



## Town Administrator's Report Board of Selectmen's Meeting of June 3, 2019

Report covers from May 18, 2019 to May 31, 2019

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

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### A. Town Department Reports/Requests

No items.

### B. Computer Systems

#### (1) Network Outage Restoration

After the recent holiday weekend, users were not able to connect to network resources. The problem first presented as a network switch issue but turned out not to be the case. A patch was necessary in the server system that controls the zero-client workstations and service was restored after that process was applied.

*Recommendation:* No further action is necessary. Total time – 2 hours.

#### (2) Replacement of Planning Board Printer

The Planning Board Clerk reported problems with an older model printer during the week of May 27, 2019. I reviewed the situation and determined it to be a hardware problem not worth repairing. I installed a new printer at that workstation using a spare we had on the shelf.

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

### C. Personnel

No items.

### D. Procurement/Ongoing Projects

#### (1) Sale of Town Property at Conomo Point (\*)

At the last meeting, the Board agreed that I should develop a public notice that could be published in the newspaper relative to the availability of two vacant lots at Conomo Point which are for sale. Since each of the parcels are assessed with fairly low values, it is not necessary for the Board to seek formal proposals for the sale of the properties. Instead, the Board agreed that a member may eventually meet with abutters and any other interested parties to determine which potential buyer would offer the highest price. The Board agreed that each sale should probably include a deed restriction that prevents the parcel from being built upon in the future and that the buyer will need to reimburse the Town for all of its legal costs. I have developed the draft notice, as requested.

**Recommendation: Further Board discussion relative to the disposal of the two properties.**

(3) Continued Discussion on Design/Permitting for Downtown Parking (\*)

At the last meeting, the Board agreed that the proposal from Stantec for the design, permitting, bid assistance, and oversight of proposed parking striping and signage in the downtown area needs clarification and further vetting. I have since discussed our concerns with respect to Stantec's proposal with the Town Planner and he is working to understand how other potential firms would approach the project. I have also discussed our concerns with Stantec directly and the firm has been receptive to making changes favorable to the Town. I hope to have more information from the Planner by meeting time.

**Recommendation: Board discussion relative to the status of the project based on the information available by meeting time.**

(5) Schedule for Municipal Collaboration Meeting and Final Report (\*)

I met with the Manchester Town Administrator and Mr. Bob Halpin of the Collins Center for Public Management on May 28, 2019. As the Board may recall, the Collins Center has already completed a memorandum detailing how the two towns can work together in small ways to achieve efficiency. The Center is now turning its attention to the more complex possibilities and will produce an interim report suitable for review at a joint meeting of the boards of selectmen in July. The report will first be reviewed in draft by the town administrators and, after any necessary revisions, will be offered to board members in advance of the joint meeting. After the joint meeting occurs, the Collins Center hopes to write the final report over the summer, with an early fall delivery date.

**Recommendation: Board discussion as necessary.**

**E. Insurance**

No items.

**F. Facilities**

No items.

**G. Fiscal/Budget**

No items.

## **H. Complaints**

No items.

## **I. Meetings Attended**

### (1) Massachusetts Municipal Management Association Spring Conference

I attended the subject conference on Cape Cod on May 30 and 31, 2019. The conference always offers a great opportunity to network with other managers concerning issues of common interest. We are also provided with a useful municipal law update and participate in professional development sessions.

*Recommendation:* No further action is necessary.

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

### (1) Review of Potential Downtown Mixed-Use Zoning District By-law

I met with Dana LeWinter of the Citizens' Housing and Planning Association (CHAPA) and Planning Board Chairman Westley Burnham on May 22, 2019 to discuss how the subject, proposed bylaw may assist the Town with meeting its affordable housing goals. If mixed use in the downtown area is allowed by right, it will be much easier for property owners to have residential space on the second floor with commercial space at the street level. At our meeting, Chairman Burnham indicated that the Planning Board hopes to bring a zoning district proposal to the Fall Town Meeting in November and Ms. LeWinter indicated that CHAPA will be available to assist with outlining the advantages of such a proposal at planning public forums. It is possible that the Economic Development Committee will also review and support the proposal.

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

## **K. Legal Issues**

No items.

## **L. Grants**

### (1) Municipal Vulnerability Preparedness (MVP) Monthly Reports

I filed the subject reports with the State during the week of May 27, 2019. Both projects are wrapping up and we are preparing for final billing and project closeout. The mussel reef study will culminate with a final report that will comment on the suitability of mussel reefs to potentially stabilize the salt marsh horizontally, by protecting exposed banks. The natural sediment deposition study is showing promise with respect to the marsh being able to rebound after the winter deposition of sediment onto its surface. We are hopeful that a second

season of sediment deposition recovery monitoring will be funded by the State in fiscal year 2020.

*Recommendation:* No further action is necessary.

#### **M. Emergency Planning**

No items.

#### **N. Other Items**

(1) Town Administrator Vacation Leave

I was out of the office on vacation leave on May 24, 2019.

(2) Memorial Day Holiday

The office was closed on May 27, 2019, 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.*