



## Town Administrator's Report Board of Selectmen's Meeting of January 21, 2014

Report covers from January 4, 2014 to January 17, 2014

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

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### A. Town Department Reports/Requests

#### (1) Posting of Citizen Conomo Point Northern Planning Presentations

As the Board may recall, the Conomo Point Planning Committee hosted a citizen presentation forum regarding ideas for northern Conomo Point planning back on November 16, 2013. Three of those presentations have been posted on the Town's website and minutes of the forum will be posted by the Committee in the near future. To see the presentations, a user can go to the Conomo Point Reference Materials link on the homepage and then to the Northern Conomo Point Design link ([click here](#)).

*Recommendation:* No further action is necessary.

### B. Computer Systems

#### (1) Installation of Permanent Audio/Video Solution for Dispatch Center

As the Board may recall, we had been waiting for personnel from the Regional Dispatch Center to arrive at a permanent solution for an audio/video communication link between the Police Station vestibule and regional dispatch personnel. The link may be used in an emergency or for routine communication, such as asking to speak to an officer. Until now, a temporary solution has been in place but I worked with the Center's IT Director and a vendor to install the permanent solution on January 6, 2014.

*Recommendation:* No further action is necessary. Total time – ½ hour.

#### (2) Police Department Computer System Maintenance

The Chief of Police and the Police Sergeant were experiencing performance and storage issues on their desktop systems and asked for assistance to improve matters. I reviewed a number of issues and implemented several updates and changes to address the issues on January 7, 2014.

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

### C. Personnel

#### (1) Motor Vehicle Records Checks

Each year at this time, at the request of our insurer, I ask the Chief of Police to run motor vehicle records checks on all employees who commonly drive Town-owned

vehicles. The process verifies that each driver has a valid license and that no driver has any recent record of dangerous driving. No issues were identified during this year's process.

*Recommendation:* No further action is necessary.

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

The Board asked that I bring my suggested goals for calendar year 2014 back up at the present meeting.

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

#### **D. Procurement/Ongoing Projects**

(1) Ranking of Summer Camp Services Proposals and Contract Award (\*)

Proposals for the provision of summer camp services for up to ten years will be due on January 21, 2014 at 10:00 a.m. (after the printing of this report). As such, the Board will be able to review and rank the proposals at the present meeting and then to award a contract to the most advantageous offeror.

*Recommendation:* **Board review and ranking of all proposals submitted for the provision of summer camp services and awarding of a contract to the most advantageous offeror.**

(2) Continued Review of RFP for Promotion of the Town (\*)

At the last meeting, the Board reviewed a revised draft of the subject Request for Proposals (RFP) and asked that I make minor modifications and review insurance requirements. The Board asked to discuss the draft RFP again at the present meeting.

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

(4) Amendment of Central Conomo Point Subdivision Plan (\*)

At the request of the Board, I worked with our consultant to amend the plan for the Central Conomo Point Subdivision to only include the Beach Circle area. The Selectmen informed the Planning Board during the week of January 6, 2014 that such a change was being contemplated and requested in writing an additional time extension to the Planning Board's decision deadline of January 31, 2014. On January 15, 2014, the Planning Board granted an extension of time through their meeting of February 5, 2014 and our consultant is prepared to provide copies of the amended plan to the Planning Board in advance of that date. I plan to attend the meeting of February 5 to review the request and members of the Board of Selectmen are certainly welcome to accompany me (the Board has been posted).

*Recommendation:* **Board discussion as necessary.**

(5) Request for Quotations, Appraisal of Central Conomo Point Properties (\*)

In a fashion similar to that used to procure sale appraisals for the properties in the Southern Conomo Point Subdivision, it is possible to receive quotations from appraisal firms for the properties in the Central Conomo Point Subdivision. As noted above, we anticipate that the Planning Board will consider a revision to the Central plan on February 5, 2014. If approved, that plan can be used as the basis for the land area to be included in each of the lots. I have begun to adapt a Request for Quotations that I originally developed for the southern area for use with the central area.

*Recommendation:* **Board approval of the issuance of the Request for Quotations at the appropriate time.**

**E. Insurance**

(1) Monthly Pothole Log

I obtained the subject log for the month of December, 2013 from the DPW and I provided it to our insurer during the week of January 6, 2014, as part of the MIIA Rewards Program. No potholes were reported during December.

*Recommendation:* No further action is necessary.

**F. Facilities**

(1) Quarterly Facility Self-Inspection Reports

I completed reports for the Town Hall and the Senior Center for the quarter ending December 31, 2013 during the week of January 6, 2014 as part of the MIIA Rewards Program. The reports are aimed at recognizing and eliminating safety hazards and are discussed at our quarterly Safety Committee meetings. Of interest this quarter is the completion of the Senior Center generator wiring and the addition of a new, motion-sensitive light at the rear door of that facility.

*Recommendation:* No further action is necessary.

(2) Annual Fire Alarm Testing

I contacted our usual fire alarm testing contractor to test the alarm systems at the Water Filtration Plant and the DPW Barn. That contractor usually also tests the Town Hall system but that system is being replaced as part of our building renovation in the near future. I have discovered that our usual contractor has retired. As such, I will be seeking out a new contractor to provide testing this year. After the Town Hall work has been completed, it is possible that the installer of the new Town Hall alarm system could be retained to annually test the Town Hall system and the Senior Center, Water Plant, and DPW Barn systems.

*Recommendation:* No further action is necessary at this time.

(3) Power Failure at Centennial Grove Cottage

Our alarm company reported a power issue at the Grove Cottage and I learned from the Superintendent of Public Works that a large tree had struck the power line along a wooded trail. The line had not broken but some other event must have occurred to create the outage (such as the tripping of a line breaker). I contacted National Grid and power has since been restored.

*Recommendation:* No further action is necessary.

**G. Fiscal/Budget**

(1) Capital Budget Planning Review Discussions, Essex, Manchester, MERSD (\*)

I met with Jeff Soulard, Chairman of the Finance Committee, on January 15, 2014 to review the Town's overall capital planning strategy and expectations. The meeting was held in preparation for a meeting involving Manchester and Regional School District personnel to compare upcoming capital spending plans so that the future prospect of elementary school renovations projects can be balanced with municipal needs.

On January 16, 2014, I met with Mr. Soulard, the Manchester Town Administrator, the School Superintendent, and the School Budget Manager to begin the process of comparing the three entities' various capital needs. Generally, municipal project borrowing in Essex is expected to increase in the near future while Manchester hopes to keep its debt service payments relatively level. The regular school budget planning group that also includes selectmen from the two towns and additional finance committee members will convene again on January 22, 2014 to review the report and recommendations of the smaller group.

*Recommendation:* **Board discussion as necessary.**

**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, the Board discussed a draft list of topics for the Annual Town Meeting in May and I have revised that list per the Board's guidance.

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

### (3) Review of Existing and Proposed Shellfish Regulations (\*)

At the last meeting, the Board heard from several commercial clammers concerning one element of the existing Shellfish Regulations and from the Shellfish Constable concerning two new ideas he has for the Regulations. All three matters involve the section allowing for family use licenses. Presently, a one-day permit for a peck of clams for family sustenance does not require a non-resident to obtain sponsorship from an Essex resident but a seasonal family use license for a non-resident does. Also, the Constable suggested not allowing the issuance of a seasonal family license to any clammer who holds a commercial license in another community and requiring all resident commercial clammers to obtain signatures from multiple Essex sponsors. I have reviewed these matters with Town Counsel.

*Recommendation:* **Board discussion as necessary.**

## **L. Legal Issues**

No items.

## **M. Grants**

### (1) FEMA Generator Grant

As the Board is aware, our application for a new generator has made it through several levels of review by MEMA and FEMA. Presently, FEMA is asking for a narrative relative to the cost-benefit aspect of this new equipment. Personnel from MEMA provided me with the required format and I provided it to MEMA for review during the week of January 6, 2014. We are still hopeful that this grant application (which was submitted back in March of 2013) will bear fruit in 2014.

*Recommendation:* I will update the Board as necessary.

### (2) Agreement for Services, Historic Records Preservation (\*)

As the Board may recall, the Town Clerk had applied through our insurer for a \$10,000 grant to assist us with our continued preservation of the Town's historic records. That grant was funded and, after the proper procurement process, Ms. Anna Siedzik has been identified as our preservation consultant. Ms. Siedzik has provided the Board with a contract for her services, which I have reviewed. Any

amount over the \$10,000 grant amount will be covered by previous appropriations and/or Community Preservation Act funding.

**Recommendation: Board signature of the contract for historic records preservation services.**

(3) Coastal Resiliency Grant Application Letter of Support (\*)

As the Board may recall, Ms. Alyssa Novak of UNH had applied for a grant project in Essex to restore certain areas of eelgrass beds. We are still awaiting word on whether that grant will be funded. However, in the meantime, Ms. Novak is working with the Great Marsh Resiliency Partnership to restore an additional five acres of eelgrass in Plum Island Sound and Essex Bay. She has asked the Board to consider a letter of support, much like the previous project.

**Recommendation: Board vote to provide a letter of support for this new potential project.**

## **N. Emergency Planning**

(1) Cape Ann Emergency Planning Team Meeting

I attended the subject meeting on January 9, 2014 in Gloucester along with other Town personnel. The meeting featured a discussion regarding and upcoming drill exercise involving an emergency dispensing site and a campaign to inform newer elected officials about the work of the Team. We were pleased to welcome the Town of Ipswich onto the Team, which brings the group to one City (Gloucester) and four towns (the other three Cape Ann towns plus Ipswich).

*Recommendation:* No further action is necessary.

(2) FEMA Flood Map Flood Evacuation Planning

The Fire Chief and I met with a representative of the Massachusetts Emergency Management Agency (MEMA) on January 9, 2014. He provided us with a Federal Emergency Management Agency (FEMA) map that showed which zones in Essex would like require evacuation due to flood threats associated with category 1 and 2 hurricanes versus category 3 and 4 hurricanes. We provided him with some initial comments and a second draft is being prepared by MEMA. Once we receive that new draft, we will widely circulate it to various Town personnel to produce a final draft that provides the maximum utility to the Town.

*Recommendation:* I will update the Board as necessary.

## **O. Other Items**

### (1) Town Administrator Leave

I was out of the office on leave for part of the afternoon on January 8, 2014 and all day on January 13 and January 14, 2014.

### (2) Martin Luther King Day Holiday

The office was closed on January 20, 2014 in observance of the subject holiday.

*This report is available at [www.essexma.org](http://www.essexma.org) on the morning after any regularly scheduled Essex Board of Selectmen's Meeting.*