



## Town Administrator's Report Board of Selectmen's Meeting of Sept. 10, 2018

Report covers from August 25, 2018 to September 7, 2018

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

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### A. Town Department Reports/Requests

#### (1) Council on Aging Sedan Service

As noted previously, the Police Department had been preparing the old Chief's cruiser for use by the Council on Aging. That transfer has now occurred and the Council on Aging has the advantage of utilizing this sedan to offer transportation for individuals to medical and other types of appointments.

*Recommendation:* No further action is necessary.

### B. Computer Systems

No items.

### C. Personnel

No items.

### D. Procurement/Ongoing Projects

#### (1) Initial Project Manager Work Concerning Public Safety Building Options(\*)

Town Meeting has approved funding for Project Management firm NV5 to begin to advise the Board concerning various options for the public safety building project. As such, during the week of September 3, 2018, the Selectmen signed a contract with the firm (as authorized by the Board's vote on August 27, 2018) and the firm's work plan is underway.

One element of the firm's work is to rapidly get a Request for Qualifications (RFQ) for an architect out to bid, so that an architectural firm can be selected and cost information for that firm's services can be available to the Fall Town Meeting. To that end, NV5 has already met with the Town Building Committee (September 5, 2018) and has produced a draft RFQ for the Board's review and authorization. The current plan is to put the RFQ out for bid as of September 12, 2018 with a proposal deadline of October 1, 2018. The Town Building Committee would conduct a preliminary meeting to narrow the field of applicants down to the top three on October 4, 2018, with interviews and a final selection to be made on October 10, 2018.

NV5 has also reviewed with the Town Building Committee the Town's recent RFP that sought offers from private property owners to sell property to the Town and had no valid offers. The Town may work with NV5 to revise the RFP's criteria and go back out to bid.

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

#### **E. Insurance**

No items.

#### **F. Facilities**

##### (1) Annual Town Hall Elevator State Inspection

The State Elevator Inspector visited Town Hall on August 27, 2018 to conduct the required, annual elevator inspection and test. I had already arranged for our fire protection and generator vendors to be on site, as required by the State. The inspection went well and no issues were found. The lift that allows individuals to access the second-floor conference room on the stage requires inspection every two years. As such, next year, the State Inspector will inspect and test both.

*Recommendation:* No further action is necessary.

#### **G. Fiscal/Budget**

No items.

#### **H. Complaints**

No items.

#### **I. Meetings Attended**

##### (1) Town Building Committee Meeting

I attended the subject meeting on September 5, 2018. The Committee met with NV5, the Project Manager for the public safety building project, and provided input concerning the Request for Qualifications (RFQ) that will be used to hire an architect for the project. The Board also discussed the prospect of going back out to bid to seek the purchase of private property for the project. Committee members will join the Board at the present meeting to discuss these matters.

*Recommendation:* Board discussion as per the posted agenda.

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

### (1) Discussion of Potential Topics for Fall Town Meeting (\*)

Now that the Special Town Meeting is behind us, and given the fact that the Fall Town Meeting will be held approximately one month early this year, it is time for the Board to turn its attention to the potential articles to be included on the Fall Town Meeting Warrant. The Board will sign the warrant at its next meeting on September 24, 2018 and it is therefore critical that the Board provide me with a well-developed framework for the warrant at the present meeting. I had provided a prioritized, draft list of potential topics to the Board at the last meeting and I will work with Town Counsel to finalize the actual warrant for the next meeting, using any guidance received at the present meeting. We will strive to have that draft to the Board as much as possible in advance of the next meeting.

*Recommendation:* **Board discussion and decision-making relative to the draft list of potential Fall Town Meeting article topics.**

## **K. Legal Issues**

No items.

## **L. Grants**

### (1) MVP Action Grant Monthly Reports

I worked with the project principals for each of our two Municipal Vulnerability Preparedness (MVP) Action Grant projects to file progress reports with the State for the month of August, 2018. The project dealing with tracking the salt marsh's rebound from a large-scale, natural sediment deposition event is moving through its initial stages. The mussel reef salt marsh stabilization project, which is a literature review project, will move forward later this fall.

*Recommendation:* No further action is necessary.

## **M. Emergency Planning**

No items.

## **N. Other Items**

### (1) Town Administrator Leave

I was out of the office on vacation leave on August 30 and 31, 2018.

### (2) Labor Day Holiday

The office was closed on September 3, 2018, 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.*