



## Town Administrator's Report Board of Selectmen's Meeting of May 2, 2016

Report covers from April 23, 2016 to April 29, 2016

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

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### A. Town Department Reports/Requests

#### (1) Strategic Planning Committee Meeting and Community Compact (\*)

At the last meeting, the Board reviewed with those present the prospect of entering into up to two additional focus areas for a Community Compact with the State. The Board has already made great progress regarding a focus area involving the prospect of investigating thin-layer deposition as a climate change mitigation strategy in the future. The Board asked that the Strategic Planning Committee comment on other focus areas that might be added to the Town's Compact.

I attended the Strategic Planning Committee meeting with Chairman O'Donnell on April 27, 2016. The Committee reviewed the various available Compact focus areas and discussed the prospect of an Economic Development Committee at length (and asked that I invite an expert from the Massachusetts Office of Business Development – MOBD – to a future meeting to discuss further). The Committee also asked that I follow up with the various department heads with respect to Compact topics, since very little feedback had been provided since the Selectmen's quarterly department heads meeting two nights earlier.

Presently, it is my understanding that Ms. Maria DiStefano of MOBD will be able to meet with the Committee regarding how economic development committees usually form and work but we have not yet established a date. Also, the various department heads and board/committee chairs may provide additional ideas regarding Compact topics.

Further, I was asked to verify whether the Lt. Governor would proceed with the climate change compact signing ceremony on May 10 or May 31, 2016, with a chance for the Town to participate in some future signing ceremony if and when other focus areas are identified. I have learned that the climate change Compact signing will be in Middleton on May 10, 2016, at 10:15 a.m. If the Town develops applications for up to two more focus areas in the coming months, those can be added to our Compact at some future signing ceremony after July 1, 2016.

The Committee resolved to begin the next meeting with a single action item for each of the nine Strategic Plan goals. The Town Planner and I will suggest those nine items and will insert them into the summary version of the Plan. Once the action items are agreed to by the Committee, we will track progress on each at the staff level and will add new action items when initial items have been completed.

*Recommendation:* **Board discussion relative to the Strategic Planning Committee's ongoing work and which two additional focus areas might be added to the Town's Community Compact in the coming months.**

## **B. Computer Systems**

No items.

## **C. Personnel**

### (1) Signature of Successor Contract with AFSCME (\*)

The union has signed a successor contract with content that is acceptable to the Board. The Selectmen need to countersign and the Town Meeting needs to fund and implement the contract for it to be binding, effective July 1, 2016.

*Recommendation:* **Board countersignature of the successor contract.**

## **D. Procurement/Ongoing Projects**

### (1) Analysis of Built-in Features, Town Hall/Library Renovation Project (\*)

At the last meeting, the Board discussed with the Librarian an apparent oversight in the design process regarding the subject project. While the project designs do included a built-in circulation desk and built-in bookshelves over new radiators under some windows, it appears that built-in seating adjacent to the curved wall sections associated with the former stairwells was not included. According to our architect, these pieces could be brought in as custom furniture, along with the other expected fixtures and furnishings (after the project is complete). Presently, it will be necessary to begin exploring the prospect of having custom seating built by a craftsman.

*Recommendation:* **Board discussion relative to the various Library needs and how each will be fulfilled.**

### (2) Town Hall/Library Renovation Project Weekly Meeting and Color Choices(\*)

I attended the subject meeting on April 27, 2016. The meeting featured a discussion relative to the built-in furniture features expected for the Library and the finalization of the location for a necessary janitor's sink. The project contractor is presently focusing on structural items such as masonry, wood framing, concrete placement, and steel placement.

Also, the Historical Commission has continued to work with our architect to arrive at final choices for various building materials and colors. A charcoal black shingle has been chosen for the roof, a light-tan color (known as "northwest trail") has been chosen for the siding shingle stain, and "Essex Green" has been chosen

for the trim color. A mortar color for repointing the stonework will be chosen soon. For interior colors, our architect will work with the Library Department and the Historical Commission to recommend office wall colors and colors for common and circulation areas.

***Recommendation:* Board confirmation of the choices above and continued delegation of these matters to the Historical Commission, Library Department, and our architect.**

(3) Contract for Structural Shoring of Folsom Pavilion (\*)

Written responses for quotations relative to structural shoring of the Folsom Pavilion (including the repair of the existing, handicapped ramp) were due on April 28, 2016. We received a total of three responses, ranging from \$10,800 (Kneeland Construction, Medford MA) to \$40,700.

***Recommendation:* Board authorization for me to enter into a contract for these construction services with Kneeland Construction, in the amount of \$10,800.**

**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) Revision of Centennial Grove Regulations and Associated Planning (\*)

At the last meeting, the Board asked that I bring up the prospect of converting the Centennial Grove to a residents-only facility at the present meeting. The Board reviewed draft proposed changes to the regulations that would accomplish this conversion at the last meeting.

In addition, several steps must be taken in order to properly prepare for this change in policy: 1) a final plan to provide attendants will need to be arrived at, 2) a suitable sign must be placed at the entrance to the facility explaining the residents-only policy, along with any exceptions, 3) whichever attendants are utilized will need some type of official shirt to set them apart as attendants, 4) attendants will need a rules and policies guide that can be used in the field, 5) the police department should plan on making extra patrols to the site all season, 6) attendants will need a clear protocol for contacting police, if necessary, 7) resident wristbands or buttons will need to be ordered and made available through the Town Clerk, 8) a Code Red message will need to be sent informing all residents that they must have wristbands anytime they are at the facility (with details on how to obtain), 9) a hand stamp will be used for guests of residents, and 10) the gate to the facility will need to be locked and unlocked on a regular schedule.

***Recommendation:* Board vote to revise the Centennial Grove regulations to make the facility residents-only and discussion regarding the necessary preparations.**

### (2) Final Annual Town Meeting Motions (\*)

I have developed final motions in accordance with the Board's guidance from the last meeting. The Moderator, the Deputy Moderator, Chairman O'Donnell, and I met on April 25, 2016 to review the Town Meeting Warrant. I initiated a Town meeting reminder call on April 26, 2016 to all residents who have signed up for the Town's notification system.

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

## **L. Legal Issues**

### (1) Fulfillment of Discovery Process, City of Beverly Suit

As the Board is aware, the City of Beverly sued the Regional Dispatch Center and the other five communities participating in the center regarding the City's obligation to continue to pay toward the Center. That case is in the midst of the discovery process and I have spent considerable time working to fulfill discovery requests with Special Counsel. We fulfilled the Town's requirements in advance of the April 30, 2016 deadline.

*Recommendation:* No further action is necessary at this time.

## **M. Grants**

### (1) Coastal Resiliency Grant Program Monthly Report

I obtained from our project partners the monthly update concerning the subject grant and forwarded the report to the Massachusetts Office of Coastal Zone Management. The project is now at a point where draft maps for each of the communities have been developed to show the projected impacts of climate change community-wide and in certain areas of interest.

*Recommendation:* No further action is necessary.

## **N. Emergency Planning**

No items.

## **O. Other Items**

### (1) Joint Patrols on Chebacco Lake

As the Board may recall, while the Essex Harbormaster does make several patrols on Chebacco Lake each summer, the Town of Hamilton has not engaged in similar activity. I have learned that the Town of Hamilton is presently considering acquiring a suitable boat for patrols and may begin that activity in the near future.

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

*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.*