

Selectmen's Minutes
3rd Floor Auditorium, Town Hall, 30 Martin Street

February 26, 2024

This meeting will be conducted in-person, with the public welcome, but will also be made available to the public via remote participation to the greatest extent possible. Members of the public who wish to listen to and/or view the meeting may do so via two-way Video Call (with the option to show yourself on video or not and with the option to use a phone to call in, for two-way audio-only). Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast or its quality, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person versus virtual attendance accordingly.

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.

If you do not have a digital device to join via the link above, you can also dial a telephone number and be directly connected to the meeting, via two-way audio only. The call-in-only number is: (425) 436-6352 and the access code is 1729820.

Further, it is likely that this meeting will be broadcast by 1623 Studios over the local cable television network. Please check your cable listings for details if you are a Comcast cable television subscriber.

Present: Chairman Ruth R. Pereen, Selectman Peter D. Phippen, Selectman Alva A. Ingaharro, Town Administrator Brendhan Zubricki, Selectmen's Assistant Pamela J. Witham, Treasurer/Collector Brooke Friedrich, Jason Heath, Finance Committee Chair Jodi Harris, and Finance Committee member Ben Buttrick.

Also Present via Video Conferencing: Annie Cameron, Janet Carlson, Paul Fitzpatrick, Craig Markiewicz, Brian Gressler, Tina Lane, Theresa Whitman, and Sarah Wolf.

Present from 1623 Studios: Joan

The Chairman called the meeting to order at 6:00 p.m. in the third floor auditorium of the Essex Town Hall at 30 Martin Street.

Jason Heath came before the Board to present a request for a Class II License for his part-time business, Lakeside Auto, at 63 Wood Drive. He suggested that the license list the following

restrictions: No vehicles will be displayed on the property; limited to two vehicles at any given time; vehicles will be stored in the barn or driveway; and, no vehicles will be stored within the 100-foot watershed buffer. All the paperwork was in order. Mr. Heath will obtain a \$25,000 bond when the license is granted. Subsequently, a motion was made, seconded, and unanimously voted to approve the request with the specified restrictions, contingent upon receipt of the bond certificate and approval by the Building Inspector. Mr. Heath left the meeting.

A motion was made, seconded, and unanimously voted to issue and sign a license agreement with the Conomo Point Association to attach ramps and floats to the Stone Pier at the Point, commencing April 15, 2024 through October 15, 2024.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period February 10, 2024 through February 23, 2024, regarding the following:

Alewife Brook Water Level Monitoring Study Summary and Future Work: The Town had received a Legislative Earmark in the amount of \$15,000 which was later cut in half (\$7,500). After a short discussion, a motion was made, seconded, and unanimously voted to approve an amendment in the Town's contract with Interfluve to continue their study of Alewife Brook. The Board asked Mr. Zubricki to ensure that Interfluve will include analysis of public water supply well pumping versus stream levels, all within the available funding.

Possible Conomo Point Boat Storage License for Essex Bay Sailing Club: The Conomo Point Sailing Club has requested permission to store their boats on Town property at the Point and the Board had asked Mr. Zubricki to draft a license to that effect. The Board reviewed a draft of the proposed license and had several questions for the Sailing Club, including how many boats would be stored, the size of the boats, whether there would be power boats stored, how many out of towners participated in the program, and others. The Board was in agreement that the storage should be limited to the grassy area at 103 Conomo Point Road, since the gravel area is where the kayak racks are placed. This matter will be reviewed again at the next Board meeting, after Mr. Zubricki gets more information from the Club.

Review of Revised Draft Town Hall Use Policy: The Board reviewed Mr. Zubricki's recent revisions to the Town Hall Use Policy. A motion was made, seconded, and unanimously voted to approve and distribute the policy to Town employees.

In Other Business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$102,614.70.

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's February 12, 2024, Open Meeting and Executive Session.

A motion was made, seconded, and unanimously voted to ratify the Board's signature of the Warrant for Presidential Preference Primaries.

A motion was made, seconded, and unanimously voted to sign a successor employment contract with the Town Administrator, subject to appropriation at the Annual Town Meeting.

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

Senior Shellfish Permit:

- William Pascucci

Commercial Shellfish Permit:

- Keith W. Anderson
- Peter Bayreuther
- Matthew E. Lane
- Bruce Mello
- Richard Tofuri, Jr.

Student Shellfish Permit:

- Carys E. Anderson
- Cormac E. Anderson

A motion was made, seconded, and unanimously voted to return the following permit applications to the Town Clerk. These permits were missing various documentation.

Senior Shellfish Permit:

- Dan Marshall-need copy of his lease or tax bill

Commercial Shellfish Permits-need copy of State Commercial Permit:

- Zack Appelftoft
- Sheila Carter
- Benn Ferriero
- Mark Jordan
- Matthew G. Lane

Student Shellfish Permit-need copy of State Commercial Permit

- Colby Doane

The Board was reminded that the Planning Board will host a zoning public forum on Wednesday, February 28, 2024, in the Town Hall auditorium, beginning at 7:00 p.m. The Board will also discuss a potential path toward hiring a full-time Town Accountant as the present, part-time Town Accountant continues to guide the Town through a transitional period.

The next regular Board of Selectmen's meeting will take place on Monday, March 11, 2024, at 6:00 p.m. in the 3rd floor auditorium of the Town Hall, 30 Martin Street. Selectman Phippen announced that he would be unable to attend this meeting.

At 6:30 p.m., citing the need to discuss contract negotiations with the Treasurer/Collector, the Chairman entertained a motion to move to Executive Session. The Chairman invited Treasurer/Collector Brooke Friedrich and the Town Administrator to attend the session and stated that the Board would be returning to Open Session to continue with regular business. The

motion was moved, seconded, and unanimously voted by Roll Call Vote. The Board, the Town Administrator, the Selectmen's Assistant, and the Treasurer/Collector moved to Executive Session in the Town Administrator's office on the second floor.

The Board, the Town Administrator, and the Selectmen's Assistant returned to Open Session in the auditorium at 6:52 p.m. The Treasurer/Collector left the meeting.

Newly appointed Chair of the Finance Committee, Jodi Harris, reported that the Fin Com members have been working with department and committee heads to finalize FY 2025 budget requests. The Committee will meet with the Select Board on March 11 to review the proposed operating budgets and capital project requests. Currently, the Committee does not see the need for a Proposition 2 ½ override for any reason.

Ben Buttrick left the meeting.

Further Review of Draft Annual Town Meeting Warrant: Mr. Zubricki reviewed the latest revisions to the draft May 2024 ATM Warrant, which were duly discussed and approved by the Board. Mr. Zubricki also said that capital items for FY 2025 may include repairs to three Town bridges (Apple Street, Pond Street, and Landing Road), purchase of defibrillators and tasers for the Police Department, grinder pumps, and a new water and sewer truck. Mr. Zubricki will revise the draft warrant again in accordance with the Board's input for discussion at the Board's next meeting.

Review of Revised Draft License for the Private Use of Town Landing: The Board reviewed the latest draft of a one-day license for use of the Town Landing during the off-season by private entities. A few additions/changes were suggested and Mr. Zubricki will proceed with the revisions. The Board intends to potentially approve a final version of the document at its next meeting.

No one offered any PUBLIC COMMENT.

There being no other business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 7:42 p.m.

Documents used during this meeting include the following: None.

Prepared by: _____
Pamela J. Witham

Attested by: _____
Peter D. Hippen