



Town Administrator's Report Board of Selectmen's Meeting of April 14, 2014

Report covers from April 5, 2014 to April 11, 2014

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

A. Town Department Reports/Requests

(1) Continued Discussion Relative to Boat Trailer Parking Rules (*)

At the last meeting, the Board began to discuss the possibility of limiting the area within Memorial Park that non-residents with boat trailers in tow could use for parking and, potentially, charging a fee for non-residents. The Board of Public Works has since reviewed the idea and has some questions. Generally, however, it seems that an important first step would be to restrict trailer parking in the main, paved lot to residents only.

Recommendation: **Board discussion as necessary.**

B. Computer Systems

(1) Cutover to New and Improved Version of Code Red

Our mass notification system vendor migrated our database over to a new and improved version of the Code Red software on April 9, 2014. Prior to the migration, I worked with our website vendor to replace the Code Red icon on our homepage with a new icon, leading to the new version of the software. Both Town employees as message generators and residents as consumers of the system now have access to a simplified interface.

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

C. Personnel

(1) Development of Position Description for Part-Time Planner (*)

As the Board is aware, the fiscal year 2015 operating budget is proposed to contain funding for a part-time planner. After the budget is approved, it will be necessary to solicit applicants for a post-July 1 start. To that end, I have begun work on a position description for the new position by receiving input from other communities with similar positions already in place.

Recommendation: **Board discussion relative to the most relevant components of the examples I have collected.**

D. Procurement/Ongoing Projects

(1) Contract for Replacement of Historic Cast Iron Fencing at Cemetery (*)

The Historical Commission has received quotations for the first phase of historic fencing replacement at the Spring Street Cemetery and DeAngelis Iron Work of South Easton, MA has submitted the lowest quotation, in the amount of \$24,900. The Historical Commission finds the final specifications acceptable and funding was approved in the past from the Community Preservation Fund.

Recommendation: **Board signature of the contract for the replacement fencing.**

(2) Addendum to Add DPW Barn and Senior Center to Lighting Project

At the last meeting, Ms. Christine Creager of Constellation Energy indicated that an addendum to add the DPW Barn and the Senior Center to the lighting retrofit project would be made available soon. The Chairman has been previously authorized to sign that document. Stock for the project has begun to arrive and we are expecting actual work to commence in the near future.

Recommendation: I will update the Board as necessary.

(3) Lock on Energy Supply Prices for Calendar Years 2017-2019

At the last meeting, the Board decided to authorize the Chairman to lock in energy supply pricing for calendar years 2017-2019, since pricing for those years is presently just six percent over a five-year low. The Board decided to wait regarding calendar year 2016 (the first year after our present supply contract expires) since that year is still much higher than our present rate. The Chairman was authorized to lock 2016 anytime between now and the end of 2015 once pricing for that year dips to approach the other three years. The rate lock paperwork for 2017-2019 was signed by the Chairman during the week of April 7, 2014 and we have returned that to Constellation.

Recommendation: No further action is necessary at this time.

(4) Pothole and Winter Recovery Program Contract (*)

The Mass DOT has announced an aid program to help communities recover from the harsher-than-normal winter. In Essex, the Superintendent of Public Works is considering repairs to a portion of Pond Street and roads in the north section of Conomo Point. We expect to have the exact allocation of funds offered to Essex by meeting time.

Recommendation: **Board approval of the standard contract for the funds and signature by the Chairman.**

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) Annotated Town Meeting Warrant

I posted an enhanced version of the Town Meeting warrant on the Town’s website during the week of April 7, 2014. This new version provides live links to various resources that support the articles in the warrant.

Recommendation: No further action is necessary.

(2) Revised Draft Annual Town Meeting Motions (*)

The Board reviewed a preliminary version of draft Annual Town Meeting motions at the last meeting. Much discussion was held concerning the motion for Article 11, which contemplates the potential sale of some properties in the Beach Circle neighborhood. Since the last meeting, the Selectmen have toured the neighborhood with the Conomo Point Planning Committee and the Committee will be in attendance at the present meeting to discuss the specifics recommended for the motion. I also made other changes based upon the Board’s guidance and have discussed several items with Town Counsel.

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

L. Legal Issues

(1) Review and Approval of Covenant for Central Conomo Point Subdivision(*)

As was the case with the Southern Conomo Point Subdivision, it is necessary to propose a Covenant to the Planning Board concerning the Central Conomo Point Subdivision to ensure that all subdivision approval conditions are fulfilled before any lots are released. As such, I have fashioned the necessary document using the southern document as a template and, should the Board sign the Covenant, it will be forwarded to the Planning Board for countersignature after the Planning Board endorses the Plan. Upon countersignature, I will direct Town Counsel to record both the Covenant and the Plan.

***Recommendation:* Board signature of the Covenant document for the Central Conomo Point Subdivision outside of a meeting after the Planning Board has a chance to review the draft.**

(2) “Friendly” Taking of Dodge Street Parcel by Eminent Domain

At the last meeting, I explained to the Board how the heirs to a small parcel of land adjacent to Dodge Street are willing to waive their rights to appeal should the Town execute an order of taking for the parcel. The parcel presently contains several drainage features that are key to the efficient drainage of the area and having the parcel in the Town’s ownership will allow for ease of maintenance, should that be required in the future. Presently, counsel for the estate continues to work with the heirs. When an order of taking is ready, I will direct it to either the Selectmen or the Board of Public Works, depending on Town Counsel’s recommendation, for signature.

Recommendation: I will update the Board as necessary.

M. Grants

No items.

N. Emergency Planning

No items.

O. Other Items

No items.

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