



Town Administrator's Report Board of Selectmen's Meeting of March 24, 2014

Report covers from March 8, 2014 to March 21, 2014

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

A. Town Department Reports/Requests

(1) Public Safety Committee Survey

The Public Safety Committee released its survey relative to residents' perceived operational needs of the various public safety departments during the week of March 17, 2014. The survey is open at least through March 28, 2014 and all residents are encouraged to participate. A link to the survey may be found at the Town's home page at essexma.org.

Recommendation: I will update the Board as necessary.

(2) Draft Approval of Beach Circle Subdivision Plan

The Planning Board voted to approve the Central Conomo Point Subdivision Plan (which is essentially Beach Circle at this point) and discussed a draft decision. The draft final decision will be produced in advance of the Planning Board's April 2, 2014 meeting, and is expected to be adopted at that meeting.

Recommendation: I will update the Board as necessary.

B. Computer Systems

(1) Repair of Assessor's Printer Duplexing Unit

A component in the duplexing unit of the Assessors' primary printer snapped during the week of March 3, 2014 and the printer was no longer able to produce double-sided output. I was able to find a replacement part and I installed that during the week of March 10, 2014. The printer is again functioning normally.

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

C. Personnel

(1) Approval of Revised CORI Policy and Form

(*)

I participated in a free webinar offered by Kopelman and Paige on March 11, 2014 outlining best practices for conducting criminal offender record information (CORI) checks. Regulations surrounding this topic have recently changed and I am responsible for CORI checks involving the Council on Aging and the Essex Library. The webinar was very informative and provided good guidance for future checks. At the recommendation of the firm, I have obtained a model CORI policy from the State that I have adapted for use in Essex for adoption by the

Board to supersede our present policy. I also downloaded and customized the State's revised CORI Acknowledgement Form that is used to verify identity and notify candidates that a CORI check will be conducted.

Recommendation: **Board approval of the revised CORI policy.**

(2) Safety Committee Meeting

I reported to the subject meeting as a member of the Committee on March 20, 2014. Various departments were short-handed that morning, so no quorum was present. Those of us who were present briefly talked about ongoing matters. The next meeting will be held in June.

Recommendation: No further action is necessary.

(3) Informal Department Heads Meeting

I hosted the subject meeting on March 20, 2014 with various department heads, as I do from time to time. The meeting featured a discussion relative to various projects and initiatives that are ongoing, along with a look ahead to the Annual Town Meeting.

Recommendation: No further action is necessary.

(4) Recommendation of the Final Fiscal Year 2015 Wage & Salary Scale (*)

At the last meeting, the Board determined that the Fire Chief stipend should increase, even under the existing, part-time scenario. The board agreed that it will be possible to revisit the Wage & Salary Scale in November, should agreement be reached on moving to a full-time Fire Chief. I have finalized the FY2015 Wage & Salary Scale for the Board's official recommendation to the Annual Town Meeting.

Recommendation: **Board vote, acting in its capacity as Personnel Board, to recommend the revised fiscal year 2015 Wage & Salary Scale to the Annual Town Meeting.**

D. Procurement/Ongoing Projects

(1) Cape Ann Regional Cable Advisory Joint Representations Disclosure (*)

At the last meeting, I informed the Board how I had participated in a meeting among the three Cape Ann town administrators, the Mayor of Gloucester's Chief of Staff, and others to begin to assemble the subject committee. The four communities used a regional approach to cable contract renewal back in 2007 and all have agreed to this approach for the 2017 renewal. Two of the towns and the City have selected their members for the Committee and Manchester is working on making an appointment. Since the three towns share Kopelman and Paige as legal counsel, the firm will be providing each town certain disclosure papers that

will allow the firm to represent all three towns concurrently with respect to Committee affairs. It is expected that the Committee will hold its first meeting in April.

***Recommendation:* Board vote to sign the necessary joint representation paperwork, if that is available by meeting time.**

(2) Construction Oversight Change Order, Town Hall/Library Project (*)

At the last meeting, the Board discussed a request from the architectural firm that is managing the Town Hall/Library renovation project for additional funding. While the Board did not support the full request at that time, the Board did support a small increase in the construction oversight budget, in the amount of \$9,000. The firm has since prepared a formal change order request for that funding.

***Recommendation:* Board vote to approve the subject change order for additional construction oversight funding.**

(3) Signature of Contract for Promotion of Town Resources (*)

At the last meeting, the Board designated the single proposal received for the promotion of Town resources (from the Essex Merchants' Group) as "highly advantageous" and asked that I prepare a contract with the organization. I have developed the contract as requested and it has been signed by the Group's president.

***Recommendation:* Signature of the promotion of Town resources contract with the Essex Merchants' Group.**

E. Insurance

(1) Monthly Pothole Log

I obtained the subject log for the month of February from the Department of Public Works and provided it to our insurer as part of the MIIA Rewards Program. No potholes were reported during the month of February.

Recommendation: No further action is necessary.

F. Facilities

(1) Potential Addition of DPW Barn and Senior Center to Lighting Upgrades(*)

On March 12, 2014, I met with representatives of the subcontractor responsible for performing the subject lighting upgrades in Town Hall, the Water Filtration Plant, and the Police and Fire Headquarters. As the Board may recall, we are under contract with our energy supplier to replace the inefficient bulbs and some fixtures in these three buildings to save on future electricity costs. The actual

work is set to commence by early April. Also, the representatives visited the DPW barn and informed us that, even though that building is only eight years old, the bulbs used when it was new are already outdated and much more efficient bulbs are now available. As such, Constellation will prepare a change order to add the DPW Barn into the project. The company will also review the lighting situation in the Senior Center to determine if a similar payback would be operative there.

***Recommendation:* Board approval of a future change order for one or both of the buildings (depending on whether the Senior Center would also present an appreciable net savings) outside of a meeting, once the applicable paperwork has been prepared.**

G. Fiscal/Budget

(1) Finance Committee Town Meeting Booklet

I have begun to prepare the subject booklet to be distributed to Town Meeting members for the Annual Town Meeting. The Finance Committee's recommendations will soon be finalized and I will compile the booklet for submission to the printer's during the first week of April.

Recommendation: I will update the Board as necessary.

H. Complaints

No items.

I. Meetings Attended

(1) Meeting with Personnel from Garden Remedies, Medical Marijuana (*)

On March 11, 2014, Selectman Coviello and I met with personnel from Garden Remedies, an organization which is provisionally-approved to open a medical marijuana cultivation center in Essex later this year. We discussed the Board's desire to work cooperatively with the Chief of Police and the organization to best protect public safety in the community and to determine whether the organization could provide any other benefits to the community.

Recommendation: **Board discussion as necessary.**

J. Final Judgment

(1) Quarterly Report to DEP (*)

I have developed the Quarterly Report to the DEP relative to the Final Judgment for the quarter ending March 31, 2014. The report highlights the recent approval

of the Central Conomo Point Subdivision Plan (which is comprised of the Beach Circle neighborhood).

Recommendation: **Board vote to transmit the report to the DEP.**

K. Town Meeting, By-Laws, and Regulations

(1) Final Annual Town Meeting Warrant

I have revised the Annual Town Meeting Warrant according to the Board's guidance from the last meeting and it is ready for approval and signature. The warrant approval process is covered elsewhere on the meeting agenda.

Recommendation: Board approval of the final warrant as per the agenda.

(2) Annual Town Report Now Available

Thanks to the diligent efforts of the Selectmen's Assistant, the Annual Town Report for 2013 has arrived back from the printer's and is available in Town Hall. The document will also soon be available on the Town website.

Recommendation: No further action is necessary.

L. Legal Issues

No items.

M. Grants

(1) Potential Grant Funding for Downtown Boardwalk

Senator Tarr included \$1.5M in final design, permitting, and construction funding for the Town's downtown boardwalk project in the next iteration of the Transportation Bond Bill. The bill cleared the Senate and the boardwalk funding is subject to negotiation in a future House-Senate conference committee session.

Recommendation: I will update the Board as necessary.

(2) MassBays Research and Planning Grant Contract

(*)

As the Board may recall, Dr. Alyssa Novak of UNH had helped the Town secure a grant through the MassBays Program for eelgrass restoration in Essex Bay. The grantmaker (the Massachusetts Office of Coastal Zone Management) has recently provided the necessary grant paperwork for the Board's signature. Dr. Novak and the project team met with CZM staff on March 24, 2014 to kick off the project, which will begin soon.

Recommendation: **Board approval and signature of the necessary grant paperwork.**

N. Emergency Planning

(1) Essex Regional Dispatch Center Meeting

I participated in a meeting of the Essex Regional Emergency Communications Center (RECC) Finance Advisory Board on March 21, 2014. The Finance Advisory Board meeting featured an update on the facility and ongoing operations, along with a report from the Subcommittee on Communities of Interest, which I also serve on.

Recommendation: No further action is necessary.

O. Other Items

(1) Small Community Wastewater Planning Webinar

I participated in the subject webinar sponsored by the Horsley Witten Group on March 20, 2014. As the Board may recall, I have participated with this effort in the past. Horsley Witten is working with the EPA to better understand various alternatives to deal with challenging wastewater issues for small communities and Essex participates as a community that went through a complex alternatives analysis process.

Recommendation: No further action is necessary.

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