



Town Administrator's Report Board of Selectmen's Meeting of December 7, 2015

Report covers from November 28, 2015 to December 5, 2015

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

A. Town Department Reports/Requests

No items.

B. Computer Systems

(1) Renewal of Antivirus Subscription

I renewed our subscription for a portion of our antivirus client software during the week of November 30, 2015. The remaining portion runs on a June schedule and will be renewed at that time.

Recommendation: No further action is necessary.

C. Personnel

(1) Town Administrator's Performance Review and Goal Setting (*)

At this time each year, the Board arranges to review my performance and to set goals for the upcoming year. In the performance area, I will rely on the detailed reports filed with the Board at each Board meeting as a record of my activities, service, and accomplishments. As the Board may recall, my evaluation template was updated with six specific goals at the outset of this calendar year for use at this time.

Also, it is necessary to work with the Board to develop goals for the upcoming calendar year. In addition to the general roles and responsibilities in my position description, which I will continue to update the Board on in detail for each new Board meeting, I recommend the following specific scope and welcome discussion with the Board:

- Assist the Board, its consultants, and other Town boards and committees with continued planning and implementation of activities at Conomo Point, all in accordance with DEP compliance and Board guidance. Activities will include: a) the completion of the Robbins Island Subdivision approval process; b) the completion of appraisals for the properties on Robbins Island; c) the development of Purchase & Sale Agreements and coordination of sales for Robbins Island properties should Town Meeting vote to sell; d) completion of any necessary road alterations on Robbins Island; e) the development and implementation of long-term leases for the northern area should Town Meeting vote to authorize this

action; and f) continued coordination of ongoing northern waterfront access and long-term lease planning and design efforts in conjunction with our consultant and the DEP (including any necessary activities concerning the property at 153 Conomo Point Road).

- Continue to serve as the Town's chief overseer of the Town Hall/Library renovation project. Work will involve: a) coordinating all logistics concerning the move to two, temporary spaces (and possible move back, depending on timing); b) completing the necessary procurement work for a contractor; c) interfacing daily with our Project Manager and our Architect, who will be providing construction oversight, and periodically with the Board, to keep the project on time and on budget; and d) acting as a liaison to building staff during construction.
- Continue to advance the Town's readiness for Essex River dredging grant funding by working toward Federal Channel re-designation based upon the recommendations of our consulting engineer and the Army Corps of Engineers. Work will involve: a) working with Congressman Moulton's Office to advance the Federal Channel re-designation legislation effort that is underway; b) working with the Army Corps of Engineers to conduct additional survey and testing; and c) working with interested parties concerning the potential to cast future dredge spoils onto the marsh (research will be conducted to demonstrate this as a viable and environmentally-compatible activity).
- Assist the Board, Town consultants, other Town boards and committees, other project stakeholders, and project abutters with the coordination of final planning for the downtown boardwalk project and the improvement of the Town Landing (dependent on release of funding). Work will involve: management of the grant that has been approved but not yet awarded, in the amount of \$1.5M, to conduct project final design and permitting, Town Landing design and permitting (if budget allows), and overall construction and oversight of the entire project.
- Continue to work with the Strategic Planning Committee to take the first draft of the Town's Strategic Plan to a point where the first few key priorities are translated into tangible implementation activities.

***Recommendation:* Preliminary Board discussion relative to this year's evaluation process using the current template and the goal setting process for the upcoming calendar year.**

D. Procurement/Ongoing Projects

(1) Completion of Design Phase Evaluation Form, McGinley Kalsow & Assoc.

We are required by State law to provide to our designer a Design Phase Designer Evaluation Form at this stage of the Town Hall/Library renovation project. Once construction has been completed, we will complete a design phase evaluation and construction phase evaluation for the entire project. At that time, both of those

forms will be sent to the designer, the State Designer Selection Board (DSB), and the Division of Capital Asset Management and Maintenance (DCAMM). At this stage, I gave our designer high marks, since they performed very well in all of the evaluative categories.

Recommendation: No further action is necessary at this time.

(2) Survey of Monument Section of Memorial Park

As the Board is aware, the Board of Public Works had ordered a topographic survey of the monument section of Memorial Park as part of a Community Preservation fund appropriation. As noted at the last meeting, the various stakeholders associated with a potential future plan for the monument area will assemble before the Board in February, to continue the discussion.

Recommendation: Board review of the draft Memorial Park plan.

(3) Finalization of Plans and Specifications for Town Hall/Library Work

At the last meeting, the Board met with the Chairman of the Historical Commission and all agreed to the order and scope of the various bid alternates. With respect to bid alternate 1, I have worked with our architect to ensure that the contractor will have to reconstruct the original windows flashing and siding configurations so that no new water channels will be opened up after replacement windows are installed. Our architect will also work very closely with the Commission regarding some of the finer technical points and regarding the choice of all colors. As reported previously, plans and specifications will become available to general contractors and filed sub-bidders as of December 16, 2015.

Recommendation: I will update the Board as necessary.

E. Insurance

No items.

F. Facilities

(1) Abatement of Asbestos Containing Materials at 153 Conomo Point Road

Our asbestos abatement contractor removed and properly disposed of all asbestos containing materials (ACM) at 153 Conomo Point Road on November 30, 2015. Our industrial hygienist was on site to provide visual and air clearance of the work.

Recommendation: No further action is necessary.

(2) Continued Discussion of Management Options for Centennial Grove (*)

As the Board may recall, past discussion was held regarding the future management of the Centennial Grove, including input from the Police Department, the Finance Committee, and the Board of Public Works. Options that were considered included: a) make the facility residents-only and use Town-employed attendants to check compliance, b) continue to allow visitors and maintain police detail presence, c) continue to allow visitors, for a fee, or d) solicit proposals for a management company that would maintain the facility and check compliance with a residents-only policy in exchange for a fee and marketing rights to private event accommodations.

Recommendation: Board discussion relative to the preferred option, so that we may use the winter to prepare for next season.

G. Fiscal/Budget

(1) Preliminary Review of FY17 Personnel/Capital Plan (*)

The Finance Committee expects the Board's FY17 update of the Personnel/Capital Plan by January 12, 2016. I have prepared a preliminary draft of that updated document for the Board's initial review. Further discussion will be necessary at the Board's December 21, 2015 and January 11, 2016 meetings.

Recommendation: Initial Board discussion relative to the updated plan.

H. Complaints

No items.

I. Meetings Attended

(1) Safety Committee Meeting

The Safety Committee will meet on December 23, 2015 for its quarterly meeting. I have placed a draft agenda in the Board's reading folder.

Recommendation: I will update the Board as necessary.

(2) Parker, Ipswich, Essex Rivers Restoration Partnership Annual Meeting

I attended the subject meeting (known as PIE-Rivers, for short) in Newbury on December 1, 2015. The meeting featured presentations regarding various tools that may be used to improve the health and resiliency of all three of our area's major rivers. Speakers focused on issues such as partnering on land protection, collaborating regarding municipal small storm sewer system (MS4) permits, assessing culverts and streams for optimal flow characteristics, and what grant makers are looking for in a strong partnership. Ultimately, the goal is to maximize the protection of the built environment that natural resources can offer

during storm events and as part of sea level rise while enhancing habitats for fish, wildlife, and plants. A strong partnership comprised of diverse interests will actually go a long way toward positive outcomes for both the built and the natural environment.

Recommendation: No further action is necessary.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Revision of Town Landing and Municipal Parking Lot Regulations (*)

At the last meeting, the Board agreed that both the Town Landing Regulations and the Municipal Parking Lot Regulations were in need of updating and consolidation. As such, I have developed suggested revisions for the Board's review and approval. Once the regulations are revised, I plan to work with the Board regarding potential changes to signage at both areas.

Recommendation: **Board review and approval of both sets of revised regulations.**

(2) Revision of Town of Essex Alcoholic Beverage Licensing Regulations (*)

At the last meeting, the Board agreed that the subject regulations should be revised to allow both on-premises and off-premises licensees to utilize the TIPS training course (previously only allowed for off-premises licensees). I have revised the Regulations for the Board's review and approval.

Recommendation: **Board review and approval of the revised licensing regulations.**

L. Legal Issues

(1) Recording of Property Line Agreement

As the Board is aware, the recent Fall Town Meeting approved a specific boundary line between the Town's property on Robbins Island and property of Hsia, abutting the Town's property. Our surveyor then created the official, stamped plan that will be recorded at the Registry of Deeds and that plan has been sent off to Town Counsel for recording after endorsement by the Planning Board on December 2, 2015. The boundary line in question will form the rear boundary between the Robbins Island Subdivision (currently under development) and the property of Hsia.

Recommendation: No further action is necessary.

M. Grants

(1) Massachusetts Downtown Initiative (MDI) Grant Application

As authorized by the Board at the last meeting, the Town Planner arrived at a suitable topic for potential grant funding under the MDI grant program. If funded, the grant will produce a parking study for our downtown area. Chairman O'Donnell signed the application and our Planner submitted it by the December 4, 2015 deadline.

Recommendation: I will update the Board as necessary.

N. Emergency Planning

(1) Cape Ann Emergency Planning Team Monthly Meeting

I attended the subject meeting in Manchester on December 3, 2015, along with other Essex officials and officials from Rockport, Manchester, Gloucester, and Ipswich. The meeting featured a discussion relative to planning for an eventual drill involving the use of the O'Maley Middle School in Gloucester.

Recommendation: No further action is necessary.

O. Other Items

No items.

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