



## Town Administrator's Report Board of Selectmen's Meeting of February 22, 2016

Report covers from February 6, 2016 to February 19, 2016

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

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### A. Town Department Reports/Requests

#### (1) Essex Strategic Plan Public Forum

The Essex Strategic Planning Committee hosted the subject public forum at the Essex Elementary School on February 10, 2016. Planning Consultant Mark Fine of MAPC and Town Planner Matt Coogan assisted with the presentation of the plan (available [here](#)) and ample time was offered for input, questions, and answers. Generally, the public was interested in how the plan will be narrowed down, implemented, and cost-estimated. The public may still comment at [essexstratplan@essexma.org](mailto:essexstratplan@essexma.org). The Strategic Planning Committee plans to meet in March and April to address next steps.

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

### B. Computer Systems

#### (1) Availability of Code Red Mobile Message Launcher

Normally, I am able to launch important Code Red reverse notification messages from the office or from my home PC. However, situations may occur in the future where I am not at either of those locations. As such, I recently participated in training for the use of a mobile phone application that will allow the creation and launching of messages from any location. After the training was completed, our vendor permitted me to download and install it to my mobile device. The mobile application still requires the use of full credentials in order to authenticate on the Code Red system.

*Recommendation:* No further action is necessary.

### C. Personnel

#### (1) Continued Essex Police Benevolent Association Collective Bargaining

The management team engaged the union in continued collective bargaining for a successor contract on February 11, 2016.

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

## D. Procurement/Ongoing Projects

### (1) Kickoff Meeting for Town Hall/Library Renovation Work

I attended the subject meeting with Chairman O'Donnell, our architect, our Project Manager, and our project construction contractor (Campbell Construction, LLC) on February 9, 2016. At the meeting, our architect and Project Manager reviewed the project plans and specifications, the project schedule, logistical details, and answered questions. The actual construction contract was signed by all three Selectmen (pursuant to a previous vote) after the meeting. Presently, the contractor has surrounded the site with security fencing, has begun to conduct limited demolition, and has begun to prepare the building for the insertion of various additional steel support members.

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

### (2) Beneficial Use Study for Thin Layer Deposition

At the last meeting, the Board agreed that I should approach the Board of Public Works and, eventually, the Army Corps of Engineers regarding possibly designating the Town's former landfill as the "base case" for the disposal of Essex River dredge spoils under the Corps' conventional process. The Town is actually interested in casting spoils up onto the marsh, using a technique known as thin layer deposition (TLD). However, in order for the Corps to authorize that activity, the agency needs to study what TLD would cost versus conventional methods (land disposal) and what the added benefit of TLD would be. Presently, I am awaiting comment on the matter from the Board of Public Works.

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

### (3) Disposal of Interior Contents of 153 Conomo Point Road (\*)

At the last meeting, the Board agreed to explore the prospect of auctioning off the contents of 153 Conomo Point Road prior to its demolition. Prospective bidders will be able to view photographs of the contents on-line as a basis for what they are willing to bid. I have taken the necessary photographs and the Board is free to determine how and when the items should be offered for sale, in accordance with the Town's policy for the disposition of items of low value.

*Recommendation:* **Board discussion relative to the sale of the items and any conditions that need to be imposed.**

## 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) Continued Review of Draft Annual Town Meeting Warrant (\*)

At the last meeting, the Board began to review the draft Annual Town Meeting Warrant and indicated that more detailed discussion could occur at the present meeting.

*Recommendation:* **Continued Board review of the draft Warrant.**

(2) Replacement of Town Landing and Municipal Parking Lot Signage

At the last meeting, the Board approved the design of new signage for the subject areas. The vendor made certain corrections to the first proof and, after reviewing a second proof, I authorized the Superintendent of Public Works to place the order. The DPW will replace the existing signage in both areas with the new signage, in the spring.

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

**L. Legal Issues**

No items.

## M. Grants

### (1) Green Crab Trapping Grant Program Contract (\*)

The Massachusetts Division of Marine Fisheries is again offering up to \$15,000 for each coastal community to pay commercial harvesters to trap and dispose of invasive green crabs. As the Board may recall, DMF initiated a similar program in the past and funding for the program was discontinued without the Town realizing the full harvesting benefit. The program is expected to remain intact for this new round and some of the rules and conditions have changed.

***Recommendation:* Board approval and signature of the contract for this latest round of green crab trapping funding, with trapping contracts to be offered only after the DMF approves the Town's proposed rules.**

### (2) Green Community Grant Contract

At the last meeting, the Board signed the contract with the State for approximately \$130,000 in Green Community grant funding that will defray the energy efficiency aspects of the Town Hall/Library renovation project. The contract has since been countersigned by the State, with an effective date of February 15, 2016. As such, all of the energy efficiency elements in the project will be eligible for reimbursement.

*Recommendation:* No further action is necessary.

### (3) Climate Change Community Compact

At the last meeting, I updated the Board regarding the encouraging feedback from the Baker Administration regarding the Town's recent application for a Community Compact with the Administration to address coastal climate change. Specifically, personnel at the Executive Office of Energy and Environmental Affairs (EOEEA) had commented that they would be open to reviewing a proposal from the Town to fund research and potential piloting of a technique known as Thin Layer Deposition (TLD). Using TLD, the Town hopes to build up and enhance the health of salt marsh areas as "green infrastructure" that represents protection from sea level rise and coastal storms. A by-product of using TLD is that the sediment necessary for marsh enhancement could be sourced from the Essex River channel, thereby improving shallow conditions there. I have been working on this proposal with area experts and we expect to submit it to EOEEA in the near future.

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

## **N. Emergency Planning**

### (1) Regional Emergency Communications Center Monthly Meetings

I chaired both a meeting of the Finance Advisory Board (FAB) and a joint meeting of the FAB, the Fire Board, and the Police Board on February 19, 2016. The FAB meeting featured a public hearing concerning the proposed, fiscal year 2017 operating budget for the Center. The FY17 budget is balanced for an additional fiscal year without increasing the community cherry sheet rate of \$16.26 per capita (a number that has been held since calendar year 2010).

Also, the group discussed how efforts by our State Senator and our State Representative have assisted the Center with the periodic receipt of call pickup times to the second. Previously, the Center could only download times to the minute and had to have staff listen to recordings to pinpoint the seconds data, which is essential for the production of meaningful statistics.

*Recommendation:* No further action is necessary.

## **O. Other Items**

### (1) Presidents' Day Holiday

The office was closed on February 15, 2016, 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.*