



Town Administrator's Report Board of Selectmen's Meeting of Sept. 28, 2009

Report covers from September 12, 2009 to September 25, 2009

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

A. Town Department Reports/Requests

(1) Quarterly Town Business Coordination Meeting

At the last meeting, the Board indicated that the next coordination meeting for boards, commissions, and department heads to discuss Town business would be held at the Senior Center on October 26, 2009. We have notified all parties about that meeting and the Long Term Planning Committee will attend to present their new Village Initiative document after the initial coordination session.

Recommendation: No further action is necessary.

B. Computer Systems

No items.

C. Personnel

(1) Personnel Board Meeting

The quarterly Personnel Board meeting was held at the last Selectmen's meeting since the Selectmen continue to serve as the Personnel Board. Parties interested in serving on the Personnel Board are still being sought and may contact me at bzubricki@essexma.org or 978-768-6531.

Recommendation: I will update the Board as necessary.

(2) Safety Committee Meeting

I participated in the subject meeting on September 16, 2009. The meeting featured a discussion relative to the possibility of installing a sump pump in the Fire Station to alleviate some ongoing water problems.

Recommendation: No further action is necessary.

(3) Town Clerk Search Committee Update

At the last meeting, the Board reviewed a variety of potential tools for the eventual ranking and selection of a new Town Clerk. At the Board's request, I asked the Chair of the Committee to provide an actual matrix that may be used in rating each candidate's proficiency with respect to the 5-7 most critical job skills as listed in the position description. The Chair has indicated that the Committee will work on that task at a meeting in the near future.

Recommendation: I will update the Board as necessary.

(4) Essex Summer Program Board of Directors (*)

At the last meeting the Board asked me to gather examples of summer programs that are administered by a board of directors. I contacted two individuals well-versed in camps and recreational programs and learned that one had not observed her experience the use of a board of directors concept. I am awaiting information from the other contact and may have that by meeting time.

Recommendation: **Further Board discussion relative to this matter.**

D. Procurement/Ongoing Projects

(1) Annual Heating Oil Contract (*)

Quotations for the provision of heating oil for the upcoming year were due on September 17, 2009 and a total of 1 quotation was received. The successful offeror was Fox Hill Heating Service with a price of 22 cents above the low daily Boston wholesale price. This represents an increase of 2 cents per gallon over last year's contract.

Recommendation: **Board vote to award the contract to Fox Hill Heating service.**

(2) Route 133 Task Force Meeting and Update (*)

Selectman Lynch and I met with the members of the Chamber's Route 133 Task Force on September 14, 2009 to discuss a portion of the reconstruction project design plan. The area in question involved the corner of Route 133 and Route 22 (Martin Street). A subsequent site visit in that area was set up with MassHighway personnel on September 22, 2009 and the group agreed that two main questions should be asked to MassHighway. I have developed a letter to MassHighway for the Board's review and signature.

Also, as requested by the Board after the last meeting, I indicated to the Resident Engineer for the project that support does not exist at this time for potentially wrapping up the project in two seasons using detours. Instead, the third season should be anticipated with constantly alternating traffic.

Further, I visited an area of the causeway along with members of the Chamber's Route 133 Task Force, the project contractor's project manager, and the Assistant Superintendent of Public Works. We viewed an abutting parcel that the Essex Enhancement Committee has traditionally maintained and inquired as to whether the silt fence and haybales that had been erected for the construction project could be temporarily moved to allow for mowing and cleanup of the area. The project manager commented that a temporary opening could be arranged for on mowing

day. The Task Force also asked if the mowing of the parcel itself and the growth of grass and weeds in front of the haybales could be completed by Town forces. The Assistant Superintendent will ask the Superintendent to consider the immediate street-side mowing under the Town's roadside shoulder provision in our blanket order of conditions (since this road is adjacent to wetlands). However, if Town forces are to conduct the mowing of the actual parcel (which is private property), the property owner would need to consent to that work in writing and the Superintendent would need to present the proposal to the Conservation Commission.

Recommendation: **Board consideration of the letter to MassHighway.**

(3) Preliminary Subdivision Plan Clarifications (*)

At the last meeting, I reviewed with the Board a number of questions that had arisen concerning the draft Preliminary Subdivision Plan for the southern area of Conomo Point after the Board attended a recent Planning Board meeting. Town Counsel has now consolidating its guidance on those issues and it will be available for the Board's discussion and for a brief presentation to the Planning Board at a follow-up meeting on October 7, 2009. The Selectmen will primarily discuss the proposed new zoning district by-law with the Planning Board at that meeting. Town Counsel's guidance relative to the Preliminary Subdivision application will be available for Board review by meeting time and the Board will have time to ask Counsel for further clarification by October 7, if necessary.

Recommendation: **Board discussion relative to Counsel's guidance.**

(4) Town Building Committee Request for Qualifications

At the last meeting, the Board voted to charge the Town Building Committee with the development of a Request for Qualifications (RFQ) for a designer to conduct a feasibility/cost study relative to the Committee's recent Town building recommendation. I developed a draft RFQ with basic components for the Committee's review on September 21, 2009. The Committee will continue to meet with the goal of releasing the RFQ in February with a designer chosen "subject to appropriation" by approximately April 15, 2009. One component of the RFQ will cover each designer's experience with public outreach and public relations. Presently, I am gathering for the Committee examples of RFQ's written for similar purposes in other communities.

Recommendation: I will update the Board as necessary.

(5) Overall Town Planning Consultant Update (*)

The consultant who is presently conducting an overall planning assessment for the Town has provided the Board with an update and has presented several questions for the Board to consider. I met with the consultant (Ms. Carolyn Britt) on September 24, 2009 to better understand the project status and her needs at this

point. I was also contacted by the Planning Board Chair with a request from the Planning Board to extend Ms. Britt's contract deadline through the end of the calendar year (no changes in scope or cost) due to the Planning Board's heavy workload at this time.

***Recommendation:* Board discussion relative to the project so I may respond to Ms. Britt and the Planning Board.**

(6) Installation of Treasurer/Collector Department Replacement Doors (*)

As noted in the past, the Treasurer/Collector was in the process of soliciting quotations for the replacement of doors to both of the department's offices since the present doors do not function properly for the department's operations. Two quotations were submitted and the lower quotation is for \$4,015.

***Recommendation:* Board discussion relative to funding and approval of the work.**

(7) Centennial Grove Restoration

I walked the site with the movie production company's restoration subcontractor during the week of September 21, 2009 to review restoration progress. The subcontractor has almost completed the restoration of the Field of Dreams surface and will be working to restore the sprinkler system soon. Both Field of Dreams infields have already been rehabilitated. Debris and trash removal from the Field of Dreams to the cottage road has been completed and restoration of the picnic grove and upper parking lot are underway. The path marked by a line of wooden poles on their sides for safe pedestrian traffic between the Grove and the Field of Dreams will also soon be reconstructed. Work from the beginning of the cottage road out to the cottage property will commence soon and will include more trash and debris removal, limb and brush removal, structure demolition/removal, surface restoration, and extensive carpentry work.

Recommendation: I will update the Board as necessary.

E. Insurance

No items.

F. Facilities

(1) Senior Center Tour

The Town of Erving is considering applying for a Senior Center grant through the Community Development Fund component of the Community Development Block Grant Program. I took some representatives from Erving on a tour of the Essex Senior Center on September 17, 2009 at their request so that they could gain an understanding of the process and our chosen design. At the site visit, the

representatives were able to understand how the building suits our needs and had the chance to ask a variety of questions about the process.

Recommendation: No further action is necessary.

(2) Potential Town Hall Temporary Office Space (*)

Mr. Joseph Walker, the original designer of the Essex Senior Center layout, visited Town Hall on September 16, 2009 to consider the development of floor plans for office space on the old Town Hall stage. He recommended creating a space with windows in front to capture any natural light coming in through the upper windows of the old Town Meeting hall. It is possible that some windows could be better uncovered to provide more light. With ideas from Mr. Walker, I have sketched a basic floor plan for the Board's review. The necessary partitions, ventilation, electrical work, and access must be reviewed against the building code by the Building Inspector. If the concept meets the building code, the work will need to be reviewed against both historical preservation restrictions that are held on the building.

Recommendation: **Board review of the draft concept. If acceptable, I will have the concept reviewed and will seek quotations.**

(3) Inventory of Essex Youth Commission Property (*)

The Youth Director attempted to inventory the various items that are in storage at the Centennial Grove (in a temporary container). However, the container is completely full with items stacked on each other and cannot be inventoried at this time. The items on the Town Hall stage have been inventoried as requested by the Board and a summary has been produced. Items on the stage are all recommended for retention since items no longer needed have been steadily disposed of. Regarding the Grove items, a variety of items that were in disrepair were disposed of when the cottage was emptied but it is possible that other items should also be disposed of.

Recommendation: **Board review of the stage inventory list and discussion of a plan concerning the Grove items.**

(4) Storage of Town Documents

At the last meeting, the Board agreed that I should pursue the potential rental of approximately 1,000 square feet of climate-controlled space for the storage of historic and archived Town documents. I have confirmed that a Town Meeting vote will be necessary in order to enter into the necessary lease. I am also presently awaiting cost information that I have solicited. Further, funding for fireproof filing cabinets, shelves, and moving expenses will be necessary. I am presently working to receive cost information from a vendor on the State contract relative to cabinets and shelves.

Recommendation: I will update the Board as necessary.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

No items.

J. Final Judgment

(1) Quarterly Report (*)

I have prepared the Quarterly Report due October 1, 2009. The Report updates the Department of Environmental Protection relative to the subdivision process for the area south of Robbins Island Road and relative to the letter that was sent to all tenants on July 23, 2009.

Recommendation: **Board approval to transmit the Report.**

K. Town Meeting, By-Laws, and Regulations

(1) Potential Special Town Meeting (*)

As requested by the Board, I have developed a list of potential article topics for a fall Special Town Meeting. The best date in early November appears to be November 9, 2009.

Recommendation: **Board discussion relative to choosing a date and opening the warrant.**

L. Legal Issues

No items.

M. Grants

No items.

N. Emergency Planning

(1) Cape Ann Emergency Planning Team Meeting

I attended the subject meeting on September 18, 2009 in Gloucester. The meeting featured a presentation from the Gloucester Health Director regarding the status of

the H1N1 virus in our area. The Planning Team has recently received “start-up” certification as the “Cape Ann Regional Emergency Planning Committee” or CAREPC. The REPC designation is necessary in order for our local group to compete for funding directly and serves as the formal, executive body for our regional planning efforts. The larger body of individuals conducting the actual planning will continue to be known as the “Cape Ann Emergency Planning Team” or CAEPT. The CAREPC is presently working on the next phase of certification known as “provisional” certification. The next CAEPT meeting will be held in late October and a meeting of local elected officials is being planned for November 12, 2009.

Recommendation: I will update the Board as necessary.

(2) Order of Succession and Delegation of Authority (*)

At the last meeting, the Board agreed that I should get advice from Counsel relative to the subject components of the draft Continuity of Operations Plan (COOP). Counsel has indicated that, regarding the Order of Succession, the Board’s eventual adoption of the COOP will suffice to officially set that order. Counsel has recommended that I succeed the third member of the Board of Selectmen followed by the Fire Chief (our Emergency Management Director) and then the Chief of Police.

Regarding the ability to delegate authority, Counsel recommends that each appointing authority with key staff that will likely be needed in an emergency assent in advance to the use of the COOP during the pendency of a given situation.

Recommendation: **Board discussion relative to this topic.**

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.