



## Town Administrator's Report Board of Selectmen's Meeting of October 3, 2016

Report covers from September 24, 2016 to September 30, 2016

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

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### A. Town Department Reports/Requests

No items.

### B. Computer Systems

No items.

### C. Personnel

No items.

### D. Procurement/Ongoing Projects

#### (1) Weekly Construction Meeting

I attended the subject meeting concerning the ongoing Town Hall/Library renovation project on September 28, 2016. The contractor is presently focusing efforts on masonry punch list items, cold weather preparation, exterior siding, and exterior painting preparation. Rough-ins for subcontracted trades are substantially complete.

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

#### (2) Commencement of Permitting Phase, Northern Conomo Pt. Project (\*)

At the last meeting, the Board approved our landscape architect's overall program for the improvements at northern Conomo Point. As such, I have begun to work with him regarding a set of plans that may be used during the permitting process. His subcontracted engineering firm will utilize the plans to develop a Notice of Intent for the Conservation Commission and I will work with all parties and Town Counsel to prepare for the necessary Planning Board Special Permits. Our designer has provided the Board with an updated set of schematic designs so that the Board can be sure about all program elements and spatial planning at this stage, before any more work is done. I am working with personnel from the DEP Waterways Program to learn more about what is covered by our existing Chapter 91 License for the site at 153 Conomo Point Road.

*Recommendation:* **Board discussion relative to the status of the schematic design plans, verifying all program elements and spatial planning. Also, the Board should begin to discuss preparing for permitting and what that effort will entail.**

(3) Proposal for Public Safety Site Engineering Review

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At the last meeting, the Board agreed that we should work with engineering firm Reinhardt Associates to obtain a scope of work and cost proposal for reviewing engineering issues associated with the future location of the public safety building. It is possible that a new building could be constructed at the site on John Wise Avenue (which Reinhardt studied in detail in the past). It is also possible that a new building could be sited any place between the Town Hall at 30 Martin Street and the far side of the existing public safety building at 24 Martin Street. Considering the zone along Martin Street could require the reconfiguration of Shepard Memorial Drive and the relocation of utilities, among other areas of study.

John MacMillan, a principal with Reinhardt Associates will meet the Chairman and me out at the site on October 6, 2016 to develop a scope of work to and provide a cost estimate in advance of the Fall Town Meeting. We have invited the Superintendent of Public Works and the Board of Public Works to attend this site visit as well.

***Recommendation:* Board discussion relative to any elements that should be included in the scope of work.**

(4) Cost Estimates for Folsom Pavilion Renovation/Replacement

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At the last meeting, the Board received a presentation from McGinley, Kalsow & Associates regarding the various considerations involved when comparing whether to replace the Folsom Pavilion outright versus renovating the existing building in place. It became apparent that the cost for accomplishing either option may be similar (firm is working on those figures) but that the expected longevity of the building would probably be superior if outright replacement is selected. The Board plans to select an option with input from the Historical Commission between now and the Fall Town Meeting.

***Recommendation:* Board discussion relative to the pros and cons of each option and relative to the schedule for selecting an option with the Commission.**

(5) Finalization and Release of General Furniture Bid

I will finalize the Invitation for Bids for general furniture for the Town Hall and Library and the document will be released to prospective bidders on October 10, 2016. I will conduct a site visit to allow bidders to make custom measurements on November 2, 2016 at 10:00 a.m. Bids will be due by no later than 1:00 p.m. on November 9, 2016. The pricing that is obtained via this bid effort can be compared to similar items that may be available on the State Contract. In addition, should the cost of the items exceed the present appropriation, we will have a chance to increase that amount at the Fall Town Meeting.

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

#### **E. Insurance**

No items.

#### **F. Facilities**

##### (1) Potential Demolition of Structures at 4 and 8 Conomo Lane (\*)

The structures at 4 and 8 Conomo Lane will need to be demolished if the Board would like to prepare the parcels for some type of public re-use, such as additional parking. If the Board would like me to begin the lengthy permitting process, that could be started now, with an eye toward April demolition work.

***Recommendation:* Board discussion relative to the potential commencement of demolition permitting on each of the properties.**

##### (2) Fall Hours for Public Restrooms

The Memorial Park public restrooms will go to an 8:30 a.m. to 5:00 p.m. schedule, Monday-Thursday for the month of October. The restrooms close for the season as of November 1. I have coordinated this usual schedule change with the Town Custodian and the Chief of Police. Restrooms will open for the spring as of April 1, 2017.

*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) Continued Review of Draft Town Meeting Warrant (\*)

I have revised the Draft Fall Town Meeting Warrant further based upon the Board's guidance from the last meeting. The Board is scheduled to sign the warrant at their meeting of October 18, 2016 (meeting was moved out one day from October 17).

*Recommendation:* **Further Board discussion relative to the draft warrant.**

## **L. Legal Issues**

### (1) Coordination of Liquor License Transfer

In the absence of the Selectmen's Assistant, I have worked with a local law firm to prepare for hearing the potential transfer of the all-alcohol package store license from Essex Wine & Spirits at 65 Eastern Avenue to Schooner's Market (which presently only holds at wine and malt license) at 121 Eastern Avenue. The transaction results in a transfer of license, change of location, and change of license category. The public hearing on this matter will be held by the Board, in its capacity as Licensing Board, on October 18, 2016. All abutters were notified and the hearing has been advertised in the newspaper.

*Recommendation:* No further action is necessary at this time.

## **M. Grants**

### (1) Municipal Small Bridge Grant Program (\*)

The Massachusetts Department of Transportation (DOT) has announced major funding for a program to aid in the replacement of municipal bridges between 10 and 20 feet in length. The Department of Public Works sees the bridge that allows the Alewife Brook to cross under Landing Road as a very high priority replacement project and the DOT program does acknowledge that bridge as eligible. In addition, the Ipswich River Watershed Association (IRWA), through ongoing work, has identified the same bridge as one that could be modified to improve both environmental quality and coastal resiliency. The Superintendent of Public Works and I met with IRWA personnel on September 26, 2016 to review how that organization's work could facilitate a high quality grant application.

I have spoken with the DOT program manager for the grant program and have learned that the Town would perhaps fare well given the need for replacement, the coastal resiliency and environmental improvements, and the fact that the bridge in question is necessary to access critical DPW infrastructure and capabilities. While no cost match is required, the grant maximum is \$500,000 per project, which means that the Town would likely need to find other, non-State funding, provide local funding, or both.

The ongoing IRWA work will produce a conceptual design plan for the replacement toward the end of this calendar year. Therefore, we would apply to the February grant round and we would hope to have a cost estimate developed by an engineering firm by then. If the grant is funded, that engineering firm would be awarded the contract for the project. We will have met with a potential engineering firm by meeting time.

***Recommendation:* Board discussion relative to gearing up for a potential grant application.**

(2) Final Regional Task Force Meeting, Super Storm Sandy Grant

I attended the subject meeting along with Chairman O'Donnell and Chief Silva on September 26, 2016. This was the final such meeting and was intended to wrap up the local input portion of the grant. Personnel from the National Wildlife Federation and from the Ipswich River Watershed Association led the group through a summary of the project from inception, to date. Later, personnel lead break-out groups specific to each community to collect final input regarding coastal resiliency strategies at a very detailed level. The grant will culminate with the release of a regional coastal resiliency adaptation plan in May of 2017.

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

(3) Massachusetts Downtown Initiative (MDI) Grant Parking Study

At the present meeting, personnel from Nelson/Nygaard will present to the Board the results of the subject study. As the Board may recall, a working group composed of Town officials and downtown stakeholders had been helping to steer the consultant's efforts. That group discussed the results via conference call on September 30, 2016 and provided some minor comments that will be captured in the final presentation.

*Recommendation:* The consultant will attend the meeting to present the final report to the Board.

**N. Emergency Planning**

No items.

**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.*