



Town Administrator's Report Board of Selectmen's Meeting of Sept. 14, 2015

Report covers from August 29, 2015 to September 11, 2015

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

A. Town Department Reports/Requests

(1) Fuel Efficient Vehicle Policy Adoption (*)

At the last meeting, the Board reviewed our Town Planner's initial draft of a Fuel Efficient Vehicle Policy that is another prerequisite to the Town obtaining the Green Community designation. The Board asked that I provide the draft policy to the Fire Chief, the Police Chief, and the Superintendent of Public Works for comment. The reviewers asked some general questions, which the Planner answered, but nothing required any substantive revisions to the draft policy.

Recommendation: **Board vote to adopt the new policy.**

(2) Assignment of Alternate Members to the Strategic Planning Committee

At the last meeting, the Board agreed that each of the "parent" boards and commissions which have members serving on the Strategic Planning Committee (SPC) should assign official alternate members who can attend SPC meetings if the primary member is not available. As such, I requested that each SPC member work on those designations with their parent boards and commission and I will provide a complete list to the Board for official appointment once all names are in.

Recommendation: I will update the Board as necessary.

B. Computer Systems

(1) Migration of Additional Users to Melrose Public Safety Server

After preparing the police department shared workstations for convenient logon to the Melrose public safety virtual desktop server, I began to migrate individual police officers to the new platform. Uncharacteristic of migrations of users working in other areas, technical problems from this location required my attention. Ultimately, I determined that the Comcast connection from that location was experiencing line quality problems and a technician was dispatched to improve service. Now that these issues have been overcome, I will continue with migrations.

Recommendation: I will update the Board as necessary. Total time – 5.5 hours.

(2) Police Network System Maintenance Issues

On September 8, 9, and 11, 2015, I diagnosed problems with the Police Department's connection to the Spillman software at the Regional Dispatch Center for one PC and addressed issues related to the Department's video surveillance server.

Recommendation: No further action is necessary. Total time – 2 hours.

C. Personnel

(1) Employee and Volunteer of the Year Awards, Service Awards

At the last meeting, the Board agreed that I should begin to solicit nominations for employee and volunteer of the year awards, in accordance with the Board's new policy for this program. As such, I have opened the program up for nominations and the Board will review nominations at the first meeting in October. Any employee, volunteer, or citizen of Essex may make a nomination in a format that is described in the policy. Any potential nominator can contact me for details on the nomination process.

Recommendation: I will update the Board as necessary.

D. Procurement/Ongoing Projects

(1) Contract for Provision of Heating Oil

(*)

As the Board may recall, I had solicited quotations for the provision of heating oil for the Town Hall/Library and the Fire/Police Headquarters for the upcoming heating season. Quotations were due September 10, 2015 and we received two quotations. Fox Hill Oil provided the lowest quotation at 28 cents over the Low Daily Boston Wholesale Price (last year's rate, using a different vendor, was 25 cents over that same index). The prospective vendor has been put on notice that provision of oil to the Town Hall/Library may be discontinued mid-contract, since the heating plant in the building will be converted to high-efficiency natural gas.

Recommendation: **Board signature of the contract with Fox Hill Oil.**

(2) Survey of Memorial Park Monuments Area

At the last meeting, the Board of Selectmen and the Board of Public Works agreed that a topographic survey of the area between Town Hall and Shepard Memorial Drive, from Martin Street to the baseball field backstop, should be undertaken. This work will serve as a base plan for any Memorial Park planning and improvement that may come as veterans' monuments are created and/or relocated. I have asked the surveyor to begin work and the survey will be delivered sometime in October.

Recommendation: I will update the Board as necessary.

(3) Application for Letter of Map Revision, Coastal FEMA Flood Maps

At the last meeting, the Board reviewed the preliminary report of the Woods Hole Group regarding the anticipated favorable changes that may be made to the Town's existing, coastal flood panels if a Letter of Map Revision (LOMR) is applied for on our behalf to FEMA. The Board agreed that these favorable changes should be sought and, as such, asked me to inform our contractor to move ahead with the draft application phase. Once the draft application is completed, the Board will have a chance to review and authorize it before our contractor submits it on our behalf.

Recommendation: I will update the Board as necessary.

(4) Contract for Exploratory Work Associated with Town Hall/Library Design (*)

Our architect is at a point in the design process that requires a contractor to cut into various interior and exterior surfaces to expose structural members and other features that are concealed at the present time. This type of exploratory work will allow our architect to thoroughly consider features that may be hidden at this time as part of the design process. Otherwise, should such features be exposed during construction, they might cause unanticipated circumstances, which normally lead to expensive change orders, as opposed to being included in the base bid.

Working with our architect, I located a contractor (Campbell Construction) which has conducted similar work on the building in the past. As such, I recommended to the Chairman that we bring Campbell on board and the Chairman signed a contract, on a time and materials basis, not to exceed \$9,000. This work can be paid from the project budget, under the "Misc. Owner's Costs" section and needed to begin prior to the present meeting in order to keep the project on schedule.

Recommendation: **Board vote to ratify the Chairman's recent signature of the contract.**

E. Insurance

No items.

F. Facilities

(1) Continued Discussion Relative to Management of Centennial Grove (*)

At the last meeting, the Board discussed various Grove management issues, including trash disposal and parking, with the Board of Public Works. Several general options are on the table including: status quo, making the area "residents only", bidding management out to a management company, and charging a fee to allow non-residents to use the facility. Given that it was agreed that the Board of Public Works, the Board of Selectmen, and the Police Department should meet

again to collectively work toward a solution, it was decided that the three entities should meet this fall and that a public forum should also be held on the topic.

***Recommendation:* Board discussion relative to the timing associated with getting the three entities back together and with the planning of a public forum.**

(2) Review of Potential Tennis Court Renovation, Memorial Park

At the last meeting, the Board of Selectmen and the Board of Public Works agreed that no further action should be taken concerning the potential renovation of the Memorial Park tennis courts until a realistic funding plan and a final location can be worked out. Presently, the estimated cost to renovate the courts in place (\$180,000 - \$220,000) is beyond our budget ability and the Board of Public Works is not necessarily in agreement that the present location is the best location in the Town. I will continue to review the matter with project proponents and will report back as necessary.

Recommendation: I will update the Board as necessary.

(3) Lease Via Unique Acquisition of 245 Western Avenue (*)

At the last meeting, the Board and the Librarian agreed that we should continue to pursue space in the Teel complex at 245 Western Avenue as temporary Library quarters. I have discussed with the owner a list of items that the Library Trustees raised in their review of the potential space, and he has agreed to address the items in various ways. The space has ample parking and is located on a main thoroughfare (Route 22). The Board could use the qualities of the Western Avenue building to make a determination that a lease can be uniquely acquired for that space. The Librarian and the Board of Library Trustees will be in attendance at the present meeting to review what the owner of the building has agreed to do to prepare the building for the Town's use, by January 1, 2016.

***Recommendation:* Potential Board vote to determine that the space at 245 Western Avenue qualifies for unique acquisition and to consider authorizing the signing of a lease for that space.**

G. Fiscal/Budget

(1) Analysis of Department of Revenue Financial Management Review (*)

At the last meeting, the Board asked that I begin to break down the various recommendations that are contained within the subject report. As such, I have developed a matrix that lists each recommendation and indicates which Town entities would be involved with implementation. The matrix also assigns priorities and lists dependencies on other recommendations.

Recommendation: Board review of the analytical matrix as a first step toward determining what the Town may eventually decide to implement.

H. Complaints

No items.

I. Meetings Attended

No items.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Preliminary Review of Draft Fall Town Meeting Warrant (*)

I have developed a preliminary draft of the warrant for the November 16, 2015 Fall Town Meeting per the Board's guidance from the last meeting. The warrant will be presented to the Board for signature at the Board's October 19, 2015 meeting.

Recommendation: Board review and discussion regarding this preliminary draft of the warrant.

L. Legal Issues

No items.

M. Grants

(1) FY16 Coastal Community Resilience Grant Kickoff

I discussed with personnel from the National Wildlife Federation (NWF) and the Ipswich River Watershed Association (IRWA) the overall approach to commencing activity under the subject grant program on August 31, 2015. The Board authorized the Chairman to sign all necessary grant paperwork at the last meeting (includes a contract with the Massachusetts Office of Coastal Zone Management – CZM, and subcontracts with NWF and IRWA). The overall objectives of the work include: 1) to significantly expand community engagement around coastal threats, vulnerabilities, and associated adaptation strategies, 2) to provide municipal officials, planners, and the general public with fine-scale maps of vulnerable municipal assets, and 3) to provide municipalities with financing

tools and policy strategies that facilitate implementation of community-supported adaptation strategies.

On September 3, 2015, all of the project partners met at the IRWA offices in Ipswich, along with CZM representatives, to kick off the grant and review overall expectations. Both Chairman O'Donnell and I were in attendance. Presently, we are awaiting a countersigned contract from the State before contracts with CZM and IRWA can be signed. Thereafter, both organizations plan to begin work as soon as possible.

Recommendation: I will update the Board as necessary.

(2) Energy Use Reduction Plan for Green Communities Status

As noted above, the attainment of the Green Community designation from the Commonwealth requires that certain prerequisites be met. The last major prerequisite that our Town Planner is working on is a five-year energy reduction plan. He has collected a wide variety of energy use baseline data and has applied to that a variety of completed and planned projects that have or will reduce the Town's overall energy use. The Planner will be in attendance at the present meeting to review the reduction plan with the Board.

Recommendation: Board review of the energy use reduction plan with the Town Planner.

N. Emergency Planning

No items.

O. Other Items

(1) Labor Day Holiday

The office was closed on September 7, 2015, in observance of the subject holiday.

(2) Town Administrator Leave

I was out of the office, on vacation leave, on September 4, 2015.

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