



## Town Administrator's Report Board of Selectmen's Meeting of March 26, 2018

Report covers from March 10, 2018 to March 23, 2018

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

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### A. Town Department Reports/Requests

(1) Joint Meeting of Strategic Planning and Economic Development Cmtes. (\*)

I attended a joint meeting of the Strategic Planning Committee (SPC) and the new Economic Development Committee (EDC - its first meeting) on March 19, 2018, along with Selectman Spinney (who is also on the SPC) and Town Planner Matt Coogan. The meeting featured a discussion between the two Committees that enabled the new EDC to understand the history behind its formation and which types of initiatives it should strive to undertake first. It was determined that the EDC will try to meet monthly, at least to start, and that the SPC and the EDC will invite Harborlight Community Partners into a future, joint meeting, to discuss affordable housing planning. Martha Mazzarino, formerly of the Board of Health, was elected Chairman of the EDC.

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

### B. Computer Systems

No items.

### C. Personnel

No items.

### D. Procurement/Ongoing Projects

(1) Affirmative Marketing Program Quarterly Report

I have filed the subject report for the quarter ending March 31, 2018 in my capacity as the Town's Affirmative Marketing Construction Officer (AMCO). The report is intended to detail the Town's utilization of women or minority-owned businesses on State-funded construction projects. No such utilization occurred over the past quarter.

*Recommendation:* No further action is necessary.

### E. Insurance

No items.

## **F. Facilities**

### (1) Minor Repair to Town Hall Generator

I heard an alarm coming from the Town Hall generator during the week of March 5, 2018 and discovered that a ground-fault receptacle within the generator enclosure had failed (causing other equipment to go into alarm status). I contacted our electrician and he replaced the receptacle and reset the alarm.

*Recommendation:* No further action is necessary.

## **G. Fiscal/Budget**

### (1) Quantitative Capital Planning Public Forum

The subject forum was to occur on March 21, 2018. The forum is intended to follow up on a December 19, 2017 forum that discussed the overlap of capital needs for the three entities in a qualitative fashion. However, the School District did not expect to have annual repayment figures in time to prepare for the forum. When the two towns and the District have more information on upcoming capital needs (i.e. replacement of Manchester Memorial Elementary School, construction of new Essex Fire Station, Manchester needs, etc.) and how each will be funded, it was possible to illustrate how some existing debt will tail off in the future and how new project debt will affect the overall tax burden. The forum will likely now occur between April and June.

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

## **H. Complaints**

No items.

## **I. Meetings Attended**

### (1) Cape Ann Caucus

I attended the subject meeting on March 23, 2018, in Rockport. The caucus featured a discussion relative to various projects and initiatives involving personnel and officials from the four Cape Ann Communities. Members of the Cape Ann legislative delegation were also on hand for the discussion.

*Recommendation:* No further action is necessary.

### (2) Northeast Coastal Coalition Meeting

(\*)

Essex hosted the subject meeting on March 23, 2018. The Coalition is a group that is coordinated by the Office of Senator Bruce Tarr and it encourages the exchange of information relative to how dredging needs can be managed on a

regional basis. At the meeting, personnel from various communities summarized the status of projects and initiatives.

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

## **J. Final Judgment**

No items.

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

### (1) Signature of Annual Town Meeting and Election Warrant

I have developed a final draft of the Annual Town Meeting and Election Warrant, in accordance with the Board's guidance from the last meeting. The Warrant is ready for approval and signature, per the posted agenda.

*Recommendation:* Board approval and signature of the Warrant, per the posted agenda.

## **L. Legal Issues**

No items.

## **M. Grants**

### (1) Downtown Boardwalk Feasibility Project Quarterly Report

I have filed the subject report with the Seaport Economic Council for the quarter ending March 31, 2018. Although the State Legislature approved \$1.5M in borrowing for this project a few years back, it does not appear that the borrowing will ever be implemented by the Governor.

*Recommendation:* No further action is necessary at this time.

### (2) Coastal Resilience Grant Monthly Report (\*)

I will soon send to the State the monthly report for the month of March for the fiscal year 2019 Coastal Resilience grant that has been provided by the Massachusetts Office of Coastal Zone Management. We have made great progress on the final design of the educational signage to be placed in Essex and final planning for the three public workshops (in three different communities, in April) is underway. Our grant contractor, the National Wildlife Federation, has also made progress on the Coastal Hazards Atlas and Project Compendium.

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

(3) Hazard Mitigation Plan Renewal Quarterly Report

I will soon file with the Massachusetts Emergency Management Agency (MEMA) the quarterly report for the quarter ending March 31, 2018 relative to the Town's update and renewal of our Hazard Mitigation Plan. Our grant contractor, the Metropolitan Area Planning Council (MAPC) has been reviewing available data and revising the Plan in accordance with our present outlook on hazards (with climate change and sea level rise being in the forefront).

*Recommendation:* No further action is necessary.

(4) Progress Toward Funding Monitoring for Storm-Deposited Sediment

At the last meeting, I explained how we reached out to Senator Tarr's Office and Congressman Moulton's Office relative to a rare, storm and ice-caused deposition of sediment over a relatively large section of marsh. It would be advantageous to be able to study how the marsh responds to that deposition episode. Presently, it is my understanding that both Senator Tarr and Congressman Moulton are trying to identify possible funding sources for the study.

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

**N. Emergency Planning**

No items.

**O. Other Items**

(1) Development of Content for Scenic Byway Kiosks

At the last meeting, the Board agreed that the Essex Merchants' Group should be consulted with respect to the development of Essex-specific content that will appear on new kiosks that Essex Heritage will eventually deploy along the Essex Coastal Scenic Byway. No Kiosk will actually be placed in Essex but all kiosks will have Essex content. Presently, it is my understanding that members of the Group are going to work directly with Essex Heritage to supply the requested content and the parties will share the final proposed proofs with the Board before going to production.

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

(2) Town Administrator Leave

I was out of the office, on vacation leave, on March 16, 2018.

*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.*