



## Town Administrator's Report Board of Selectmen's Meeting of October 19, 2015

Report covers from October 3, 2015 to October 16, 2015

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

---

### A. Town Department Reports/Requests

No items.

### B. Computer Systems

#### (1) Installation of Internet Point of Presence in Temporary Town Hall Quarters

Given that the entire Town office operation will move from 30 Martin Street to 74 Martin Street during the upcoming building renovation, it will be necessary for the temporary quarters to be set up as a satellite location via a virtual private network (VPN) connection to the Town's IT infrastructure. To that end, on October 15, 2015, Comcast installed the necessary, high-speed Internet connection. I am presently working to schedule our networking expert to add the VPN into our system using routers that I had already purchased and located in the temporary space.

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

### C. Personnel

No items.

### D. Procurement/Ongoing Projects

#### (1) Town Hall/Library Renovation Design Review Meeting (\*)

I met with our Project Manager and our architect on October 5, 2015 to review progress on a revised cost estimate made possible by the completion of the Design Development phase of our architect's work. Most items have come in as expected when compared against the original estimate. However, in order to support the load of a future third floor above the second-floor offices, columns will need to be installed from the second floor ceiling to the basement. This structural work was not anticipated at earlier design stages but can likely be offset by using the Green Community grant that we are expecting to receive to defray some of the energy efficiency aspects of the project.

*Recommendation:* **Board discussion as necessary.**

(2) Moving Quotations for Town Hall/Library Relocation

I have now solicited a total of five quotations from general movers to move all of the contents of the Town offices and the Library to two, different temporary quarters this coming January. Each quotation will include the cost to pack and to move each of those spaces and each mover has toured the building. In addition, the Library sought a quotation for specialized moving services relative to handling the Library move separately. I expect to have a summary of the various quotes for the next meeting.

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

**E. Insurance**

(1) Monthly Pothole Log

Now that we are moving back into the fall and winter, I have obtained a copy of the September pothole log from the Department of Public Works and have provided to our insurer as part of the MIA Rewards Program. No new potholes were reported during September.

*Recommendation:* No further action is necessary.

**F. Facilities**

(1) Winterization of Centennial Grove

I arranged for our plumbing contractor to drain the water from the pipes at the Centennial Grove Cottage during the week of October 5, 2015. In addition, the Superintendent of Public Works has arranged to remove the two floats from the water. The Selectmen's Assistant will arrange the removal of the portable toilets with that contractor and our irrigation system contractor will winterize the Field of Dreams sprinkler system on November 17, 2015.

*Recommendation:* No further action is necessary.

(2) Asbestos Survey, 153 Conomo Point Road

Our industrial hygienist surveyed the structure at 153 Conomo Point Road for the presence of asbestos containing materials on October 7, 2015. Care was taken to seal any exterior holes that were introduced as part of the survey and sampling work. In a few weeks, we will receive a comprehensive report regarding which materials need to be removed and I can solicit quotations from asbestos removal contractors to actually have the removal work done.

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

(3) Causeway Lighting Update

(\*)

At the last meeting, the Board asked that I investigate the possibility of installing bollard-style lighting in the vicinity of the Essex Causeway instead of lantern-style lighting (which could cost as much as \$10,000 per fixture, installed). I have reviewed the matter with a lighting supplier and will have more information regarding available styles and a cost range, including installation, by meeting time.

*Recommendation:* **Board discussion as necessary.**

**G. Fiscal/Budget**

No items.

**H. Complaints**

No items.

**I. Meetings Attended**

No items.

**J. Final Judgment**

(1) School Budget Group Meeting

(\*)

I attended the subject meeting on October 13, 2015 along with Finance Committee member Mark McKenna. The group begins meeting each fall to collaboratively work out budget issues among School District, Essex, and Manchester officials. At this first meeting of the season, the group generally discussed the major issues facing each entity and all parties acknowledged that last year's funding actions should set up this year's increase to be relatively modest in order to carry the present program forward. The School Committee will also lay out for the public other options that could be selected to improve the District's program.

*Recommendation:* **Board discussion as necessary.**

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

(1) Legal Review of Proposed Revisions to Essex Sign Bylaw

Given that the Planning Board intends to bring forward to the Fall Town Meeting a revision to the Town's Zoning Bylaws regarding signs, Town Counsel discussed the draft with me and the Chairman of the Planning Board on October 5, 2015. In addition, the Planning Board held a public hearing on the matter on October 7, 2015. Between Town Counsel's comments and comments collected at the public hearing, the Planning Board made some changes to the original version in order to

arrive at the draft that, after final Counsel review, have been incorporated into the Fall Town Meeting warrant.

*Recommendation:* No further action is necessary.

(2) Approval and Signature of Fall Town Meeting Warrant

I have prepared a final version of the Fall Town Meeting Warrant per the Board's guidance from the last meeting. The Finance Committee will attend the present meeting to review relevant portion of the warrant prior to approval and signature.

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

(3) Continued Review of Town Landing and Municipal Lot Regulations (\*)

As the Board may recall, the Town Clerk and the Chief of Police attended the Board's meeting of September 28, 2015 to discuss the best way to communicate parking restrictions at the Municipal Parking Lot. At this point, I recommend that the Board review the current regulations that are in place for the Town Landing and the Municipal Parking Lot (which are related) and make any clarifications that are deemed necessary. After any changes are made, better communication of the rules could be accomplished by a combination of improved signage and by literature handed out by the boat ramp attendant.

*Recommendation:* **Additional Board discussion as necessary.**

## **L. Legal Issues**

(1) Quarterly Review of Executive Session Minutes

I have discussed the status of the Board's executive session minutes with the Chairman, as is the case at the end of each quarter. The Chair is not recommending the release of any additional minutes at this time.

*Recommendation:* No further action is necessary.

## **M. Grants**

(1) Green Community Designation

Town Planner Matt Coogan has now assembled all of the necessary elements for the Town to apply for Green Community status, which will also provide approximately \$140,000 in grant funds. I have assisted with the development of a customized Town zoning map, some of the features from which will appear on the Town's on-line digital parcel map viewer when that is released in January. Mr. Coogan has also forwarded for the Board's approval the Town's Energy Reduction Plan.

*Recommendation:* Approval of the Energy Reduction Plan per the posted agenda.

## **N. Emergency Planning**

### (1) Regional Dispatch Center Monthly Meeting

I attended a joint meeting of the Essex Regional Emergency Communications Center Executive Board (which I chair), Finance Advisory Board (which I also chair), Fire Advisory Board, and Police Advisory Board on October 16, 2015. The Boards have been meeting jointly in order to optimize the sharing of information and opportunity for inter-board discussion. The meeting featured a discussion regarding whether to keep the present records management and computer-aided dispatch systems in place versus moving to a new vendor. In addition, the group discussed a recent newspaper article suggesting that the future of the Center is somehow in doubt.

Relative to the question of continuing to use the present software, additional analysis is necessary to explore recent strides at improvement by the current vendor versus other available products. Also, contrary to the recent article, representatives of the five communities are not doubting the future of the Center whatsoever and all are looking forward to continued improvement and efficiency.

*Recommendation:* No further action is necessary.

## **O. Other Items**

### (1) Columbus Day Holiday

The office was closed on October 12, 2015 in observance of the subject holiday.

*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.*