



Town Administrator's Report Board of Selectmen's Meeting of August 5, 2013

Report covers from July 27, 2013 to August 2, 2013

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

A. Town Department Reports/Requests

(1) Appointment of Public Safety Committee Members

At the last meeting, the Board agreed that the new Public Safety Committee should be appointed and comprised of the members identified to date. The hope is that that one Long Term Planning Committee representative and one additional at-large member will also eventually serve. As requested by the Board, I reached out to the Finance Committee and Town Building Committee representatives and the three at-large members identified to date to indicate that appointments will occur at the present meeting with the expectation that an initial Committee meeting could occur in September. The Board will be making these appointments at the present meeting.

Recommendation: I will update the Board as necessary.

(2) Centennial Grove Committee Meeting

(*)

At the last meeting, the Board reviewed correspondence from a resident inquiring about the Town's non-resident parking policy at the Centennial Grove. The Board asked that I forward this topic to the Centennial Grove Committee for further discussion, along with the Committee's continued deliberation regarding the future use of the Grove Cottage. I am awaiting a reply and may have more information by meeting time.

Recommendation: **Board discussion as necessary should additional information be available by meeting time.**

B. Computer Systems

No items.

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Town Hall Library Improvement Project Bid Process

As per the Board's discussion at the last meeting, our architect has put the subject project out to bid. The project will appear in the Central Register on August 7,

2013 with an August 13 site visit, an August 22 filed sub-bid deadline, and a September 5 general bid deadline. It is possible that the Board could award a contract as early as September 9, 2013.

Recommendation: I will update the Board as necessary.

(2) Review of Federal Channel Encroachment Study Proposal

At the last meeting, the Board agreed that a proposal from a marine engineering firm relative to the identification and management of encroachments in the Federal Channel of the Essex River should be considered by the Town at the fall Town Meeting. Unless such encroachments are eliminated (which may include reconfiguration or realignment of the channel), the Town will not be eligible for Federal dredging funding in the future. It is possible that the three marinas in Town will assist with a portion of the study funding and Selectman O'Donnell and I will be meeting with the marina owners in September to review the proposal and to discuss funding.

Recommendation: I will update the Board as necessary.

(3) Purchase of Benches with Community Preservation Act Funding

The Annual Town Meeting of 2013 approved funding for the purchase of benches to be deployed in the downtown area along the new historic walking trail. Selectman O'Donnell and I are assisting the Historical Commission with the development of a specification and a request for quotations will be sent out soon to various vendors. Once the lowest responsive offeror has been identified, an order may be placed.

Recommendation: I will update the Board as necessary.

(4) Consideration of Long-Term Contract for Summer Camp Services (*)

We are presently in year three of a three-year contract with the YMCA to provide summer camp services at the Centennial Grove. Since contracting this program out has worked out very well for the Town, and since we will need to go back out to bid this coming January for a new contract, it may be advisable to bring a proposal to the fall Town Meeting for a longer contract duration. Without Town Meeting approval, a contract can only be written for a maximum of three years. However, with Town Meeting approval, the successful bidder could be brought on for a longer duration, adding continuity and stability to the program for both the Town and the vendor.

Recommendation: **Board discussion relative to a potential fall Town Meeting article addressing contract duration with the next successful bidder.**

E. Insurance

No items.

F. Facilities

(1) Preparation of Town Hall Basement and Stage for Construction Project

In anticipation of the Town Hall/Library improvement project that will be awarded in early September, it is necessary to clear any surplus items out of the basement and the stage areas. Most items in the basement (such as old furniture, scrap wood, and old pallets) are considered junk due to water damage and mold. Some items on the stage may be in saleable condition and anything surplus in such condition will be sold to the public at a later date. I have arranged for a work detail of prisoners to remove junk from the building and deposit it into dumpsters on September 3rd, 4th, and 5th and all departments must remove any wanted items from these areas by the end of the week of August 23, 2013.

Recommendation: I will update the Board as necessary.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

(1) Flood Map Consultation Coordination Officers' Meeting

As reported previously, FEMA is in the process of revising the flood maps in the coastal portions of Essex County and has now released proposed revisions. As per the process that changed the flood maps generally in 2012, I have been attending FEMA's various municipal sessions and attended the subject meeting on July 29, 2013. During August, FEMA will place newspaper advertisements alerting coastal residents about the proposed changes during a 90-day appeal period. I have alerted relevant department heads about the draft maps, which are on file in my office. In the past, I had sent FEMA a list of street name corrections. It is anticipated that the final maps will be made ready for municipalities to adopt during the upcoming spring town meeting season in 2014.

Recommendation: I will update the Board as necessary.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

No items.

L. Legal Issues

No items.

M. Grants

(1) Massachusetts Downtown Initiative Grant (*)

At the last meeting, the Board approved the scope of services with Icon Architecture for planning and design services relative to the Town Landing and its environs. I forwarded the signed proposal to Icon and the firm is having it approved by the Department of Housing and Community Development. Icon will conduct the bulk of the work during the month of August and we should be hearing from the project principal very soon about first steps.

Recommendation: **Board discussion as necessary should additional information become available by meeting time.**

N. Emergency Planning

No items.

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.