



## Town Administrator's Report Board of Selectmen's Meeting of April 22, 2013

Report covers from April 6, 2013 to April 19, 2013

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

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### A. Town Department Reports/Requests

#### (1) Public Safety Committee Charge and Formation (\*)

At the last meeting, the Board discussed further the potential charge for and formation of a Public Safety Committee to study the spatial, budgetary, and organizational needs of the Town's public safety departments. The Board suggested that additional discussion regarding the draft charge and potential questions that could be asked of prospective committee members should be held at the present meeting.

*Recommendation:* **Additional Board discussion as necessary.**

### B. Computer Systems

No items.

### C. Personnel

No items.

### D. Procurement/Ongoing Projects

#### (1) Proposal for Final Configuration of Village Corner

I met on site with MassDOT officials and representatives of the Village Restaurant property on April 10, 2013. The meeting featured a discussion regarding plans to reconstruct the sidewalk in that area to address problems that have become evident with the original Route 133 Reconstruction Project work. An engineer retained by the Village Restaurant walked MassDOT officials through his latest ideas and the outlook was very positive. MassDOT will review the proposal and will determine if they will implement it "as-is" versus requiring any changes.

*Recommendation:* I will update the Board as necessary.

#### (2) Town Hall/Library Improvement Project Design (\*)

At the last meeting, the Selectmen and the Town Building Committee met with the designer working on the Town Hall/Library health, safety, and working environment improvement project. The designer received feedback from the group and has since developed a final list of project elements and estimated costs.

I am working with our asbestos consultant to ensure that the various materials that will be disturbed as part of the project do not require any special asbestos abatement.

*Recommendation:* **Board review of the final list in preparation for bid packaging.**

## **E. Insurance**

### (1) MIIA Municipal Health & Safety Spring Conference

I attended the subject conference hosted by our insurer on April 9, 2013. The conference featured a variety of presentations including a program on strategies to prevent workplace injuries and a program regarding the recognition of precursor warning signs to possible workplace violence. The conference's content was very useful and informative.

*Recommendation:* No further action is necessary.

### (2) Cyber Insurance Pilot (Cyber Risk Assessment)

On April 11, 2013, I discussed with the consultant who has been hired by our insurer to test the security of our computer infrastructure and perform an overall cyber risk analysis the scope of work that he plans to undertake. After that discussion, the consultant sent me a detailed questionnaire as to how our computer infrastructure is set up (both in-house and hosted vendor services) in order to conduct the risk assessment portion of his services. The consultant asked some follow up questions and is presently preparing his risk assessment report.

Also, the consultant attempted to gain access to our network during the week of April 15, 2013. The testing did not actually require the vendor to enter our systems but, instead, simply informed the consultant as to whether access was possible or not. The consultant prepared a report regarding the testing and the overall result was very good. Although no critical security issues were identified, certain updates and maintenance on our Internet-facing device are recommended and I am working with the City of Melrose to perform those tasks.

*Recommendation:* I will update the Board as necessary.

### (3) Changes to Retiree Health Insurance

A representative of our insurer visited Essex on April 17, 2013 to review with interested retirees the changes that are being made to the Town's two retiree health plans for the upcoming fiscal year. The Treasurer/Collector had already assisted with the notification process. The Selectmen will consider signing the Town's health insurance renewal form, which lists the various rates, at the present meeting.

*Recommendation:* No further action is necessary.

## **F. Facilities**

### (1) Asbestos Awareness Training

I attended the subject training along with the Town Custodian on April 16, 2013. Our insurer sponsored the training since our new management plan for asbestos in the Fire Station recommends training for certain employees and since the Regional School District is required to train certain employees under Federal law. The training was very informative and will help to avoid unintentional exposure to asbestos.

*Recommendation:* No further action is necessary.

### (2) Replacement of Cesspool Cover

The cover to an old cesspool on the Town's property at 153 Conomo Point Road was found to be disintegrated and therefore hazardous by the DPW while workers were passing by the property. The Board of Health was notified and the Town was ordered to replace the cover. The DPW placed wood and weights over the opening immediately and installed a heavy-duty steel cover over the original opening later, during the week of April 15, 2013.

*Recommendation:* No further action is necessary.

### (3) Field of Dreams Maintenance and Irrigation System Startup

The DPW Superintendent retained the services of a contractor to prepare the Field of Dreams diamonds for the baseball season. He reports that the infields and the outfields are in very good shape this year. Also, I worked with our irrigation contractor to start up the sprinkler system at the Field of Dreams during the week of April 15, 2013. The system is now in working order for the season.

*Recommendation:* No further action is necessary.

## **G. Fiscal/Budget**

### (1) Conomo Point Appropriation Requests

(\*)

At the last meeting, the Board discussed the fiscal year 2014 budget and asked whether the Finance Committee would support construction of waterfront improvements at Conomo Point at \$50,000 (lower than the original proposal for \$100,000). Informally, the Chairman of the Finance Committee has suggested that the Board consider a) requesting a \$100,000 design appropriation and a \$50,000 construction appropriation (same total value as the originally-proposed \$150,000 design appropriation), or b) addressing the construction funding in the fall. The Finance Committee has not met since the Board's last meeting.

*Recommendation:* **Board discussion as necessary.**

## **H. Complaints**

No items.

## **I. Meetings Attended**

### (1) Cape Ann Chamber of Commerce Board of Directors Luncheon

I was invited to attend and speak at the subject luncheon, along with the Chief of Police, on April 17, 2013 in order to provide the Chamber's Board of Directors with a sense of my various roles in Essex. I reviewed my various roles and history with the Town and responded to various questions.

*Recommendation:* No further action is necessary.

### (2) Regional Dispatch Finance Advisory Board Meeting

I attended the subject meeting in my capacity as a member of the Board on April 19, 2013. The new regional center is fast approaching operational status and Essex is still on track for a June 24, 2013 cutover.

*Recommendation:* No further action is necessary.

### (3) Regional Dispatch Subcommittee on Communities of Interest

I attended the subject meeting in my capacity as a member of the Subcommittee on April 19, 2013. The Subcommittee is working on putting together a standard application and suggested requirements for communities that wish to join the center in the future. Ultimately, the Subcommittee will recommend a process to the full Finance Advisory Board for adoption.

*Recommendation:* I will update the Board as necessary.

## **J. Final Judgment**

No items.

## **K. Town Meeting, By-Laws, and Regulations**

### (1) Revised Draft Annual Town Meeting Motions (\*)

The Board reviewed preliminary Annual Town Meeting motions at the last meeting and I have revised in accordance with that discussion.

*Recommendation:* **Further Board review of the draft motions, as necessary.**

(2) Request to Purchase Town Property (\*)

At the last meeting, the Board reviewed a request from Hamilton residents to purchase two Town-owned lots that abut the Hamilton Town line. I have further researched the lots in question and have learned that they were taken by the Town for non-payment of taxes many years ago. I have also learned that the lots may provide a future wastewater management resource to the neighborhood.

*Recommendation:* **Board discussion as necessary.**

(3) Renewal of Bathing Beach Permits

As the Board is aware, the Town operates three public bathing beaches (Chebacco Lake Public Beach at Centennial Grove and Clammers' Beach and Front Beach at Conomo Point). State regulations require the Board of Health to issue permits to the operators of all beaches and the last set of two-year permits expired last Labor Day. Permitting for the next two-year period begins this coming Memorial Day, May 27, 2013 and I have provided the necessary renewal applications to the Board of Health. Permits will be issued by the Board of Health prior to Memorial Day.

*Recommendation:* No further action is necessary.

## **L. Legal Issues**

No items.

## **M. Grants**

(1) Climate Change Planning Grant

At the last meeting, the Board agreed to proceed with the National Wildlife Foundation (NWF) to explore a climate change/sea level rise adaptation strategy for Essex. The Foundation has the necessary funding for the study and the Town of Ipswich will also participate. Foundation personnel will reach out to Selectman O'Donnell and we will keep the Board informed as the process unfolds. I have also been contacted by personnel from the Metropolitan Area Planning Council (MAPC) since MAPC is apparently undertaking a similar study for the community it serves. I asked the project manager from NWF to reach out to MAPC to determine what the two projects have in common and how duplication of effort might be avoided.

*Recommendation:* I will update the Board as necessary.

(2) Potential Wind Energy Partnership (\*)

At the last meeting, in response to an inquiry from a resident, the Board asked that I research whether the entity that constructed and owns the two municipally-oriented wind turbines in Gloucester (without risk to the community) would consider a similar project in Essex. I contacted Mr. Lou Heafitz of Equity

Industrial Turbines, LLC in Needham, and he recommended that the Town consider a number of factors and then follow up with the company. The company would consider such an undertaking if the various factors appeared to be favorable.

*Recommendation:* **Board discussion as necessary.**

(3) Downtown Boardwalk Feasibility Study Final Report (\*)  
Salem State University has produced the final report concerning the recent feasibility study for a downtown boardwalk. The report clearly characterizes the project as feasible and economically beneficial. Overall engineering drawings from Vine Associates are included to illustrate the concept. After the Town considers granting the Board the authority to accept the necessary easements in May, we may wish to approach the Seaport Advisory Council regarding actual construction funding. Also, on April 24, 2013, I am accompanying our design engineer at a meeting at MassDOT District Headquarters regarding how the project will interface with the recently-constructed seawall and guardrails.

*Recommendation:* **Board discussion as necessary.**

#### **N. Emergency Planning**

No items.

#### **O. Other Items**

(1) Town Administrator Leave

I was out of the office on vacation leave on April 12, 2013.

(2) Patriots' Day Holiday

The office was closed on April 15, 2013 in observance of the subject holiday.

*This report is available at [www.essexma.org](http://www.essexma.org) on the morning after any regularly scheduled Essex Board of Selectmen's Meeting.*