



Town Administrator's Report Board of Selectmen's Meeting of August 26, 2013

Report covers from August 17, 2013 to August 23, 2013

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

A. Town Department Reports/Requests

(1) Centennial Grove Committee Meeting

I have learned from the Chair of the Centennial Grove Committee that the Committee does plan to meet during the month of September. The Committee will again take up their continuing consideration of future options or uses for the Centennial Grove Cottage and will consider how parking at the Grove is managed between residents and non-residents.

Recommendation: I will update the Board as necessary.

(2) First Meeting of Public Safety Committee

The Selectmen's Assistant and I have arranged an initial meeting of the new Public Safety Committee for September 16, 2013. The Board will meet for regular business from 7:00 p.m. to 7:30 p.m. and will meet jointly with the new Committee at 7:30 p.m. The new Committee will continue to meet that evening after the Selectmen cover the Committee charge and impart any other necessary guidance.

Recommendation: I will update the Board as necessary.

B. Computer Systems

No items.

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Definitive Subdivision Plan Application Process, Central Conomo Point

At the last meeting, the Board discussed the recent approval of the Preliminary Subdivision Plan by the Planning Board and the recent approval of the Central Conomo Point Zoning District by the Office of the Attorney General. Presently, consultant Horsley Witten is putting together the application for the Definitive Subdivision Plan and expects to have it ready for the Town to submit to the Planning Board by sometime in September.

Recommendation: I will update the Board as necessary.

(2) Opening of Filed Sub-bids for Town Hall/Library Improvement Project (*)

I conducted a bid opening session for filed sub-bids associated with various trades for the subject project on August 22, 2013, along with representatives of our architectural firm. Our architect, in consultation with Town Counsel, will review all submissions to ensure that each bid meets minimum standards (i.e. bonds and other documents are properly included, etc.) and will declare a list of eligible sub-bidders. General contractors will be allowed to draw upon the list of eligible sub-bidders when they are preparing the general bids, which are due on September 5, 2013. Our architect hosted a site visit to explain the project to interested bidders on August 13, 2013.

Recommendation: **Board discussion as necessary.**

E. Insurance

(1) Affordable Care Act Notices

We have been advised by our insurer that the Affordable Care Act requires us to send all employees a Notice of Health Insurance Coverage Options before October 1, 2013. A Federal form is available for this purpose and our insurer provided us with guidance on how to fill out the form in our situation. We have developed one form for those employees who are eligible for coverage under our health plan and another form for those employees who are not eligible. Forms will be provided to all employees in the near future.

Recommendation: No further action is necessary.

F. Facilities

(2) Town Hall Clock Striking Mechanism Issue

Although the Town Hall tower clock hands were operating, it had been brought to my attention that the hourly bell strikes were not occurring. We contacted our clock expert and he was able to correct the issue.

Recommendation: No further action is necessary.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

No items.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Medical Marijuana Regulation (*)

At the last meeting, the Board asked me to investigate the potential of imposing a one-year moratorium on all medical marijuana facilities (via a Town bylaw) to allow time for proper planning. I obtained a sample bylaw from Town Counsel that would accomplish that goal and have determined from Counsel that the Office of the Attorney General will likely approve a moratorium that runs as late as December 31, 2014. I spoke to the Chair of the Planning Board about this and she indicated that she would take it up with the Planning Board and get back to us.

Recommendation: **Board discussion relative to the draft bylaw.**

L. Legal Issues

(1) Conomo Point Litigation

I spent considerable time during the weeks of August 12 and August 19, 2013 preparing for and attending court sessions in Newburyport Superior Court relative to the Pratt, et al. portion of the Conomo Point litigation (the portion concerning the ownership of the structures of four named plaintiffs). The Pratt case will continue during the week of August 26, 2013. The second portion of the litigation (the Walker, et al. case, dealing with the topic of the second-year Bridge Lease rate) will commence on September 9, 2013 and is expected to last all of that week.

Recommendation: I will update the Board as necessary.

M. Grants

(1) Massachusetts Downtown Initiative Grant, Town Landing Design (*)

At the last meeting, the Board discussed the initial public input session relative to the subject grant that occurred on August 15, 2013. Selectman O'Donnell reached out to our consultant with guidance during the week of August 19, 2013 and the Board may discuss at the present meeting guidance for the consultant prior to a second public forum that will occur in September.

Recommendation: **Board discussion relative to focusing the efforts of the consultant between now and the second public forum.**

N. Emergency Planning

No items.

O. Other Items

(1) Offer of Sponsorship from the Building Center (*)

At the last meeting, the Board briefly discussed an offer of sponsorship by the Building Center involving financial backing of events or projects and the possible donation of products. The Board wanted to discuss ideas for this offer at the present meeting, after having time to consider possible events and projects.

Recommendation: Board discussion relative to events and projects that the Building Center might become involved with.

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