a partial 3-year term, ending 6/30/2023. The Board signed her appointment card.

A motion was made, seconded, and unanimously voted to approve the Chairman's signature on a letter to the Office of the Inspector General requesting COVID funding for on-line building permit software.

The Board reviewed a resignation letter from Michele French, Chair of the Council on Aging, and a motion was made, seconded, and unanimously voted to accept her resignation. Chairman Pereen thanked Michele for her 4.5 years of service and her dedication to the Council on Aging.

The Board reviewed documents for a grant application to the Center for Tech and Civic Life to fund the purchase of additional Voting Booths; and, a motion was made, seconded, and unanimously voted to authorize the Town Clerk to submit the grant application in the amount of \$1,872.00 electronically.

Acting in their capacity as Licensing Board, a motion was made, seconded, and unanimously voted to approve a request for an Antiques License from Anna Hardy Builds LLC, d/b/a In Home Design Center, 117 Eastern Avenue. The Board signed the license.

Chairman Pereen reviewed the previous history regarding the placement of business signs on Town property. Article 7 on the Fall Town Meeting Warrant seeks to amend the Town's sign bylaw to prohibit any and all private signs on Town property. Private signs would still be permitted to be placed on private property, providing they comply with current guidelines and the Building Inspector and the Planning Board agree. And, temporary signs, such as campaign signs, may also be placed on private property without approval from anyone.

The Board was reminded that the Fall Town Meeting will take place this Saturday, October 3, 2020, at 1:00 p.m., outside, at the Essex Elementary School on Story Street.

The next regular Board of Selectmen's meeting will take place on Monday, October 5, 2020, at 6:00 p.m. in the 2<sup>nd</sup> Floor Stage Conference Area of the Town Hall, 30 Martin Street.

The Board reviewed the release deed conveying 96 Conomo Point Road (Map 110, Lot 27) to Alfred Landry, Trustee of the Landry Realty Trust of 2020. Subsequently, a motion was made, seconded, and unanimously voted to approve the deed. The Board will meet in the morning with Town Clerk Pamela Thorne, who will witness their signatures and notarize the documents.

The Board reviewed Mr. Zubricki's Town Administrator's Report for the period September 12, 2020 through September 25, 2020, regarding the following:

Fall Town Meeting Motions: The Board reviewed each of the motions for the Fall Town Meeting, as well as the designated presenter for each article.

Public Safety Facility Construction Project Update: Chairman Pereen reported that the construction team is currently working on the sheathing, blocking, trim work, and rough mechanical. The windows have been installed and the roof is expected to be finished this week.

Change Order 7: Door Replacement, Training Room Audio/Visual, Water/Sprinkler Line Retrofit, Minor Siding Change, and Hose Bibbs: Chairman Pereen reviewed the reasons for each of the items included in Change Order 7. Subsequently, a motion was made, seconded, and unanimously voted to approve Change Order 7, resulting in a net additional cost of \$8,270 which will be funded from the contingency line item in the project budget. For greater detail regarding the Change Order items, please refer to Mr. Zubricki's Town Administrator's Report for September 28, 2020, on the Town website: [www.essexma.org](http://www.essexma.org)

Local Review of State Applications for Marijuana Establishments: BB Botanics has applied to the Cannabis Control Commission (CCC) for two licenses (one for retail and one for cultivation) in Essex. The CCC has asked Essex if BB Botanics is in compliance with all Town regulations and bylaws. While BB Botanics is currently in compliance, they are still working with the Town to complete a site plan review and other prerequisites. The reporting forms to the CCC has been annotated to reflect this. A motion was made, seconded, and unanimously voted to approve the Chairman's signature on both forms.

Community Compact Cabinet IT Grant Application, Police Cameras: There is a new round of IT grant funding from the State, and the purchase of Police cameras for the officers and the cruisers is eligible. Sergeant Bruce is collecting cost estimates and Mr. Zubricki has offered to input data into the online application which is due by October 15. A motion was made, seconded, and unanimously voted to authorize the submittal of the online grant application for the cameras.

Byrne Grant, Police Portable Radios: The current Police radios are outdated and they will not communicate with the radios in surrounding towns which have updated digital frequencies. The Federal Byrne Grant would pay for new radios. However, the grant application deadline was last week and Chairman Pereen has signed the application and it was submitted prior to the deadline. Subsequently, a motion was made, seconded, and unanimously voted to ratify the Chairman's signature on the grant application.

Coastal Zone Management Coastal Resilience Grant Award: The Town has received a grant in the amount of \$27,282 from the MA Office of Coastal Zone Management (CZM) to fund design work to elevate the second dip on Apple Street to prevent flooding. The Town already has a grant that is funding design work on the first dip and expects to receive a second grant from MAPC to complete work on the first area. The Town may apply for additional Federal funding later this year to complete the second area. A motion was made, seconded, and unanimously voted to accept the CZM grant. A motion was also made, seconded, and unanimously voted to approve and sign a contract with TEC Engineering for the design work when it becomes available.

No comments had been received during the meeting. Chairman Pereen asked if anyone on the conference line had any questions. No one did.

There being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 7:00 p.m.

Documents used during this meeting include the following: None.

Prepared by: \_\_\_\_\_  
Pamela J. Witham

Attested by: \_\_\_\_\_  
Peter D. Phippen