



Town Administrator's Report Board of Selectmen's Meeting of February 1, 2016

Report covers from January 23, 2016 to January 29, 2016

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

A. Town Department Reports/Requests

(1) Preparation for Strategic Planning Committee Public Forum

At the last meeting, the various department heads and board/committee chairs had a chance to discuss the initial draft of the Essex Strategic Plan with the Town Planner, the Strategic Planning Committee, and the Selectmen. Several useful discussions ensued regarding many of the nine planning themes. The Committee will now move forward by hosting a public forum on the Plan on February 10, 2016 at 7:00 p.m. at the Essex Elementary School. I have been in touch with media and have pushed this information out using the Town's e-mail contact list.

Chairman O'Donnell, Town Planner Matt Coogan, MAPC consultant Mark Fine, and I will discuss the logistics and content of this planned forum during the week of February 1, 2016. A powerpoint presentation will be offered to step through the plan in detail and copies of the plan will be available to forum attendees. Interested parties can also visit the Town's website to review and/or download the Plan in advance of the meeting. We also discuss how to begin attaching ballpark costs to the various planning themes since this topic will very likely surface at the forum.

Recommendation: I will update the Board as necessary.

(2) Conomo Point Planning Committee Meeting (*)

The Conomo Point Planning Committee met on January 28, 2016 to discuss the best way to further the planning and implementation of public waterfront access at the Point. Selectman Coviello attended the meeting as a member of the Committee.

Recommendation: **Board discussion as necessary.**

B. Computer Systems

(1) Installation of New Switch for Police Camera System

The vendor for the police camera system provided a larger switch for the system on January 29, 2016. The former switch had enough ports to accommodate all camera feeds but the camera server and storage device were being reached indirectly. Now, all camera system equipment is running over the same switch and is still accessible to the Chief of Police via a secure link. I assisted with the

moving of the equipment and connection to an uninterruptible power supply after the switch had been replaced.

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

C. Personnel

(1) Treasurer/Collector's Office Job Descriptions and Pay Scales (*)

At the last meeting, the Board discussed the fact that the Treasurer/Collector's Office is now processing payroll using a web-based vendor that requires a significant amount of user input as compared with the Town's former, full-service payroll vendor, which is no longer in business. The office has been using the services of a temporary contracted specialist to accomplish this weekly task in order to get through fiscal year 2016. Next fiscal year, the office would like to hire an Assistant Treasurer/Collector to input and manage payroll, in addition to assisting with many other, non-clerical functions of the department. Also, although not necessarily needed in the near term, the Treasurer/Collector would like to explore adding a part-time clerk to the wage and salary scale for the department. This part-time position may become necessary in the future, depending on the final disposition of departmental structure.

Recommendation: **Further Board discussion relative to pay scales within the department and the potential creation of these positions starting in fiscal year 2017.**

(2) Continued Essex Police Benevolent Association Collective Bargaining

The management team engaged the union in continued collective bargaining for a successor agreement on January 28, 2016.

Recommendation: Board discussion in executive session per the posted agenda.

(3) Informal Department Heads Meeting

I hosted the subject meeting on January 28, 2016. The meeting featured a discussion relative to the Special Town Meeting to be held February 1, 2016.

Recommendation: No further action is necessary.

D. Procurement/Ongoing Projects

(1) Construction Contract for Town Hall/Library Renovation (*)

General construction bids for the subject project were due on January 26, 2016. A total of five general bids were submitted and the apparent low base bidder was Campbell Construction, LLC of Peabody, with a base bid price of \$3,268,300. As the Board is aware, a Special Town Meeting is being held the same evening as the present Selectmen's meeting (February 1, 2016). In addition to the Town Meeting

considering funding for extended Project Manager services, higher-than-expected pricing for asbestos abatement services will require the Town Meeting to consider additional construction funding. Also, the Town Meeting can consider a slate of bid alternates that the Town desires to elect (since the existing available funding covers the base bid but not the alternates). The Board met on January 29, 2016 to begin reviewing the apparent low bid and the various other costs and alternates that must be considered.

***Recommendation:* Board review of the costs at hand and additional deliberation concerning the execution of a contract after the Special Town Meeting this evening.**

(2) Disposition of Items of Value, 153 Conomo Point Road (*)

At the last meeting, the Board began to discuss how the Town might dispose of some potentially valuable items in the structure at 153 Conomo Point Road prior to its demolition in the early spring. Additional discussion is necessary and then I will be able to review the preferred and other ideas with Town Counsel so that a process for the disposition can be undertaken soon.

***Recommendation:* Board discussion relative to the preferred and alternate methods of disposition (sale).**

(3) Release of Request for Proposals, Management of Centennial Grove

At the last meeting, the Board asked that I release the subject Request for Proposals. I have developed a schedule that includes a February 8, 2016 release date and a March 10, 2016 proposal due date. The opportunity will be advertised in the local paper and at Town Hall. Parties interested in making a proposal can contact me at bzubricki@essexma.org.

Recommendation: I will update the Board as necessary.

E. Insurance

No items.

F. Facilities

No items.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

No items.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Special Town Meeting Motions (*)

I have prepared motions for the Special Town Meeting to be held this evening.

Recommendation: **Board review of the recommended motions.**

L. Legal Issues

No items.

M. Grants

(1) MA Coastal Zone Management Grant Monthly Report

The National Wildlife Federation and the Ipswich River Watershed Association collaborated to produce the required monthly report for the subject coastal resiliency grant during the week of January 25, 2016. I have forwarded the report to CZM as required. Presently, our two contractors are making great headway concerning the various risk maps that are part of the project.

Recommendation: No further action is necessary.

N. Emergency Planning

No items.

O. Other Items

(1) Community Compact Regarding Coastal Resiliency (*)

As the Board is aware, the Baker Administration has created a Community Compact Cabinet consisting of State officials who will endeavor to provide technical assistance to any community in the Commonwealth regarding municipal best practices. The Community Compact program does include an environmental component which references preparation for climate change. As such, given that

the Town would like to explore innovative salt marsh restoration techniques that will help defend against coastal storms and sea level rise, I have developed a draft Community Compact application that may assist us. The Community Compact program is designed to foster partnerships between communities and various State agencies, with support from very high levels within the State Government. As such, making an application in this area can only help to align the environmental and regulatory functions of the State for a better chance of success.

***Recommendation:* Board discussion relative to the submission of a Community Compact Application.**

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