

**Selectmen's Meeting
Town Hall, 2nd Floor Stage Conference Area, 30 Martin Street**

December 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. For this meeting, members of the public who wish to listen to and/or view the meeting may do so via Video Call (with the option to show yourself on video or not and with the option to use a phone to call in, for audio-only). 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 using the tools discussed below, 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 link to the video conference is: <https://join.freeconferencecall.com/bzubricki>, and, if prompted, the on-line meeting ID is bzubricki. Depending on your device and software installed, you may be able to join directly, by web browser, or, you may have to download the application directly (you will be shown that choice when you go to the above link). You should be joined in mute mode. However, if that is not the case, please click on the audio icon to mute your microphone. You can choose to activate your camera to show yourself, or not. The camera should be off, by default, when you join.

Present: Chairman Ruth R. Pereen and Selectmen's Assistant Pamela J. Witham.

Present via Video Conferencing: Selectman Peter D. Phippen, Selectman Guy D. Bradford, Town Administrator Brendhan Zubricki, Town Accountant Virginia Antell, and Tina Lane.

Chairman Pereen called the meeting to order at 6:00 p.m. in the 2nd floor Stage Conference Area of the Town Hall at 30 Martin Street and asked anyone wishing to make a Public Comment, to please email their comment to Town Administrator Zubricki: bzubricki@essexma.org. 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 \$103,181.82.

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 12/17/2020 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> |
|----------------|---------------|-------------|---------------|--------------------|
| Ernie Nieberle | Nieberle's | 11/24/2020 | \$ 326.00 | Police |

| | | | | |
|----------------|--------------|------------|-----------|------|
| Ernie Nieberle | Nieberle's | 11/24/2020 | \$ 141.30 | Fire |
| Jim McNeilly | McNeilly EMS | 12/03/2020 | \$ 614.00 | Fire |

A motion was made and seconded to exempt from Section 20 of Chapter 268A of the General Laws, the contracts and amounts for the individuals listed below contained within the 12/24/20 warrant pursuant to subsection (d) of said Section. Chairman Pereen abstained from voting 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 | 12/18/2020 | \$ 900.00 | Council on Aging |

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

A motion was made, seconded, and unanimously voted to appoint Paul Orlando to the position of Assistant Building Inspector, to replace retiring Assistant Building Inspector William Holton.

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

Antiques License Renewals:

- Channing Howard, Howard's Visual Merchandise, 165 Eastern Avenue

Common Victualler License Renewals:

- Dimitrios Tegos, Essex Pizza & Restaurant, 235 Western Avenue

Shellfish Permit:

- Consider approving a late shellfish permit application from Devin DePaolis.

The Board was reminded that their next regular Board of Selectmen's meeting will take place on Monday, January 11, 2021, at 6:00 p.m. in the 3rd Floor Auditorium at the Town Hall, 30 Martin Street.

The Board acknowledged receipt of letters from three Pingree School students (Charlie Falk, Sean Stevens, and Wylie Glorieux), regarding their school projects to honor and/or commemorate past achievements by Essex residents. The Board also noted that Connor Bell, an MERSD student, had submitted a proposal for a water bottle filling station in Town. The Board was in agreement and asked Mr. Zubricki to invite the three Pingree students to the February 8th Selectmen's meeting where they will each be given 5 minutes to discuss their project. Connor Bell's proposal will be referred to the Department of Public Works, since it would require DPW permission and ongoing maintenance, as well as providing a source of water. Connor may also come before the Selectmen on the 8th, if he desires.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period December 12, 2020 through December 25, 2020, regarding the following:

Public Safety Building Custodian Hire: Mr. Zubricki said that Federal COVID funding for special cleaning of the Town Hall, Police Station, Water Plant, and the Senior Center has provided that service since about June of 2020. Since the new Public Safety Building will not be

ready to be occupied until approximately March of 2021, Mr. Zubricki suggested that the Town hire the custodian for that building now, and, in the interim, use that custodian to clean the other buildings until the new one is ready to be occupied. The Board was in agreement, and a motion was made, seconded, and unanimously voted to authorize Mr. Zubricki, Fire Chief Doucette, and Police Chief Francis to choose and hire a Public Safety custodian to work 19 hours per week, servicing the four existing town buildings as a Town Property Custodian until such time as the new building is ready to be occupied. At that time, it is hoped that the Town Hall Custodian (who has been on COVID leave) will be able to return to work.

Town Administrator Calendar Year 2021 Goals: Mr. Zubricki asked the Board members if they had any additions or comments to his list of calendar year 2021 goals, and they replied that they had no comments or questions. A motion was made, seconded, and unanimously voted to accept and approve the goals.

Public Safety Building Construction Project Update: Mr. Zubricki reported that most of the outside work at the new public safety building site is done. The team is currently working on the sidewalks and the copper lines for elevator and alarm system telephones will be installed this week. The building has been energized with permanent, three-phase power and work on its interior continues in earnest. The team is seeking cost estimates for the motorized gate controlling access for police vehicles at the rear of the building. Fencing enclosing the remainder of the area will also be quoted by the project contractor but also may go to bid after the main project has been completed.

Change Order 10: Ledge at Mast Arm Foundation, Public Safety Stoplight, Delete Cord Reels in Public Safety Apparatus Bay, Add Monitor in Sergeants' Office, Ceiling and Soffit Modifications, Delete Cane Rail and Add Partition: Mr. Zubricki reviewed the items included in Change Order 10, which will result in a net additional cost to the project of \$22,707.00. Subsequently, a motion was made, seconded, and unanimously voted to approve all items included in Change Order 10.

Extension of Builder's Risk Policy, Public Safety Building (PSB): Mr. Zubricki said that the Builder's Risk Policy for the PSB expires on January 31, 2021. The building is not expected to be completed until March 2021. The Board was in agreement, and a motion was made, seconded, and unanimously voted to authorize the Chairman's signature on a two-month extension of the policy, when available.

Fiscal Year 2022 Selectmen's Operating Budget Request: Mr. Zubricki reviewed the recent amendments to the Board's proposed FY22 Operating Budget Request, and a motion was made, seconded, and unanimously voted to authorize Mr. Zubricki to submit the Board's Operating Budget Request Package, as revised, to the Finance Committee for approval.

Fiscal Year 2022 Selectmen's Capital Budget Update: Mr. Zubricki also reviewed the updated Capital Budget. The Board discussed the proposed house for the antique pumper, for which they

will seek Community Preservation Act funding. Following the discussion, a motion was made, seconded, and unanimously voted to submit the Capital Budget as revised.

School Budget Collaboration Group Meeting Summary: Mr. Zubricki said that he had missed the last school budget meeting due to the sudden development of a leak in the Town Hall bell tower. Selectman Bradford had attended with Finance Committee Chair Ben Buttrick. Mr. Bradford reported that school officials had not been very optimistic about being able to limit the FY22 apportionment increase to no more than 2 ½% and they were guarded about how involved a Town representative may be able to get in the next round of teachers' contract negotiations.

Draft List of Potential Annual Town Meeting Topics: The Board reviewed and approved the revised list. Mr. Zubricki will now draft the warrant for the 2021 Annual Town Meeting to be discussed at the next Selectmen's meeting on January 11.

Mr. Zubricki reported that he had not received any public comments.

There being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 6:52 p.m.

Documents used during this meeting include the following: None.

Prepared by: _____
Pamela J. Witham

Attested by: _____
Peter D. Phippen