



## Town Administrator's Report Board of Selectmen's Meeting of Sept. 28, 2015

Report covers from September 12, 2015 to September 25, 2015

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

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### A. Town Department Reports/Requests

#### (1) Final Adjustments to Assessors' On-Line Parcel Map System

I met with Assessors Richard Cairns and Kurt Wilhelm, Mr. Tim Fountain of Cartographic Associates - CAI (our mapping vendor), and Mr. Wayne Peterson of Patriot Properties (our assessing system vendor and consultant) on September 23, 2015. The purpose of the meeting was to reconcile all aspects of the Assessors' database with a new, on-line digital parcel mapping system offered by CAI. During the meeting, we established a clear path to all technical efforts that must be undertaken before the mapping system will be offered to the public. Some work elements will be covered by Patriot at no cost, and other elements will require a fee, which we can cover via the Assessors' annual budget and/or the Town Technology Fund. We expect that the necessary work will be completed and the Assessors will be ready to implement the new map reference system by approximately January, 2016, at which time the new, on-line mapping tool will be opened up to the public.

*Recommendation:* I will update the Board as necessary.

#### (2) Upcoming Appointments with Various Boards and Officials

At the last meeting, the Board agreed that the Board of Public Works, the Police Department, and the Finance Committee should attend an upcoming meeting to discuss management options for the Centennial Grove as we plan for next season. That appointment has been set up for the Board's meeting of November 2, 2015. Also, the Board agreed to start the meeting of November 30, 2015 at 6:00 p.m., at the Senior Center, in order to hold a public review session along with the Open Space Committee regarding the draft revised Open Space Plan. Further, the Board agreed that the Finance Committee, the Board of Assessors, the Town Accountant, and the Treasurer/Collector should attend an upcoming meeting to discuss the various recommendations of the Department of Revenue concerning the Department's recent Management Review Report. That appointment has been set up for the Board's meeting of December 14, 2015.

*Recommendation:* I will update the Board regarding each of these topics as necessary.

## **B. Computer Systems**

### (1) Continued Migration of Public Safety Users

After Internet quality of service issues were corrected during the week of September 7, 2015, I resumed the migration of police officers to the new, virtual platform in Melrose during the weeks of September 14 and 21, 2015. Presently, I have migrated 10 additional officers and will continue until all police and fire users have been migrated.

*Recommendation:* I will update the Board as necessary. Total time – 15 hours.

### (2) Assistance with Traffic Sign Board Output

The Police Department utilizes a digital sign board that is capable of logging traffic patterns. Recently, I was asked to assist with the connection of a printer for routine reports and the development of a system to save various graphs electronically for future reference. I worked with an officer on September 21, 2015 to provide these capabilities.

*Recommendation:* No further action is necessary. Total time – 1 hour.

### (7) Network Wiring for Lahey Building

Now that the Town has the right to enter our temporary Town offices quarters at 74 Martin Street, I have begun to assess the existing telephone and computer network wiring in the facility. I have verified that telephone and network lines lead from a central location to each of the offices and other spaces in the building. I will be working with a telephone contractor to understand which lines lead to which areas and to best advise Verizon when new lines are brought in. When Verizon eventually moves our existing numbers over to the building, we will be able to easily deliver each signal to the appropriate office. As for network wiring, individual runs were labeled very well, enabling me to test connectivity from a new, central switch that I installed through to hubs in each office.

*Recommendation:* I will update the Board as necessary. Total time – 2.5 hours.

## **C. Personnel**

No items.

## **D. Procurement/Ongoing Projects**

### (1) Preparation for Moving Services Quotation Process

Now that temporary spaces have been secured for both the Town Offices and the Library during the upcoming renovation of the building at 30 Martin Street, it is time to begin preparing for the actual move. To that end, the Library is investigating the potential use of a specialized, library moving service. Once a

quotation is received regarding that potential route, we will compare the cost to the available budget. It is also possible that general moving companies and volunteer packing services (such as high-school students) will be necessary to bring that task in on budget. I will be investigating the use of general moving services shortly.

*Recommendation:* I will update the Board as necessary.

(2) AMCO Quarterly Report

I completed and filed the subject report during the week of September 22, 2015 in my capacity as the Town's Affirmative Marketing Construction Officer (AMCO). The report is intended to document the Town's use of women and minority-owned businesses on State-funded construction projects. We had no such utilization this past quarter.

*Recommendation:* No further action is necessary.

**E. Insurance**

(1) Annual Property & Casualty Insurance Coverage Review

I met with our property & casualty insurance representative on September 23, 2015 for our annual review of coverage. As usual, she reviewed each line of coverage and asked a variety of questions aimed at determining whether any changes were in order. We determined that coverage levels are adequate and that no changes are therefore necessary.

*Recommendation:* No further action is necessary.

(2) Quarterly Building Self-Inspection Checklists

I have completed the subject checklists for the Town Hall and the Senior Center for the period ending September 30, 2015. The checklists are aimed at identifying safety hazards in buildings and taking correct active. No new hazards were identified.

*Recommendation:* No further action is necessary.

**F. Facilities**

(1) Site Visit Regarding Demolition of Dwelling at 153 Conomo Point Road

As the Board may recall, over the summer, the Conservation Commission had decided to continue a public hearing regarding the Board's application for a Request for Determination of Applicability for the demolition of the dwelling at 153 Conomo Point Road. In preparation for the continued hearing, which was held on September 22, 2015, I visited the site with Consulting Wetlands Scientist Michael DeRosa. This site visit enabled Mr. DeRosa to understand the Town's

goals and the details concerning the site, in order that he could provide professional input to the Commission at the hearing.

*Recommendation:* No further action is necessary.

(2) Conservation Commission Hearing, Demolition at 153 Conomo Point Road

I attended a continued Conservation Commission hearing on September 22, 2015, along with Town Counsel, Consulting Wetlands Scientist Michael DeRosa, and the Board of Selectmen, concerning the demolition of the dwelling at 153 Conomo Point Road. The Commission had continued the hearing after an initial meeting over the summer and desired additional information and input. As such, we returned to the Commission with technical, legal, and policy personnel and officials, in order to offer the Commission more complete answers to any remaining questions. The continued hearing resulted in the Commission issuing a negative determination, which means that the structure may be demolished without further wetlands permitting, as long as all of the Commission's conditions are met.

*Recommendation:* No further action is necessary.

(3) Survey for Asbestos, 153 Conomo Point Road

After the Essex Conservation Commission voted to permit the demolition of the structure at 153 Conomo Point Road under a Request for Determination of Applicability on September 22, 2015, the Board agreed that I should continue making arrangements for the demolition to actually occur. The next step in the process is for our industrial hygienist to survey the structure for the presence of asbestos so that an asbestos abatement contractor can eventually remove anything that is found. It is likely that the survey work will be completed during the week of September 28, 2015.

*Recommendation:* I will update the Board as necessary.

(4) Consideration of Removal of Evergreens in Front of Town Hall (\*)

At the last meeting, the Board briefly discussed a suggestion from our architect that the Town consider removing the two large evergreens in front of the Town Hall/Library building. The trees have become overpowering in relation to the building and it is possible that new, smaller trees could be planted as part of the overall renovation project. The Board asked that I contact various parties with a stake in this proposed action, including the Tree Warden and the Historical Commission. I also reached out to those involved with the annual Memory Tree ceremony, since one of the two trees is known as the Memory Tree.

According to a plaque on the building, the trees were planted in 1931 as a gift of the Essex Grange. The Tree Warden has indicated that, should tree removal be desired, a public hearing will need to be held. I have not heard anything from the

Historical Commission to date and those involved with the Memory Tree have agreed that replacing the current trees with smaller ones would still present a workable program.

*Recommendation:* Board discussion as necessary.

(5) Structural Repairs or Alterations to Folsom Pavilion (\*)

At the last meeting, the Board asked me to inquire with the North Shore YMCA as to whether the organization could assist the Town with structural repairs to the Folsom Pavilion at the Centennial Grove. I have learned that the YMCA does have skilled carpenters and the organization is willing to make them available to make small scale repairs. However, the job is very likely too large in scope for the YMCA crew to handle. The Chairman and I met YMCA personnel on site on September 22, 2015 to review the type of work that will be necessary. A proper repair would involve a large crew with specialized equipment and, given that the YMCA cannot handle such a project, the repair will be very costly, only to leave in place a structurally sound but otherwise dilapidated pavilion.

One idea is to leave the foundation and floor in place and demolish the superstructure. The town and/or the YMCA could consider a new superstructure in the future and the YMCA could use the floor as a gathering place, potentially with seasonal tents erected to provide shelter.

*Recommendation:* **Board discussion relative to the potential demolition of the building's superstructure and possible future solutions.**

(6) Delivery of Temporary Office Furniture to Lahey Building

Our used office furniture vendor has delivered to the temporary Town Hall quarters ample office furniture for use during our relocation in 2016. The vendor will return at another time to set the furniture up in the individual offices. Two of the workstations will be left disassembled and will be offered to the Library for use in the temporary Library quarters, when that space has been completed.

*Recommendation:* I will update the Board as necessary.

**G. Fiscal/Budget**

No items.

**H. Complaints**

No items.

## I. Meetings Attended

### (1) Informal Staff Meeting

I hosted the subject meeting as I do from time to time in my office on September 24, 2015. The meeting featured a discussion regarding the upcoming move to temporary quarters.

*Recommendation:* No further action is necessary.

### (2) Safety Committee Meeting

I attended the subject meeting on September 24, 2015, as a member of the Committee. The meeting featured a discussion regarding the establishment of new Safety Committee goals for the remainder of fiscal year 2016.

*Recommendation:* No further action is necessary.

## J. Final Judgment

### (1) Quarterly DEP Report

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I have produced the subject report for the quarter ending September 30, 2015. The report highlights the Board's plan for the Town Meeting to consider both property sales (on Robbins Island) and long-term leases (in the northern area) in May of 2016.

*Recommendation:* **Board vote to transmit the report.**

## K. Town Meeting, By-Laws, and Regulations

### (1) Continued Review of Draft Fall Town Meeting Warrant

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I have revised the Draft Fall Town Meeting Warrant in accordance with the Board's guidance from the last meeting. A change was made in the Essex bylaws that creates a standing Fall Town Meeting, to be held two Mondays before Thanksgiving, each year. Legally, the meeting is still known as a Special Town Meeting (as distinguished from the sole, Annual Town Meeting) but, unlike a Special Town Meeting in the most traditional sense, the Fall Town Meeting will occur on a known date that can be anticipated by voters and Town officials alike in any given year.

*Recommendation:* **Further Board discussion relative to the Draft Fall Town Meeting Warrant.**

## L. Legal Issues

No items.

## **M. Grants**

### (1) Downtown Boardwalk Project Quarterly Report

I prepared and submitted the subject report to the Seaport Economic Council during the week of September 21, 2015 for the period ending September 30, 2015. The report reiterates to the Council how we are presently awaiting Governor's release of the \$1.5M that was authorized by the State Legislature.

*Recommendation:* I will update the Board as necessary.

### (2) Additional Preparation for Green Community Designation

As the Board may be aware, one aspect of obtaining the Green Community designation from the State involves a letter from Town Counsel confirming that the Town meets certain zoning criteria, including as-of-right siting of alternative energy research and development businesses. The letter requires an overall zoning map as an attachment. Given that Essex does not have distinct zones but, rather, one general zone with several overlay districts, the Town Planner asked if I could work with our mapping contractor to create a custom map showing various features.

As such, I have worked with the Horsley Witten Group to provide our mapping contractor with shape files for the two Conomo Point zoning districts; I have provided our mapping contractor with a paper map of the Water Resource Protection District (for digitization); and I have queried the Assessors' database for existing and potential industrial development on lots over 50,000 square feet, the results of which I also provided to our mapping contractor. All of the above information will be illustrated on a single map, which will serve as the zoning map required by the grant program.

*Recommendation:* I will update the Board as necessary.

## **N. Emergency Planning**

### (1) Essex Regional Emergency Communications Center Joint Board Meeting

I attended a joint meeting of the Finance Advisory Board (FAB), the Police Advisory Board, and the Fire Advisory Board in my capacity as Chairman of the FAB on September 18, 2015. The joint meeting was called in an effort to streamline communication among the three boards and to look at potential future changes in structure that will allow the Center to operate more efficiently. At the meeting, much discussion was held regarding issues of common interest. The joint nature of the meeting did enable the groups to accomplish more than the current system that requires each board to handle an item individually and then coordinate with other boards. Another joint meeting has been scheduled in October.

*Recommendation:* I will update the Board as necessary.

**O. Other Items**

No items.

*This report is available at [www.essexma.org](http://www.essexma.org) on the morning after any regularly scheduled Essex Board of Selectmen's Meeting.*