



Town Administrator's Report Board of Selectmen's Meeting of June 26, 2017

Report covers from June 3 to June 23, 2017

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

A. Town Department Reports/Requests

(1) Strategic Planning Cmte./Economic Development Cmte. Update (*)

The Town Planner has updated us on the work of the Strategic Planning Committee. In addition to setting up the final arrangements for the grand re-opening of the Town Hall and the Library (which occurred on June 24, 2017), the Committee will take up in the future the merits of forming an Economic Development Committee. The Planner has provided the Committee with information on how similar committees are set up in other communities. I will be introducing this topic to the Essex Division of the Cape Ann Chamber of Commerce on June 30.

Recommendation: Board discussion relative to a future Economic Development Committee.

(2) Possible Reconstitution of Essex Youth Commission (*)

At the last meeting, the Board asked me to reach out to nine individuals who had expressed interest in youth issues on a recent survey regarding getting involved in Town government. I have done so and have heard back from some of those individuals.

Recommendation: Board discussion relative to next steps for possibly formalizing the Committee.

(3) Planning for Summer Town/School District Budget Meetings (*)

The Board participated in a joint meeting of the two boards of selectmen, the two town finance committees, and the Manchester Essex Regional School Committee on May 30, 2017. The Board briefly discussed that content of that meeting at the Board's last meeting on June 5, 2017 and Chairman O'Donnell has met with representatives of the various groups to work toward formalizing plans for two additional budget meetings that will overlay budgetary needs of all three entities. The first meeting will likely occur in July and will focus on capital forecasting and planning and the second meeting will occur in August or September and will focus on operating budget forecasting and planning.

Recommendation: Board discussion relative to the planning of these meetings and the future process for budget planning.

B. Computer Systems

(1) Assembly and Configuration of New Virtual Server

As the Board may recall, I had been authorized to purchase a new server and associated software to set up virtual machines (four servers within the one physical server) in Essex. The goal is to make the new Essex server the primary virtual server (serving up Windows desktops, user files, and Windows domain functionality) for all users. The virtual server in Melrose, will then become a secondary instance of the live server in Essex. Once this work is completed, instead of having to rely on an archival image of the Melrose server at a Melrose backup location in the event of a problem, an instantaneous redirection to an identical live server will be possible. Presently, it would take time to set up new virtual machines in Melrose and to load the archival disk images.

The new server has arrived in Essex and will be assembled and configured by a computer engineer to seamlessly replicate to what will become the backup live image in Melrose. I expect the process to begin very soon and I will assist the engineer with information concerning our present infrastructure and network design.

Recommendation: I will update the Board as necessary.

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Quarterly Affirmative Marketing Program Report

I have completed and will soon file with the State the subject report in my capacity as the Town's Affirmative Marketing Construction Officer (AMCO) for the quarter ending June 30, 2017. The report summarizes the Town's utilization of women and minority-owned businesses on State-funded construction projects. No such utilization occurred over the past quarter.

Recommendation: No further action is necessary.

(2) Award of Roadway Resurfacing Contract

(*)

Bids for the Town's contract for roadway resurfacing (primarily Pond Street and Andrews Street) were due on June 14, 2017. A total of seven bids were received, with the lowest eligible and responsive offeror being D&R General Contracting of Melrose, with a bid price of \$103,386.10. The Board of Public Works has already signed the award notice and the Selectmen's signature is also required, since the procurement is over \$50,000. The project is to be funded using Chapter 90 highway funds from the State.

Recommendation: **Board signature of the roadway resurfacing contract.**

(3) Update, Northern Conomo Point Public Access Improvement Project

At the last meeting, the Board had asked for an update concerning the timing of the placement of the new gangway and float at the subject project. I am told that these items will be in place within the next two weeks. With the exception of the two above items, the galvanized steel railing at the park, the addition of the continuous bench on the deck, and the water access stairs, the project is complete. All work should be completed by mid-July.

Recommendation: I will update the Board as necessary.

(4) Further Discussion, Final Town Hall/Library Renovation Change Orders (*)

At the last meeting, the Board authorized a change order to address some final code compliance issues, chiefly regarding exit sign electrical matters, after the Building Inspector had a chance to walk the building with our contractor, Project Manager, and architect. At that time, the Board was still waiting for change order proposals regarding exterior lighting and power outlet/data drop additions for the Library. We may have those figures at meeting time and we do have final figures for moving services. The total remaining funds in the project are now \$9,351 and I have prepared a breakdown of the remaining possible tasks for the Board's review.

Recommendation: **Board selection of the various tasks that should be performed with the remaining available funds.**

E. Insurance

No items.

F. Facilities

(1) Facilities Self-Inspection Checklists

I completed the subject checklists for the Town Hall and for the Senior Center during the week of June 19, 2017. Given the newly-renovated status of the Town Hall, no safety-related issues were observed. Similarly, with the recent interior updating of the Senior Center and work on the Wellness Room, no issues were observed in that building either.

Recommendation: No further action is necessary.

(2) Grading of Ground Adjacent to Town Hall/Library

During the construction project, it became evident that rain runoff on the Town Hall/Library site at 30 Martin Street could be directed away from the building's

foundation with some simple grading work. As such, I contacted the Superintendent of Public Works and he will work with his crew in the near future to address the matter as much as possible.

Recommendation: No further action is necessary.

(3) Delivery and Installation of Town Hall Auditorium Sound System

As the Board is aware, I had been working with Mr. Barry O'Brien, Essex Representative to the Cape Ann Regional Cable Advisory Committee, regarding the specification of the sound system for the new Town Hall auditorium. The order for the necessary equipment was placed on June 5, 2017. We have all of the necessary components and we are awaiting installation of the components by our electrician and others.

Recommendation: I will update the Board as necessary.

(4) Discussion Relative to Dinghy Tie-up Rules at New Conomo Point Float

At the last meeting, the Board indicated that some type of controlled dinghy tie-up may be offered at the new float that is part of the Northern Conomo Point public access project. In the interim, the Harbormaster was asked to offer recommendations on how such a program might best be offered. The Harbormaster will attend the present meeting to discuss his ideas with the Board.

Recommendation: Board discussion relative to this topic with the Harbormaster.

(5) Planting of New Evergreen Tree/Landscaping on Town Hall Property (*)

At the last meeting, the Board discussed how planting an evergreen tree in the front yard of the Town Hall may not be wise at this time, since the area may eventually benefit from a professional park/landscaping plan. The Board asked me to confirm whether the Essex Holiday Festival Committee prefers to actually use a cut tree, at the Fire Station, as was the case last season. I have learned that the Committee does, in fact, favor the cut tree option.

Recommendation: **Board discussion relative to planning for the Town Hall landscaping in the future.**

(6) Update Concerning Municipal Fiber Optic Network (*)

At the last meeting, I explained to the Board that Verizon has indicated that the Town will not be charged any survey fees, make-ready fees, or ongoing fees for the installation of its own fiber optic municipal network. Since that time, Town Counsel has begun to review a form of agreement that Verizon requested the Town sign before proceeding with its plans. I hope to have some final recommendations from Counsel by meeting time.

Recommendation: **Board discussion regarding Verizon’s proposed Agreement.**

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

No items.

L. Legal Issues

No items.

M. Grants

(1) Downtown Boardwalk Feasibility Study Grant Quarterly Report

I have prepared and will soon file with the State the subject report for the quarter ending June 30, 2017. The project is still on hold since borrowing authorized by the State Legislature was never released by the Governor. While there is still a chance that the funding will be released, the funding is becoming less likely with passing time.

Recommendation: I will update the Board as necessary.

(2) Municipal Vulnerability Preparedness (MVP) Program Grant (*)

As the Board may recall, the Town had applied for designation as a MVP community based upon all of the coastal resiliency planning accomplished to date. The State has reviewed that request and would like to see the Town develop plans around additional climate change-related factors such as wildfires or heat problems. To that end, the State is willing to provide \$15,000 in funding, with no local match required, for the Town to hire a State-certified vendor to assist with

the planning for the other necessary topics. It is envisioned that this process will kick off in October of this year, once the list of certified vendors is announced. Attaining the MVP designation will provide extra points on future grant applications, including grants that will fund actual implementation of resiliency/mitigation efforts. The vendor that we have been doing most of our resiliency work with, the National Wildlife Federation (NWF), plans to become certified under the MVP Program, so it may be advisable to consider partnering with NWF for this work as well. The paperwork for this grant was signed by the Chairman already, since it was required by the State before the present meeting.

***Recommendation:* Board ratification of the signature of the State grant paperwork for this additional planning to attain the MVP designation.**

(3) Award of Green Community Grant for Projects at Essex Elementary (*)

Town Planner Matt Coogan's application for Green Community funding has been favorably acted upon by the State with respect to three energy efficiency projects at the Essex Elementary School. The project also included a proposal to upgrade the Water Filtration Plant boiler to a new, high-efficiency model but that portion of the application was not funded. The Elementary school will receive a lighting upgrade, a new Building Automation System (BAS), and a steam trap replacement. The combined cost of these project, after all utility incentives are deducted, is \$176,145, which will all be funded by the Green Community program. The Planner and I will be working with the School District to hopefully pass the procurement and contracting for these upgrades over to the District's facilities manager (working through the State relative to the proper protocol).

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

N. Emergency Planning

No items.

O. Other Items

(1) Town Administrator Leave

I was out of the office on vacation leave from June 8, 2017 through June 19, 2017.

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