SELECT BOARD

MINUTES

August 16, 2023

Board met in HYBRID session at 7:00 p.m. at Abbot Hall and via ZOOM Conferencing The following members were present constituting a quorum:

Erin M. Noonan, Chair
M. C. Moses Grader
Bret Murray
James E. Nye
Alexa J. Singer

Thatcher W. Kezer III, Town Administrator

The Chair called the meeting of August 16, 2023 to order.

MINUTES. Motion made and seconded to approve the minutes of July 12, 2023 and July 26, 2023 All in favor.

CROWNINSHIELD ISLAND. Request to change name. Gene Record, Crowninshield Island Committee, appeared before the Board seeking support to propose a name change of Brown's Island to Crowninshield Island. To change a geographic name an application to the US Board on Geographic Names is required. Proposals are allowed for a change with emphasis on local use and acceptance. The potential honoree should have either a direct and long-term association with the island or have made notable civic contributions and the petitioner shall solicit local opinions across many areas. Mr. Record submitted a packet to the Select Board supporting this proposal. The Board reviewed the request and after discussion motion made and seconded to support the name change of Brown's Island to Crowninshield Island. The Chair stated that this is a nautical designation that the Select Board does not have the authority to change but can vote to support the petition. All in favor. Motion made and seconded to send a letter to the US Board of Geographic Names in support of the name change from Brown's Island to Crowninshield Island. All in favor.

OLD TOWN HOUSE. Permission to Use. Revised Date. Motion made and seconded to approve the request from OMIA to revise the previously approved date to use Old Town House to Sunday, November 19, 2023 from 1:00 – 5:00 p.m. subject to the usual rules, regulations, fees and receipt of the Required Certificate of Insurance and Liquor Liability Insurance. All in favor.

LICENSING. 1 Day Liquor License. Marblehead Little Theatre. Motion made and seconded to approve the request from Bruce Whear, Marblehead Little Theatre, for a one-

day liquor license for Saturday, August 26, 2023 from 7:30 pm – 9:30 pm at 12 School Street for a Comedy show subject to the following conditions:

- Delivery of and receipt by the Licensing Authority of the required fee ($50).
- Delivery of and receipt by the Licensing Authority of Proof that the alcohol will be purchased from an authorized source.
- Proof that the applicant can receive proper delivery; provide proper storage and disposal of all alcoholic beverages purchased all in accordance with the requirements of G. L. c. 138.
- Alcohol will be purchased from Bentwater Brewery.

Moved by Mr. Nye, seconded by Mrs. Singer. On a polled vote the Board voted as follows: Mrs. Singer, in favor; Mr. Murray, in favor; Mr. Grader, in favor; Mr. Nye, in favor: Mrs. Noonan, in favor.

LICENSING. (3) One Day Liquor Licenses. Marblehead Arts Association. Motion made and seconded to approve the request from Marblehead Arts Association, for (3) One Day Liquor Licenses at 8 Hooper Street on the following dates/times: September 21, 2023, 6:30 p.m. – 9:00 p.m., October 19, 2023 6:30 p.m. – 9:00 p.m. and November 16, 2023 6:30 p.m. – 9:00 p.m. subject to the following:

- Delivery of and receipt by the Licensing Authority of the required fee ($50. each)
- Delivery of and receipt by the Licensing Authority of Proof that the alcohol will be purchased from an authorized source.
- Proof that the applicant can receive proper delivery; provide proper storage and disposal of all alcoholic beverages purchased all in accordance with the requirements of G. L. c. 138.
- Alcohol will be purchased from Kappy's Wholesalers.

Moved by Mr. Nye, seconded by Mr. Grader. On a polled vote the Board voted as follows: Mr. Murray, in favor; Mr. Grader, in favor; Mr. Nye, in favor: Mrs. Singer, in favor; Mrs. Noonan, in favor.

OFFICIAL POSTING METHOD. Motion made and seconded to adopt the Town's website, www.marblehead.org, as the official method of posting notice and to notify the Attorney General's office of this vote. All in favor.

RESERVE FUND TRANSFER. Council on Aging. **Chauffer.** Lisa Hooper, Counsel on Aging, appeared before the Board seeking a reserve fund transfer to fund the transportation coordinator at full time, as approved by the Compensation Committee, for FY24. Motion made and seconded to authorize the Town Administrator to appear before the Finance Committee to request the transfer of the sum of thirty-one thousand three hundred nineteen and 00/100 ($31,319.00) from the Reserve Fund in accordance with Chapter 40, Section 6 of the Massachusetts General Laws for full time Chauffer position. All in favor.

FORT BEACH SHANTY. Removal. The town Administrator advised the Board that due to health and safety concerns, a shanty that was determined to be near collapse was reviewed by various department heads and determined that the structure needed to come down. The Town appeared before the Old and Historic Districts Commission and

received approval to remove the shanty. This vote is to close out the administrative process since the shanty's are under the control of the Select Board. Motion made and seconded to approve the removal of Shanty #7 at Fort Beach Way subject to approval from Old and Historic Districts Commission. All in favor.

CONTRACT. Bituminous Concrete Pickup. Motion made and seconded to award a three-year contract for bituminous concrete pick up to Holcim NER Inc. of Middleton, MA in the amount of six hundred fifty-three thousand two hundred and twenty dollars ($653,220.00) and to authorize the Chair to sign the contract on behalf of the Board. All in favor.

CONTRACT. Fuel Tank and Accessories Project. Amend. Motion made and seconded to amend the contract between the Town and CES LLC for the Fuel Tank and Accessories Project by extending the contract time for performance by ninety days and authorize the Chair to sign on behalf of the Board. All in favor.

CONTRACT. Engineering Services. Amend. Motion made and seconded to amend the contract between the Town and Haley Ward, Inc. for Engineering Services by increasing the not to exceed amount for the first year by $50,000.00, and authorize the Chair to sign on behalf of the Board. This will not extend the contract time nor increase year 2 or 3 not to exceed amount. All in favor.

CONTRACT. Okos Building Painting and Repair. Motion made and seconded to amend the contract for the Okos Building Painting and Repair by increasing the contract amount not to exceed amount of two thousand seven hundred and fifty dollars ($2,750.00) and authorize the Chair to sign the Change Order on behalf of the Board. All in favor.

TASK FORCE AGAINST DISCRIMINATION. Resignation. The Board received a resignation notice from Candice Sliney as it relates to the Task Force against Discrimination. Motion made and seconded to accept with regret and to send a letter of appreciation to Ms. Sliney. All in favor.

GIFT TO TOWN. Police Vehicle. Motion made and seconded to accept, as a gift to the Town, a vehicle from David Rosenberg at no cost to the Town and a clear title, and to put in the care and custody of the Marblehead Police Department. All in favor.

ARPA. American Rescue Plan Act. Projects. The Town Administrator presented an update on the Town's ARPA funds and proposed two requests for approval.
Chart of Accounts Consultant, $65,000. Purpose of the funds is to hire a CPA consultant or CPA firm to assist the Town and Schools in developing a new chart of accounts for our finances. Updating the chart of accounts now would allow for a cleaner transition to new financial software, which was recently approved for funding by the Select Board. After discussion by the Board a motion was made and seconded to approve the use of federal ARPA Funds for the following purpose and amount:

- Chart of Accounts Consultant, $65,000

All in favor.
Redds' Pond Improvements, $100,000. This funding will cover the estimated cost for the design, permitting, preparation for construction (such as test pits for sampling), maintenance of the pond walls until construction of the improvement and contingencies. State Representative Jennifer Armini was successful in securing an additional $25,000 for the project in the FY20244 state budget. After discussion by the Board a motion was made and seconded to approve the use of federal ARPA Funds for the following purpose and amount:

- Redd's Pond Improvements, $100,000

All in favor.

The total request is for $165,000. Out of the total of $6,144,030 in ARPA funds available for Marblehead, $5,175.445 has been previously approved for funding leaving $968,585 remaining for additional APR funded projects. With these projects approved, the remaining balance will be $803,585.

SURVEY RESULTS. The Board reviewed the results and feedback of the survey that was sent out to appointed boards and committees. In general people are satisfied with the current process of applying and interviewing for the Town's boards and committees. The Board expressed their appreciation to the volunteers for taking the time to complete this survey and provide feedback. Discussion was held around effective ways to provide information to residents seeking to volunteer as well as the Select Board's role and the role of various board chairs regarding appointments and vacancies.

APPOINTMENT/VACANCY POLICIES. Draft. The Board reviewed their draft policies on appointments and vacancies and made revisions. The Board reiterated their position that they will solicit letters of interest on a continuous basis throughout the year and keep on file. The Chair will provide a revised draft to the Board for review and for possible vote at a future Select Board Meeting.

REAPPOINTMENTS. Motion made and seconded to reconsider the vote taken on July 12, 2023 to hold over reappointments until September 13, 2023. Mrs. Singer stated she felt the Board has done their due diligence and received great feedback from the survey and that the Board has taken the time and space to review the process and feels they do not need to linger any longer than necessary and they should move forward and make the reappointments. The Board will continue to work on finalizing the policies that will take effect once they are voted on. All in favor. Motion made and seconded to reappoint all volunteer appointments as listed on the June 28, 2023 reappointment list that were put on hold. All in favor.

PUBLIC COMMENT. Dan Albert addressed the Select Board on: a board members response to a resident's comments on the painted sidewalk at the information booth at a previous board meeting/shoulder lines at the Glover School/official public meeting notice site/Complete Streets Committee and asked that it is dissolved/road maintenance/traffic and safety discussion with Disabilities Commission regarding parking on sidewalks/reappointments of long tenured members.

Albert Jordan addressed the Board as it relates to: complaint/concern with dumpster on Pleasant Street and PODS around town/upset with situation at the School Department.

TOWN ADMINSTRATOR UPDATE. The Town Administrator updated the Board on the following:

- Finance Director/Tax Collector/Treasurer are all at a finance training in Amherst
- ADA Transition Plan – Town received a grant to have this plan prepared. The final report has been received and is being reviewed and will be presented first to the Disabilities Commission and then the Select Board at a future meeting.

SELECT BOARD ANNOUNCEMENTS. Mr. Nye thanked Dr. Buckey for his 3 years of service to the Town stating he was a professional and a pleasure to work with. Mr. Grader stated Dr. Buckey was a professional and had an open mind and created an environment for respectful discourse. Mrs. Noonan echoed similar sentiments and expressed gratitude for his service and passion for the Town. Mrs. Singer thanked everyone who participated in the boards and committees survey and allowing the Board the time to review the process.

Motion made and seconded to adjourn at 9:45 p.m. All in favor.

Kyle A. Wiley
Administrative Aide

List of documents used:
Crowninshield Island info packet
OMIA letter to use Old Town House
MLT 1 day liquor request
Marblehead Arts (3) 1 day liquor requests
COA reserve fund transfer request
Resignation letter, Candice Sliney, Task Force
Police Department letter, gift to town
Draft Policies/ Survey results
ARPA memo/spreadsheets