



## Town Administrator's Report Board of Selectmen's Meeting of Nov. 14, 2011

Report covers from November 5, 2011 to November 11, 2011

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

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### A. Town Department Reports/Requests

#### (1) Youth Commission Seasonal Programs

At the last meeting, the Board asked that I discuss with the YMCA the potential for that organization to become involved in seasonal youth activities programming. For example, this past Halloween, no event was held. I contacted the YMCA and I will be meeting with staff on November 16, 2011.

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

### B. Computer Systems

No items.

### C. Personnel

No items.

### D. Procurement/Ongoing Projects

#### (1) Downtown Planning Consulting

Our downtown planning consultant has provided a final report entitled "Pocket Parks and Design Recommendations". The Board reviewed the report at its last meeting and it was agreed that the report required review by the Long Term Planning Committee and perhaps some additional detail regarding standard signage as an addendum. I have transmitted the report to the LTPC for review and comment. After final review, the Board will begin to adopt aspects of the uniform design recommendation, starting with standard signage for the sponsorship of various public areas.

As part of the Board's discussion, the need for standard signage regarding those who care for various public areas as "sponsors" was addressed. Presently, the Board is asking that no signage be placed at the new pocket parks until they can review the list of all entities desiring to participate and until they can approve a standard sponsorship sign design. All such signs have been removed for the time being. Also, as for those who have been sponsoring other public areas for some time now, the Board asked that I inform all parties that they will eventually be asked to replace their usual signs with signs that meet the new standard, once adopted. I have informed the parties as requested.

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

(2) Potential Acquisition of Lahey Clinic Property (\*)

At the last meeting, the Board opened a single proposal for the acquisition of real property for the relocation of Town offices. The proposal was from Shalom Realty Trust, owner of the Martin Street property known as the “Lahey” property (the long-time home of the Lahey clinic). The Board assigned an overall rating to the proposal of “Highly Advantageous” and asked that the Chairman and I discuss with the property’s representative the issue of proposal price (\$599,999) and hazardous materials clearances. The requested discussion was held on November 10, 2011.

*Recommendation:* **Board discussion as necessary – potentially in executive session.**

(3) Successor Solid Waste Contract (\*)

The Board of Public Works has reviewed the offerings of Covanta, our present solid waste contractor, for a successor contract. The Board of Public Works is in favor of proceeding with Covanta and has asked the Selectmen to provide input on various options and terms.

*Recommendation:* **Board discussion relative to the specific makeup of a successor contract.**

## **E. Insurance**

(1) Monthly Freeze-up Prevention Checklists

I completed the subject checklists for the various Town buildings during the week of November 7, 2011. The checklists are used to detect conditions that could contribute to frozen pipes and I complete them from November through March each season. I have provided the November checklists to our insurer as part of the MIA Rewards Program.

*Recommendation:* No further action is necessary.

## **F. Facilities**

(1) Parking Signage at Conomo Point (\*)

At the last meeting, the Board reviewed some draft parking signs for Conomo Point. At the Board’s request, I made various changes and had the revised drafts reviewed by the Superintendent of Public Works and the Chief of Police. After incorporating comments, I have developed a new set of signs for the Board’s review.

*Recommendation:* **Board review of the revised draft signage.**

(2) Annual Fire Extinguisher Inspection and Maintenance

I have asked our fire extinguisher contractor to conduct the usual inspection and maintenance of extinguishers in Town Hall, the Senior Center, and at DPW facilities. The work will likely be scheduled for the month of December.

*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) Final Town Meeting Motions (\*)

I met with the Town Moderator to go over the Town Meeting Warrant on November 10, 2011. I have now also developed draft final motions for the Board's review prior to the Special Town Meeting.

*Recommendation:* **Final Board discussion of the Special Town Meeting motions.**

**L. Legal Issues**

(1) Potential Acceptance of Lowe Hill Road as a Public Way (\*)

The Planning Board has provided the Board with a memo regarding their recommendation to proceed with the acceptance process. The memo does list several suggestions. Presently, the interested parties are in the process of assembling documents pertaining to the original subdivision and land ownership.

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

**M. Grants**

No items.

**N. Emergency Planning**

No items.

**O. Other Items**

(1) Veterans' Day Holiday

The office was closed on November 11, 2011 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.*