



## Town Administrator's Report Board of Selectmen's Meeting of February 25, 2013

Report covers from February 9, 2013 to February 22, 2013

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

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### A. Town Department Reports/Requests

No items.

### B. Computer Systems

#### (1) Accounting Software Update

Our accounting software vendor released a program update during the week of February 18, 2013. I downloaded and installed the update and performed the necessary database management tasks.

*Recommendation:* No further action is necessary. Total time – ½ hour.

### C. Personnel

No items.

### D. Procurement/Ongoing Projects

#### (1) Final Design Preparations, Downtown Boardwalk (\*)

I met with our boardwalk design engineer David Smith on February 13, 2013 to review design progress for the downtown boardwalk and to receive a variety of final questions he had about the project. He is in the process of developing final design plans and will next move into a permitting phase, once those documents are complete. Salem State University will be issuing its final report on the economic benefits of the project and will attach overall project design drawings, which will be subject to change throughout the final design phase and the permitting phase. Once we do have the final design plans, it will be time to approach two private property owners relative to the Town's need for permanent easements for portions of the property. I told Mr. Smith that we could provide him with answers to his questions after the present meeting.

*Recommendation:* **Board discussion relative to various questions raised by our designer.**

#### (2) Village Corner Sidewalk Design

As the Board is aware, MassDOT had prepared two design options for reconstruction of the sidewalk in the area of the Village Restaurant along Martin Street due to slope issues. The owner of the Village is working with their own

consultant to propose certain changes to one of the designs and the State will review that proposal and will coordinate a site visit, if necessary, before finalizing reconstruction plans.

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

## **E. Insurance**

### (1) Insurance Inspections

An inspector from our insurer visited various Town buildings in late December and his report was issued during the week of February 11, 2013. Most items involve either simple housekeeping changes or will be taken care of as part of the planned Town Hall/Library repairs. Other items depend on future funding or final decisions as to the future use/configuration of Town Hall. I have reported back to our insurer regarding all items.

*Recommendation:* No further action is necessary.

## **F. Facilities**

### (1) Failure of Air Conditioning Unit

Since my office is also where the Town's servers and network gear is located, I run a window air conditioning unit year round. The unit failed after the recent blizzard and I replaced it with a unit that is used by a different office during the summer. Once we diagnose the situation with the failed unit (which could simply be an accumulation of snow that blew into it), we will either put it back into service or replace it. This winter should be the last winter where this arrangement will be necessary. As part of the Town Hall repair project, the servers and network equipment will soon be moved to a new server room to be built on the Town Hall stage (which will have a dedicated climate control system).

*Recommendation:* No further action is necessary.

### (2) Improvements at Conomo Point

At the last meeting, the Board reviewed a note from the current president of the Conomo Point Association, Thayer Adams. The note suggested that the Town may wish to consider funding for infrastructure maintenance and programming at Conomo Point now that northern waterfront planning is being considered. As requested by the Board, I informed Ms. Adams that changing the usual licensing arrangement for the Association to maintain the area is considered premature by the Board. The Board offered a license for the upcoming season and invited Ms. Adams to meet with them later this year when she is in Town.

*Recommendation:* No further action is necessary.

### (3) Asbestos Abatement, Fire Station

A specialized asbestos abatement contractor performed limited abatement work on February 20, 2013 to address three minor issues that had been raised as part of a comprehensive building assessment. The building contains asbestos but most of it is adequately contained not to pose a hazard. The limited work performed involved encapsulating asbestos at a boiler flue junction, encapsulating asbestos on one boiler room pipe, and removing asbestos-containing caulk from the exterior of one window. After the removal work had been completed, our asbestos consultant sampled the areas and issued a clearance. The consultant also labeled a variety of areas that do contain encapsulated asbestos so that these areas will not be inadvertently disturbed.

*Recommendation:* No further action is necessary.

## **G. Fiscal/Budget**

No items.

## **H. Complaints**

No items.

## **I. Meetings Attended**

### (1) Regional Dispatch Finance Advisory Board Monthly Meeting (\*)

I attended the subject meeting as a member of the Finance Advisory Board for the Essex Regional Emergency Communication Center (ERECC) on February 15, 2013. The meeting featured a discussion regarding getting the completed center on-line. State contract disputes have delayed the construction of the main communications tower but we understand that those issues have been cleared up and that tower construction will begin soon. Cutovers of individual communities to the new center are all still expected to be complete before June 30, 2013. However, should unanticipated circumstances further delay the schedule, we have received assurances that dispatchers employed by the new center would be assigned to work at individual communities' centers (at no additional cost to the communities) from July 1, 2013 until all cutovers are completed.

The process to staff the new center has begun, including proficiency testing for all applicants who have applied to date. Also, the State continues to move forward regarding the prospect of having the new center provide call answering for all cellular 911 calls from all communities within Essex County and from 33 communities within Middlesex County (the State's ESN-601 region).

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

## J. Final Judgment

No items.

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

### (1) Draft Annual Town Meeting Warrant (\*)

I briefly introduced the draft Annual Town Meeting warrant to the Board at the last meeting. The Board decided to review the warrant's content between the last meeting and the present meeting.

*Recommendation:* **Preliminary Board discussion regarding the draft warrant.**

### (2) Potential Schedule Change for Annual Town Election (\*)

At the last meeting, the Board discussed the prospect of moving the Annual Town Election up to April 30, 2013 to coincide with the US Senate primary, an option that was recently created by the State Legislature. The Board's preference is to keep the Annual Town Election at its normal position (May 13, 2013 this year) if any Proposition 2 ½ referenda are to be included. I discussed the timing with the Town Clerk and learned that sufficient time does exist to make this decision after this evening's meeting with the Finance Committee.

*Recommendation:* **Further Board discussion relative to the timing of the Annual Town Election after discussion of the matter with the Finance Committee.**

### (3) Preparations for Central Conomo Point Zoning District (\*)

At the last meeting, the Board determined that only Robbins Island and Beach Circle should be included in the new zoning district at Conomo Point – which will be called the Central Conomo Point Zoning District. Selectman Coviello, CPPC Chairman Lynch, and I attended the Planning Board meeting of February 20, 2013 and I provided an overview of this plan. We also have an audience with the Planning Board on March 6, 2013 when Planner Nick Cracknell will present the draft bylaw informally. The necessary public hearing for the draft bylaw be held on March 20, 2013 and both Mr. Cracknell (representing Horsley Witten) and Mr. James Heroux (Brown Sardina) will be in attendance at that hearing. Mr. Cracknell plans to provide the draft bylaw to the Planning Board during the week of February 25, 2013 in order to allow for review time and to meet the Planning Board's March 4, 2013 advertisement deadline (at which time the document will be on file with the Town Clerk).

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

(4) Proposed Revisions to Town of Essex Shellfish Regulations (\*)

At the last meeting, the Board asked that I work to develop several proposed changes to the Town of Essex Clamming, Sea Worm, and Eel Regulations including: a) a provision to charge more for a commercial clamming license if a harvester is not interested in performing voluntary shellfish propagation service during the prior year; b) a provision prohibiting any person holding a commercial clamming license anywhere in the Commonwealth from being issued a non-resident, family use, annual harvesting license; c) a provision requiring harvesters to promptly and carefully bury clams that are not being taken as part of a harvest during cold weather to avoid freezing death; and d) a provision prohibiting the taking of oysters for commercial purposes.

I developed a rough draft and I revised the document after the Shellfish Constable and Town Counsel provided comments. I also vetted the cold weather provision with Mr. David Roach of the Division of Marine Fisheries. I will send a copy of the draft document to the chairman of the Shellfish Advisory Commission and will invite comments from the Commission after the Board review the document at the present meeting. It is possible that the Board could consider final language and promulgate changes to the regulations effective April 1, 2013.

***Recommendation:* Board discussion relative to the various proposed changes and the forwarding of the proposal to the Shellfish Advisory Commission.**

**L. Legal Issues**

No items.

**M. Grants**

(1) FEMA Hazards Grant, Emergency Generator (\*)

I met with Mr. Alex Gill and Mr. Dan Nietsche of MEMA on February 19, 2013 to discuss the Town's grant application for a new emergency generator for Town Hall that I have been working on. MEMA receives Federal funding for hazard mitigation programs and Mr. Gill is the program coordinator for the grant we are interested in. Mr. Gill assisted me with the performance of the necessary cost-benefit analysis using specified software and we determined that eligibility under the general grant program would be contingent on analyzing historic outage data from National Grid. Mr. Gill also confirmed that we needed to specify a diesel-powered generator since FEMA requires generators to be self-contained and natural gas fuel is too vulnerable to some types of natural hazards, such as earthquakes.

National Grid is presently working on providing the historic outage data. Once that is received, I may find that the Town will be eligible for the general program (as opposed to a more limited pool of money for generator projects which is more

difficult to compete for). If the outage data looks promising, I will work with Mr. Gill to verify that the cost-benefit data is in order. I will then complete and submit the grant application shortly thereafter (either as a general application or as a generator application).

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

#### **N. Emergency Planning**

No items.

#### **O. Other Items**

##### (1) Presidents' Day Holiday

The office was closed on February 18, 2013 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.*