



Town Administrator's Report Board of Selectmen's Meeting of April 11, 2016

Report covers from March 26, 2016 to April 8, 2016

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

A. Town Department Reports/Requests

(1) Conomo Point Planning Committee Waterfront Access Design Update (*)

The Design Subcommittee of the Conomo Point Planning Committee met on April 7, 2016, along with landscape architect James Heroux. As discussed at the last Selectmen's meeting, Mr. Heroux is working with the Committee to suggest a project that could be designed and constructed for approximately \$450,000 and the focus is on the 153 Conomo Point Road site (the dwelling on which will be demolished in the coming week). Offering gravel parking at the now-vacant 138 Conomo Point Road is also a feature of the proposal. At the meeting, the Committee agreed with this approach and the full Conomo Point Planning Committee will likely meet to also support that concept before Town Meeting. At Town Meeting, Mr. Heroux will present various graphics to illustrate what is envisioned.

Recommendation: **Board discussion as necessary.**

B. Computer Systems

(1) Installation of Police Dispatch Software on Police Clerk's Computer

The Chief of Police requested that the software used to log and perform statistics on police calls be installed on the Police Clerk's computer system. The software uses a front-end program on the local machine to connect to a database housed and managed by the Regional Dispatch Center. Personnel from the Center provided me with a copy of the most recent software release and I installed it on March 30, 2016.

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

(2) Site Visit to Plan for Fiber Optic Cable Relocations

The Town Hall renovation will include the construction of a new server room, in order to make full use of the old stage area for a meeting room. When it is time to relocate the Town's IT equipment into that new server room, the fiber optic line between Essex and Melrose will need to be relocated within the building. As such, I met with Comcast technicians and our project contractor on April 5, 2016 to review the process that will need to be undertaken at the appropriate time. Also, since the construction of the elevator shaft will conflict with a basement junction box that the fiber line presently runs through, a near-term relocation will

also be necessary. That more minor work was undertaken by Comcast during the week of April 4, 2016.

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

(3) Renewal of Antivirus Client Licenses

Thirty client licenses for our antivirus software were set to expire in early May. As such, I ordered the necessary renewals and registered them with our server during the week of April 4, 2016.

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

(4) Maintenance on Police Department Workstation

I was informed during the week of April 4, 2016 that one of the police department's workstations was not operating efficiently. I visited the office and performed various maintenance activities. The workstation is now working properly again.

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

C. Personnel

(1) Signature of Successor Contract with Essex Police Benevolent Assoc. (*)

The Board has reached terms with the Essex Police Benevolent Association for a successor collective bargaining agreement. The union has signed the contract it is available for countersignature by the Selectmen at the present meeting. As always, the Town Meeting must vote to fund and implement the contract before it is considered binding.

Recommendation: **Board countersignature of the successor agreement with the EPBA.**

(2) Continued AFSCME Collective Bargaining

The Management Team engaged with the union in continued collective bargaining for a successor agreement on April 6, 2016.

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

D. Procurement/Ongoing Projects

(1) Placement of Decorative Safe Doors in Town Hall (*)

At the last meeting, the Board approved a change order to mount two, decorative safe doors in a new wall during the Town Hall renovation process. They asked that the doors be placed, if possible, in the main lobby, as opposed to the elevator

vestibule, since the main lobby will see more traffic. It is possible that the front plate of each door (the parts with the actual decorations) could be separated from the thicker portion of each door and be mounted in the main lobby. Separation is necessary since the lobby wall is not thick enough to contain the whole door (like the elevator lobby is).

Recommendation: Board discussion as necessary.

(2) Final Preparation for Demolition of 153 Conomo Point Road

The dwelling at 153 Conomo Point Road has been scheduled for demolition on April 12, 2016. The Town, acting as the general contractor, has made various preparations for the actual tear-down, including Fire Department support, Conservation and Board of Health Agent support, deployment of silt socks, removal of household hazardous chemicals by the DPW, dumpster coordination, all utility disconnects, asbestos abatement, all necessary State and local notifications and permitting, and other project elements. Four boats that were stored on the property were removed by the Police Department and will be included in the Chief of Police's spring surplus item auction. Also, after signing waivers of liability, volunteers removed other items of value on April 3, 2016 and those items are now stored with the police department and will be included in the same auction.

Recommendation: I will update the Board as necessary.

(3) Memorial Park Master Plan Update

(*)

At the last meeting, the Board discussed continuing to work with the Board of Public Works on a Memorial Park Master Plan that could take into account how the monument area of the Park might be affected by future projects, such as an expanded fire/police headquarters footprint or a reconfigured roadway. Chairman O'Donnell had visited the Community Preservation Committee to discuss this potential arrangement in the past and Counsel has opined that the existing CPA funding could support a scope including how future building and road configurations might affect the monument area.

Although such use of funds would fall within the bounds of the appropriation, the Committee does not support that use. As such, it is possible that the existing appropriation could be set aside for monument area planning and the Town could potentially fund some basic building and roadway planning work using non-CPA funds in the future. The whole process could be resumed in the fall, after the Fall Town Meeting considers the latter.

Recommendation: **Board discussion as necessary.**

(4) Weekly Project Meetings for Town Hall/Library Renovation Project

I attended the subject meetings on March 30 and April 6, 2016. The focus of the project lately has been the excavation for the elevator pit and the pouring of the footings and base walls for the elevator shaft. Prior to the meeting of March 30, I arranged for a tour of the project for the Board of Assessors. Chairman O'Donnell and I walked the building after the meeting of April 6.

Recommendation: I will update the Board as necessary.

(5) Concrete Testing Service Associated with Elevator Construction

The general contractor for the Town Hall/Library renovation project was ready to pour concrete associated with the construction of the elevator during the week of March 28, 2016. It is the owner's responsibility to provide independent concrete testing and our Project Manager obtained quotes and recommended the firm of UTS. I have entered into a contract with UTS for this phase and for any other concrete work in the project that will require testing.

Recommendation: No further action is necessary.

(6) Invitation for Bids, Replacement of Water Service to Town Hall/Library

Industry research that I conducted suggested that the cost of replacing the water service to 30 Martin Street (necessary for the installation of a sprinkler system) will cost over \$25,000. As such, sealed bids for that work (which is not the responsibility of the general contractor on the project) will need to be obtained. I have developed the necessary Invitation for Bids and it will be made available to interested contractors as of April 13, 2016. Given the general contractor's schedule, that includes staging that may be in the way of water service work, this project has a defined construction window of between October 3 and November 30, 2016. Bids are due by May 5, 2016 and pricing must remain valid through the end of the calendar year.

Recommendation: I will update the Board as necessary.

(7) Request for Written Responses, Shoring of Folsom Pavilion

Now that our consulting engineer has completed his design process for the elements necessary to shore up the Folsom Pavilion for the coming season, I am able to utilize the "Request for Written Responses" procedure under Chapter 149 to procure the necessary construction services. To that end, I have posted notice of the need for such services at the Town website, the Town Hall, the Commonwealth's COMMBUYS website, and in the Central Register. Responses are due by April 28, 2016 at noon.

Recommendation: I will update the Board as necessary.

(8) Design Proposals for Long-Term Preservation of Folsom Pavilion (*)

As the Board is aware, designers had considered a Request for Qualifications (RFQ) for the long-term preservation of the Folsom Pavilion. Proposals were due on April 4, 2016 and a total of two proposals were received (one from McGinley Kalsow & Associates and one from Michael Kim Associates). The Board must now utilize the rating criteria found in the RFQ to rank the proposals. Once the proposals are ranked first and second, the Board can engage the top-ranked firm relative to receiving a cost proposal. A contract will ultimately be developed should the Town choose to fund this design work at the upcoming Annual Town Meeting.

***Recommendation:* Board review and ranking of the two proposals, followed by the solicitation of a cost proposal from the top-ranked firm.**

(9) Affirmative Marketing Program Quarterly Report

I developed and filed with the State the subject report in my capacity as the Town's Affirmative Marketing Construction Officer (AMCO). The report is intended to detail the Town's usage of any woman or minority-owned business on construction projects involving State funding. No such utilization occurred this quarter.

Recommendation: No further action is necessary.

(10) Conomo Point Long-Term Lease and Sale Appraisals

Our appraiser, Mark Tyburski, is wrapping up his appraisal assignments for both the long-term lease of northern properties and the sale of properties on Robbins Island. Both appraisals will be important to lease and sale articles that will be considered at the upcoming Annual Town Meeting and both will be posted to the Town's website under the Conomo Point Reference Materials section as soon as possible.

Recommendation: I will update the Board as necessary.

E. Insurance

(1) Freeze-up Prevention Monitoring Forms

Each year, our DPW and Police Department make inspections of various Town buildings on weekends to ensure that heating systems are functioning correctly, thereby decreasing the risk of pipe freeze-ups. Now that we have entered April, both of those departments have provided to me the weekly documentation forms and I have provided the forms to our insurer as part of the MIA Rewards Program.

Recommendation: No further action is necessary.

(2) Monthly Pothole Log

I obtained from the Department of Public Works the pothole log for the month of March and I submitted it to our insurer as part of the MIIA Rewards Program. Two potholes were reported and were immediately repaired.

Recommendation: No further action is necessary.

(3) Quarterly Facility Self-Inspection Forms

I completed these forms as part of the MIIA Rewards Program during the week of April 4, 2016, for the Senior Center and for the Temporary Town Hall. These inspections serve as a useful basis for discussion at quarterly Safety Committee Meetings. I did not identify any particular problems this quarter. Other departments use their own protocols in other buildings.

Recommendation: No further action is necessary.

F. Facilities

(1) Folsom Pavilion Shoring Design Update

(*)

Our consulting structural engineer, John O'Connell, completed design plans to shore up the Folsom Pavilion, prior to its use this coming season. After conducting field work, Mr. O'Connell determined that certain measures were necessary to make the building structurally sound and he has provided a construction plan that may now be used to solicit quotations from contractors (see item D7, above).

Recommendation: **Board discussion as necessary.**

(2) Memorial Park Restrooms Open for Season

The Memorial Park restrooms opened for the season as of April 1, 2016. The restrooms are open seven days per week, from 8:30 a.m. until 8:00 p.m., until the fall, when the hours change.

Recommendation: No further action is necessary.

(3) Placement of New Signage at Town Landing and Municipal Parking Lot

I met with the Superintendent of Public Works, the Town Clerk, and the Police Sergeant on March 30, 2016 to go over the placement of the new parking and warning signs at the Town Landing and the municipal parking lot. All present agreed on the various placements, all former signage has been removed, and the new signage has been installed.

Recommendation: No further action is necessary.

(4) Centennial Grove Management Options Discussion (*)

At the last meeting, given that the RFP for a management entity to manage the Centennial Grove did not produce any proposals, the Board asked that I put together a matrix showing various other options, with advantages, disadvantages, costs, and revenues of each. I have developed that matrix and have included as options the following: 1) Allow non-residents to park at the Grove and use the facility, for a per-car fee; 2) Make the facility residents-only and use attendants to enforce; 3) Allow all to use the facility, but require non-resident parking to be distantly remote; or 4) Allow all to use the facility, requiring non-resident parking to be distantly remote, and requiring each non-resident who walks into the facility, to pay a fee.

Recommendation: **Board discussion relative to the various options and associated advantages, disadvantages, costs, and revenues.**

(5) MIIA Boiler Assessment Program (*)

Our insurer, MIIA, is piloting a program that will inventory and describe the existing boiler system in all major municipal buildings. The study will characterize each boiler's need for upgrade in terms of energy efficiency, reliability, and maintenance/operational adequacy. This pilot effort is being provided at no cost to the Town, since MIIA needs to test the process on several communities before rolling out the full program. The program inspector actually visited the various Town buildings on April 11, 2016.

Recommendation: **Board discussion as necessary.**

(6) Preparation of Centennial Grove for Spring Season

The irrigation system for the Field of Dreams at the Centennial Grove will be started up by our irrigation contractor on April 12, 2016. The Selectmen's Assistant has arranged for the placement of a portable toilet at the field and additional portable toilets will be placed in the picnic grounds area later in the season. The Department of Public Works will prepare the infield areas as necessary and I will arrange to turn on the water service to the Grove Cottage after the Water Department starts up the summer water system for the season.

Recommendation: No further action is necessary.

(7) Discussion Relative to Display of Town Artifacts in Renovated Building

I participated in a meeting with Historical Commission, Town Clerk's office, and Board of Library Trustees representation on April 8, 2016. The purpose of the meeting was to discuss how historic Town artifacts may be displayed in the renovated Town Hall/Library building. Items like the Boston Post Cane, the old weights and measures scale, and other items could be displayed in cases or on walls. One space that would accommodate these types of items very well would be the third-floor meeting area. It is not known whether that area will be

completed as part of this phase of work on the building and alternative locations were also discussed. The Town Clerk will continue to coordinate how items may be displayed in the renovated building.

Recommendation: I will update the Board as necessary.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

(1) Conservation Commission Meeting

Chairman O'Donnell attended the Essex Conservation Commission meeting of April 5, 2016, along with Conomo Point Planning Committee Design Subcommittee Chairman Ray Randall. The purpose of the meeting was to introduce to the Committee how the Conomo Point Planning Committee, the Board of Selectmen, and Town Meeting will be moving into a potential waterfront access improvement phase regarding Conomo Point. Rather than the Committee hearing about access projects solely through the formal permitting process, the idea was to being a dialogue at a conceptual level. This outreach was well received by the Commission.

(2) Cape Ann Caucus

Selectman Coviello attended the Cape Ann Caucus, a program of the Cape Ann Chamber of Commerce, on April 5, 2016. The Caucus featured a discussion relative to charter schools.

(3) Meeting with Congressman Moulton's Economic Development Director

I met with Mr. Jason Denoncourt, Congressman Moulton's Economic Development Director, on April 7, 2016. As the Board may recall, I had previously met with Ms. Morgan Bell, Congressman Moulton's District Representative. Generally, the Congressman's Office is making a concerted effort to meet with local officials to understand local needs and issues better.

We primarily discussed how the Congressman's Office has been successful in other communities in helping to assemble a team relative to economic development opportunities. Given that the Strategic Planning Committee has identified the potential need for an Economic Development Committee for Essex, Mr. Denoncourt's past experience and expertise could help guide a fledgling committee. I had spoken previously with Ms. Maria DiStefano of the

Massachusetts Office of Business Development and she had also pledged support for that type of undertaking. The concept of an Economic Development Committee will be taken up further when the Strategic Planning Committee meets again in late April.

Recommendation: I will update the Board as necessary.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Revision of Ballot Language at Subsequent Selectmen's Meeting

After the Board approved the ballot language for the Town Meeting and Election Warrant at the last meeting, the Chairman of the Community Preservation Committee suggested a more simplified version of that language. In order to consider that new version, the Board met on the morning of April 4, 2016 and, after deliberation, determined that the language would likely be more understandable to voters. Town Counsel had reviewed the proposal and had approved it as to form, with minor changes. As such, the Board voted to re-open the warrant, add the new language, and approve the revised warrant. The revised warrant and the new ballot language were transmitted immediately to the Office of the Town Clerk. The revision is acceptable since the original version of the warrant had not yet been posted.

Recommendation: No further action is necessary.

(2) Production of Town Meeting Booklet

During the week of April 4, 2016, I worked with the Town Accountant, the Chairman of the Finance Committee, and the Selectmen's Assistant to finalize the Town Meeting Booklet, which contains the Annual Town Meeting Warrant, the Wage & Salary Scale, and the Finance Committee Report, among other items. The Booklet should be available sometime during the week of April 11, 2016.

Recommendation: I will update the Board as necessary.

(3) Draft Annual Town Meeting Motions

(*)

I have prepared draft Annual Town Meeting motions for the Board's review. The Annual Town Meeting Warrant has been posted on the Town's website, including internal links to various references and resources.

Recommendation: **Board review of the draft Annual Town Meeting motions.**

L. Legal Issues

(1) Study of Affixation of Robbins Island Structures to the Land (*)

At the last meeting, the Board approved a contract with the Horsley Witten Group to make recommendations regarding which Robbins Island structures are affixed to the Town's land, versus which structures are not affixed. Our consulting engineer arranged to conduct the office review portion of the scope of work during the week of March 28, 2016 and the field work portion will begin during the week of April 11, 2016.

I made contact with the president of the Robbins Island Association to begin the process of obtaining permission for our engineer to enter the various Robbins Island leaseholds to conduct her necessary investigations. To date, I have heard back from all but one leaseholder, and all who have responded have granted written permission. Also, the leaseholders who lease the properties that were studied in the Pratt, et al. lawsuit have also given permission for our engineer to enter those leaseholds, so that the litigated examples could be used for comparison (the former leasehold at 31 Cogswell Road was also entered, since the Town has full control over that property).

Recommendation: **Board discussion as necessary.**

(2) Quarterly Review of Executive Session Minutes

Each quarter, the Chairman reviews executive session minutes to determine if any matters have concluded that would result in release of minutes. No such release has been recommended for this quarter.

Recommendation: No further action is necessary.

M. Grants

(1) Scope of Services for Massachusetts Downtown Initiative Grant (*)

At the last meeting, the Board authorized the Chairman to sign any necessary grant paperwork for this \$10,000 technical assistance grant, when ready. The Department of Housing and Community Development will first hold a scoping session in the downtown area to firm up the scope of services, before the contract is signed. This session is planned for April 13, 2016 and the Town Planner, Chairman O'Donnell, an Essex Merchant's Group representative, and a Planning Board representative will attend.

Recommendation: **Board discussion as necessary.**

(2) Coastal Community Resilience Grant Monthly Report

During the week of March 28, 2016, I received from the Ipswich River Watershed Association and the National Wildlife Federation the monthly report related to the

Mass CZM-funded Coastal Community Resilience Grant. The project is now in full swing, with mapping and outreach activities moving along well. I have provided that report to CZM.

Recommendation: No further action is necessary.

(3) Downtown Boardwalk Feasibility Study Quarterly Report

I provided the subject quarterly report to the State during the week of March 28, 2016. As the Board is aware, the boardwalk project is in a waiting mode, since the Governor has not yet implemented the final design, permitting, and construction funding that was authorized by the Legislature in the past.

Recommendation: I will update the Board as necessary.

(4) Mass in Motion – Cape Ann Grant Update

Mr. Steve Winslow, the principal for the subject grant program, met with me on April 5, 2016 to review with me a variety of strategies that may foster physical activity and lead to healthier lifestyles. Of the suggestions for Essex, the pending Downtown Boardwalk project and potential village district zoning for our downtown area would have the most far-reaching effects. Mr. Winslow will include these items in the overall strategy assessment for Cape Ann as the grant work continues.

Recommendation: I will update the Board as necessary.

N. Emergency Planning

No items.

O. Other Items

(1) Community Compact Update

(*)

As the Board is aware, the Town had applied to the Baker Administration for a Community Compact regarding the potential exploration of Thin Layer Deposition (TLD) on the Essex marshes. Although the Administration does not see actual TLD experimentation occurring in the near term, they agree that conversation with the DEP and CZM should be fostered, to see where this prospect leads. Given that CZM will soon announce a grant program that will accept proposals on natural and nature-based climate change mitigation, the Town can participate in that effort and the Community Compact for this particular round can simply memorialize our original goals and can recognize our efforts to work with CZM and DEP to make progress toward those goals.

Recommendation: **Board discussion as necessary.**

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