



Town Administrator's Report Board of Selectmen's Meeting of April 25, 2011

Report covers from April 9, 2011 to April 22, 2011

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

A. Town Department Reports/Requests

No items.

B. Computer Systems

(1) Transfer of Old Computer Systems (*)

Now that the expunging of data from the hard drives of our old client computers and servers is complete, I spoke to North Shore Technical School District Chairman George Harvey about whether the District could use the systems. The District runs a computer science curriculum that would benefit from the hands-on training that these old systems could provide. Mr. Harvey will be indicating in the near future if the District will accept the systems.

Recommendation: Board vote to transfer the old systems to the District, if the District desires them.

(2) New Fire Department Incident Tracking Software

The Fire Department has switched from an application known as "Fire Programs" to an application known as "Fire House" for the tracking of fire incidents. I worked with the new vendor on April 21, 2011 to install the software to the server and to one client computer. All Fire Programs data will be migrated to the new system. I will be installing the software on additional workstations in the near future.

Recommendation: I will update the Board as necessary. Total time – 1.5 hours.

C. Personnel

(1) New Shellfish Constable (*)

Former Deputy Shellfish Constable William Knovak became the new Constable as of April 16, 2011. Mr. Knovak spent time with outgoing Constable Paul Thistlewood during the week of April 11, 2011 for a smooth transition. It will be necessary to backfill the Deputy position that Mr. Knovak vacated and I developed a vacancy announcement that the Board approved at the last meeting.

We have learned that the Deputy Constable who usually covers for the Constable from mid-April to mid-October has been delayed in returning from his winter home. As such, in order to provide the Constable with adequate time off, it may

be necessary for him to shorten his hours (working seven days) or to hire a temporary Deputy Constable until the position can be filled permanently.

Recommendation: **Board discussion as necessary.**

D. Procurement/Ongoing Projects

(1) Notice of Intent for Maintenance Clearing of Alewife Brook (*)

As noted to the Board in the past, the DEP had required that the subject maintenance activity be permitted via a full Notice of Intent as opposed to a Request for Determination of Applicability. As such, I sought a quotation for this work from a local wetlands scientist and the cost will be approximately \$2,400. It may also be possible for me to write the Notice of Intent with guidance from the Commission and other contributors. The Chairman of the Conservation Commission will be discussing this matter further with me in the near future.

Recommendation: **Board discussion as necessary.**

(2) Sixteenth Biweekly Construction Update

I issued the subject update on April 11, 2011. The update indicated that both restoration work from last season and the partial-depth reconstruction of the roadway had begun since the previous update. The contractor is presently working along the causeway with the partial-depth reconstruction protocol.

Recommendation: I will update the Board as necessary.

(3) Conomo Point Professional Design Services RFP (*)

At the last meeting, Selectman O'Donnell presented a draft scope of professional design services for the future of Conomo Point. Comments on the draft will be forwarded to me over the coming weeks. The RFP format used to solicit proposals for the southern subdivision at Conomo Point will be utilized for this new procurement, which will be released this coming summer and will be subject to fall funding. Although the services sought are exempt from Chapter 30B, the use of a standard format with traditional advertising will allow for good comparison of proposals and circulation of the offering to a wider pool of designers. I have distributed to the Board the subdivision RFP document as an example for further discussion.

Recommendation: **Board discussion of the scope content and the procurement method as necessary.**

(4) DPW Sidewalk Project (*)

The Department of Public Works opened bids for sidewalks in two locations on April 14, 2011. A total of two bids were received and the project is proposed to be funded using Chapter 90 money. The low bid was for \$168,456.09 and, when

engineering during construction is factored in, the project total will approach \$190,000. The Town does not currently have sufficient funding for the project but adequate funding will be available as of July 1, 2011. The Board of Public Works is presently considering whether to commit that much money to this relatively small project. The Board of Public Works could choose to reject all bids. Pricing is valid for 180 days.

Recommendation: **Board discussion as necessary.**

(5) Pocket Park Design Project Update

(*)

As the Board may recall, I had provided answers to a variety of questions that our pocket park design consultant had asked recently. After digesting that information, our consultant had several other questions, which Selectman O'Donnell answered as the Board's liaison to the project. The consultant would like to wrap up the design elements and would like to work toward a Notice of Intent for the Paglia Park design, once finalized.

Recommendation: **Board discussion as necessary.**

E. Insurance

(1) Facility Self Inspection Forms

I completed the subject forms for the Town Hall and the Senior Center during the week of April 11, 2011. The forms are used to determine whether any hazards exist in the buildings and are discussed at quarterly Safety Committee meetings.

Recommendation: No further action is necessary.

F. Facilities

(1) Summer Camp Preparations

The Building Inspector and the Essex Fire Department have inspected the three buildings that will be utilized by the YMCA this summer for the summer camp at the Centennial Grove. The Fire Department will require a fire alarm in each building and we will ensure that this work is completed once a specific type of system is recommended. The Building Inspector is requiring that the interior of the changing house and the railings at the Folsom Pavilion are painted. The YMCA maintenance team will provide the sanding and painting labor and our office will pay for the materials. The Building Inspector asked that the wiring system in each building be inspected and the Electrical Inspector will make those inspections and relay any recommendations. The Building Inspector also pointed out that a portion of the Folsom Pavilion's roof may need repair or replacement. Further, Town Counsel has approved the camp's proposed hold-harmless agreement that all participants and their parents must agree to.

Recommendation: I will continue to work as necessary to address all requirements.

(2) Centennial Grove and Field of Dreams Seasonal Preparations

Each year at this time preparations begin for the spring and summer seasons at the Centennial Grove and the Field of Dreams. The Selectmen's Assistant has arranged for the placement of a portable toilet at the Field of Dreams and two additional units will be placed at the Grove in the near future. The Superintendent of Public Works has arranged for the usual spring field maintenance at the Field of Dreams. The Water Department has turned on the water service to the area and I am working with our irrigation contractor to start the field irrigation well and irrigation system.

As mentioned in the past, the DPW will be disposing of two old docks and Mr. Skip Crocker will be installing a new replacement dock for the old fishing dock – for which he purchased all of the materials and supplied his own labor as a donation to the Town. The DPW will also be removing the old Field of Dreams sign, which has been weathered beyond repair. The old Centennial Grove sign has been refurbished and will be installed at the junction of Western Avenue and Centennial Grove Road in the near future.

Recommendation: No further action is necessary.

(3) Sample Appraisals, Bridge Leases

(*)

After discussing the Town's need for sample appraisals with many appraisers, it was apparent that a longer lead time than the Town Meeting date affords will be necessary for work of a detailed nature. However, an appraiser is in the process of preparing two sample leases (one for the northern area and one for the southern area). He will be able to provide the Board with market-based data for two specific properties that may be extrapolated to assessed values for the other properties in order to approximate bridge lease revenue in the aggregate. The estimate of aggregate revenue should be conservatively calculated since the sample work is only preliminary and individual appraisals and additional research will be necessary for more reliable results.

Recommendation: **Board discussion relative to expectations using the available method.**

(4) State Elevator Inspection, Senior Center

As the Board may recall, this year's annual inspection of the Senior Center elevator revealed a problem with the medical key mechanism. Our elevator contractor fixed that problem and the elevator pass a re-inspection held on April 20, 2011.

Recommendation: No further action is necessary.

G. Fiscal/Budget

(1) Contingency Budget (*)

As the Board is aware, the Finance Committee had asked all departments to provide revised budgets reflective of 3% cuts, in the event that the proposed override is not supported. The Committee will be reviewing those contingency budgets in advance of Town Meeting in order to be prepared for questions and commentary at the Meeting.

Recommendation: **Board discussion as necessary.**

H. Complaints

No items.

I. Meetings Attended

No items.

J. Final Judgment

(1) Approval of Revised Conomo Point Plan (*)

The Department of Environmental Protection has approved in writing a revision to the Conomo Point Plan. The revised Plan allows for continued clemency during the term of the bridge leases and requires all septic system upgrades to occur by no later than December 31, 2014. The revised Plan also allows for the Town Meeting to vote on future occupancy in the southern and the northern areas at Town Meetings in May of 2012 and 2013, respectively.

Recommendation: **Board discussion as necessary.**

K. Town Meeting, By-Laws, and Regulations

(1) Conomo Point Frequently Asked Questions and Article Summary

At the last meeting, the Selectmen discussed with members of the Conomo Point Planning Committee a document addressing frequently asked questions regarding Conomo Point and a document summarizing the first three Annual Town Meeting articles. At the meeting, the group agreed that a variety of changes were in order for the FAQ document. I made the requested changes and distributed both final documents to the group. The summary of the articles will be utilized around Town to raise awareness regarding the issues and will be available in printed form at the Annual Town Meeting. The FAQ document has been posted on-line at www.essexma.org, under the Conomo Point Reference Materials link on the homepage.

Recommendation: No further action is necessary.

(2) Status of Special Legislation for Conomo Point

(*)

The State Legislature is continuing to review the Selectmen's petition for Special Legislation regarding Conomo Point. Chairman Randall and I participated in a conference call on April 12, 2011 during which State Representative Ann-Margaret Ferrante and others recommended that the Town submit a number of documents and statements that would be helpful to the review and final passage of the legislation. I developed the necessary resources with Chairman Randall and Town Counsel on April 13, 2011 and the Board met on April 15, 2011 to ratify the Chairman's actions and to discuss the matter.

On the 15th, the Board officially voted to authorize an amendment to the proposed Special Legislation that would restrict its scope to just bridge leases while still indicating to the Legislature that the original version is preferred. Chairman Randall, Town Counsel, and I provided our legislators and their counsels with additional background and documentation, including the DEP's approval of the bridge lease plan during the week of April 18, 2011. The Board may vote to revise the Special Legislation again on the morning of April 25, 2011. We are presently waiting to hear from our legislators as to the predicted outcome.

Recommendation: **Board discussion as necessary.**

(3) Draft Annual Town Meeting Motions

(*)

I had presented the Board at the last meeting with an updated draft of the Annual Town Meeting motions for review and discussion at the present meeting.

Recommendation: **Board discussion relative to the draft motions.**

L. Legal Issues

No items.

M. Grants

No items.

N. Emergency Planning

(1) Mutual Aid Agreement Statutes

(*)

At the last meeting, I informed the Board that the State is recommending waiting to adopt a Public Works mutual aid statute and that the Fire Department is already involved in a regional mutual aid agreement under the auspices of the Fire statute. Regarding the Public Safety statute, both the Chief of Police and the Fire Chief are in favor of adoption at this time.

Recommendation: **Board vote to adopt Chapter 40, Section 4J of the General Laws.**

(2) Regional Emergency Communication Center Finance Advisory Board Mtg.

I attended the subject meeting as a member of the Finance Advisory Board (FAB) on April 15, 2011. The meeting featured updates regarding planning for the center's Executive Director, the center's operating budget, and the construction project timeline, among other items. I have provided the members of the FAB with minutes of the meeting for review at the next meeting.

Recommendation: I will update the Board as necessary.

O. Other Items

(1) Letters to the MBTA and to Northeast Health System

At the last meeting, the Board reviewed letters from the City of Newburyport regarding the performance of the MBTA commuter rail in recent months and from the City of Gloucester regarding eight critical services to be maintained at the Addison Gilbert Hospital. The Board asked me to develop letters of support relative to both issues for the Chairman's signature. The letters were finalized and sent on April 13, 2011.

Recommendation: No further action is necessary.

(2) Patriots' Day Holiday

The office was closed on April 18, 2011, in observance of the subject holiday.

(3) Town Administrator Leave

I was out of the office on vacation leave all day on April 19, 2011 and for a portion of the day on April 22, 2011.

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