



Town Administrator's Report Board of Selectmen's Meeting of August 20, 2012

Report covers from August 4, 2012 to August 17, 2012

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

A. Town Department Reports/Requests

(1) Conomo Point Planning Committee Update (*)

The Committee met on August 16, 2012 to further develop the scope of services for a consultant that will provide waterfront planning, design, and financial analysis for northern Conomo Point.

Recommendation: **Board discussion as necessary.**

B. Computer Systems

No items.

C. Personnel

(1) Safety Committee Meeting

I have scheduled the next Safety Committee meeting for September 19, 2012. The meeting will likely feature a discussion regarding standardization of the Town's vehicle inspection and maintenance logging protocols.

Recommendation: I will update the Board as necessary.

D. Procurement/Ongoing Projects

(1) Southern Conomo Point Roadway Work Bidding Update (*)

A total of seven prospective bidders took out bid documents for the subject project and the Essex Conservation Commission finalized its Order of Conditions for the project on August 7, 2012 (which was sent to all parties as an addendum). Bids are due by Monday, August 20, 2012 at 10:00 a.m. (after the printing of this report). I will bring to the present meeting a summary of all bids actually received and a designation of the apparent low bidder. The Board should vote to award the contract to the apparent low bidder pending all final reference checks and a check of bid conformance (including all required bonds and insurance). Work can begin as soon as September 4, 2012. I have made arrangements to have the Order of Conditions filed by our Counsel at the Registry of Deeds and I have provided to the Commission the requisite pre-construction Notification Form.

Recommendation: **Board vote to award the contract to the apparent low bidder contingent upon clearance of reference checks and all other required**

elements (provided that the low bid is within the estimated cost for which funds are reserved).

(2) Cost Proposal for Town Hall / Library Design and Supervision Work (*)

At the last meeting, the Board requested a cost proposal from the number one-ranked design firm for the subject project (Meyer & Meyer of Boston). The firm is producing the proposal as requested and services will include prioritization and finalization of the work item list, design and specification, and supervision during construction for various items that will improve the health, safety, and working environment in the Town Hall / Library building. The firm's proposal, which could not exceed \$50,000 pursuant to the bid documents, will be available by meeting time. I have also developed a draft contract for the Board to potentially authorize for signature outside of a meeting once the cost has been worked out.

***Recommendation:* Board discussion and potential acceptance of the subject proposal and authorization of a form of contract.**

E. Insurance

No items.

F. Facilities

(1) Completion of Grove Cottage Porch Renovation (*)

At the last meeting, the Board agreed to allow a new group to take over for the original group that began the restoration of the Grove Cottage porch last fall. The first group installed new lumber and protected the porch from the elements over the winter. The new group, headed by Andrew Cataldo, has sealed the new decking and associated railings and work is anticipated to be completed by meeting time at the time of printing of this report. Mr. Cataldo hopes to provide continuing volunteer service in the form of landscape maintenance.

***Recommendation:* Authorization of a letter of thanks to Mr. Cataldo and his associates.**

(2) Clearing of Alewife Brook

Pursuant to the recent Conservation Commission Order of Conditions, Commission Member Robert Brophy plans to lead an effort to clear the Alewife Brook in preparation for the annual alewife run. He will work with the DPW, the Division of Marine Fisheries, and the Chebacco Lake Association to clear vegetation in the streambed near the Apple Street Bridge and to clear miscellaneous debris from the streambed for a large section of the brook. Work should be completed by the end of the month.

***Recommendation:* No further action is necessary.**

G. Fiscal/Budget

(1) Annual Risk Assessment and Monitoring Program Reassessment

I have scheduled a group reassessment of the Town's Risk Assessment and Monitoring Program for September 13, 2012. Our program requires annual reassessment to ensure that it stays in line with changing protocols and personnel.

Recommendation: I will update the Board as necessary.

H. Complaints

No items.

I. Meetings Attended

No items.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

No items.

L. Legal Issues

(1) Conomo Point Purchase and Sale Agreement Discussion (*)

At the last meeting, the Board held a public forum concerning the purchase and sale agreements that have been sent for consideration by 38 southern leaseholders. The Board stated that the 60-day window for acceptance of the Agreement could perhaps be extended in extenuating circumstances, provided that certain age, income, and residence requirements are met. Such an extension could provide qualifying tenants with the opportunity to transfer the Bridge Lease and the Purchase and Sale Agreement to some other party. Also, pursuant to the language in the Purchase and Sale Agreement, it is possible for prospective purchasers to request closing dates right up to the end of this calendar year on a case by case basis. That ability will provide prospective purchasers with more time to secure financing and complete the conveyance process. Also, the Board commented that the deposit for a transaction of this nature is typically 5% of the purchase price and that, on average, the southern Conomo Point Purchase and Sale Agreements are requiring an approximately 2.5% deposit.

Recommendation: **Board discussion as necessary, including potential executive session discussion of related matters.**

M. Grants

No items.

N. Emergency Planning

(1) CAD and RMS Demonstration, Essex Regional Emergency Comm. Ctr.

I attended a demonstration of a computer-aided dispatch (CAD) and records management system (RMS) from one prospective vendor on August 8, 2012. The Essex Regional Emergency Communication Center staff is interviewing three firms to provide these products (two other firms were interviewed, with product demonstrations, the following week). My attendance at the demonstration was very informative and provided great insight on how advanced the new Center will be.

Recommendation: No further action is necessary.

O. Other Items

(1) Potential Involvement with “Up With People” Appearance

At the last meeting, the Board discussed the upcoming appearance of the group “Up With People”, which will be offering various programs and a performance in the Hamilton/Wenham Regional School District. The Board asked me to introduce the program’s representative to the Superintendent of the Manchester Essex Regional School District (which I have done) and to request that the group undertake a service project in Town Hall involving the repackaging and organization of archived records and other materials. Their representative will also provide me with a link to the organization’s host family resource that I will post on the Town’s website in the event that Essex families are interested in hosting members of this multi-national group. I have not heard back from the group’s representative at the time of printing of this report.

Recommendation: I will update the Board as necessary.

(2) Town Administrator Leave

I was out of the office on leave for a portion of the day on August 6, 2012 and for the entire work week of August 13-August 17, 2012.

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