

TOWN OF IPSWICH
SELECT BOARD
Meeting of April 17, 2018
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 Select Board (the “Board”) was held on Tuesday, April 17, 2018 in Meeting Room A.

With a quorum present, Mr. Mootafian called the meeting to order at 6:37 pm.

Select Board members present: Nishan Mootafian, Vice Chair; Ed Rauscher; Linda Alexson; William D. Whitmore
Select Board members not present: William Craft, Chair

Also present: Jim Engel, Temporary Town Manager; Alyson von der Esch, Recording Secretary; Sarah Johnson; Jon Blair, ELD Manager

1. Executive Session- 6:37 pm

- Mr. Rauscher moved to go into executive session at 6:37 pm to consider the purchase, exchange, lease or value of real property, with indication that the Select Board would return to open session at 7:00 pm. Ms. Alexson seconded.
→Vote: *The motion passed unanimously by roll call vote 4-0*

2. Pledge of Allegiance – N. Mootafian

3. Welcome/Announcements – N. Mootafian

- none

4. Citizen Queries – N. Mootafian

- none

5. PUBLIC HEARING – Annual Section 12 – Wine & Malt License – Spice Thai – N. Mootafian

- Motion to open Public Hearing made by Mr. Whitmore, seconded by Ms. Alexson.
→Vote: *The motion passed unanimously 4-0*
- Sumontha Trahan, Authorized Representative for Spice Thai Kitchen
- Kittikhun Choosri, Co-Owner and Manager of restaurant will hold license. Restaurant has held liquor license previously but lost license due to misunderstanding and failure to produce lease.
- Mr. Rauscher made a note that question 4 may need to be answered differently regarding previous ownership.
- Mr. Rauscher moved to close public hearing, seconded by Mr. Whitmore.
→Vote: *The motion passed unanimously 4-0*
- Motion to approve license (as long as all monies paid to town) made by Ms. Alexson, seconded by Mr. Whitmore.
→Vote: *The motion passed unanimously 4-0*

6. Update from True North Brewery Review of License/Operations – N. Mootafian

- Gary Rogers provided update: 5 months since opening brewery, things have been going well. Brewery has become integral part of town, tap room is meant to be community gathering space. Intention is to have continued outreach within the community. No issues so far.
- Mr. Mootafian thanked them for update and for supporting the Y in the “Chase the Gorilla Down the Argilla” event.

7. Electrical Easement Request for 62 Central Street – J. Blair

- Jon Blair, ELD Manager. Looking to get easement from town to maintain underground cable to provide service to residents and businesses at 62 Central. Mr. Blair commented that this has not been reviewed by Town Counsel so wanted to make sure this is procedurally compliant. Submitted to Town Counsel to review.
- Proposed changes from packet presented by Richard Griffin (architect). Drawing provided by Richard Williams (civil engineer). Would like to move transformer to southwest portion of lot to allow better access to lot.

- Motion to accept easement made by Mr. Whitmore, seconded by Mr. Rauscher as long as the new sketch plan is included.
- Motion to modify easement request pending approval from Town Counsel made by Mr. Whitmore, seconded by Mr. Rauscher.
→*Vote: The motion passed unanimously 4-0*
- Angelo Ciardiello, owner of 62 Central, asked to speak about possibly speeding up the process of the pole installation instead of waiting two weeks so residents can have electricity. He also asked about a temporary solution. Discussion followed between Mr. Blair and the Select Board regarding how the Board can help. Mr. Blair expressed concerns about a temporary solution and noted that he did not think it was necessary to get into the details during the meeting. Once the Board receives the petition from Verizon, they will meet in an emergency session to speed up the process as much as possible.

8. Update on EV Station Use and Revenue – S. Johnson

- Ms. Johnson gave a presentation showing activity and revenue of the EV Station. Software fees were also discussed. General fund would have to cover roughly \$400 worth of software fees for the upcoming year. Ms. Johnson expressed concerns over raising fees too high because then usage will drop. She is hopeful that summer months will create a surplus, and recommended to leave rates the same for now.
- Mr. Rauscher asked if there could be a donation option on the keypad. Ms. Johnson was unsure of the answer but will check.
- Ms. Alexson asked about the location of the charger and if it would be used more in a different location.
- Contract choices 1, 2, or 3 years. 3 years is the cheapest. Ms. Johnson noted this decision would be up to the Town Manager.

9. ELD Budget Presentation – J. Blair

- Mr. Blair accompanied by Ray Leczynski, Business Manager, and Dylan Lewellyn, Strategic Project Manager and Town of Ipswich Sustainability Liaison. Presentation on budget and goals for the year.
- Strengthen Staffing
 - Systems Integrator
 - Person will be able to look at the technology being used and make sure it is being used in a way that works best. Need someone with knowledge of some of the systems being used and can act like a project manager.
 - Shared position with Water and Wastewater Departments in Business Office as a business resource.
 - Operations Superintendent
 - Restorative position meant to replace Mr. Blair's old position.
 - Managing field operations, doing inventory control, networking with vendors, and managing safety.
 - Critical importance to safety and reliability.
 - Power Plant Apprentice
 - Need for cross-training so when positions open at the power plant the new person will know all facets of the power plant and there will be no gaps.
- LED Flood Lights
 - ¾ of way through Street Light Conversion Project. On pace to finish over the summer and would like to continue project with converting flood lights.
 - Will pay for itself in 3-5 years, will create rate savings for customers, and will prevent wasting of energy.
- Fiber Optic Network Development
 - Came out of necessity due to Verizon retiring copper phone lines.
 - ELD installed fiber optic backbone which has been used significantly for municipal operations. Can now incorporate more sophistication to free up bandwidth. Heightened need now due to retirement of copper phone lines.
- Bucket Truck Replacement
 - Trying to get on routine replacement schedule.
 - One truck has been well used and in operation for 15 years. Seeing more frequent maintenance, ready for replacement.
 - Replacement truck will be \$215,000.

- Smart Meter Conversion
 - On track to be completed this year.
 - Systems Integrator will help to better understand how to leverage technology to benefit rate payers.
 - 400 meters left to convert and 800 water meters.
 - No process for people who wish to opt out, however. most people who want to opt out change their mind once questions are answered. Hoping to offer a Manual Meter Rate option if people wish to go back to an analog meter after conversion has taken place.
- Assessment of Assets and Planning
 - Assessing and replacing assets. Partnership with DPW Forestry Division, purchased resistograph which can bore into trees and poles to probe for weaknesses and premature failure. Can be used to systematically check poles and will allow them to be replaced before they fall.
- Creation of Restricted Capital Account: \$300,000 annually. Money would be set aside for reserves. Would cost rate payers about \$3 a month on average. Would come up with specific guidelines at sub-committee level regarding when funds can be used.
- Mr. Rauscher noted that sub-committee reviewed budget thoroughly over 3 sessions and recommended unanimously that the budget be adopted as presented.
- Motion to approve ELD 2019 budget by Mr. Whitmore and seconded by Mr. Rauscher.
→Vote: *The motion passed unanimously 4-0*

10. PUBLIC HEARING – Electric Rate Hearing (1 of 2) – J. Blair

- Tuesday April 17th at 8:45 pm and Monday May 7th at 8pm to consider electric rate change.
- Motion to open public hearing by Mr. Whitmore, seconded by Mr. Alexson.
→Vote: *The motion passed unanimously 4-0*
- Rate adjustment proposal presented by Mr. Blair.
 - Consolidate several rates into single “general rate” to create Restricted Capital Fund
 - Will not impact residential rate.
 - Rates to consolidate: Commercial, Commercial Heat, Municipal 1, and Municipal 2
 - Redistribute \$0.02211 from base rate to PPFAs (power purchase fuel adjustment)
 - Lateral move. Needs commissioner’s approval.
 - Remove the PPFAs component from the base rate and add it to the bulk PPFAs.
 - Rate increase: \$0.006/kWh
 - Rate increase across all rate classes to continue to build reserves.
 - Currently ELD does not have cash flow timed so that they can pay bills, have to borrow money from town. Need to have higher amount of cash on hand so can pay bills without borrowing money, will help with rates.
 - Establish new “mechanical meter rate”
 - To accommodate people who want to opt out of Smart Meter Conversion.
 - Electric Light Sub-Committee sought legal counsel about this. \$120 for initial installation and \$30 a month for service.
 - Formalize streetlight rate (\$0.15/kWh)
 - Will go down due to LED light conversion.
- This budget will cover costs for three new positions as well as add to reserves.
- Motion to close hearing made by Mr. Whitmore and seconded by Ms. Alexson.
→Vote: *The motion passed unanimously 4-0*

11. Approval of Minutes – N. Mootafian

- a. March 5, 2018
- b. March 19, 2018
- c. March 26, 2018
- d. April 2, 2018
- Motion to approve minutes made by Mr. Rauscher, seconded by Mr. Mootafian.
→Vote: *The motion passed unanimously 4-0 (with typographical changes made)*

12. Consent Agenda – N. Mootafian

- a. One Day Liquor Application(s)
 - i. Wine & Malt - Ipswich Ale Brewery, Ipswich Ale Half Marathon at Crane's Beach Resident Parking Lot on Saturday, April 28, 2018.
 - ii. Wine & Malt – Newburyport Montessori School Family Social at Appleton Farms, 219 Country Road on Sunday, May 20, 2018.
 - b. Street and Sidewalk Blocking Application(s)
 - i. Partial Sidewalk Blocking from Market Street Commercial Realty Trust at 15 Market Street for five days work between April 23, 2018 and April 28, 2018.
- Motion to approve Consent Agenda made by Ms. Alexson and seconded by Mr. Rauscher.
→Vote: *The motion passed unanimously 4-0*

13. Temporary Town Manager Report – J. Engel

- Mr. Engel's last day as Temporary Town Manager is Friday April 20th, Mr. Marino's first day is Monday April 23rd. Select Board needs to name an Acting Town Manager to cover Saturday and Sunday.
 - Mr. Rauscher moved to appoint Mr. Mootafian as Acting Town Manager for this coming Saturday and Sunday. Seconded by Mr. Whitmore.
→Vote: *The motion passed unanimously 4-0*
 - Mr. Engel spoke with Mr. Marino about transition time, both agreed this would be beneficial. Planning to meet on Tuesday April 24th and Friday April 26th. May be need to go into following week. Mr. Engel seeking concurrence from board that time spent would be compensated. Mr. Engel recorded as concurrence.
- Arrangement for covering curbside trash endorsing a bulky item fee of \$10. Does not require approval from Board but Mr. Engel wished to make the Board aware.
 - Ms. Alexson asked why it does not require approval or a public hearing, Mr. Engel answered it is because of a by-law.
- Communication from Vicki Halmen of Water Department reported that on April 9th an engineer from the consulting firm discovered seepage in dam and asked that the dam be lowered and monitored which helped seepage to dry up. Heavy rains over the weekend have raised the levels of the dam and seepage has returned, engineer will be back this week to investigate further. Note that dam is routinely inspected and always meets requirements.
- Informational Kiosk- Planning Department is looking for comments or suggestions.
- Spoke with Fire Chief, ladder truck Quint passed Ladder Function Safety Inspection but pump is not functioning and repair cost would be \$30,000. Recommendation would be to not repair pump due to the age of the vehicle (30 years old).
- Closure of some shellfish harvesting areas was not communicated to diggers so shellfish were harvested from closed flats. State officials disposed of harvests. One clammer made request for compensation and another did not ask for compensation but did produce receipts and reported significant financial loss.
- Discussion with State Representative Brad Hill regarding funding for emergency generators. He requested \$150,000 for Ipswich. He suggested to oversize generator for town hall so it can cover the annex as well.
- To cover Jen Breaker's position Mr. Engel authorized temporary increase in Leah Niska's compensation. \$3 an hour increase as well as 4 more hours per week. Temporary until staff comes back to full.
- Town Moderator has been looking at Lower Gym for Town Hall Meeting. Requires chairs and significant amount of audio visual equipment. Anticipated expenses \$18,000, budget designated was \$20,000.
 - Reminder that Town Clerk has arranged for electronic check-in. Training session will be set up before town meeting. Mr. Engel has to double check the date and will send information.

14. New Business – N. Mootafian

- Chebacco Road Property
 - Mr. Engel noted the Board now has the paperwork supporting the sale of 2 Chebacco Road for \$270,000. Would need a vote of the Board to approve land disposition agreement and to authorize Temporary Town Manger to take actions on behalf of the town and the board to execute reasonable documents.
 - Mr. Rauscher made a motion to execute sale of Chebacco Road property and to authorize Temporary Town Manager as noted. Seconded by Mr. Whitmore.
 - Ms. Alexson asked about closing costs, Mr. Engel is not aware of any additional costs and the closing costs

are responsibility of the buyer.

→*Vote: The motion passed unanimously 4-0*

- Ipswich Ale Brewery Banner Application
 - Request for banner to advertise for Cask and Clam event on May 19th 2018 on the Riverwalk.
 - Motion to approve applications made by Mr. Whitmore, seconded by Ms. Alexson.

→*Vote: The motion passed unanimously 4-0*

- Disclosure of Conflict of Interest
 - Submitted by Kevin Murphy regarding warrant article associated with Town Farm Road sewer extension. Asking board to act without prejudice. So noted.
- Mr. Rauscher mentioned to schedule time for Climate Resiliency and Action Committee that is being created. Will add to agenda for future meeting.

15. Old Business – N. Mootafian

16. Miscellaneous and Correspondence – N. Mootafian

Adjournment – Motion to adjourn by Mr. Whitmore seconded by Ms. Alexson. The Board unanimously adjourned at 9:26.

- Reminder from Mr. Mootafian that Town Meeting will take place on May 8th at 7:00 in the Lower Gym at the High School.

Respectfully Submitted By
Alyson von der Esch
4.20.18