



Town Administrator's Report Board of Selectmen's Meeting of June 22, 2015

Report covers from June 13, 2015 to June 19, 2015

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

A. Town Department Reports/Requests

(1) Upcoming Paving Work

The Department of Public Works plans to pave the roads in the northern section of Conomo Point, the upper portion of Grove Street, and Forest Avenue sometime in early July. The Superintendent will post signs in all affected areas and I will work to disseminate updates to the residents of Conomo Point through the Conomo Point Association and the Robbins Island Association. Paving schedules frequently change due to weather delays that back work up for our contractor during this time of the year.

Recommendation: No further action is necessary.

B. Computer Systems

(1) Strategic Planning Committee Web Page

I recently worked with our website vendor to set up a new page for the Strategic Planning Committee. Our Town Planner has agreed to populate and maintain that page as the Committee embarks upon its work. I have demonstrated to the Planner how to connect to the website editor and the Selectmen's Assistant will provide him with a tutorial on how the editor works. The page may be accessed from the Boards and Committees navigation pane on the Town's homepage (www.essexma.org).

Recommendation: No further action is necessary.

C. Personnel

(1) Distribution and Acknowledgement of Various Town Policies

As is the case each new fiscal year, I have prepared to distribute with employee paychecks on July 2, 2015 copies of the Town's Discriminatory Harassment Policy and the Town's Sexual Harassment Policy. Also included with the paychecks will be the Town's master acknowledgement form that each employee or official has reviewed these and other Town policies (which are available on the Town's website). Further, an e-mail has been sent to all Town employees and officials reminding them of their acknowledgement obligations (whether paid or not). All employees and officials are to return signed acknowledgement forms to our office by the end of July.

Recommendation: No further action is necessary.

D. Procurement/Ongoing Projects

(1) Contract for Promotion of Town Resources and Attractions (*)

At the last meeting, the Board accepted the proposal of the Essex Merchants' Group to promote the Town's resources and attractions with the fiscal year 2016 budget of \$20,000. In the interim, I have worked with the Merchants' Group to develop a contract for those services.

***Recommendation:* Board approval of the contract with the Essex Merchants' Group for fiscal year 2016.**

(2) Contract for Letter of Map Revision Application, FEMA Maps (*)

At the last meeting, the Board agreed that the contract for the development of a Letter of Map Revision (LOMR) regarding the Essex coastal FEMA flood map panels should be awarded to the Woods Hole Group. In the interim, I have worked with Woods Hole Group to develop a contract for services pursuant to the elements of their March proposal. The contract amount will not exceed \$11,320 plus any FEMA LOMR application fees (which vary according to the situation).

***Recommendation:* Board approval of the contract with the Woods Hole Group.**

(3) Lease of the Central Grammar School (Legion Hall) Building (*)

At the last meeting, the Board determined that the sole proposal (submitted by the Essex Historical Society and Shipbuilding Museum) for the next, ten-year lease of the Town-owned Central Grammar School Building at 28 Main Street (also known as the Legion Hall Building) would be highly advantageous to the Town. As such, the Board asked that I prepare with the Historical Society a lease document for the Board's signature. I am working with Town Counsel and the Society to accomplish this task and the document may be available by meeting time.

***Recommendation:* Board approval of the lease document with the Essex Historical Society and Shipbuilding Museum, if available by meeting time.**

(4) Quarterly AMCO Report

I completed the Affirmative Marketing Construction Officer (AMCO) report for the quarter ending June 30, 2015 during the week of June 15, 2015. The report documents the use of women and minority-owned contractors on construction projects that involve State money. No such utilization occurred over the past quarter.

Recommendation: No further action is necessary.

E. Insurance

No items.

F. Facilities

(1) Demolition of Structure at 153 Conomo Point Road

At the last meeting, the Board agreed that I should begin the permitting process for the demolition of the structure at 153 Conomo Point Road. As such, I have made contact with the Historical Commission, the Conservation Commission, and our industrial hygienist (for asbestos). I have also contacted National Grid and Verizon for the removal of service lines and for confirmation that no natural gas exists in the area.

Presently, I understand from the Conservation Commission that the project can be permitted using the Request for Determination of Applicability process. I have completed the necessary request form and the Commission will take up this matter in the coming weeks. The Historical Commission is going to visit the site and review its date of construction in accordance with the Town's demolition delay bylaw. Our industrial hygienist is scheduled to tour the building with me on June 24, 2015, so he can develop a proposal for surveying the building for asbestos. The various utilities are processing work orders to remove service lines.

Recommendation: I will update the Board as necessary.

(2) Management of 138 Conomo Point Road

At the last meeting, a resident asked whether the silt sock that had been used for erosion control during the demolition process at 138 Conomo Point Road could now be removed from the site. Given that the sock is still in good condition, I asked the Conservation Agent if the site was stable enough to remove it (so we could move it over to the property at 153 Conomo Point Road). The Agent agreed and the Department of Public Works will soon move the sock over to 153 for future deployment. I reset the DEP sign at 138 (which had fallen over).

Recommendation: No further action is necessary.

(3) Master Plan and Survey for Memorial Park

At the last meeting, the Board discussed \$30,000 in Community Preservation Act funding for the development of a Master Plan and survey for Memorial Park. I explained that the group that originally proposed the idea (primarily from the war memorial planning angle) has been slow to organize but is still interested in helping to pull the scope together. Also, in speaking with the Superintendent of Public Works, I have learned that the Board of Public Works will want additional information regarding the final scope of services before agreeing to sign a contract for this planning work. After the meeting, I contacted Mr. James Witham to see

whether he and others could assist in bringing the elements of a scope of services together for review by the Board of Public Works. Mr. Witham is presently working to bring the matter into focus.

Recommendation: I will update the Board as necessary.

(4) Proposal for Scope/Cost Estimate, Tennis Court Renovation (*)

At the last meeting, I explained to the Board that it is possible to utilize a small amount of remaining tennis court gift funds to study the renovation of the existing tennis courts. The engineer would deliver a study that would outline all of the design considerations for a proper renovation and that would provide a cost estimate for construction. The Board asked that I reach out to the individuals who were instrumental in raising that gift money, as a courtesy. I have heard back from all of them and all are in favor of using the money in that way. I expect to have the engineer's proposal by meeting time.

Recommendation: **Board review and discussion of the proposal.**

(5) Update Concerning the Siting of an Historic Shoe Shop at 28 Main Street

Approximately two years ago, the Selectmen gave permission to the Essex Historical Society and Shipbuilding Museum to locate an historic shoe shop on the grounds of the Central Grammar School (Legion Hall) property at 28 Main Street. However, the building has not been placed on the property to date and the Board was interested in its status and whether it might be better placed at another location. In speaking with the Society's Acting President, I have learned that the Society's Board of Directors plans to take this topic up on July 14, 2015 and may decide to no longer seek to have this display at 28 Main Street (or at all).

Recommendation: I will update the Board as necessary.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

(1) Regional Dredging Meeting (*)

Senator Tarr hosted a regional dredging meeting in Ipswich on June 19, 2015 and both Chairman O'Donnell and our Harbormaster were in attendance. The meeting was aimed at coordinating the regional need for dredging (particularly associated

with the southern drift of sand) from southern New Hampshire down to Gloucester.

Recommendation: **Board discussion as necessary.**

J. Final Judgment

(1) DEP Quarterly Report

(*)

I have completed the Quarterly Report to the DEP regarding the Essex Final Judgment for the period ending June 30, 2015.

Recommendation: **Board vote to transmit the report.**

K. Town Meeting, By-Laws, and Regulations

No items.

L. Legal Issues

(1) Quarterly Review of Executive Session Minutes

Chairman O'Donnell has reviewed our collection of past executive session minutes and did not conclude that any minutes are appropriate for release at this time.

Recommendation: No further action is necessary.

M. Grants

(1) Green Community Grant Update

After the successful adoption of the Stretch Building Code by the Annual Town Meeting back in May, our Town Planner has continued to make progress toward a successful Green Communities Program application. Presently, he is working on calculating our baseline energy consumption versus various energy efficiency projects that have already been done or could be done. He will also develop a required policy relative to the purchase of fuel-efficient vehicles for the Selectmen to review and approve in the future. We are still on track for a fall application to the State.

Recommendation: I will update the Board as necessary.

(2) Seaport Advisory Council Grant Quarterly Report

I completed the subject report for the quarter ending June 30, 2015 during the week of June 15, 2015. As the Board is aware, this project is on hold until the State releases the funding for final design and construction.

Recommendation: No further action is necessary.

N. Emergency Planning

(1) Regional Dispatch Center Monthly Meetings

I participated in meetings of the Finance Advisory Board (FAB) and the Executive Advisory Board (EB) of the Essex Regional Emergency Communications Center (RECC) as Chairman of both boards on June 19, 2015. The FAB meeting featured a discussion regarding how the various advisory boards (which also include the police and fire advisory boards) could potentially better coordinate business (maybe via joint meetings or even via the formation of a master board).

Recommendation: No further action is necessary.

O. Other Items

No items.

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