



Town Administrator's Report Board of Selectmen's Meeting of October 30, 2017

Report covers from October 14 to October 27, 2017

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

A. Town Department Reports/Requests

No items.

B. Computer Systems

(1) Fiscal Year 2017 Financial Audit – IT Component

I was approached by our auditors to participate in the information/technology component of the Town's fiscal year 2017 financial audit (as has been the case in past years). I provided answers to a variety of questions and various IT-related documentation to our auditor. I also participated in a conference call aimed at providing our auditor a good overview of our systems and answering additional questions.

Recommendation: No further action is necessary. Total time – 4 hours.

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Evaluation of Proposals for Centennial Grove Master Plan (*)

Proposals for a cost-driven Master Plan for the Centennial Grove were due on October 19, 2017. Despite the fact that thirteen firms reviewed the Request for Proposals, no firm decided to submit a proposal. I was able to speak with one of the firms concerning why the level of interest may have been low and it seems that the project scope may have been too narrow. A broader scope would allow a planning firm to look at a cost-driven approach as one potential avenue but also to review and recommend other approaches.

Recommendation: **Board discussion as necessary.**

(2) Potential RFP for Public Safety Building Land Acquisition (*)

At the last meeting, the Board asked that I work with the Fire Department to develop a draft list of specifications for parcels that would be acceptable for the potential future construction of a new public safety building. I have worked through that process with the Fire Chief and these specifications could be used as minimum criteria that any entity wishing to sell property to the Town for this

purpose would have to meet. It is also possible to begin development of some rating criteria that would rate the various parcels that meet the minimum criteria.

***Recommendation:* Board discussion relative to the draft specifications that the Fire Department has deemed important.**

E. Insurance

(1) Fiscal Year 2018 MIIA Rewards Program Overview

I participated in a webinar on October 18, 2017 that provided a useful overview of the subject program. As the Board is aware, our insurer, MIIA, annually offers a chance for communities to save on insurance premiums by participating in certain training and taking certain initiatives. This year, the main focus of the program is to tailor the training and loss control efforts toward matters that our insurer sees most often in our area.

Recommendation: No further action is necessary.

(2) Meeting with New Loss Control Coordinator

I met with our new Loss Control Coordinator from our insurer (MIIA), Mr. Greg Nickerson, on October 24, 2017. Our previous coordinator has taken employment out of State. Mr. Nickerson took the time to tour the renovated Town Hall and Library building and MIIA will be recommending a slightly higher level of property coverage as a result of the improvements. He will also be attending the next Safety Committee meeting, in December, to introduce himself to department heads and to assist with the Town's loss control program going forward.

Recommendation: No further action is necessary.

F. Facilities

(1) Startup of New Senior Center Emergency Generator

As the Board may recall, the new emergency generator for the Senior Center had been set during the summer and we then had electrical and gas connections made by separate contractors. The generator supplier was on site with the electrical inspector on October 17, 2017 to officially start up and balance the unit and it is now in service, just in time for the stormy winter season.

Recommendation: No further action is necessary.

(2) Centennial Grove Seasonal Shutdown

The Department of Public Works has removed the docks at the Centennial Grove beach and has blown out the waterline feeding the concession stand and cottage. The Selectmen's Assistant has arranged for removal of the portable toilets at the facility and our plumbing contractor has blown out the internal plumbing at the

cottage. Our irrigation system contractor will winterize the Field of Dreams sprinkler system on November 1, 2017.

Recommendation: No further action is necessary.

(3) Town Hall Generator Trouble Call

I noticed a steady beeping sound originating inside the Town Hall generator enclosure on October 25, 2017. Although the generator panel in the basement was not displaying any errors, it was evident that the generator itself was in some kind of fault state. As such, I contacted our generator contractor and the issue was addressed the same day. While no major problems were found, the generator was completely inspected before the technician left the site.

Recommendation: No further action is necessary.

G. Fiscal/Budget

(1) Joint School/Town Budget Group Meeting Summary (*)

I attended the subject meeting along with Chairman O'Donnell and Finance Committee Chairman Michelle Dyer on October 26, 2017. Various School District and Town of Manchester employees and officials were also in attendance. The meeting featured a discussion regarding preparing for a joint meeting of the Essex Selectmen and Finance Committee, with the School Committee, on November 2, 2017 and an eventual joint operating budget meeting that will also involve Manchester officials on November 29, 2017.

Recommendation: **Board discussion as necessary.**

H. Complaints

No items.

I. Meetings Attended

(1) Cape Ann Chamber of Commerce Caucus

Essex hosted the subject Cape Ann Chamber of Commerce event on October 27, 2017. The Caucus featured discussions among Cape Ann local and State government and community leaders from the four Cape Ann communities regarding emergency planning, community updates, and a view from the State House.

Recommendation: No further action is necessary.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Public Hearing Concerning Recreational Marijuana Establishment Moratorium
Chairman O'Donnell, Selectman Spinney, and I attended the subject public hearing that was held by the Planning Board on October 18, 2017. The Board has proposed on the Fall Town Meeting Warrant a temporary moratorium (through 2018) on any recreational marijuana establishments opening in the Town. This moratorium will provide time for the Town to evaluate the final rules established by the State for recreational establishments, at which time the Town could either just let the moratorium expire or take other action to regulate the industry. Only one other person attended the hearing and no opposition to the moratorium was expressed.

Recommendation: No further action is necessary at this time.

(2) Draft Fall Town Meeting Motions (*)

I have developed Fall Town Meeting motions for the Board's review. The motion for the potential further regulation of dog kennels is very specific and contains various options for the Board to consider. Town Counsel and I have worked to provide a basic framework to accommodate ideas that the Board discussed at the last meeting.

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

L. Legal Issues

No items.

M. Grants

(1) Hazard Mitigation Grant Team Meeting

Mr. Sam Cleaves of the Metropolitan Area Planning Council (MAPC) met with key Town employees and officials on October 16, 2017 to begin the process of updating the Town's Hazard Mitigation Plan. As the Board may recall, Town Meeting appropriated a small cost match to a State grant that is paying for MAPC to render this assistance. The group went through the various priorities in the 2012 version of the plan and updated Mr. Cleaves about new items. Mr. Cleaves will begin the process of drafting the update and will coordinate two public forums in the coming months.

Recommendation: I will update the Board as necessary.

(2) Massachusetts Downtown Initiative Mixed Use Zoning Grant Meeting (*)

Personnel from the Harriman company, the consultant helping to consider a new, mixed-use zoning district in downtown Essex, met with the Town Planner, two Planning Board members, Chairman O'Donnell, and I on October 17, 2017. The meeting featured a progress report concerning how Harriman recommends defining the boundaries of the new, potential zoning district and how the firm will continue to work with the Town to eventually propose this concept to a future Town Meeting. A public input session will be held this fall relative to this project.

Recommendation: **Board discussion as necessary.**

(3) Coastal Resiliency Grant Monthly Report

I have worked with the National Wildlife Federation to submit the subject report to the Massachusetts Office of Coastal Zone Management for the month of October. This month, we focused on getting detailed input from the members of the Cape Ann Emergency Planning Team concerning the way the Team operates and how the grant can help bring attention to the Team's emergency planning efforts, alongside coastal resiliency planning.

Recommendation: No further action is necessary.

N. Emergency Planning

(1) Cape Ann Emergency Planning Team Meeting

Essex hosted the subject meeting in Town Hall on October 18, 2017. The meeting featured a discussion between Team members and Melissa Merriam from the National Wildlife Federation, who is the primary technical representative on the recently-funded Coastal Resiliency Grant that Essex had applied for. Kathryn Glenn from the Massachusetts Office of Coastal Zone Management (the grant maker) was also in attendance. The meeting gave Ms. Merriam a chance to explain the intent of the grant more thoroughly and then to delve into specific questions aimed at bringing the field of coastal resiliency planning together with the field of emergency planning. The grant will ultimately offer three public forums and a webinar in the spring that will seek to bring the public's attention to both resiliency planning and emergency planning and the commonalities between the two.

Recommendation: I will update the Board as necessary.

(2) Regional Dispatch Center Monthly Meeting

As Chairman of the Finance Advisory Board and the Executive Advisory Board for the Regional Dispatch Center in Middleton, I ran the monthly meeting of the various advisory boards on October 20, 2017. The meeting featured a discussion with Sheriff Coppinger regarding how the Center will become more cost effective

in the future, including what steps the member communities can take to aid in that effort.

Recommendation: No further action is necessary.

(3) Migration to Swift Reach Emergency Notification System

As the Board is aware, the Town is migrating from the Code Red emergency notification system (a service that the Town has its own, \$4,500 annual contract for) to the Swift Reach emergency notification system (offered by the Essex Regional Emergency Communications Center at no additional cost to the Town). The Code Red system will be used through the end of November and Swift Reach will pick up as of December 1, 2017.

I recently used the Code Red system to inform all those who are presently subscribed to emergency notifications that they must sign up for Swift Reach if notifications are to continue beyond the end of November. To subscribe, a resident merely needs to go to the Town's website at www.essexma.org and click on the "Essex Regional Alerts" button. Users can choose general messages, emergency messages, or both. Information about the new system was also included as briefs in the Gloucester Times and in Globe North. I received training on how to issue messages using the new system on October 25, 2017.

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.