



Town Administrator's Report Board of Selectmen's Meeting of April 25, 2016

Report covers from April 9, 2016 to April 22, 2016

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

A. Town Department Reports/Requests

(1) Conomo Point Planning Committee Update (*)

The Conomo Point Planning Committee and the Design Subcommittee were to meet on April 14, 2016 to review landscape architect Jim Heroux's proposed waterfront improvement scope of work and associated, draft Town Meeting presentation. A quorum was not present. However, the Subcommittee is in agreement from a prior meeting regarding the first areas to be presented for improvement to the Town Meeting (the now-vacant 153 Conomo Point Road and the previously-vacant 138 Conomo Point Road). The project entails a park with a ramp and floats at 153 and a parking area at 138. The Conomo Point Planning Committee is scheduled to meet again on April 28, 2016 to reach consensus on the plans.

Recommendation: Board discussion relative to continued planning for Mr. Heroux's presentation to Town meeting.

(2) Meeting with Essex Joint Cable Advisory Committee Representative (*)

I met with Barry O'Brien, Essex's representative to the subject Committee, on April 14, 2016. Mr. O'Brien updated me on the progress of the cable contract renewal ascertainment process that the Committee continues to implement. The Committee is interested in continuing to get public input via the ascertainment process, negotiating higher pass-through fees for Cape Ann TV, and replacing the old Cable I-Net with a modern system that would also be offered to government at no charge. Further, the Committee would like the various communities to consider hiring a specialized attorney to continue with the negotiation process.

Recommendation: Board discussion as necessary.

B. Computer Systems

No items.

C. Personnel

(1) Continued AFSCME Collective Bargaining, Signature of Contract (*)

The management team engaged the union in continued collective bargaining on April 13, 2016. It is possible that a successor contract will be available for the Board's consideration by meeting time.

Recommendation: **Board discussion in executive session, per the posted agenda, and possibly in regular session.**

D. Procurement/Ongoing Projects

(1) Cost Proposal for Design Work Concerning Folsom Pavilion (*)

At the last meeting, the Board ranked design firm McGinley Kalsow & Associates first with respect to the technical design proposals for design options concerning the Folsom Pavilion. The Board also asked that I solicit from the firm a cost proposal for the necessary design services. The firm will provide by meeting time a proposal that is broken down into phases, with bidding and construction supervision being separate from the design options phase.

Recommendation: **Board consideration of the cost proposal, with an eye toward a future contract, should Town Meeting choose to fund this work.**

(2) Town Hall/Library Renovation Project Meetings

I attended the subject meetings along with our Project Manager and our architect on April 13 and 20, 2016. The construction contractor is presently focusing efforts on finishing all demolition activities (currently over 95% complete), constructing the elevator shaft with associated floor and wall openings, cleaning and repointing of exterior masonry, and installing steel to support the third-floor deck. A janitor's sink that was specified in a closet that opens out to a carpeted Library space will now be installed in the existing bathroom, instead.

Recommendation: I will update the Board as necessary.

(3) Folsom Pavilion Structural Shoring Work Site Visit

I hosted a site visit at the Folsom Pavilion on April 20, 2016 for contractors interested in bidding on the structural shoring work that is necessary at the Folsom Pavilion. No prospective bidders attended the site visit and bids are due on April 28, 2016. Nine prospective bidders did, however pull documents and I am hopeful that the lack of participation in the site visit is related to the simplicity of the job.

Recommendation: I will update the Board as necessary.

(4) Appraisal of Robbins Island Properties, for Purposes of Sale (*)

Appraiser Mark Tyburski has completed his appraisal work for the properties at Robbins Island that the Town Meeting will consider authorizing for sale on May 2. The full appraisal report is available at the Town [website](#).

Recommendation: **Board discussion as necessary.**

(5) Appraisal of Northern Conomo Point Properties, for Purposes of Lease (*)

Appraiser Mark Tyburski has completed his appraisal work for the properties in the northern portion of Conomo Point that the Town Meeting will consider authorizing for lease on May 2. The full appraisal report will likely be available at the Town website by meeting time (or shortly thereafter, if not).

Recommendation: **Board discussion as necessary.**

E. Insurance

No items.

F. Facilities

(1) Revision of Centennial Grove Regulations and Use of Attendants (*)

At the last meeting, the Board determined that the Centennial Grove should become a residents-only facility starting with the upcoming season. This arrangement would require some type of wristband that residents and their guests could obtain from the Town Clerk and that attendants be paid to enforce the residents-only requirement.

I have developed draft changes to the existing regulations for the Board's review. I have also begun to discuss the use of the Part-Time DPW Laborer job category and pay scale for this position with the Superintendent of Public Works. For the remainder of fiscal year 2016 (Memorial Day weekend through June 30), we could process an end of the year transfer from one of the Selectmen's budgets to the DPW budget under the auspices of Chapter 44, Section 33B. Depending on how the new arrangement works, we can request a Reserve Fund transfer in fiscal year 2017 (between July 1 and Labor Day weekend). New signage will also be necessary. I have also made contact with the YMCA and the Boy Scouts to see whether potential contract services for attendants may be offered.

Recommendation: **Board discussion relative to funding, hiring, regulations, and signage.**

(2) Demolition of Structure at 153 Conomo Point Road

The subject demolition project commenced as scheduled on April 12, 2016 and the work was completed on April 13, 2016. The site is now vacant and may potentially be improved should the Annual Town Meeting approve design, permitting, and construction funding. The Department of Public Works will abandon the old cesspool in the near future.

Recommendation: No further action is necessary.

(3) Future Potential Road or Walkway Connecting Conomo Pt. Rd. and Lane (*)

One of the Board's ideas with respect to future public access at Conomo Point is to connect a point near the end of Conomo Point Road with Conomo Lane, to access what might become parking on Conomo Lane. The connection could be either a walkway (for easy access back to the waterfront) or a road (for one-way traffic toward the parking area. The present tenant at 179 Conomo Point Road (the area over which this path or road would run), is working to install a tight tank near the area of interest. However, it appears that enough width between the tank (which will be rated for drive-over loads) and the lease lot line will still be available.

Recommendation: **Board discussion relative to this spatial issue.**

(4) Repair of Irrigation Well, Field of Dreams

When our sprinkler system contractor went out to start the sprinkler system for the season this year, they noticed that the flow and pressure from our irrigation well was much lower than normal. As such, I contacted a well driller to inspect our well to troubleshoot the issue. I learned that the well pump is functioning properly. However, the well is not yielding sufficient volume to the pump. The driller will attempt to flush the well casing and clear the well screen, to restore adequate flow, which is expected to solve the problem.

Recommendation: No further action is necessary.

(5) Future Renovations to School House Building (aka Legion Hall)

As the Board may recall, in early 2015, I implemented a designer selection process for a designer that could develop design documents for renovations and repairs in a number of areas of the subject, Town-owned building at 28 Main Street. The Essex Shipbuilding and Historical Society leases the property from the Town and houses its archives in that location. At the time, the chosen designer provided a cost estimate in the amount of about \$32,000 for the design work. The Board indicated that the necessary work would better be accomplished using private funds raised by the Society rather than using Town funds (which could also translate to a net cost savings since private funds would not trigger public bidding rules). The current Chairman of the Society's building and grounds committee, Mr. Andrew St. John, met with me on April 19, 2016 to review that past process. He is presently working on how the Society will proceed from this point. I provided Mr. St. John with information and documentation so he can continue to analyze the situation.

Recommendation: I will update the Board as necessary.

(6) Proposal to Clean Up Relocated Safe Doors (*)

As the Board may recall, our Town Hall project contractor will be removing the doors from the decorated Town Hall safe and mounting those in the wall. The

Town Clerk and others have shown the doors to a preservation specialist, who can clean and protect the doors at a cost of \$3,400. This work could be done now or in the future.

Recommendation: **Board discussion about this potential service.**

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

(1) Great Marsh Resiliency Modeling Workshop (*)

Chairman O'Donnell and I attended the subject scientific symposium on April 11, 2016. The workshop featured scientific speakers working on the cutting edge of coastal resiliency modeling and research. The symposium focused on both salt marsh and barrier beach morphology and processes and shed light on how certain techniques may pose real promise to mitigate the future effects of sea level rise and coastal storm intensity. While no one technique yet has the full agreement from the scientific community regarding effectiveness, the symposium definitely underscored how more information is needed before ruling any strategy in our out for our area. Essex resident Peter Phippen (who is also the regional coordinator for the Mass Bays National Estuary Program) is leading a team that will soon apply for a Mass Coastal Zone Management Grant to study and maybe pilot some of these techniques (including thin layer deposition) in our area.

Recommendation: **Board discussion as necessary.**

(2) Eastern Essex Veterans' District Meeting

Selectman Doane attended the regular meeting of the Veterans' District Board on April 7, 2016.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Review of Draft Annual Town Meeting Motions (*)

I have revised the draft Annual Town Meeting motions per the Board's guidance from the last meeting.

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

L. Legal Issues

(1) Study of Affixation of Structures, Robbins Island (*)

Our engineering consultant inspected the various structures on Robbins Island, along with the four example structures from the Pratt et al., lawsuit on April 12, 2016. Our consultant has determined that two of the structures are affixed. The full report has been posted to the Town's [website](#).

Recommendation: **Board discussion as necessary.**

M. Grants

(1) Parking Management Study Grant Update (*)

Chairman O'Donnell and I attended a meeting with the Town Planner, Bob Coviello of the Essex Merchants' Group, and State officials on April 13, 2016. The purpose of the meeting was to set the scope of work for a \$10,000 technical assistance grant that will help the Town establish a parking management plan for the downtown Essex area. At the meeting, we learned that the State's subcontracted design firm of Nelson/Nygaard would use the discussion at the meeting to develop a scope of services (which has been completed, after comment from the attendees). The first task will be to have a parking survey ready for advertisement at Town Meeting.

Recommendation: **Board discussion as necessary.**

N. Emergency Planning

(1) Regional Dispatch Center Monthly Meeting

I presided over the monthly joint meeting of the three advisory boards to the Regional Dispatch Center (as Chairman of the Executive Board) on April 15, 2016. The meeting featured a discussion relative to continuous improvement of the Center's dispatch software and the prospect of new members (both full partners and organizations needing only limited services).

Recommendation: No further action is necessary.

O. Other Items

(1) Town Administrator Leave

I was out of the office, on vacation leave, on April 21 and 22, 2016.

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