



Town Administrator's Report Board of Selectmen's Meeting of October 18, 2016

Report covers from October 1, 2016 to October 14, 2016

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

A. Town Department Reports/Requests

No items.

B. Computer Systems

(1) Commencement of Cyber Security Testing and Training

I participated in a kick-off telephone conference with our cyber security engineering consultant on October 12, 2016. Our consultant will begin work that will test whether any of our Internet-facing devices can be penetrated using various techniques. We will receive a confidential report when that work is completed and we will take any and all measures necessary to address any concerns. Also, our contractor will be testing the vigilance of our computer users by deploying a variety of e-mail and telephone simulated threats and information phishing trials. Training will be provided to our users based upon what we learn from that work.

Recommendation: I will update the Board as necessary.

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Weekly Town Hall/Library Project Meetings

I attended the subject meetings on October 5 and 12, 2016. The contractor is presently working diligently to complete exterior siding, both installation and staining. The painting contractor is also preparing and priming large sections of exterior trim. Much interior plastering has been completed and it appears that a relatively small quantity of additional plastering that was not carried in the base bid will be necessary. The contract carries unit pricing for the extra plaster work and our architect is working on generating approximate pricing. A similar calculation may need to be done for exterior trim if some elements go beyond the base quantities. Heating, elevator, and electrical work continue.

Recommendation: No further action is necessary.

(2) Follow-up Regarding Replacement of Town Hall Second-Floor Bubbler (*)

While the Board did not approve of the replacement of the Town Hall second-floor bubbler (as opposed to re-using the old, first-floor bubbler in that location) at the meeting of September 26, 2016, the contractor did still begin the pricing process.

Recommendation: Final Board consideration of the bubbler replacement proposal – cost should be available by meeting time.

(3) Change Order Proposal for Installation of Bathroom Cabinet/Brackets (*)

The point of use hot water heater in the new, first-floor restroom that is directly off of the Town Hall lobby must be located under the sink in an area that will be visible from the lobby. As such, our architect is recommending the installation of a cabinet to conceal the heater and its associated piping. Also, all of the new bathroom sinks must have new support brackets installed due to a recent change in code. The cost of these items will be \$1,952.

Recommendation: Board approval of this necessary, additional work.

(4) Change Order Proposal for Installation of Exterior Hose Spigot (*)

The former hose spigot for Town Hall was actually coming out through a boarded-up window. As such, a new spigot needs to be installed in a proper location for future watering needs and will require core drilling through the stone foundation. The cost of this work will be \$1,668.94.

Recommendation: Board approval of this necessary, additional work.

(5) Change Order Proposal for the Repair and Repainting of Post Lights (*)

The Board has already approved this work, provided the cost was less than \$2,000. The actual price from the contractor is \$1,420.42.

Recommendation: Formal board approval of this work.

(6) Pricing for Replacement of Library Lighting Fixtures (*)

At the last meeting, the Selectmen and the Board of Library Trustees agreed that the Library would solicit an industry estimate for the potential replacement of the Library lighting fixtures after the general contractor completes the renovation project. It will also be possible to get a quotation through our general contractor as a potential change order. Presently, I am waiting for an electrical contractor to provide the industry estimate, taking into account the prevailing wage.

Recommendation: Board discussion as necessary.

(7) Schedule for Upcoming Northern Conomo Point Permitting (*)

We submitted to the Town Clerk a complete Special Permit application package for the Planning Board Special Permits that are needed for the public waterfront access improvement project that is proposed for 138 and 153 Conomo Point Road. The public hearing for the Special Permits will be held on November 16, 2016 and the Planning Board will perform a completeness review on our application at its meeting of October 19, 2016. Also, by October 18, 2016, our engineering consultant will be submitting a complete Notice of Intent to the Essex Conservation Commission regarding the project. The public hearing regarding that filing is expected to occur on November 1, 2016.

Recommendation: **Board discussion as necessary.**

E. Insurance

(1) Monthly Pothole Log

Now that we are approaching the fall and winter seasons, the DPW is again providing me with copies of monthly pothole logs which document problems and repairs. I have received the September log and I have forwarded it to our insurer as part of the MIIA Rewards Program.

Recommendation: No further action is necessary.

(2) Quarterly Facility Self-Inspection Forms

I completed the subject forms for the quarter beginning October 1, 2016 for the temporary Town Hall and for the Senior Center. The forms are discussed at our quarterly Safety Committee meetings. I commented on some recent HVAC repairs at the Senior Center and some recent outdoor lighting repairs at the temporary Town Hall.

Recommendation: No further action is necessary.

(3) Annual Review of Insurance Coverage

I met with our insurance agent from the Massachusetts Interlocal Insurance Association (MIIA) on October 5, 2016. As is the case each year, we reviewed the Town's various lines of coverage and confirmed limits. This year's discussion focused on the need to extend the Builder's Risk insurance policy that is presently in force for the Town Hall/Library renovation project through January 31, 2017. With the prospect of finishing the third floor of Town Hall, the project will likely go through the end of April, 2017. The present cost estimate for the Builder's Risk extension is \$8,000, which should be carried in the figure that the Fall Town Meeting will consider.

Recommendation: No further action is necessary.

F. Facilities

(1) Demolition Preparation, 4 and 8 Conomo Lane

At the last meeting, the Board agreed that I should begin the long list of preparations necessary to potentially demolish the structures at 4 and 8 Conomo Lane in the early spring of 2017. As such, I visited both properties with our industrial hygienist on October 12, 2016 so that he can provide us with cost proposals for the necessary asbestos survey work. I expect to have his proposal in the near future.

I have also begun to coordinate with the Historical Commission regarding whether the age of either structure would trigger any delay under the demolition delay bylaw. Delay is very possible and, after they visit the properties, the Commissioners may recommend that course of action.

Further, I have applied to the Conservation Commission with a Request for Determination of Applicability under the Wetlands Protection and Rivers Acts and I am working with National Grid on a “no gas” certification letter and the removal of the existing electrical services and meters.

Recommendation: I will update the Board as necessary.

(2) Cost Figures for Folsom Pavilion Preservation/Replacement Options

Our architect has provided to the Board the cost estimates for two options regarding the Folsom Pavilion at the Centennial Grove. One option involves the preservation of the existing structure and the other option involves the outright replacement of the structure. The Essex Historical Commission will be joining the Board to discuss the figures at the present meeting.

Recommendation: Discussion of the options with the Historical Commission at the present meeting.

(3) Cost Proposal for Engineering Study Concerning 24-30 Martin Street (*)

Chairman O'Donnell and I met with engineer John MacMillan of Reinhardt Associates, the Police Chief, and the Fire Chief on October 6, 2016. We met in the vicinity of 24 and 30 Martin Street so that Mr. MacMillan could get an idea of the services necessary to study various possible building envelope and street configurations associated with the future siting of the Fire and Police Headquarters building. Mr. MacMillan made various suggestions and has since provided us with a cost proposal for the necessary engineering services. The cost for the work will be just under \$10,000 and some contingency funds should be carried in the event additional work is desired once the various options are provided.

Recommendation: Board review of the scope of work and cost proposal provided by Reinhardt Associates.

(4) Winterization of Centennial Grove

The Department of Public Works has begun the process of removing floats from the lake and will turn off and winterize the seasonal water system soon. I have made arrangements with a plumbing contractor to blow out the pipes at the Cottage for the winter. I have also made arrangements with our irrigation contractor to blow out the Field of Dreams sprinkler system. The Selectmen's Assistant will manage the removal of the portable toilets.

Recommendation: No further action is necessary.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

(1) State Dredge Team Meeting (*)

I was invited to attend the State Dredge Team meeting in Boston on October 13, 2016. The meeting included representatives from Massachusetts Coastal Zone Management, the Massachusetts Department of Environmental Protection, the US Army Corps of Engineers, MassPort, and others.

At the meeting, I was allowed to present the Town's current status with respect to dredging needs and the group discussed the potential for the Army Corps to conduct a Beneficial Use Study for the re-use of materials that may be dredged from the Essex River. Generally, we will know more about the funding of the study in the coming weeks. It is possible that the study will point back to traditional land or offshore disposal from a cost perspective and it will be important to determine if Federal funding for coastal resiliency implementation will be available in time for our needs.

Recommendation: Board discussion as necessary.

J. Final Judgment

(1) Official Close-out of the Essex Consent Decree (*)

As the Board is aware, the only aspect of the original Consent Decree (Final Judgment), signed in 1996, that remains active is the Conomo Point Plan. Each

quarter, the Town still develops a report that is sent to the DEP concerning progress in that area. Recently, Mr. David Ferris of the DEP contacted me to indicate that the Town has made sufficient progress in this last area to allow the Department and the Office of the Attorney General to consider formally dismissing the case.

The Board of Health has promulgated a Northern Conomo Point Wastewater Management District Local Regulation that will continue to require inspections and upgrades in the leased portion of Conomo Point to the far north. As such, the Department is satisfied that the property will be managed properly going forward. At this time, I am working with Town Counsel to have a letter developed asking the Office of the Attorney General to formally dismiss the case on the grounds that all requirements have been met.

Recommendation: **Board discussion as necessary.**

K. Town Meeting, By-Laws, and Regulations

(1) Fall Town Meeting Warrant

I have revised the Fall Town Meeting Warrant per the Board's guidance from the last meeting and Town Counsel's final comments.

Recommendation: Board approval and signature of the warrant per the posted agenda.

L. Legal Issues

(1) Quarterly Review of Executive Session Minutes

The Chairman has reviewed the Executive Session Minutes for the last quarter and prior. No new minutes are suitable for public release at this time.

Recommendation: No further action is necessary.

M. Grants

No items.

N. Emergency Planning

No items.

O. Other Items

(1) Columbus Day Holiday

The office was closed on October 10, 2016, in observance of the subject holiday.

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