

SELECT BOARD

MINUTES

September 27, 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 T. Murray
Alexa J. Singer

Thatcher W. Kezer III, Town Administrator

The Chair called the meeting of September 27, 2023 to order. This meeting is being recorded.

OTHER POST EMPLOYMENT BENEFITS. Odyssey Advisors. Presentation.

Parker Elmer, President, Actuary, CEO, Odyssey Advisors and Aleesha Benjamin, Finance Director, appeared before the Board to present the completed OPEB Report for FY23 and answer questions from the Board.

CONTRACT. Natural Gas. The Town Administrator advised the Board that the current 3-year energy current is due to expire and the Town will make a move to Sprague Energy to lock in better rates. Motion made and seconded to execute a three year contract between the Town of Marblehead and Sprague Energy, through the Freedom Energy Logistics Natural Gas Program for the purchase of natural gas and authorize the Chair to sign on behalf of the Board. All in favor.

CONTRACT. ClearGov. ClearPlans Management System. The Town Administrator reviewed the ClearPlans module the Town is seeking to add that offers a seamless, user-friendly interface that streamlines the strategic plan building process, enables stakeholder collaboration and helps governments clearly communicate their initiatives to residents. Motion made and seconded to approve the contract between the Town and ClearGov for ClearPlans Management System in the amount of eleven thousand eight hundred fifty and 00/100 (\$11,850.00) and authorize the Chair to sign on behalf of the Board. All in favor.

CONTRACT. Grace Olivers Railing Project. Amend, extension of time. Motion made and seconded to amend the contract for the Grace Olivers Railing Project between the Town and Kneeland Construction of Medford, MA to extend the time for performance until November 15, 2023 and authorize the Chair to sign the amendment of behalf of the Board. All in favor.

LICENSING. 1 Day Liquor License. Elizabeth Halbert, Old North Church.

Motion to approve the request from Elizabeth Halbert, for a one-day liquor license for Friday, November 17, 2023 from 6:30 pm – 9:30 pm at Old North Church, 8 Stacey Street, 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 Kappy's Importing.

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

LICENSE AGREEMENT/OHDC APPLICATION. Stairs of the Public Way. 9

Selman Street. Walter Jacobs, Walter Jacob Architects LTD, and Fred Callori, applicant, 9 Selman Street, appeared before the Board seeking permission to modify existing steps located on town property at 9 Selman Street. Permission from the Town is required for the applicant to submit an application to the Old & Historical Districts Commission for a Certificate of Appropriateness. After discussion motion made and seconded that the Town approve the request from Fred and Amy Callori, to submit an application to the OHDC seeking to rebuild steps that are on town property at 3 Selman Street and upon OHDC approval provide a license to Fred and Amy Callori, the owners of 9 Selman Street, Marblehead, for the area located where there are existing steps on Town Property that they are proposing to replace with new steps and railings as shown on the plans presented. In exchange for the license, the owners shall execute a formal license agreement which will include indemnification and insurance requirements and the Owners shall be responsible for any and all costs, including attorney's fees, the Town incurs related to the drafting of said license, and further to authorize the Chair to execute the license agreement on behalf of the Board. All in favor.

MINUTES. Motion made and seconded to approve the minutes of September 13, 2023. All in favor.

SURPLUS EQUIPMENT. Police Station. Motion made and seconded, on request of the Police Chief, to declare the following items as surplus and no longer needed for Municipal purpose so that it may be disposed of in accordance with the Town's policy on surplus equipment: 32 steel lockers. All in favor.

PARKING REGULATIONS. Handicap Parking. 66 Clifton Avenue. Motion made and seconded to approve the following Handicap Parking Regulation as follows:

Handicap Parking Van Accessible only, at 66 Clifton Avenue as follows:

8' wide van accessible HP space with an adjacent 8' wide adjacent no parking aisle, in the following area bounded by lines connecting the following coordinates as presented:
N 42.483974, 70.879519 W

N 42.483909, 70.879498 W
N 42.483912, 70.879396 W
N 42.484012, 70.879479 W
All in favor.

ABBOT HALL. Permission to Use. Congressman Seth Moulton. Motion made and seconded to approve the request from Seth Moulton, Member of Congress, to use Abbot Hall for a Veteran Town Hall on November 10, 2023 at 3:00 p.m., subject to the usual rules, regulations, fees and receipt of the required Certificate of Insurance. All in favor.

FINANCIAL POLICIES. Aleesha Benjamin, Finance Director, appeared before the Board to review the draft financial policies that the Board received at a previous meeting. The Board expressed their appreciation to the Finance Director for completing this very important project. Motion made and seconded to adopt the following Financial Policies as presented and to post to the town's website: Town of Marblehead: Financial Policies, Credit Card Policy, Federal Grant Policy & Procedures. All in favor.

COFFIN SCHOOL. The Chair stated that she has reached out to the Chair of School Committee to have a discussion regarding the Coffin School property and briefly reviewed with the Board what the process may look like if the schools move to turn the property over to the Town and what the timeline may look like. Select Board member Grader expressed his desire that the Chair keep the discussions moving forward with the Schools.

LETTERS OF INTEREST. The following letters of interest were received by the Board: Jeanie Stahl, Cultural Council; Jessica Norton, Conservation Commission. The Board will interview all applicants for the Conservation Commission on October 11, 2023.

PUBLIC COMMENT. Albert Jordan addressed the Board and noted the recent passing of former Selectman Arnold Alexander.

CONDOLENCE. Motion made and seconded to send a letter of condolence to the family of former Selectmen Arnold Alexander. All in favor.

TOWN ADMINSTRATOR UPDATE. The Town Administrator updated the Board as follows:

- Mary Alley floor project moving forward. There will be some disruption to service but all critical functions will remain available during the project.
- New IT agreement in place providing service desk and managed services. The Town will be joining the North Shore Collaborative in October.
- Open Meeting Law Workshop is being scheduled for all town employees and elected and appointed officials.

SELECT BOARD ANNOUNCEMENTS. Council on Aging Health Fair, September 28, 2023 at the Jewish Community Center.

Motion made and seconded to adjourn at 8:50 p.m. All in favor.

Kyle A. Wiley
Administrative Aide

List of documents used:

Odyssey Advisors GASB 75 Results

ClearGov ClearPlans contract

1 Day Liquor license request: Elizabeth Halbert

9 Selman Street, application for work on public way/OHDC

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Surplus request – Police

Parking Regulations – HP spot, 66 Clifton Avenue

Abbot Hall request - Seth Moulton

Financial Policies Draft

Letters of interest: Jeannie Stahl/Jessica Norton