



Town Administrator's Report Board of Selectmen's Meeting of February 25, 2019

Report covers from February 9, 2019 to February 22, 2019

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

A. Town Department Reports/Requests

(1) Dept. of Environmental Protection Comments Concerning Sewer Breaks (*)

The Town recently received comments from the Massachusetts Department of Environmental Protection (DEP) concerning three force main sewer breaks that have occurred along the Essex Causeway in the past. The Town had hired a consultant to study the possible reasons for the problems, at the prompting of the DEP. According to our consultant, Wright-Pierce, evidence suggests that all of the line breaks were due to excessive pressure in the line, which could stem from multiple possible problems. Our next step is to consider the DEP's comments and potentially seek an appropriation at the Annual Town Meeting in May for further study, testing, design, or corrective actions that will serve to reduce this risk in the future. Presently, the Board of Public Works is working through the DEP's comments and will propose next steps in the near future.

Recommendation: **Board discussion as necessary.**

(2) Board of Public Works Vote to Relinquish Control of Public Safety Site (*)

Now that Town Meeting has voted to change the purpose for which the section of the Spring Street Cemetery that abuts John Wise Avenue is held (from cemetery to public safety), the law requires the Board of Public Works to take a similar vote. I worked with Town Counsel to arrive at a suitable form of vote and provided that suggestion to the Board of Public Works through its Superintendent during the week of February 18, 2019. Presently, it is my understanding that the Board of Public Works will consider taking the necessary vote at its meeting on February 25, 2019.

Recommendation: **Board discussion as necessary.**

B. Computer Systems

(1) Server Operating System Update Status Report

Personnel in the Town of Danvers IT Department have been working with me to make steady progress with respect to the overhaul of our virtual server operating systems. One virtual server, which serves as a secondary domain controller, has already been upgraded. We have also introduced the dynamic assignment of IP addresses to client devices on the network, as this will make the transition of the other servers easier and will allow better flexibility in the future, as the network continues to increase in complexity. Soon, we will embark upon the operating

system upgrades of the other three virtual servers plus the physical server that is our primary domain controller.

Recommendation: I will update the Board as necessary.

(2) Configuration of new DPW Printer

One of the older printers in the DPW offices recently failed and required replacement. I configured a newer printer that was not in use for use at the workstation in question.

Recommendation: No further action is necessary. Total time – ½ hour.

C. Personnel

(1) Informal Staff Meeting

I hosted the subject meeting of departments heads on February 21, 2019, as I do from time to time. The meeting featured a discussion regarding the recent Town Meeting vote to purchase private property for a new public safety facility. Department heads also had a chance to highlight activities within each department, many of which overlap with other departments.

Recommendation: No further action is necessary.

D. Procurement/Ongoing Projects

(1) Commencement of Preliminary Design Work for Public Safety Building(s) (*)

Now that Town Meeting has approved the site selection recommendation of the Town Building Committee and the Board, our design professionals have embarked upon a number of processes necessary to pulling a preliminary design together in the short timeframe between now and the Annual Town Meeting in May. Considerations include: site survey, wetlands compliance, utility pole locations or moves, traffic management, ongoing involvement of the Town Building Committee, fiber optic network extension to the site, and other factors.

Our designers are also looking one final time at whether a combined facility will fit on the combined cemetery-11 John Wise Avenue property, since, if feasible, would affect the design process from the outset. The Town Building Committee will discuss various options available at a joint meeting with the Selectmen on February 27, 2019. I have already been out to the site with our fiber optic network contractor (February 20, 2019) so they can get started on a network extension cost proposal and our wetlands consultant will begin his field work on February 25, 2019. Further, we have been presented with requests to authorize additional work tasks as part of the design process, as noted elsewhere on the Board's posted agenda.

Recommendation: Board discussion with respect to the preliminary design process as necessary, including the authorization of new work tasks.

(2) Conomo Point Seawall Design Process Update

At the last meeting, the Board selected a style of concrete form resembling cut granite blocks that it would like to pursue as the face of the new seawall at Conomo Point. As such, I passed that information along to our project designer and that selection will be incorporated in the design and bidding documents. We plan to apply for construction grant funding (75%) in the late spring and Town Meeting could approve a local match (25%) for the work in May. We will have a better idea of the overall project cost as the design work wraps up. Preliminarily, inclusive of construction oversight, the project may be as much as \$1.8M.

Recommendation: I will update the Board as necessary.

E. Insurance

No items.

F. Facilities

No items.

G. Fiscal/Budget

(1) Fiscal Year 2020 Legislative Budget Priorities for Essex

As is the case each year, Senator Tarr and Representative Ferrante both reached out to the Town to understand the Town's major project budget priorities for the coming fiscal year. These requests are made so that the legislators are best able to advocate for important Town matters. I provided the following guidance: a) programming into the Governor's budget of the legislatively-authorized borrowing that would help defray the cost of the Town's upcoming public safety building project; b) funding for the replacement of the Conomo Point seawall system; c) funding for the beneficial re-use of sediment to be dredged from the Essex River and/or maintenance dredging funding and/or the Town's possible participation in the regional dredge program being developed by Senator Tarr; d) increase to the Town's local aid allotment; and e) increase to the School District's Chapter 70 aid allotment.

Recommendation: No further action is necessary.

H. Complaints

No items.

I. Meetings Attended

No items.

J. Town Meeting, By-Laws, and Regulations

(1) Purchase and Sale Agreement for 11 John Wise Avenue (*)

Now that Town Meeting has authorized the Board to purchase 11 John Wise Avenue and the present owner has signed a Purchase and Sale Agreement, it appears that we are on track for a June 1, 2019 closing on the purchase. It is necessary for the Board to consider the countersignature of the Purchase and Sale Agreement. The sale price is \$785,000.

Recommendation: Board vote to countersign the Purchase and Sale Agreement, either at the present meeting or outside of a meeting as soon as the document is signed by the owner.

(2) Draft Annual Town Meeting Warrant (*)

I have revised the draft Annual Town Meeting warrant per the Board's past guidance.

Recommendation: Board review of the revised draft warrant.

K. Legal Issues

No items.

L. Grants

No items.

M. Emergency Planning

No items.

N. Other Items

(1) Town Administrator Vacation Leave

I was out of the office on vacation leave February 13-15, 2019.

(2) Presidents' Day Holiday

The office was closed on February 18, 2019, 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.