



## Town Administrator's Report Board of Selectmen's Meeting of May 23, 2016

Report covers from May 7, 2016 to May 20, 2016

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

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### A. Town Department Reports/Requests

#### (1) Resumption of Meetings, Town Building Committee

I will be working with Town Building Committee Chairman O'Donnell to schedule a Town Building Committee meeting for some time in the near future. The Committee could resume the process of analyzing the best location for a new public safety building, especially in light of the decisions made concerning the renovation of the Town Hall and Library and the desire to review design options for potential changes to the Memorial Park monument area.

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

#### (2) Community Compact and Strategic Plan Update (\*)

As the Board may recall, I had reached out to department heads and board and committee chairs for further input regarding areas of focus for the Town's Community Compact and regarding the Town's Strategic Plan. I have not received any additional ideas to this point.

I am working with the Town Planner to revise the summary document regarding the Strategic Plan to highlight a specific action item that is attainable in the near future for each of the Plan's nine goal areas. It will be important for the Strategic Planning Committee to review those suggestions so that progress can be made on all fronts (next meeting is June 8, 2016).

At the meeting on the 8<sup>th</sup>, The Strategic Planning Committee will also meet with Ms. Maria DiStefano of the Massachusetts Office of Business Development. Ms. DiStefano will provide the Committee with a primer on the potential formation and operation of a local Economic Development Committee (EDC). As noted in item O1, below, the signing ceremony for the climate change Community Compact focus area will be held on May 31, 2016 and the EDC may constitute a second focus area in the future.

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

#### (3) Multi-Purpose Public Input Forum (\*)

At the last meeting, the Board agreed that a public input forum should be held early on in the process of designing the northern Conomo Point public waterfront access improvements (also see item D5, below). The Board also suggested that the forum also include other topics such as the potential rejuvenation of the Youth

Commission and Personnel Board and the future of the cottage at the Centennial Grove. The Conomo Point Planning Committee and the Strategic Planning Committee could also be in attendance. The actual date of the meeting will be dependent on the scope of services and schedule associated with the Conomo Point design work.

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

(4) Future of Essex Personnel Board (\*)

At the last meeting, the Board asked me to check with labor counsel regarding how most communities are handling personnel-related matters (i.e. personnel officer, personnel board, or both). I have learned that a fair amount of communities still utilize a personnel board. However, these are usually larger communities. The role of the Personnel Board is limited to start with, since a personnel board is generally only involved with non-union, non-contract employees. Also, even for these employees, matters of discipline always go back to the appointing authority for consideration. The Personnel Board is therefore left with recommending the Wage & Salary Scale to the Town Meeting each year (which requires input from the Selectmen and Finance Committee), reviewing new position descriptions and pay scales, approving changes to regulations (which require a Selectmen's vote anyway) and perhaps approving extraordinary requests to carry over vacation time.

Given the inherent limitation in authority, the limited scope of employees covered, the relatively few duties to discharge, and the fact that, as Personnel Officer, I normally conduct all of the technical evaluation and "legwork" anyway, Town Counsel suggested considering revising the Town's Personnel Bylaw to make the Selectmen the Personnel Board.

*Recommendation:* **Board discussion relative to potentially making a change to the Town's Personnel Bylaw at a future town meeting.**

(5) Bylaw and Statute Relative to the Essex Youth Commission

At the last meeting, the Board suggested that the possible rejuvenation of the Essex Youth Commission be discussed by the Strategic Planning Committee. I have provided to the members of the SPC the Town bylaw section and the State law pertaining to the Commission, for discussion at the SPC's June 8, 2016 meeting.

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

## B. Computer Systems

### (1) Analysis and Implementation of IT Audit Recommendations (\*)

Each year, our auditor performs some specialized auditing regarding the Town's information/technology infrastructure and policies. The audit for fiscal year 2015 presented some technical and organizational recommendations that should be analyzed for potential implementation by an expert in the security field. To that end, I have begun to discuss the recommendations with experts from INNO4, an IT security consultant on the State Contract. I met with their project manager on May 12, 2016 so that the firm could get an idea of how our infrastructure is arranged and could eventually provide a cost proposal relative to analyzing and providing solutions for the auditor's comments (either by implementing something new or demonstrating that particular comments are not applicable). INNO4 plans to talk with both our auditor and with personnel from the City of Melrose (which provides us with datacenter services) before finalizing any proposal.

**Recommendation: Board discussion relative to the potential analysis and implementation of our auditor's recommendations, as assisted by INNO4.**

### (2) Analysis of Police Department Video Recording System (\*)

The Chief of Police has enlisted the services of a closed-circuit video camera performance and security firm to review the status of the present police department system and to make recommendations for both performance and security improvements. The majority of the present system was funded via a grant from our insurer. I met with the team on May 9, 2016 and the firm has issued a proposal for hardware and software upgrades that the Chief can test before the Town commits to any costs. If the system enhancements work well, I can assist the Chief with payment using the Town's technology fund.

**Recommendation: Board discussion as necessary.** Total time – ½ hour.

### (3) Purchase and Setup of Council on Aging Director Computer

I purchased a laptop computer system for the Council on Aging Director at the request of the Council. The computer system that was being used by the former Director was outdated and will be repurposed for general use. I then set up the system and loaded all necessary software. The Director is now using the new system.

**Recommendation:** No further action is necessary. Total time – 1 hour.

### (4) Planning for Public Release of On-Line Assessors Map Display System

As the Board may recall, we have been able to internally utilize an on-line, GIS-based Assessors map system supported by our mapping vendor. The system had not been released to the public, since the Assessors were still working on some

mismatches between the Assessors' database and the maps. All of those issues have been resolved and I worked during the week of May 16, 2016 to provide our mapping contractor with a fresh extract of the Assessors' database. In turn, our contractor provided me with a report that will allow us to geocode any parcels that were not so coded during the initial stages of the project. We will continue to work with the data over the coming few weeks as we plan for making the system live for the public.

*Recommendation:* I will update the Board as necessary. Total time – 1 hour.

### **C. Personnel**

No items.

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

#### (1) Town Hall/Library Renovation Weekly Project Meeting/Library Lighting (\*)

I attended the subject meeting on May 18, 2016. The construction contractor is presently working on the installation of steel on the third floor and on the elevator shaft. A variety of minor additional change order proposals (some optional and some necessary) are expected including: stubbing for third-floor janitor's sink (necessary); removal of old vent pipe from new, rear stairwell (necessary); relocation of Library electrical junction box (optional); installation of conduits for external data feeds to server room (necessary); potential stripping of paint on the ceiling of the portico (optional); steel work associated with and framing below a new bathroom (necessary); and potential installation of some additional "historic" style glass panes (optional).

Also, Chairman O'Donnell visited the site with our architect on May 11, 2016 to review the lighting situation in the Library. The project presently has the lighting that was installed a few years ago as remaining. It is possible that brighter bulbs could be installed in those fixtures. It is also possible that some type of supplementary lighting could be installed in certain areas. Our architect is presently working on a potential plan for supplementary lighting.

*Recommendation:* **Board discussion relative to Library lighting.**

#### (2) Change Orders for Structural Support Modifications, Town Hall (\*)

As reported previously, conditions found in the field once construction had started at 30 Martin Street differed from what the design plans had contemplated for some of the structural work in the building. The design was done without the advantage of having all building elements exposed and certain assumptions had to be made. During construction, modifications requiring steel work in two areas had to be made, at a total cost of \$7,655.50.

**Recommendation: Board vote to approve both of these structural steel work change orders.**

(3) Invitation for Bids for Town Hall/Library Furnishings

(\*)

I met with an industry professional and personnel from the Library Department at 30 Martin Street on May 12, 2016. I am now prepared to embark upon a process to specify the various furnishings that will be necessary to furnish all of the offices and aspects of the Library when the renovation project is complete. The specification will take time to develop and will be for completely refinished, high-quality used furniture that will look and function as it did when it was new; or for comparable new furniture. Using this approach will avoid the pitfalls of lower cost but poor-quality new furniture and high quality but cost-prohibitive new furniture. The approach will also allow for the customization of pieces (including special, curved library pieces) to fit some of our more unique spaces (which new furniture may but likely won't be able to do). Town Meeting appropriated a total of \$65,000 for the furnishings and for some Library shelving that will be purchased new.

Interestingly, it is not recommended that the Town purchase new file cabinets at this time. Once the new office furniture is in place in the building and the file cabinets are moved back in, the Town can re-assess how things should be handled. All existing live storage is with us in the temporary Town Hall and, at a minimum, the movers will need to bring it all back to 30 Martin Street, since the physical files are needed on a daily basis. It would be quite labor-intensive to then move the files from the old cabinets to new cabinets that would have been put in place before the move. The Town can consider replacing older cabinets a few at a time after the move, especially since it will be important to see how the old cabinets fit our office spaces with the new furnishings in place.

**Recommendation: Board authorization to release the Invitation for Bids for the various furnishings after the specification process is complete.**

(4) Design Options for the Folsom Pavilion

At the last meeting, the Board signed a contract with design firm McGinley, Kalsow & Associates to produce two design options for the renewal of the Folsom Pavilion (preserving/renovating the existing structure vs. replacing the existing structure with a similarly-designed, new structure). The firm will begin work on this project during the week of May 23, 2016 by taking various measurements of the existing structure in the field, in order to develop an "as-built" drawing of the structure. In the coming weeks, the firm will be providing the Town with a schedule as to how the various elements of the scope of services will be discharged.

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

(5) Proposal for Northern Conomo Point Public Access Design/Permitting (\*)

Mr. James Heroux of the firm Copley-Wolff has been working with his project partners to produce a preliminary scope of services and cost proposal for the design, permitting, and construction oversight necessary to improve two areas in the northern portion of Conomo Point. One area, in the vicinity of 153 Conomo Point Road, will feature a small park with a deck, ramp, and floats. The other area, in the vicinity of 138 Conomo Point Road, will feature a parking area that will serve multiple public uses. At this point, it is necessary for the Selectmen to review the preliminary proposal (which should be available by meeting time) and provide comments to the firm.

**Recommendation: Board discussion relative to the finalization of the design services proposal.**

(6) Installation of Sprinkler Water Service for Town Hall/Library

At the last meeting, the Board authorized the signature of the contract for the new Town Hall/Library waterline outside of a meeting as soon as all bonding and insurance paperwork was in order. Zanelli Excavating produced the necessary paperwork during the week of May 16, 2016 and has discussed the project with our general contractor, Campbell Construction Group. Campbell had reserved a construction window in early October but has now indicated that they will be able to allow Zanelli to complete the waterline work earlier, perhaps in mid-June.

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

(7) Running of Two-Dimensional Model Relative to FEMA Flood Map Appeal

At the last meeting, the Board reviewed correspondence from our consulting engineering firm, the Woods Hole Group, relative to a request from FEMA for more information concerning the Town's flood map appeal process. FEMA would like to see the results of a two-dimensional modeling effort in order to be able to validate the claims made by our consultant. The modeling effort will likely translate into a more certain outcome for flood elevation increases on the Town's coastal flood map panels. Per the Board's vote, I authorized our contractor to begin the modeling effort and that work is underway.

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

(8) Invitation for Bids, Realtor Representation of Southern Properties (\*)

As the Board may recall, the Town still owns five properties in the southern area of Conomo Point that former tenants chose not to purchase. These are: 7 Cogswell Road, 19 Cogswell Road, 24 Cogswell Road, 31 Cogswell Road, and 92 Conomo Point Road. In order to accomplish the sale of those properties, it is possible to hire a realtor to market them. The hiring process would be initiated via a competitive Invitation for Bids under which licensed realtors could offer services based upon the percentage of commission desired (the realtor with the

lowest commission offer would be chosen for the contract). The realtor would have to agree to use the Multiple Listing System (MLS), to utilize the Town's form of Purchase & Sale Agreement, and to sell each property for at least the Town Meeting's minimum price.

**Recommendation: Board discussion relative to the draft IFB and possible vote to authorize its release.**

(9) Issuance of Offers to Purchase Robbins Island Properties (\*)

At the last meeting, the Board authorized me to work with Town Counsel to provide all present Robbins Island tenants with offers to purchase their primary leaseholds (a total of twelve properties).

Town Counsel is working on forms of Purchase & Sale agreements, which will carry the following timetables: a) accept the Town's offer within 60 days of receipt by signing the Purchase & Sale Agreement and tendering \$5,000 deposit (with a clause for up to a 30-day extension for extenuating circumstances), b) apply for any necessary financing by no later than September 30, 2016, c) obtain any necessary financing and clear any conditions by no later than October 31, 2016, d) proceed to closing by no later than November 30, 2016 (with a clause for up to a 21-day extension for extenuating circumstances, but no later than December 21, 2016), and e) upgrade any failed septic system within two years of the time of transfer or by December 31, 2018, whichever comes first. The Selectmen's Assistant and I will produce the necessary offers to purchase and these will be available for the Board to sign at the next meeting, on June 6, 2016.

**Recommendation: Board discussion as necessary.**

(10) Offers of Lease to Northern Conomo Point and Other Tenants (\*)

I have been working with Town Counsel regarding nine possible different forms of lease for a total of 58 leaseholds that may be established via the Town Meeting's most recent lease authorization. Fifty properties exist in the northern area and five of those could be split into long-term and year-to-year portions (making the total 55). One property on Robbins Island, which is not to be sold, will likely be the site of two additional, year-to-year leaseholds to accommodate existing garages until the Town decides to use the property for other purposes. The final property is 11 Beach Circle, which will be leased year-to-year until the Town more fully develops Clammers' Beach. Special conditions are necessary in some of the various possible forms of lease and Town Counsel has provided those provisions to our office. The Selectmen's Assistant and I will now pull together each form of lease and the approved lease rates to have lease offers ready for the Board's consideration at an upcoming meeting.

**Recommendation: Board discussion as necessary.**

(11) Installation of Stone Bounds at Robbins Island Subdivision

At the last meeting, the Board authorized our engineering contractor, Horsley Witten, to install 25 stone bounds at various changes in direction in the Robbins Island Subdivision right of way. The firm has begun work by visiting the site to establish survey control points. It is my understanding that all bounds should be in place by no later than the end of June.

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

**E. Insurance**

(1) Annual Wrap-up of MIIA Rewards Program

Each year, the MIIA Rewards Program, that provides credits against our insurance premiums, takes stock of various training and operational actions taken by the Town. I have reviewed the summary of available credits and have encouraged department heads to provide various materials that prove our efforts. The Town stands to obtain several thousands of dollars in credits again this year. I will continue to supply our insurer with materials through this year's deadline of May 31.

*Recommendation:* No further action is necessary.

**F. Facilities**

(1) Temporary Shoring of the Folsom Pavilion

Kneeland Construction Corporation will begin work on the temporary shoring of the Folsom Pavilion during the week of May 23, 2016. The company has coordinated work with both with the Building Inspector and our consulting engineer for the project. Work will be wrapped up in advance of the June 15, 2016 deadline and also includes the replacement of the dilapidated, concrete handicapped accessible ramp with a temporary wooden ramp. Our consulting architect for the long-term planning with respect to the Pavilion has been put in touch with the shoring contractor, in the event that the architect can learn from anything the contractor discovers as part of the short-term project.

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

(2) Implementation of Residents-Only Policy at Centennial Grove

As the Board is aware, the Centennial Grove will be reserved for use by residents only as of the upcoming Memorial Day weekend. This policy will go into effect at that time and will remain in effect permanently, on a year-round basis. The only exceptions to this rule pertain to individuals involved with organized youth sports at the Field of Dreams that have been approved by the Selectmen's Office, individuals involved with Camp Dory, and individuals who have officially rented the Grove through the Selectmen's Office.

In order to enforce the new rules, we discussed possibly contracting with the YMCA or the Boy Scouts. Unfortunately, both organizations are busy with other commitments. As such, we will utilize police coverage and/or details for a time to ensure that non-residents who had been accustomed to using the facility understand how things have changed. After an initial period of education and enforcement, routine police patrols will serve to continue the enforcement effort. Clear signage regarding the new rules will be posted at the entrance to the Grove and the Police Department will assist with getting the message out over social media. I will also be sending a recorded phone message to all residents so that all are aware of how to obtain residents tags if they plan to be using the Grove outside of the excepted activities.

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

#### **G. Fiscal/Budget**

No items.

#### **H. Complaints**

No items.

#### **I. Meetings Attended**

##### (1) National Wildlife Federation Coastal Resiliency Workshop

I attended the subject workshop on May 18, 2016, along with Chairman O'Donnell. The purpose of the workshop was to review strategies that can address the various sea level rise and climate change-related vulnerabilities in six communities within the Great Marsh. I provided a municipal manager's perspective to the group as part of the opening remarks portion of the workshop and noted speakers made some excellent presentations. The event was very well attended and is one of the first manifestations of bringing climate change data and strategies for mitigation down to the local level. With data to make predictions concerning potential impacts and with a variety of mitigation strategies available, municipalities should be able to begin the process of planning for and lessening impacts in the coastal zone.

*Recommendation:* No further action is necessary.

#### **J. Final Judgment**

No items.

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

### (1) Development of Northern Conomo Point Wastewater Management District

At the last meeting, I shared with the Board a preliminary version of a Wastewater Management District Regulation that could eventually be promulgated by the Board of Health in order to comply with the Consent Decree regarding Conomo Point. The Board of Health Administrator is presently reviewing the draft document with the Board of Health and, together, we will contact DEP officials to go over the content in the future.

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

## **L. Legal Issues**

### (1) Demolition of Garage at 5 Southern Avenue

At the last meeting, the Board agreed that we should continue to press for permission to allow our contractors onto the subject property in order to take steps to prepare the building for demolition. Town Counsel has requested permission from the Receiver but we have nothing to report to date. Also, Town Counsel will thereafter file a motion that will allow the Town to actually perform the demolition once all preparations have been made.

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

## **M. Grants**

### (1) FEMA Pre-Disaster Mitigation Grant for Hazard Mitigation Plan Update (\*)

FEMA has announced funding for the renewal of local Hazard Mitigation Plans that are required in order to compete for various Federal funding sources. Essex got its first plan approved in 2012 and successfully used the plan for grant funding for the new generator at Town Hall. Plans are only good for five years (our expires in August of 2017) and, therefore, the Town should consider an update. Given the time needed to step through the update/renewal process and the time required for reviews at the State and Federal levels, it would be advantageous to begin the update process now.

When Essex wrote its first version of the plan, we received assistance from the Metropolitan Area Planning Council (MAPC). MAPC is again interested in assisting communities with the update process and estimates that it will cost \$18,000. Of that amount, the Town would be responsible for 25% (or \$4,500). The deadline for letters of interest for this funding round is May 25, 2016. I have developed a letter of interest that explains that the Town's share of the cost will be contingent upon an appropriation to be considered at the Fall Town Meeting.

***Recommendation:* Board signature of the letter of interest that is necessary to compete for plan update funding.**

## **N. Emergency Planning**

### (1) Regional Dispatch Center Monthly Meeting

I presided over a joint meeting of the Finance Advisory Board, the Police Advisory Board, and the Fire Advisory Board in Middleton on May 20, 2016. The meeting featured a discussion with representatives of the Center's major software vendor, Spillman, about improving the software's usefulness and customizing aspects of it to our specific needs.

*Recommendation:* No further action is necessary.

## **O. Other Items**

### (1) Signature of Community Compact with the Commonwealth

Lt. Governor Karyn Polito was to sign a Community Compact with the Town, via Chairman O'Donnell on May 10, 2016, in Middleton. Due to a scheduling conflict within the Governor's Office, that ceremony will not occur until May 31, 2016. The focus of the Compact is to keep an active dialogue among the Town, the Massachusetts Department of Environmental Protection, and the Massachusetts Office of Coastal Zone Management regarding climate change mitigation. The Town had posed a process known as thin-layer deposition (TLD) to the Baker Administration as a means to elevate the Essex marsh by adding river sediment to its surface. This process would serve to combat sea level rise and to deter coastal storm flowage. At this point, the Administration feels that TLD needs more study before it can be properly applied. However, the conversation that the Compact got started may translate into research grant funding in the near future.

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

### (2) Town Administrator Leave

I was out of the office on vacation leave on May 11, 2016.

*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.*