



Town Administrator's Report Board of Selectmen's Meeting of August 25, 2014

Report covers from August 9, 2014 to August 22, 2014

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

A. Town Department Reports/Requests

(1) Review of Fire Department Analysis

At the last meeting, the Board discussed various aspects of the Essex Fire Department study that was conducted by the Essex County Fire Chiefs Association, under the direction of the Public Safety Committee. I relayed the Board's comments concerning the draft report to the Public Safety Committee, which met on August 20, 2014 (Selectman O'Donnell was in attendance). The Committee is presently working to make its own final recommendation relative to the operations of the various public safety elements of the Town.

Recommendation: I will update the Board as necessary.

(2) Town Planner's Analysis of Green Communities Program (*)

The Town Planner is continuing his analysis of the subject program to determine what Essex would need to do in order to become a "Green Community". The process involves analyzing the program's requirements and trying to establish a baseline energy usage prior to the implementation of any energy-saving measures (such as the recent interior lighting retrofit and the ongoing Water Department pump and equipment retrofit). Along those lines, I recently authorized the Planner to have access to the data relative to the Town's energy usage that is contained within the Massachusetts Department of Energy Resources EnergyInsight application (an on-line tool). Further, the Planner has provided a memorandum outlining the process and timeline for seeking the designation and he recommends that the State coordinator for the program visit the Selectmen when the Board holds the next department head and board/committee chair meeting (the next meeting is in October).

Recommendation: **Board discussion relative to the Planner's efforts to date.**

(3) Shellfish Officials' Coordination with New Clam Enhancement Group (*)

At the last meeting, a representative of a new private group known as the "Essex Clam Enhancement Group" provided the Selectmen with a letter relative to the group's goals and asked if the group could independently set additional predator exclusion nets used in clam seeding. The Board asked that I contact the Shellfish Constable so that the netting effort could be managed by him, under the auspices of the Town's permit. I subsequently informed a member of the group that he needed to speak to the Constable directly about netting and that the Constable was very supportive of that type of effort (which is now underway). Further, I am

working to bring representatives of the group and the Shellfish Advisory Commission together with the Constable and the Selectmen at a future meeting (possibly for September 8, 2014).

Recommendation: **Board discussion as necessary.**

(4) Future Town Building Committee Meeting (*)

Now that the work of the Public Safety Committee is wrapping up, it will be useful for the Town Building Committee to reconvene and take stock of the recent improvements at the Town Hall/Library and the recommendations of the Public Safety Committee as those relate to a potential future new building. I have worked with Selectman O'Donnell to set up a meeting on September 15, 2014 and she was in attendance at the most recent Public Safety Committee meeting on August 20, 2014.

Recommendation: **Board discussion relative to the Town Building Committee's future goals and how the Committee's efforts might dovetail with those of the Public Safety Committee.**

(5) Release of Central Conomo Point Subdivision Covenant by Planning Board

I attended the Planning Board meeting of August 20, 2014 since we had complied with all of the Central Conomo Point Subdivision conditions necessary to request that the Planning Board release the subdivision Covenant. The final condition was the Board of Health's approval of the various potable water solutions and septic systems (either existing or planned upgrades), which was rendered on August 14, 2014. The form of Release of Covenant had already been developed for use with the Southern Conomo Point subdivision and was easily modified for this new action. The Planning Board did vote to release the Covenant and I have asked Town Counsel to make the necessary recording at the Registry of Deeds.

Recommendation: No further action is necessary.

(6) Issuance of Order of Conditions for 138 Conomo Point Road Demolition

Chairman Jones and I attended the August 19, 2014 Conservation Commission meeting along with a representative of DeRosa Environmental (to continue the hearing regarding the subject project). Prior to the meeting, DeRosa Environmental had communicated with the Department of Environmental Protection concerning the Department's comments on the case (which were received by the Town during the week of August 11, 2014). The Department had provided its written clearance of the demolition and placement of gravel after reviewing DeRosa's communications.

At the meeting, the Conservation Commission voted to issue an Order of Conditions approving the demolition of the structures on the property and the placement of gravel in the area of any formerly impervious areas. The Order will

also authorize the removal of one, diseased tree and will likely be signed by the Commission on September 2, 2014. The provisions that will be included in the Order will best preserve the Town's future options for the site.

Recommendation: No further action is necessary.

(7) Discussion Regarding Strategic Planning Committee (*)

At a past meeting, the Board asked me to bring back for discussion the prospect of transitioning the Long Term Planning Committee into a Strategic Planning Committee, with a new charge. The new Town Planner would be tapped to help guide the efforts of the new committee.

Recommendation: **Board discussion as necessary.**

B. Computer Systems

No items.

C. Personnel

(1) Safety Committee Meeting

The next Safety Committee meeting will occur on September 25, 2014. I have placed a draft agenda in the Board's reading file.

Recommendation: I will update the Board as necessary.

D. Procurement/Ongoing Projects

(1) Invitation for Bids for Auctioneer Services

At the last meeting, the Board determined that an Invitation for Bids for Auctioneer services for up to eight Conomo Point properties be finalized for release on August 18, 2014. I worked with Town Counsel to finalize the document and bids are due no later than 1:00 p.m. on September 4, 2014. A site visit for prospective auctioneers to view the various properties will be conducted on August 27, 2014 at 10:00 a.m. It is possible that the Board could award a contract to the successful auctioneer at the Board meeting of September 8, 2014.

Recommendation: I will update the Board as necessary.

(2) Request for Proposals for the Potential Future Purchase of 5 Beach Circle

At the last meeting, the Board determined that a Request for Proposals for the potential purchase by a private party of the Town's property at 5 Beach Circle be developed for a mid to late-September release date. Any purchase will be contingent upon a vote at the Fall Town Meeting in November that would

authorize the Selectmen to sell the property. I am presently working with Town Counsel to develop the appropriate document.

Recommendation: I will update the Board as necessary.

(3) Award of Contract for Asbestos Removal at 103&138 Conomo Point Road(*)
Bids for pre-demolition asbestos removal at 130 and 138 Conomo Point Road were due on July 21, 2014. A total of four bids were received and the lowest responsive and responsible bidder was TLR (Triton Leasing & Rental, Inc.) of Agawam, MA, with a bid of \$49,000 for all work at both addresses. Prior to the bid deadline, on August 13, 2014, I hosted a site visit for bidders so that each bidder could become familiar with the two properties in question.

Recommendation: **Board vote to award the asbestos removal contract to TLR, provided that all bonding and insurance documentation is first received.**

(4) Oversight of Asbestos Removal, 103&138 Conomo Point Road

As discussed previously with the Board, on behalf of the Board, I will retain the services of an asbestos assessment and management firm to oversee the efforts of the contractor chosen to remove asbestos from the subject properties. The oversight firm will be available to the contractor to answer questions about materials that were already suspected to contain asbestos but also to determine if other materials that could not be detected at the time of first inspection are present. Further, the management firm will ensure that the contractor is following all necessary health and environmental protocols and will clear both sites at the end of the work.

Recommendation: No further action is necessary.

(5) Intermunicipal Agreement for Update of Essex Open Space Plan (*)

The City of Gloucester Community Development Department has been in discussions with the Essex Open Space Committee relative to the potential updating of the Essex Open Space and Recreation Plan. In Gloucester, City employee Stephen Winslow maintains Gloucester's Plan and is very familiar with the update process. The City has proposed the use of an Intermunicipal Agreement to update the Town's plan for a fee of \$5,040 (to cover Mr. Winslow's time). The Committee has a \$7,000 appropriation for this task and will use the remaining funds to cover expenses.

Recommendation: **Board vote to sign the Intermunicipal Agreement once the final form has been agreed to by the Open Space Committee Chair.**

(6) Release of Heating Oil Solicitation for Upcoming Season

The request for quotations for the provision of heating oil for Town Hall and the Fire Station for the upcoming heating season will be released on September 3,

2014, with a due date of September 18, 2014. I expect to bring a potential contact with the successful bidder to the Board at the Board's meeting of September 22, 2014.

Recommendation: I will update the Board as necessary.

E. Insurance

(1) Insurance Services Office Fire Service Analysis Update

The Insurance Services Office (ISO) rates the ability of a community to respond to a fire and that rating is used by insurers to set homeowner's insurance in the community. The last analysis was conducted by the ISO in 2008 and they have recently provided a survey to the Essex Fire Department in an effort to potentially update the Town's rating. The Fire Chief has the survey forms and he will provide those to me, once completed, so that the forms can be submitted to the ISO.

Recommendation: I will update the Board as necessary.

F. Facilities

(1) Removal of Oil Tank from 138 Conomo Point Road

Another aspect of demolition preparation for the subject property is the removal of the two, existing, above-ground oil storage tanks in the basement of the house. As such, I contacted a heating contractor and let him in to see the tanks for removal quotation purposes. The contractor is in the process of providing a quotation, which will include the necessary Fire Department permitting process. Work is expected to be completed well in advance of the actual demolition of the building.

Recommendation: No further action is necessary.

(2) Potential Town Hall Conversion to Natural Gas via Constellation Energy

At the last meeting, the Board agreed that conversion of the two Town Hall heating plants to natural gas via a program that will likely be offered by our electrical energy supplier (Constellation Energy) should be explored. Constellation is preparing to offer natural gas supply contracts in the near future. Another option is to hire our own contractor and work directly with National Grid to extend the gas main. However, based on timing and the lack of an existing appropriation, neither that option nor the potential Constellation option can occur until the 2015-2016 heating season. I will continue to monitor the situation, including the potential prospect of a Green Community grant to assist with the process.

Recommendation: I will update the Board as necessary.

(3) Potential Conversion of Street Lights to LEDs

At the last meeting, the Board agreed to begin the exploration of a potential energy efficiency project that would replace the standard street light bulbs that are now in place with LEDs. The first step is to ask National Grid for an inventory and cost to purchase all of the street lights in the Town. Our energy supplier, Constellation Energy, would then use that data to develop a proposal that would bill the improvements over time on future electricity bills (much like the interior lighting retrofit that Constellation just completed in Town). I have written the necessary request letter to National Grid and we are presently awaiting a reply.

Recommendation: I will update the Board as necessary.

(4) Keying of New Door Locks at the Town Hall/Library

I met with our renovation contractor on August 14, 2014 to review the options for keying the new door locks at Town Hall. Each employee will have an electronic fob to gain access to the building from the exterior. Once in the building, each employee will have a key to their own office that will also operate various hallway doors and access to the basement. A master key will also be available to authorized parties.

Recommendation: No further action is necessary.

G. Fiscal/Budget

(1) Preliminary Joint School/Town Budget Discussion

(*)

As the Board is aware, the towns of Essex and Manchester normally begin joint talks with the School District in September relative to the upcoming fiscal year budget. This year, discussions actually began on August 19, 2014, in an effort to underscore how the School District is no longer in a position to use the level of reserves that have been used in past years to avoid the need for operational overrides. Selectman Coviello and I attended the joint meeting along with Finance Committee Chairman Soulard and officials from Manchester and the District. The next group meeting is scheduled for late September and School District officials plan to attend upcoming town finance committee meetings as well.

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

H. Complaints

No items.

I. Meetings Attended

No items.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Implementation of Revised Town Landing Regulations

At the last meeting, the Board voted to revise the subject regulations and I have worked with the Superintendent of Public Works to order a replacement sign. The sign will be posted by the DPW (replacing the sign with the prior version of the regulations) as soon as possible, and the changes will be enforced thereafter.

Recommendation: No further action is necessary.

(2) Implementation of Revised Centennial Grove Regulations

At the last meeting, the Board voted to revise the subject regulations with an effective date of June 1, 2015. I will work with the Superintendent of Public Works to post the necessary signage in time for next season.

Recommendation: I will update the Board as necessary.

(3) Draft Topics for Fall Town Meeting

(*)

I anticipate that a number of issues will require Town Meeting consideration at the Fall Town Meeting in November. As such, I have developed a draft list of topics for the Board to begin reviewing.

Recommendation: **Preliminary Board review of the draft Fall Town Meeting topics.**

L. Legal Issues

No items.

M. Grants

(1) Purchase of Backup Generator for Town Hall/Library

As the Board may recall, I was in the process of ordering a new backup generator under a Federal grant via a vendor on the State Contract when I was told by MEMA that the contract in question may not cover a permanent generator of that price. I contacted the State's Operational Services Division and learned that the contract did, indeed, cover what we require. The confusion came from the fact that the contract is limited to purchases of \$10,000 if installation is included. In our case, we are purchasing the installation separately, using appropriate public construction procedures. I placed the order during the week of August 11, 2014 and delivery is expected in eight to ten weeks. A change order proposal to wire

the new generator from the electrical contractor that is currently working on the Town Hall project is expected in the near future.

Recommendation: I will update the Board as necessary.

(2) Cape Ann Mass in Motion Grant

As the Board may recall, the four Cape Ann communities had applied for a regional grant that would foster mobility and healthy living for residents of the area. The State recently announced that the Cape Ann proposal will be funded at \$40,000 annually (anticipated through the year 2025). Technical assistance resources under the grant will be used to develop enhanced environments that promote healthy living such as improvement of walkways, creation of recreational spaces, and increased availability of healthy foods.

Recommendation: I will update the Board as necessary.

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.