



Town Administrator's Report Board of Selectmen's Meeting of June 17, 2019

Report covers from June 1, 2019 to June 14, 2019

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

A. Town Department Reports/Requests

(1) Review of Notice of Intent for Proposed Seawall Replacement Project

The Essex Conservation Commission reviewed the Town's Notice of Intent (NOI) for the proposed replacement of the Conomo Point seawall on June 4, 2019. The NOI is part of the design process which was funded by a grant last year and was developed by our design engineering firm, GZA Geoenvironmental. In July, we will be submitting a construction grant application for the project and having the necessary permitting completed is a prerequisite to that funding. At the meeting, the Commission supported the project and will be issuing a standard Order of Conditions in the near future. GZA is presently working to apply to the Department of Environmental Protection's Bureau of Waterways Engineering and Wetlands to modify our existing Chapter 91 license for the seawall to accommodate the proposed new structure.

Recommendation: I will update the Board as necessary.

(2) Essex Housing Coalition Update (*)

I attended a meeting of the Essex Housing Coalition on June 11, 2019, along with Selectman Phippen. The Coalition had a couple of meetings earlier this year and I took the Coalition's message to various local groups with our technical consultant over the past few months. At the meeting, everyone agreed that the Coalition's focus should be to support and educate people about a proposal for a mixed-use downtown zoning district that will hopefully be advanced by the Planning Board at the Fall Town Meeting. The flexibility to have mixed residential and commercial use on a property in the district as of right will help on both the community housing and economic development fronts. The Coalition plans to meet again in the late summer or early fall to plan for a public forum on this topic. The Planning Board will also hold its required public hearing on the proposal in the fall.

Recommendation: **Board discussion as necessary.**

B. Computer Systems

(1) Addition of Senior Center Computers to Town Network

As reported previously, we had been preparing the two laptop computers used by our two Senior Center employees for migration to the Town network. Previously, users utilized local desktops and could not take advantage of centralized antivirus

and disaster recovery services. On June 13, 2019, I worked with our computer consultant to put both computers on our network and to serve them with a special, “corporate” wireless feed that is separate from the guest wireless feed at the Senior Center. We also corrected some problems they were having with wirelessly connecting to two printers that are used for day-to-day operations. These employees may now use remote desktops that can be accessed from anywhere and enjoy the same advantages of other departments, while maintaining their now-restored local printing capabilities. I will work with each employee over time to migrate from their local Windows desktops and services to the Town network resources.

Recommendation: No further action is necessary. Total time – 3 hours.

C. Personnel

(1) Safety Committee Meeting

The next Safety Committee meeting has been scheduled for June 20, 2019. I have placed a draft agenda in the Board’s reading folder.

Recommendation: No further action is necessary.

D. Procurement/Ongoing Projects

(1) Planning for Proposed Public Safety Facility Building Permit

Our Project Manager and our architect have begun in earnest to develop design plans for a potential new public safety building along John Wise Avenue. As such, it is necessary for me to work with our professionals with respect to a number of analytical and permitting prerequisites. These activities will allow the project to proceed in the fall should Town Meeting vote to approve construction funding (lead times for most activities would prevent a fall start if not commenced until after the funding vote).

Presently, I am assisting our professionals to coordinate with the Department of Public Works (water and sewer connections), the Planning Board (Site Plan Review), the Conservation Commission (Notice of Intent), the Building Inspector (third party construction plan review), and the Board of Health (review of kitchen facilities and requirements for dismantling the structure at 11 John Wise Avenue). Further, I have provided to our Project Manager a 2013 comprehensive review of asbestos in the current facility at 24 Martin Street, which will be useful in determining if any further analysis is necessary prior to that building’s demolition. A similar review will need to be conducted on the house at 11 John Wise Avenue before that is dismantled.

Recommendation: I will update the Board as necessary.

(2) Review of Electrical Design Plans for Public Safety Facility

Our Project Manager and our architect hosted a meeting with the electrical designer for the proposed public safety facility on June 13, 2019. Fire department and police department personnel were also in attendance. The designer reviewed each of the systems that they are responsible for developing, including phone/data network, station alerting/control, and camera system wiring; lighting, service demarcation, server/IT rooms, emergency power generation, physical access control, fire alarms, and other items. We were able to show the designer some of the systems that are used now; to learn about the new systems and capabilities that we should expect to see; and to understand how some elements will not be carried in the general bid but must still be accounted for in the budget in order to pay subcontractors. The meeting was very productive and we were able to give the designers and our Project Manager many answers to questions that will affect the design, and ultimately, the total project cost.

Recommendation: No further action is necessary.

(3) Contract for Design of Downtown Parking Striping and Signage (*)

At the last meeting, the Board agreed that the proposal from Stantec for the subject design services, which had been revised by Stantec to be more responsive to the Town's needs, should be compared to any other proposal that the Town Planner was able to obtain. Since the last meeting, we did receive one other proposal, from TEC, which carries a total, lump-sum cost of \$36,000 or less (as compared with the \$50,000, uncapped proposal from Stantec) for the same scope of services. TEC is willing to meet with MassDOT first, before work begins in earnest, to ensure that DOT will be receptive to the work that is proposed.

Recommendation: **Further Board discussion relative to choosing a contractor for this project.**

(4) Sale of Vacant Lots at Conomo Point (*)

At the last meeting, the Board agreed with the text of a recommended legal advertisement to call attention to the sale of two, Town-owned, vacant lots at Conomo Point. Any sales will carry deed restrictions rendering the properties unbuildable and buyers will need to assume all legal costs. The Board may choose to also impose other restrictions. The advertisement ran in the newspaper on June 8 and on June 15, 2019, in addition to a feature story highlighting the possible sales. To date, a total of eleven interested parties have contacted the Town about the lots (with most being interested in the Sumac Drive Lot).

Recommendation: **Board discussion as necessary.**

E. Insurance

No items.

F. Facilities

(1) Electrical Upgrades at the Centennial Grove Cottage

As the Board may recall, several repairs to the Centennial Grove Cottage and bulk cleanup of the adjacent garage were completed last fall using funding that Town Meeting appropriated in the past. That funding was also ample to perform various electrical system upgrades at the Cottage and we had been waiting for our electrical contractor to commence work. The electrical work was performed during the week of June 3, 2019, which completes the objectives with respect to that particular funding.

Recommendation: No further action is necessary.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

(1) Cape Ann Chamber of Commerce Essex Division Meeting

I attended the subject meeting on June 6, 2019. The meeting featured a discussion relative to the Town's Housing Coalition and its recommendation for a mixed-use zoning bylaw in the downtown area. I also updated the group with respect to various Town projects and initiatives, including the status of the public safety building project.

Recommendation: No further action is necessary.

J. Town Meeting, By-Laws, and Regulations

(1) Possible Policy Concerning Issuance of Outdoor Entertainment Licenses (*)

At the Board's meeting on June 3, 2019, the Board agreed that I should work with Town Counsel to take some general preferences for the regulation of outdoor entertainment license requests and assemble those into a draft policy framework for the Board to consider adopting. The Board wanted the policy to allow for flexibility in special cases and it is possible to take the basic framework we have developed and modify and clarify it to suit the Board's liking. The Board met again on September 10, 2019 and took further input from the public regarding this matter. Town Counsel will be in attendance at the present meeting to assist the Board with finalizing the proposed policy.

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

(2) Noise Control Bylaw

At the last meeting, the Board agreed that I should begin to provide examples of how other communities have fashioned noise control bylaws. To that end, Town Counsel was aware of bylaws in existence in small communities that approach the issue from different perspectives. I provided those examples to the Board and the Board met again on September 10, 2019. At this time, the Board is not contemplating developing a noise control bylaw and favors continuing to develop an entertainment license policy which can address noise associated with outdoor entertainment, as discussed in item J1, above.

Recommendation: No further action is necessary.

K. Legal Issues

No items.

L. Grants

(1) Seawall Grant Application Progress

Now that the State has released the official Request for Responses (RFR) for the Dam and Seawall Repair and Removal grant program, I have begun to work with our seawall design engineer on the application in earnest. We spoke on June 3, 2019 concerning what is necessary to complete the application by the July 12, 2019 deadline and we are presently working to compile all of the required elements. When the application is complete, Chairman Spinney will sign it as per the Board's previous vote of authorization.

Recommendation: I will update the Board as necessary.

(2) MVP Action Grant Funding Status and Grant Contracts (*)

We received news during the week of June 3, 2019 that the State funded the grant we had applied for in conjunction with Boston University dealing with sediment transport along Castle Neck Island and within Essex Bay (\$190,349). The grant contract for that work requires Board signature at this time. Unfortunately, the State chose not to fund the second year of natural sediment deposition monitoring in the Great Marsh, which the University of New Hampshire has been working with us on. It is possible that the UNH project will be funded this summer, when a second round of funding is released.

Recommendation: **Board signature of the necessary grant paperwork with the State and authorization to sign the necessary contract with Boston University in the future, when that contract paperwork becomes available.**

(3) Memorandum of Understanding (MOU) for Senior Transportation Grant(*)

As reported previously, the City of Gloucester was the lead agency concerning a grant that will seek to improve transportation to food access and physical activity for low-income senior citizens on Cape Ann. The Town's share of that funding is \$4,753 and the Council on Aging could use the funding for things like trips to the grocery store or scenic walks. The Council could continue to use its present, commercial transportation carrier or may review whether the Town of Manchester could assist with this program, for a fee.

Recommendation: **Chairman's signature of the proposed MOU.**

(4) Hazard Mitigation Plan Update Quarterly Report

I filed the subject report with the State for the quarter ending June 30, 2019 during the week of June 10, 2019. The project is wrapping up and the plan is undergoing State and Federal review. After the review process has been completed, the Board will be asked to officially adopt the updated Hazard Mitigation Plan.

Recommendation: I will update the Board as necessary.

M. Emergency Planning

No items.

N. 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.