



Town Administrator's Report Board of Selectmen's Meeting of January 6, 2014

Report covers from December 21, 2013 to January 3, 2014

Items requiring Board vote or discussion are noted with an asterisk (*)

A. Town Department Reports/Requests

No items.

B. Computer Systems

(1) Connection and Printing Issues Associated with Dispatch Software

Two Essex Police Department users of the new dispatch software that is housed in Middleton experienced some connectivity and printing issues recently. A technician from the Regional Dispatch Center and I reviewed the matter in the police office during the week of December 30, 2013 and we were able to find and correct all issues.

Recommendation: No further action is necessary. Total time – 1 hour.

C. Personnel

(1) Town Administrator Goals for Calendar Year 2014 (*)

At the last meeting, I briefly reviewed my suggested goals for calendar year 2014.

Recommendation: **Board review, amendment if necessary, and approval of my calendar year 2014 goals.**

D. Procurement/Ongoing Projects

(1) Continued Review of Draft RFP for Promotion of the Town (*)

At the last meeting, the Board reviewed the subject draft Request for Proposals briefly and wanted to comment in greater detail at the present meeting.

Recommendation: **Continued Board review and discussion relative to the draft RFP.**

(2) Release of Summer Camp Services RFP

A Request for Proposals for the provision of Summer Camp Services to the Town for up to ten years will be released to interested proposers as of January 6, 2014. Proposals are due by 10:00 a.m. on January 21, 2014.

Recommendation: I will update the Board as necessary.

(3) Quarterly Affirmative Marketing Program Report

I completed and filed with the State the subject report for the quarter ending December 31, 2013 during the week of December 30, 2013 in my capacity as the Town's Affirmative Marketing Construction Officer. The report details any utilization of woman or minority-owned businesses on State-funding projects. We had no such utilization for the past quarter.

Recommendation: No further action is necessary.

E. Insurance

No items.

F. Facilities

No items.

G. Fiscal/Budget

(1) Final FY15 Selectmen's Operating and Capital Budget Requests (*)

I have revised the subject budget request documents based upon the Board's guidance at the last meeting.

Recommendation: **Board vote to approve the subject budget requests.**

H. Complaints

No items.

I. Meetings Attended

No items.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Draft List of Town Meeting Topics (*)

At the last meeting, I briefly introduced a draft list of topics for the Annual Town Meeting in May.

Recommendation: **Further review of the draft list by the Board.**

(2) FEMA Coastal Flood Map Revisions

(*)

As the Board may recall, the Federal Emergency Management Agency (FEMA), acting through the Massachusetts Emergency Management Agency (MEMA) had indicated that final drafts of several revised coastal flood map panels would be coming to the Town in December. The process then allows for up to six months for municipalities to amend floodplain bylaws to incorporate the new maps. It is my present understanding that FEMA's Letter of Final Determination regarding the maps will be issued on January 16, 2014 with the actual map products to follow in February. The new effective date for the new maps will therefore be July 16, 2014.

Recommendation: **Board discussion as necessary.**

L. Legal Issues

(1) Draft Conomo Point Sailing Club Town Property Use License

(*)

At the last meeting, the Board reviewed the subject draft license and asked me to provide it to the Sailing Club for comment and to a volunteer who has offered to maintain the Town's property at Parcel A so that he could have input as part of the process. Presently, it is my understanding that the Sailing Club may not desire to use the Town's property in the coming season and I therefore do not have any feedback from the Club regarding the draft license at this point.

Recommendation: **Board discussion as necessary.**

M. Grants

(1) MIIA Grant for Historic Records Preservation

As the Board may recall, the Board had authorized the Chairman to sign a grant application developed by the Town Clerk for historic records preservation. We have learned from our insurer (MIIA) that the grant application has been approved and the Town Clerk will soon be coordinating the efforts of a consultant to begin the work.

Recommendation: I will update the Board as necessary.

(2) Seaport Advisory Grant Quarterly Report

I completed and filed with the State the quarterly report for the Downtown Boardwalk feasibility grant for the quarter ending December 31, 2013 during the week of December 30, 2013. Most of the feasibility study funding has been spent but the project, which still includes a permitting phase, is on hold until we know more about the status of future Seaport construction funding.

Recommendation: No further action is necessary at this time.

N. Emergency Planning

No items.

O. Other Items

(1) Christmas Holiday

The office was closed on December 25, 2013, in observance of the subject holiday.

(2) New Year's Day Holiday

The office was closed on January 1, 2014, in observance of the subject holiday.

(3) Town Administrator Leave

I was out of the office on leave for most of the day on December 24, 2013, a portion of the afternoon of December 26 and December 30, 2013, and all day on December 27 and December 31, 2013.

This report is available at www.essexma.org on the morning after any regularly scheduled Essex Board of Selectmen's Meeting.