



Town Administrator's Report Board of Selectmen's Meeting of August 14, 2017

Report covers from July 29 to August 11, 2017

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

A. Town Department Reports/Requests

No items.

B. Computer Systems

No items.

C. Personnel

(1) Informal Department Heads Meeting

I hosted the subject meeting on August 3, 2017, as I do from time to time. The meeting featured updates from various departments, a discussion of the coming virtual computer server upgrade, and the status of the Town Hall/Library renovation punch list.

Recommendation: No further action is necessary.

D. Procurement/Ongoing Projects

(1) Selection of Firm to Produce Public Safety Building Visual Renderings (*)

At the last meeting, the Board approved a scope of services for firms specializing in the production of visual renderings to use for proposal formulation purposes. I reached out to three firms during the week of July 31, 2017 and proposals were due by August 11, 2017. I was on vacation during the week of August 7, 2017 and proposals were forwarded to the Board via the Selectmen's Assistant.

Recommendation: **Board review of the proposals and selection of a firm to produce the renderings.**

(2) Finalization of Request for Proposals, Centennial Grove Master Plan (*)

At the last meeting, the Board agreed on a draft scope of services for a firm that would produce a Master Plan for the Centennial Grove. The Board asked that I share the draft with the Planning Board, Conservation Commission, Open Space Committee, Department of Public Works, Historical Commission, and Finance Committee. The draft was shared on August 1, 2017, with a suggested comment deadline of August 11, 2017. Also, the Board should discuss the specific rating criteria that will be used to rate proposals.

***Recommendation:* Board discussion relative to any comments received by meeting time, along with discussion of the criteria that should be used to rate the various proposals.**

(3) Construction of Concrete Pads for Park Benches/Chimney Swift Boxes (*)

At the last meeting, the Board asked me to solicit some pricing information concerning the construction of concrete pads for both memorial benches (at the new Conomo Point waterfront park) and chimney swift boxes (at the new parking area along Conomo Lane). I spoke with two concrete contractors and was waiting for pricing information at the time of printing of this report. I hope to have more information by meeting time.

***Recommendation:* Board discussion relative to these concrete pads.**

E. Insurance

No items.

F. Facilities

(1) Library Fax Line

One remaining item in the Library was the connection of the fax machine to the dedicated fax line number that is available at the phone connection board in the basement. I was able to send that signal through one of the new phone runs from the basement patch panel to a phone jack in the Library office. Since the Library wanted to place the fax machine on the other side of the office, by the windows, I was able to run an extension from the wall jack behind the cabinets and over to the equipment, which is now operative.

***Recommendation:* No further action is necessary.**

(2) Broken Town Hall Window, Baseball Strike

We had our first instance of a foul ball hitting a new Town Hall window on the afternoon of August 1, 2017. I received the report the next morning and went and cleaned up the glass and temporarily filled the hole with carboard. The ball struck one small pane of one of the fixed, divided light, transom windows on the third floor. We will have a repair made when we bring in a contractor for various small jobs later this season.

***Recommendation:* No further action is necessary.**

(3) Final Configuration of Audio and Video Projection Systems, Town Hall

The cable used by our contractor to connect our ceiling-mounted projector to a floor jack for PC connection was too long to carry an adequate video signal to the projector. As such, I worked with a specialist to utilize a parallel run of network

cable to send the signal through that (with special devices and HDMI cables on both ends). The projector can now be accessed from the floor jack, as intended, rather than having to place the PC under the projector with a HDMI cable running up in front of the audience.

A local electrical contractor has completed power and speaker wiring for the new audio system and an audio expert will tie the system together and get it working for us. The audio system will soon be capable of amplifying speech via the microphone array that we purchased and will be able to take a standard audio feed from a PC to complement the video system. The audio system is designed to be compatible with a future link between Town Hall and Cape Ann TV (which Comcast is going to construct and maintain), so that live feeds can be easily sent for broadcast.

Recommendation: No further action is necessary.

(4) Town Hall Basement Dehumidification Systems

Prior to the renovation work, we had several dehumidifiers in the Town Hall basement that directly discharged to the building's perimeter drain. Now that we are using the old boiler room area for storage and we have a new utility room in the back of that space, it was necessary to find a solution for those areas (which did not have drain stubs already installed). I was able to route discharge hoses into one access point on the drain line that does come to the surface and I cleared blockages in other discharge hoses that had built up over time. The Town Clerk is working to purchase an additional unit since we are now storing documents in a large volume of space. Further, the new humidity control system in the archive vault does not seem to be operating properly and we have informed the project contractor that it needs attention.

Recommendation: No further action is necessary.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

(1) Dredging Listening Session

(*)

Chairman O'Donnell attended a "Dredging Listening Session" sponsored by the Secretary of Housing and Economic Development on August 10, 2017 in Beverly.

The Chairman was able to listen to the conversation and to bring remarks from Essex to those assembled.

Recommendation: **Board discussion as necessary.**

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

No items.

L. Legal Issues

No items.

M. Grants

(1) Massachusetts Downtown Initiative (MDI) Grant Kickoff Session (*)

Our Town Planner is continuing to implement a project with the Planning Board focused on studying the prospect of a mixed-use zoning overlay district in downtown Essex. The work is part of a MDI grant funded by the State and a third-party design firm, Harriman, has been identified by the State as the technical assistance provider for the project. We have now confirmed that Harriman will host a site walk and stakeholder meetings all day on August 31, 2017.

Recommendation: **Board discussion relative to the upcoming project kick off.**

N. Emergency Planning

No items.

O. Other Items

(1) Town Administrator Vacation Leave

I was out of the office on vacation leave for the entire week of August 7, 2017.

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