



Town Administrator's Report Board of Selectmen's Meeting of February 23, 2009

Report covers from February 7, 2009 to February 20, 2009

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

A. Town Department Reports/Requests

(1) Shellfish Advisory Commission Discussion

Selectman Jones will be attending the SFAC meeting of March 3, 2009 to discuss the proposed changes to the shellfish digging limit in more detail. I informed the SFAC Chairman about Selectman Jones' intention and the SFAC will be expecting him.

Recommendation: I will update the Board as necessary.

(2) Town Building Committee Charge and Organization (*)

At the last meeting, the Board provided me with guidance for the new Town Building Committee's charge and, after Board review, asked that I provide the draft charge to the members of the former Ad-hoc Building Study Group for comment. The Ad-hoc members have provided some comments that the Board should review so a final charge may be issued. I will then inform the members of the Town Building Committee of the need to hold a first meeting and to ask the chosen chairman to meet with the Selectmen in the future.

Recommendation: **Finalization of the charge by the Board.**

(3) Conomo Point Planning Committee Input (*)

At the last meeting, the Board asked that I forward to the Chairman of the Conomo Point Planning Committee (CPPC) three draft ideas that our subdivision consultant has for subdividing the land at the Point south of Robbins Island Road. The CPPC met on February 12, 2009 and generally supported the concepts. I discussed wastewater planning on a conference call with DEP officials and representatives of our consultant on February 20, 2009 and our consultant is presently finalizing concepts and materials for the upcoming public forums.

Recommendation: **Board discussion relative to the public forum schedule and format.**

(4) Essex Youth Commission Initiatives (*)

At the last meeting, the Board discussed with former Youth Commission members a variety of ideas and perspectives relative to the future of the Commission and its work. The Board agreed that a new pre-school program should be funded by the EYC without user fees.

In addition, former members recommended allocating funds for the conduction of “focus group” research; the establishment of a Board of Directors to oversee the Summer Program; and a health and safety audit conducted by a volunteer with relevant experience using the Massachusetts Department of Public Health’s standards for recreational camps. A list of other recommended programs will be forwarded to me by former member Jessica Yurwitz and the Youth Director has provided me with a list of proposed programs for the upcoming year. Further, I have learned that the Town of Manchester’s summer program does not adhere to any specific health and safety standards since it is a municipal program.

Recommendation: **Board discussion relative to the recommended actions.**

B. Computer Systems

(1) Virtual Town Hall Advisory Board (*)

Our website hosting company, Virtual Town Hall, is forming an Advisory Board comprised of 8 individuals from among their over 250 clients. I have been invited to serve on that board and it will be pulled together in the coming month or two. The purpose of the Advisory Board is to help ensure that VTH is meeting the needs of its municipal clients and to help VTH better understand future municipal expectations and priorities. I am interested in serving on the board.

Recommendation: **Board discussion relative to my service.**

C. Personnel

No items.

D. Procurement

(1) Consulting Planner Contract (*)

At the last meeting, the Board agreed to award a contract for consulting planning services to Community Investment Associates of Ipswich subject to the finalization of contract language. Subsequently, I discussed the proposed contract language further with the principal and legal counsel for the Town and for the firm have been reviewing proposed language. It is possible that an agreed-to contract will be available by meeting time.

Recommendation: **Board signature of the planner contract if language has been agreed to by meeting time.**

E. Insurance

(1) Presentation of Loss Control Award (*)

As noted in the past, our insurer is presenting loss control awards in person (as opposed to at the recent MMA meeting) to the various municipalities that received them this year. Essex is receiving its fourth, consecutive award and our insurer would like to schedule the presentation at an upcoming Selectmen's meeting.

Recommendation: **Board discussion relative to the best timing for that presentation.**

F. Facilities

No items.

G. Fiscal/Budget

(1) FY2010 Additional Budget Discussion

The Finance Committee and the School Committee met jointly with the Board at the last meeting to discuss the status of the FY2010 budget. The Finance Committee has performed additional analysis and will be in attendance at the present meeting for further discussion.

Recommendation: Further discussion of the FY2010 budget with the Finance Committee at the present meeting.

H. Complaints

No items.

I. Meetings Attended

No items.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Draft Annual Town Meeting Warrant (*)

I have updated the subject document in accordance with the Board's guidance from the last meeting. I also informed the Planning Board that the Selectmen did not at the last meeting support the addition of an overlay district article on the

warrant and have provided the Planning Board's other two zoning proposals to Town Counsel for review.

Recommendation: Further Board review of the draft Annual Town Meeting Warrant.

(2) Special Town Meeting Motions (*)

I have developed two of the draft motions for the Special Town Meeting to be held on March 9, 2009 and the Community Preservation Committee has developed the motion for that article. Town Counsel will be reviewing the Community Preservation Act article further and it will be read by the Town Treasurer/Collector.

Recommendation: Board review of the subject draft motions.

L. Legal Issues

(1) Annual Legal Update

At the last meeting, the Board expressed interest in having Town Counsel visit the Board for a general legal update during the month of April. I have arranged to have Counsel present at the Board's meeting of April 27, 2009.

Recommendation: No further action is necessary.

M. Grants

No items.

N. Emergency Planning

No items.

O. Other Items

(1) Town Administrator Vacation Leave

I was out of the office on vacation leave from the afternoon of February 11, 2009 through February 19, 2009.

(2) Presidents' Day Holiday

The office was closed on February 16, 2009 in observance of the subject holiday.

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