



Town Administrator's Report Board of Selectmen's Meeting of August 19, 2013

Report covers from August 3, 2013 to August 16, 2013

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

A. Town Department Reports/Requests

(1) Approval of Central Conomo Point Preliminary Subdivision Plan (*)

The Planning Board approved the subject preliminary plan at their meeting on August 7, 2013. The approval includes a variety of items that we will need to address with our consultant, Horsley Witten.

Recommendation: **Board discussion relative to the approval and its various components.**

(2) Public Safety Committee Initial Meeting (*)

It may be appropriate for the new Public Safety Committee to hold its initial meeting in conjunction with a regular Selectmen's meeting so that the Selectmen can impart any necessary guidance and can answer any preliminary questions. The Board meets on September 9 and on September 23.

Recommendation: **Board discussion relative to scheduling an initial meeting.**

B. Computer Systems

(1) Connection to Regional Dispatch Center Software

As the Board may recall, we are presently awaiting the setup of a high-speed link to the software programs at the Regional Dispatch Center from Police Department desktop computers through the State's network. We presently have a provisional link that operates at a very slow speed but is sufficient for system testing. Recently, our lead officer on the new software attended training and was asked to complete some other tasks on the system, which I assisted with. Those tasks demonstrated that the system is now fully operational (albeit still on the slow system). Once the high-speed link becomes available, I will assist with the installation of the client software on all systems (we presently have it running only on one system). Officers will continue to use the mobile system in the cruisers until the desktop systems are available at full speed.

Recommendation: I will update the Board as necessary. Total time – 2 hours.

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Public Sale of Surplus Furniture from Town Hall (*)

All furniture of low value and that is not historically significant that is stored in the Town Hall basement or on the stage will be sold at a public “silent auction” shortly after Labor Day (September 4, 2013). I have publicized the sale via the required process and the Gloucester Times will carry a story on the event.

Recommendation: **Board discussion as necessary.**

(2) Park Benches for Historical Walking Trail

Selectman O’Donnell, Community Preservation Committee Chairman Kim Drake, and I further researched a source for the park benches that were funded using the Community Preservation Fund recently. We learned that a quality vendor that carries the style and quality of benches that we desire is available on the Massachusetts State Contract. As such, Selectmen O’Donnell and Robert Coviello of the Essex Historical Commission are working together to arrive at a final specification with the vendor and ultimately place an order within the approved budget.

Recommendation: I will update the Board as necessary.

E. Insurance

No items.

F. Facilities

(1) Quarterly Senior Center Fire Alarm System Inspection

Our fire alarm contractor conducted an inspection and testing of the Senior Center fire alarm system on August 6, 2013. The testing did not identify any problems.

Recommendation: No further action is necessary.

(2) Continued Cleanout of Town Hall Stage Area

I have continued to supervise the pre-construction cleanout of the old stage area in the Town Hall. The soon-to-commence improvement project will include the construction of a new server room in that area and sufficient space must be cleared to allow the contractor to work freely. I have saved all heavy moving for after Labor Day, when a prison work team will be available for that type of work. I have consulted with various departments to clear items that can be moved easily and the space has already been opened up considerably.

Recommendation: I will update the Board as necessary.

(3) Exploration of Potential Solar Power Project

At the last meeting, the Board asked that I contact an organization known as Power Options to explore whether Essex would be a good candidate for a cost-effective solar project (such as a solar carport). The staff person responsible for this program was on vacation during the week of August 5, 2013 and I was on vacation the following week. I will reach out to him and will report back at a subsequent meeting.

Recommendation: I will update the Board as necessary.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

(1) Meeting with New National Grid Municipal Liaison

I met with both our outgoing and our incoming community coordinator from National Grid on August 7, 2013. The community coordinator is helpful in coordinating a variety of tasks including storm preparation/response as well as coordination of major projects undertaken by the Town or others. Ms. Heather Shampine is the new coordinator and the meeting was a very helpful introduction.

Recommendation: No further action is 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 Update

(*)

At the last meeting, the Board provided preliminary guidance to our landscape architect regarding overall execution of the project. The Board also asked that I retain the services of a surveyor to stake out the corners of the Town Landing parcel. Our landscape architect has continued to design possible future scenarios for the area and is aware of the need for broad public input, including other nearby stakeholder input. To that end, the firm held a public input session on August 15, 2013 that allowed area stakeholders and the general public to express ideas and concerns about the area. Relative to staking out the Town plot, we have retained the services of surveyor Ed Farrell, who is actively working on the project.

Recommendation: **Board discussion as necessary.**

N. Emergency Planning

No items.

O. Other Items

(1) Town Administrator Leave

I was out of the office on vacation leave for the entire week of August 12, 2013.

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