

IPSWICH BOARD OF SELECTMEN
Meeting of Monday, January 2, 2018
Ipswich Town Hall, 25 Green Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18 - 25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Board of Selectmen was held on Monday, January 2, 2018 at 7:00 pm in Meeting Room A.

With a quorum present, William Craft called the meeting to order at 7:06 pm
Selectmen present: William Craft, Chair, Nishan Mootafian, Vice-Chair, Linda Alexson, William Whitmore, Edward Rauscher
Also present: Robin Crosbie, Town Manager; Alexys Parsons, Recording Secretary

Abbreviations used: BOS - Board of Selectmen; TM - Town Manager; GSC – Government Study Committee; CP - Capital Plan
Public Information: Agenda; Meeting Packet

Welcome / Announcements

Mr. Craft opened the Warrant from January 2, 2018 through March 19, 2018 until 4:00 pm. Town Meeting scheduled for May 8, 2018, Town election a week later. Two ways to get on the Warrant, one through the BOS and second, through citizen petitions. Citizen petitions will be accepted until March 19, 2018.

Police Chief Nikas, Steve Lesnikoski, Sergeant Dan Kmiec (D.A.R.E Program and Addiction Recovery Unit), and Patrolman Aaron Woodworth (D.A.R.E Program) were all present to introduce Steve Lesnikoski to the Town. Steve is working for the police department as a Recovery Coach that allows substance abusers to reach out to him for help with addictions/substance abuse. Steve will come to houses of individuals seeking aid to give options and information for recovery. Steve previously struggled with opioids and has been sober for the last two and a half years and joined the outreach program to give support, knowledge and help residents of Essex County with substance abuse. Steve is qualified to help individuals with any sort of addictions and currently works in the Middleton Detox Program at the House of Corrections, Ipswich Police Department (on Mondays) and spends a majority of his work day out in the field, meeting with individuals/families with addictions. This is an outreach/recovery program where Steve will make the initial contact then follow up with the families. This “Gloucester Angel Program” is intended for treatment and support only, not to get anyone in trouble or arrest those individuals seeking help. The Good Samaritan law provides protection from drug possession charges when an overdose victim or overdose witness seeks medical attention. This law helps reduce overdose deaths by removing barriers to calling 911 for medical assistance, a crucial step in saving the life of someone experiencing an overdose. This is a two-year grant provided by the Edwin Lutz Foundation. Steve can be contacted via email (steve@paariusa.org) or by calling the Ipswich Police Department.

Mr. Rauscher stated that the bylaw charter change on winter parking ban on January 1, 2018 will not permit parking on the streets overnight. For now, the police are ticketing cars that are left on the streets overnight.

Citizen Queries

Andrea Lacroix, inquired what the Selectmen’s process is to provide for the services of an able Interim TM until the permanent manager is hired. Further, she requests that the Interim TM have knowledge and experience in environmental sustainability as the Town moves forward to finalize FY2019 Town budget during the Interim’s tenure.

Gary Champion, 3 Palamino Way, requests of the Board to ask the Government Study Committee (GSC) to review the research and new facts during the January 9, 2018 GSC meeting, and provide advice to the BOS as soon as possible. Mr. Champion is concerned about the approved mooring regulations. Mr. Craft stated that he is not recommending anything as of yet and stated that the Board needs more time to make recommendation.

Barton Slatko, 11 Brentwood Way, Ipswich Table Tennis Club, expressed concerns over the gym floors with a potential floor hockey club playing on a night that the Table Tennis Club played in Town Hall and questioned why one of their nights was taken away. Ms. Crosbie stated that this group made reservations in February, 2017 but confirmed that floor hockey will not happen on the new gym floors. Mr. Slatko then asked if they could still play two nights but at an earlier time and in response, Ms. Crosbie stated that he could reach out to Jane Spellman for scheduling information.

Public Hearing: Class II Application Crash Clinic

Mr. Craft read the legal notice.

Luciano do Val was present to explain to the Board his application for a Class II license for the Crash Clinic. Mr. do Val stated that this license was for opening a Crash Clinic as well as to sell used cars on the property. Mr. do Val has fifteen years in the construction field, when he was 17 years old he graduated with an auto mechanics degree and is a car enthusiast who wanted to turn his hobby into a business. Mr. Craft inquired if Mr. do Val will buy cars at auction then sell at his business. Mr. do Val stated that yes, he would buy cars at auction and will have a fifteen-car maximum on his lot for sale. Mr. do Val stated that this is not a junkyard. Ms. Alexon inquired about the lighting due to the residents that are close to Mr. do Val's business and in response, Mr. do Val stated that there are two existing mercury lights on both sides of the property which shutoff between 9-10pm. Mr. do Val does not plan on replacing lights.

Vote: Mr. Rauscher moved and it was seconded to approve the application as noted in the packet. The motion carried unanimously.

Preliminary Discussion of Appointment of Interim Town Manager

Mr. Craft to put together thoughts to forward to Bernie Lynch for candidate for the interim TM (resumes are in packet). More than one candidate for the "caretaker" position to provide objective, apolitical administration, administrative oversight to municipal services, maintain a smooth, timely responsive office of TM, and support the operations of the BOS. Qualifications should be: experience as Senior Executive Public Administration, knowledge of General MA law, accounting systems, experience with public sectors and labor unions. Salary has not been set. This position would not need to be full-time.

Mr. Whitmore inquired about the process used to hire the interim and if the Board is deciding as a group and how would the Board determine an interim? In response, Mr. Craft stated that would be a consulting position and would not require full EEO or Town hiring processes for the Board to appoint the interim TM.

Mr. Rauscher stated the context would be that the current TM to develop a budget for the Interim to follow along (doesn't expect drastic changes to be made by interim/BOS) and recommends someone who knows the Town and Town committee structure and to find someone locally to do two to three days a week in office. Mr. Rauscher recommends Jim Engel for interim TM. Mr. Craft stated he would like to see an out-of-town interim TM for a fresh set of eyes with previous experience in public administration as an opportunity to use insight. Appropriate salary needs to be established (to coordinate with Finance Director/committee). The Board to review resumes and thoughts for next meeting for a decision.

Ms. Crosbie mentioned a piece of information that was not included in Rocco Long's resume and that he is recently retired and that he served as the President of the Massachusetts Municipal Management Association (was also the Chair of the Ethics Committee there) and is extremely knowledgeable of municipal government.

Whitmore stated that the Town could benefit from outside perspective, someone who has an unbiased opinion to gain useful information. Ms. Crosbie suggests an exit interview to get this information. Mr. Craft needs more time for Board to think and discuss in the next two weeks.

Mr. Mootafian inquired if the Board is planning on someone in place by next meeting. In response, Mr. Craft stated that there are three candidates to be considered and they could be available by late January or early February. Mr. Mootafian recommends an inside presence and someone who knows the Town.

Ms. Alexson believes that the two resumes are qualified and recommends Mr. Delaney as he is local and the other candidate lives in Duxbury. Ms. Crosbie agreed with Ms. Alexson as Mr. Delaney lives in Middleton and has had municipal experience in Wenham. Ms. Crosbie states that Mr. Delaney will have a good insight as he is compatible with the community and has professional management experience and he is someone who doesn't have any political objectives and no opinions on the Town. Mr. Delaney can help the BOS with budget process, Warrants (by working with Town Counsel) and helping the department heads on goals/objectives. Ms. Crosbie also stated that there is an issue concerning Solid Waste that the Board will have to deal with and will need ongoing tending to be resolved and believed Mr. Delaney would be a great help to the Board.

The Board to review all three resumes and come back at next meeting with conclusions.

Capital Plan Budget Overview

Robin Crosbie, Town Manager was present to explain to the Board, a presentation (on ICAM video) concerning the Capital Plan Budget. The Board has received a summary of the budget. The Finance Committee asked Sarah Johnson to put together a spreadsheet of all upcoming projects for the Town. The Board has now defined the CP as: equipment and infrastructure with a net cost of more than \$10,000 with a life expectancy of more than 5 years, (examples: components of larger infrastructure (computers, peripherals and major software)). Police cruisers are excluded from this definition (traditionally do not last more than 5 years) but are included in the budget.

The priorities of ranking resources towards each Capital are: Risk to Safety, Risk to Property, Federal or State Mandates, Routine Replacement, Operational Improvement, Coordination of projects (the DPW might need to work with another department), Equitable Services to Special Populations, Economic Development, Natural Resources Preservation, New/Expanded Facilities and Program Changes.

Expectations and hopes for the new budget are ongoing improvements in scope, details, and planning and a five-year plan coordinated across multiple departments. The FY2019 Funding Sources include the stabilization fund of \$176,093 (Capital Stabilization Fund), asking for about \$1.1 million in Free Cash (balance is currently at about \$1.5 million). It was noted that the Town needs to raise \$165,025 in 2018 (2.5% more than last year) to come from the revenue in the Town (total needed would be \$1,441,118).

Recent Capital Projects (excess is always rolled back into the Capital Stabilization Fund, i.e: if expenses are used, project managers must either use the money or return back to fund) are to: replace Town Hall gym floor, library rooms and offices, replaced roof AC units in Town Hall, replace HVAC in library, order two (2) fire pumpers (currently on order), SCBA equipment for firefighters (trucks are seven years overdue for replacement), purchase DPW bucket truck, school VOIP system replacement, Payne building exterior repairs, Middle and High School HVAC system repair and balancing and valve replacement (about \$300,000 has been invested into these repairs), Water: new meter system, Sewer (Ipswich River siphon study and wharf pump station evaluation).

Information Technology, everything is bought online through the state bid list. The Town's replacement budget is \$61,336 which includes technology (computers hardware etc.), and migration to the Cloud for security issues (for email). Ms. Crosbie asked for a security audit of our internet security, and seems to be compliant.

School budget is at \$100,000 of their annual \$250,000 budget. School Building and Land Repairs include: parking lot repair (budgeted for \$35,000). Doyon School needs the flooring to be replaced as flooring is moldy and a health concern (budgeted for \$11,000). Winthrop School needs HVAC/Boiler Repairs (estimated \$50,000), Cafeteria/Gym repairs (focusing on the floors due to tripping hazards (estimated \$25,000)). Middle School and High School: year 3 of 5 communication system (budgeted for \$35,914), replace flooring (\$85,500) for a total budget between \$300,000 and

\$375,000 (over the next few years). Tennis Court Repairs due to tripping hazards (\$38,000), scoreboards/shotclock (\$25,000). Ms. Crosbie has advised the sports programs to raise assisting funds.

Town Buildings Budget Renovations - Town Hall: Assessments of Town and school facilities 1 of 2 for \$100,000. Finance Committee asked the Board to assess all of the facilities in terms of long term needs as it is estimated at about \$200,000 based upon measurements for the next 20 year CP. Library needs replacing of single pane windows 1 of 2. This would be an energy saving process for an estimated \$76,000 (total) budget and is recommended to be completed all at once

Police Station need to replace portion of roof as it is leaking and drain holes no longer work (high priority) for an estimated \$20,000. Linebrook Fire Station: Replace oil burner as it is only 55% efficient for an estimated \$12,000. The oil burner replacement is a routine replacement and Mr. Rauscher inquired if this could be replaced with natural gas, and in response, Ms. Crosbie stated that will ask Bill Hodge about these numbers. Linebrook Fire Station: Generator replacement (\$10,000 set aside action to contribute remainder (from last year) and the estimated cost most likely to be around \$35,000 to \$40,000). Central Fire Station: Renovate office for \$30,000. Highway Garage: Emergency Generator (needed for pumping gas without power) for an estimated \$30,000. An independent contract with Action Ambulance need to be negotiated and work with them on their storage of vehicles and equipment (this contract should be restructured). Pony express Barn Demolition – the Board thinks it may cost more than this projection and the new quotes range from \$25,000 to \$51,000 and it is the general consensus from the Board to remove the barns.

DPW Equipment: Bucket Truck (year 2 of 5) - \$43,500, Dump Truck (year 3 of 5) - \$29,270, Dump Truck (year 4 of 5) - \$35,108, DPW Loader (year 5 of 5) - \$34,605, Dump Truck with Wing plow (year 1 of 5) - \$36,567, Replace Pickup Truck - \$35,000, Cemetery and Parks: Replace a 52 inch Mower - \$10,000. Ms. Alexson inquired if they could use the existing 52 inch mower and Ms. Crosbie stated that they need a 60 inch as well as a separate 52 inch mower (due to lack of man power). Cemetery and Parks: Replace tractor (with a digger on it) - \$35,000.

Fire Department: Replace Engine #4: Year 2 of 5 - \$44,417 (money was set aside for this engine), replace Engine #2: Year 2 of 5 - \$95,901 (buying on a 5 year purchase), command vehicle for Deputy Chief for \$55,000 (Ford Excursion – a command vehicle full of materials and equipment). The Board questioned why would the Deputy Chief need a vehicle for \$55,000 seeing how there are already two vehicles for the chiefs. Ms. Crosbie suggests to bring this issue up at the budget meeting.

Police, Harbors & Emergency Management - Police: Replace radio infrastructure 1 of 2 to put a repeater on the cell tower for \$80,000 (there are no grant opportunities for this type of project). Harbors: from Waterways Funds (presently about 4 or 5 boats), fix/upgrade Patrol boat for \$65,000 this includes rewiring the boat as it is exposed to the elements and updating the engines as the hours are high. Last year the docks were replaced from this budget. Emergency Management: replace emergency radios (old parts are not available anymore and no grants or aid from renovating existing parts only on new parts) for \$25,000.

Other Equipment - Replace voting booths as they are all rickety and the handicap ones are falling apart (this was a request from the Town Clerk) for \$11,000. Economic Development: extend downtown Riverwalk (includes a pocket park and some green spaces) for \$90,000. Comprehensive Plan Update 1 of 2, this would be the source document for creating a comprehensive plan to be managed through the Planning Department for \$30,000 (for consultants). The Planning Department is trying to update existing plans such as language updates and making mapping and development online user friendly.

Water and Wastewater (all are included in the budget) - Water Infrastructure: SCADA Communication Upgrade - \$25,000, Critical Water Mains upgrades - \$1,500,000 (includes the Mill River, Section of High street and Argilla). Water Master Plan 3 of 3 - \$100,000 for a total of \$1,625,000. Wastewater Infrastructure: SCADA system design (multi-year) - \$100,000, Replace Plant Furnace - \$30,000, NPDES Compliance 1 of 2 - \$75,000, Plant Basement Lighting - \$25,000, Town Wharf Station Engineering - \$100,000 (currently a study is being done on this to determine if this needs to be upgraded or replaced). Aeration piping replacement in the plant 1 of 2 - \$125,000 for a total of \$455,000.

Challenges of this Capital Budget - Free cash is always uncertain from year to year (averages about \$1.4 million). There is continued need for an ongoing General Fund source dedicated to Capital projects of approximately \$1,500,000 to \$1,700,000 per year based upon current request submitted.

Some progress has been made, FY 2017 Town raised \$133,000, FY 2018 Town raised \$161,000 and for FY 2019 projection is \$165,025. Ms. Crosbie to be meeting with Rick Clarke to collect more data.

Approval of Minutes

December 4, 2017 – Recording Secretary to make edits.

Vote: Mr. Rauscher moved, and it was seconded to approve minutes with changes as noted by various Board members. The motion carried unanimously.

December 18, 2017 – Recording Secretary to make edits.

Vote: Mr. Rauscher moved, and it was seconded to approve minutes with changes as noted by various Board members. The motion carried unanimously.

Consent Agenda

One Day Liquor Application(s)

All Alcohol – The Trustees of Reservations – Event: Carnival Costume Ball at the Crane Estate, February 10, 2018. Pending occupancy permit.

Vote: Mr. Mootafian moved and it was seconded to approve the Consent Agenda. The motion carried unanimously.

Miscellaneous and Correspondence

None.

Town Manager's Report

Ms. Crosbie has been in communication with the departments about the upcoming “Bomb Cyclone” and projected expenses. Forecasting 12 to 15 inches with 60 mph winds. Friday and Saturday temperatures could affect power losses. Emergency group is meeting on the January 3, 2018 at 1:00 to discuss with different departments. Ms. Crosbie expressed concerned about the harbor and clearing ice and snow coming in and stated Town Hall and library will most likely be closed.

Farmer's Market needs a new coordinator and the position has been posted. It is funded as a part of the budget. Income from the farmer's market cover the expense. The position was set up by the Agriculture Commission. Need to replace this position (part-time) as the woman currently occupying this role is leaving.

New Business

Ms. Alexson presented briefly about the recent dog hearing and recommended to have a Town Meeting article to amend the bylaws to have the Police Chief or designee hold hearings for dangerous dogs as the BOS is not a law enforcement committee. Ms. Alexson stated that this is in our bylaws and must be changed via article for a bylaw change. It was noted that this is not the BOS area of expertise and the Chief of Police is better qualified. Ms. Crosbie mentioned that

she could have George Hall draft a document to make this change. If responsibility of the Board, it is suggested certain training and engagement should be required for all BOS members. Ms. Alexson stated that an article should be proposed to have a Warrant article.

Vote: Ms. Alexson moved and it was seconded to have BOS place a Warrant on the Town ballot that would designate the Police Chief or its designee as the hearing authority. The motion did not carry as it was a 3-2 opposition.

Under discussion, Mr. Craft does not think the Police Chief should be wasting his time on these matters and the BOS should become better qualified to handle these matters.

Old Business

Traffic/Parking Task Force Follow-Up:

Mr. Craft stated that he wants to move forward and designate the areas in Town in which parking is an issue. There are preliminary issues to start mitigating these parking issues and to restrict more parking or provide more "15-Minute" parking spots. Ms. Crosbie spoke with Police Chief Nikas three weeks ago to delineate the problem areas. Chief Nikas will be able to identify these spots within the next few weeks. It was noted that some of the yoga classes at the new studio last 90 minutes which creates bottleneaking and is also taking away from other business parking opportunities. A Task Force has been proposed based upon breakdown by the Chief of Nikas' information.

Vote: Mr. Craft moved and it was seconded to ask Police Chief Nikas to move forward. The motion carried unanimously.

Ms. Alexson mentioned the stipends and if the tax collector would be getting a commission on the North Ridge property and proposes that he should not get a commission. Ms. Alexson also proposes the Board take a vote that he does not get a commission for the sale of that property. Mr. Rauscher suggests that the Board gather more background on why the Town pays a stipend and what the history is. Ms. Alexson proposed to get this on the agenda for the next BOS meeting. It is noted that when a tax title property is going to sale, the Town is already paying for an auctioneer. Prior to Ms. Crosbie's participation, the collector was compensated a 1% commission after presenting his case to the BOS.

Vote: This has been tabled to be discussed at the next meeting.

Mr. Rauscher will take the listing of brain storming ideas and format into a document that can be reviewed by the Board and at a later meeting specific goals will be established with timelines

Mr. Whitmore moved and it was seconded to adjourn at 10:32. The motion carried unanimously.

Respectfully submitted by

Alexys Parsons
01.11.18