



Town Administrator's Report Board of Selectmen's Meeting of Nov. 28, 2016

Report covers from November 12, 2016 to November 25, 2016

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

A. Town Department Reports/Requests

(1) Approval of Notice of Intent for Northern Conomo Point Project

I attended the Conservation Commission's second session regarding the Notice of Intent for the public waterfront access improvement project at northern Conomo Point on November 15, 2016, along with Chairman O'Donnell. The Commission had continued the initial hearing session to allow our consultant to provide more information pertaining to the Commission's questions and questions from the Department of Environmental Protection and the Division of Marine Fisheries. This second presentation was well received and the Commission voted to approve the project, subject to the issuance of an Order of Conditions at the Commission's upcoming meeting on December 6, 2016.

Recommendation: No further action is necessary.

(2) Approval of Special Permit for Northern Conomo Point Project

I attended the public hearing for Special Permit associated with the subject public waterfront access improvement project on November 16, 2016, along with Chairman O'Donnell, Selectman Doane, our project consultants, and Town Counsel. The permit is necessary because municipal recreational facilities are not allowed by right in the Town's general zone. The Planning Board approved the Permit and the Board's decision will be voted on at their meeting of December 7, 2016.

Recommendation: No further action is necessary.

(3) Bid Process for Northern Conomo Point Project

I will be working with our landscape architect to undertake the bid phase of the subject process by late December, 2016. We expect bid packages to be made available as of December 28, 2016, with bids due on February 1, 2017. I have produced the Town's front end of the bid package and the Copley Wolff Design Group will provide the necessary plans and specifications. I will advertise the project in the necessary places.

Recommendation: I will update the Board as necessary.

B. Computer Systems

No items.

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Contract for Site Engineering Options, 24-30 Martin Street (*)

Now that the Fall Town Meeting has appropriated funding for a comparison of various site engineering options for Memorial Park and a future new fire/police headquarters building, I have worked with engineering firm Reinhardt Associates to finalize a contract for these services.

Recommendation: **Board signature of the contract with Reinhardt Associates.**

(2) Purchase of Automatic Electronic Defibrillators (AEDs) (*)

The recent Fall Town Meeting appropriated funding for AEDs to be placed in the Town Hall, the Water Filtration Plant, and the DPW barn. The Fire Chief has obtained a quote from a State Contract vendor for the equipment, which will include wall mounting boxes.

Recommendation: **Board vote to authorize the order.**

(3) Weekly Construction Meetings, Town Hall/Library Renovation Project

I attended the subject meetings on November 16 and November 23, 2016. The contractor is presently completing exterior work after poor weather moved work inside for a few days. The last major exterior element is roofing, which is expected to be completed by the end of November. Attention will then switch to the interior, which will include the complete finishing of the third-floor meeting hall.

Recommendation: No further action is necessary.

E. Insurance

No items.

F. Facilities

(1) Survey for Asbestos, 4 and 8 Conomo Lane

Our industrial hygienist sampled all structures at 4 and 8 Conomo Lane on November 18, 2016 and the sample are presently being analyzed for the presence of asbestos. Results and a full report, with estimated abatement costs should be available within two weeks and I will then conduct procurement for an abatement contractor to remove any asbestos found.

Recommendation: I will update the Board as necessary.

(2) Review of Heating Systems in Town Buildings

As the Board may recall, our insurer undertook a pilot project that collected information about the heating systems in the Town Hall, the Fire/Police Headquarters, and the Water Filtration Plant. That study has now been completed and, of the three buildings, only the Fire/Police Headquarters would benefit cost-wise from an upgrade to an ultra-high-efficiency gas boiler.

The Town Hall is already getting that type of upgrade as part of the renovation project (the study began just after the old system was removed). The Water Filtration Plant's boiler, while old, is in excellent condition and the payback for an upgrade would not be realized until beyond the expected service life of the replacement. So, for that building, it is recommended that the boiler simply be replaced as the existing unit begins to fail in the future. Given that the Fire/Police Headquarters building itself may be completely replaced in the near future, the existing boiler system should remain in place, even though it is inefficient. Any replacement building will definitely incorporate an ultra-high-efficiency gas boiler.

Recommendation: No further action is necessary at this time.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

(1) Great Marsh Coalition Sea Level Rise Symposium

I attended the subject symposium at Woodman's as a speaker and panelist along with Chairman O'Donnell on November 17, 2016. The symposium is dedicated to presenting the latest science with respect to sea level rise impacts and to discussing how communities should prepare for those impacts. I gave a presentation regarding the most important issues facing the towns of Essex, Ipswich, and Rowley and I participated as a panelist in a discussion regarding what to anticipate and what steps are recommended for our region.

Recommendation: No further action is necessary.

(2) Conversation with Ipswich Officials Regarding Dredging Readiness

The Ipswich Chief of Police (Harbormaster), his lieutenant, and a member of the Ipswich Waterways Advisory Committee met with me on November 21, 2016 to discuss the steps Essex has taken to prepare for potential future dredging. Ipswich is not as far along in the process and is interested in taking similar steps toward readiness. Given the high interest in both dredging and coastal resiliency in our area, it is likely that a regional approach where communities express common goals will serve to move things forward more rapidly.

Recommendation: No further action is necessary at this time.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

No items.

L. Legal Issues

(1) Grant of Easement to National Grid for Replacement of Electric Line (*)

Now that the Fall Town Meeting has voted to authorize the Selectmen to grant an easement to National Grid to allow for the upgrade of the electric line along Centennial Grove Road, Town Counsel and National Grid are working out mutually-acceptable language for the easement.

Recommendation: **Board vote to sign the easement paperwork, once in a form recommended by Town Counsel.**

(2) Cable Franchise Agreement Renewal Proposal (*)

As the Board may recall, through Town Counsel, the Cape Ann Regional Cable Advisory Committee had made a proposal to Comcast for a successor cable franchise agreement (for ten years starting in 2017). Comcast has since provided the Town with its own proposal, which differs considerably from the request made by the Committee. Presently, Town Counsel is reviewing the Committee's proposal versus Comcast's much pared down response so that we can engage Comcast in further negotiations.

Recommendation: **Board discussion as necessary.**

M. Grants

(1) Massachusetts Downtown Initiative Grant Proposal

(*)

The Town Planner developed a grant proposal to the Massachusetts Downtown Initiative (MDI) – a State grant program – during the week of November 14, 2016. The proposal is seeking technical assistance to help outline and create a mixed-use zoning district to encourage local small businesses and residential development in the downtown area. Chairman O'Donnell signed the application and it has been submitted for review by the Department of Housing and Community Development.

Recommendation: **Board ratification of this grant application submittal.**

(2) Awarding of MIIA Loss Control Grants

As the Board may recall, the Town applied to our insurer for \$15,000 in loss control grants this year. Our insurer informed us that this year's round was extremely competitive and that requested funding was double the available funding. Of our three projects, two were funded (for a total of \$10,000 in grant funding). Two of our three projects were likely funded due to the fact that they included matching funds from the Town, whereas the third project did not. The Fire Department will combine the \$5,000 in grant funding with department funds to purchase an additional thermal imaging camera and the Sewer Department will do the same to work with a consultant to develop a written sewer management plan and program. Additional cameras for the police department were not funded.

Recommendation: No further action is necessary.

N. Emergency Planning

(1) Cape Ann Emergency Planning Team Monthly Meeting

I participated in the subject meeting on November 15, 2016, along with Chief Doucette and Council on Aging Chairman Symmes. The meeting featured a discussion relative to general updates in a variety of areas that the Team is working in (such as sheltering preparedness and recent clinics). The Team meets again on December 20, 2016, at which time HAZMAT preparedness will be the featured topic.

Recommendation: No further action is necessary.

O. Other Items

(1) Thanksgiving Day Holiday

The office was closed on November 24 and 25, 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.