



Town Administrator's Report Board of Selectmen's Meeting of January 23, 2017

Report covers from January 7 to January 20, 2017

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

A. Town Department Reports/Requests

(1) Posting of Revised Strategic Plan Action Item Document

At the last Strategic Planning Committee meeting, the Committee voted to update the subject document, which provides prioritization and status of various Strategic Plan action items, along with a summary of items that have already been completed. I am working with the Town Planner to undertake the revisions and the revised document will be posted to the Town's website soon. The Committee will continue to revise this living document as various, ongoing action items are undertaken to implement the Plan.

Recommendation: I will update the Board as necessary.

(2) Additional Work, Engineering Options for Police/Fire Building Siting (*)

I attended the Town Building Committee meeting on January 17, 2017, along with Chairman O'Donnell, who also Chairs the Building Committee. The meeting featured a discussion relative to a recent review of site layout options in the vicinity of 24-30 Martin Street by Reinhardt Associates. The Board reviewed Reinhardt's preliminary report at the last meeting and wanted to collect feedback from the Committee before taking next steps. The Committee discussed a wide variety of possible future building scenarios involving 24-30 Martin Street and other properties. At this point, the Committee would like to see Reinhardt develop a fourth siting option (via change order) that would re-use the existing fire/police headquarters for just the police, with a new fire station between the existing building and Town Hall. Reinhardt's cost proposal for this additional work should be available by meeting time.

Recommendation: **Board authorization of Reinhardt to develop and deliver this fourth siting option.**

B. Computer Systems

No items.

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Contract for Asbestos Abatement, 4-8 Conomo Lane

(*)

Written responses for the abatement of asbestos in three structures at the subject addresses were requested beginning on January 4, 2017, with a response deadline of January 19, 2017. A site visit for prospective bidders was offered on January 11, 2017, with nine in attendance. We received a total of 12 written responses, with the lowest price (\$14,445) coming from E&F Environmental, LLC of Newton. This price represents just half of the engineer's estimate (and several others were in this ballpark).

Recommendation: **Board vote to award the contract to E&F Environmental.**

(2) Written Responses for Demolition of Structures at 4-8 Conomo Lane

Now that a plan for asbestos abatement at 8 Conomo Lane has been formulated and most other pre-demolition preparations have been made, I have put the actual dismantling of the structures out to bid. Bid packages were made available as of January 18, 2017 and written responses are due by noon on February 2, 2017. As with past demolition projects, the Town will act as the general contractor and work will occur between March 15 and April 14, 2017.

Recommendation: I will update the Board as necessary.

(3) Northern Conomo Point Improvement Project Specifications

(*)

I hosted a pre-bid conference for the subject project along with Landscape Architect James Heroux on January 19, 2017. A total of 10 prospective bidders attended the conference, which included a question and answer session and an actual visit to the project areas. Addendum 1 to the bid package had already been issued on January 17, 2017 and additional questions plus revisions to the ramp, gangway, and float specifications will prompt a second addendum that will be issued on January 24, 2017. Various deduct alternates will be included in that addendum, to provide the Town with pricing flexibility versus the available budget.

The Board should discuss the possibility of removing the water access ramp from the project altogether at this point in time. My research indicates that this item would benefit from additional specification work and it can be ordered separately and deployed under a separate arrangement, at a later time. Bids are due on February 1, 2017 at noon and the project must be completed before Memorial Day Weekend (by May 25, 2017).

Recommendation: **Board discussion as necessary, including keeping the gangway and dock in the contract but removing the water access ramp, in favor of a separate procurement at the appropriate time.**

(4) Weekly Town Hall/Library Renovation Project Meetings

I attended the subject meetings on January 11 and 18, 2017. The contractor is presently continuing interior work. Much interior trim is being installed and most doors have been hung. Blue-boarding for plaster is complete (excepting the new meeting hall) and actual plaster work outside of the meeting hall is also complete. Rough plumbing for the meeting hall area is completed, along with most rough electrical. HVAC for the meeting hall is ongoing and is all contained in the attic space above the hall. The Library ceiling plaster work will wrap up in the next two weeks and interior painting will begin around that time. The elevator inspector will be working to complete a final in-house inspection to prepare for the State elevator inspection in the future.

Recommendation: I will update the Board as necessary.

(5) Final Interior Plaster Balancing Change Order

As the Board may recall, we had carried \$15,849 for estimated interior plaster quantity overages back at the Fall Town Meeting. The plasterer has now completed work on the original project (excluding the third-floor meeting hall) and our architect has reconciled actual work versus that prior estimate. The actual quantity of additional work was lower than estimated, translating to a savings of almost \$9,000 (which will help to offset the cost of the Library ceiling plaster change order).

Recommendation: No further action is necessary.

(6) Choice of Lighting System for Town Hall Clock Faces (*)

The base bid for the Town Hall/Library renovation project carried an allowance for the lighting system that will be used to illuminate the Town Hall clock faces. The final lighting system choices have since been worked out by our architect and two separate concepts with two separate prices should be available for the Board's review by meeting time. Wiring labor and the fixture allowance carried in the bid will be deducted from the cost of whichever choice is made.

Recommendation: **Board selection of one of the two lighting concept options.**

(7) Negotiation of Successor Cable Television Franchise Agreement (*)

The Cape Ann Regional Cable Advisory Committee met with legal counsel and representatives of Comcast on January 12, 2017 to negotiate the subject successor agreement (which will begin in March of this year). As the Board may recall, Comcast had provided a renewal proposal that ignored most of the Committee's requests contained in the Committee's first proposal. At the recent session, both sides engaged in robust discussion and we expect to see a counter-proposal from Comcast in the near future.

Recommendation: **Board discussion as necessary.**

E. Insurance

(1) Monthly Pothole Log

I obtained the pothole log for the month of December, 2016 from the DPW. No potholes were reported during the month.

Recommendation: No further action is necessary.

F. Facilities

(1) Annual Senior Center Elevator Inspection

Our elevator contractor accompanied the State Elevator Inspector to the Essex Senior Center on January 13, 2017, for the annual elevator inspection necessary for license renewal. Our fire alarm contractor was also present, along with Senior Van Driver Sonny Thompson to assist with the operation of the building's generator. A renewal certificate was issued. However, the generator was producing low voltage (which had not been a problem in the past) and blew a fuse associated with the elevator (being replaced). The Interim Director had the matter looked at by our Electrical Inspector and by a generator contractor. It is possible that the generator (which had been donated to the Council in the past) will need to come off line in the near future to be retired and a new generator could be considered as a capital item in the future.

Recommendation: I will update the Board as necessary.

G. Fiscal/Budget

(1) School District Budget Group Meeting

I attended the subject meeting on January 18, 2017 along with officials from the District and the Town of Manchester. The meeting featured a discussion regarding the timeline for the fiscal year 2018 operating budget review, along with associated budget questions and answers. The public hearing for the final version of the operating budget is January 31, 2017 at the Essex Elementary School and both the Selectmen and the Finance Committee have been posted to attend.

Recommendation: I will update the Board as necessary.

H. Complaints

No items.

I. Meetings Attended

(1) Massachusetts Municipal Association Annual Meeting and Trade Show

I attended the subject event in Boston along with Chairman O'Donnell from January 20 to January 22, 2017. The conference featured excellent networking opportunities and informative sessions relative to current municipal issues.

Recommendation: No further action is necessary.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Review of Preliminary Draft Annual Town Meeting Warrant (*)

I have developed a preliminary draft of the Annual Town Meeting Warrant based upon the Board's guidance to date.

Recommendation: **Board review and discussion relative to the draft warrant.**

L. Legal Issues

No items.

M. Grants

(1) Green Community Grant Quarterly Report

The Town Planner has filed the subject report with the State for the quarter ending December 31, 2016. Energy efficiency work in the renovated Town Hall is essentially complete and the State will make a site visit this winter to verify completion and provide the Town with the remaining portion of our initial, \$130,000 grant. All grant funding has been applied to the project.

Recommendation: No further action is necessary.

N. Emergency Planning

No items.

O. Other Items

(1) Town Administrator Leave

I was out of the office, on vacation leave, on January 12 and 13, 2017.

(2) Martin Luther King, Jr. Day

The office was closed on January 16, 2017 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.