



Town Administrator's Report Board of Selectmen's Meeting of October 21, 2019

Report covers from October 5, 2019 to October 18, 2019

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

A. Town Department Reports/Requests

No items.

B. Computer Systems

(1) Regional IT Grant Interviews

The consultant working on the Regional IT grant aimed at increasing the variety of services that can be offered to smaller communities by the Town of Danvers visited Town Hall on October 10, 2019. His goal was to find out from users of our own systems what they see as needs going forward. As the Board may recall, we had already been visited by a systems technician who took stock of our infrastructure and configuration, for comparison to the other participating communities. The consultant had the opportunity to discuss needs and possible improvements with several Town department heads and he will collect similar information from the other six communities that are participating in the grant.

Recommendation: I will update the Board as necessary.

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Site Visit for Prospective Public Safety Facility Project Bidders

I attended the subject site visit at 11 John Wise Avenue along with our Project Manager and our design professionals on October 9, 2019. The site visit featured the opportunity for interested bidders to walk the site and to inspect the interior of the structures on the property that will be demolished. Our Project Manager provided attendees with an overview of the remaining bid schedule and bidders toured the interior of the house that will be demolished, and the site in general.

Recommendation: No further action is necessary.

(2) Summary of Filed Sub-bids for New Public Safety Facility (*)

Filed sub-bids for specific trades associated with the construction of the new public safety facility at 11 John Wise Avenue were received on October 18, 2019 (after the printing of this report). I will have a summary of the bid information by meeting time.

General bids, which draw upon the bids offered by filed sub-bidders, are due on October 30, 2019 and it is possible that the Board will be asked to authorize a Notice to Proceed to the successful bidder at the next Board meeting on November 4, 2019.

Recommendation: **Board discussion as necessary.**

(3) Status of Plans for Line Striping and Signage in Downtown Area (*)

At the request of the business community, and with the Board's concurrence, I hosted a meeting on October 16, 2019 to review the status of the design plans for proposed, new line striping and wayfinding signage for the downtown area. Members of the business community had attended a presentation of the initial design plans in September and provided input. I shared the revised plans with prospective meeting attendees in advance (draft plans are on the [Economic Development Committee's web page](#)) and reviewed the plans on the screen with them at the meeting. The business representatives had a variety of questions, which our designer has offered answers to. The business community would also like to meet directly with the Board on November 4, 2019, to provide its final recommendation on the project. The Economic Development Committee will also be in attendance.

Also, our engineering firm is ready to submit the required application for a Permit to Access the State Highway. The firm has provided the draft application form, for my signature, and a letter authorizing the firm as the Town's authorized agent, for the Chairman's signature.

Recommendation: **Board vote to authorize the Chairman to sign the permit application at the appropriate time (post-November 4) and to sign the authorized agent letter at the present meeting.**

(4) Possible Agreement with Ipswich for Street Light Conversion & Maint. (*)

As the Board is aware, we are presently in the design phase for the conversion of the Town's street lights to LED lamps. We have learned from the Town of Ipswich that Ipswich would like to provide a proposal for the conversion and future maintenance of the street lights. It is very likely that Ipswich will be able to provide these services for substantially less money than commercial electrical companies.

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) Cape Ann Mass in Motion Meeting

As the Board may be aware, Essex participates in the Cape Ann Mass in Motion program, in partnership with the other Cape Ann communities. The program is aimed at increasing opportunities for exercise and healthy eating in our area. A regular meeting of the steering group was held at the Essex Town Hall on October 15, 2019. I attended the meeting, which featured discussion concerning the ongoing effort to provide better senior citizen transportation and the possible future assessment of bicycle improvements by means of a Cape Ann Regional Bicycle Master Plan. The grant coordinator will continue to work on these issues and the group will look forward to possible new funding next fiscal year.

Recommendation: No further action is necessary.

J. Town Meeting, By-Laws, and Regulations

(1) Final Fall Town Meeting Warrant

I have prepared a final version of the Fall Town Meeting warrant in accordance with the Board's guidance at the last meeting.

Recommendation: Board vote to approve the warrant in accordance with the posted agenda.

(2) Possible Acquisition of Apple Street Parcel/Rights at Future Town Meeting(*)

At the last meeting, the Board agreed that an article for the possible acquisition of an Apple Street property (or, at least an easement over it) for the purpose of providing a second means of access to the Town's transfer station and DPW yard parcel should be explored for the Annual Town Meeting in the spring of 2020. If the entire property is acquired, the additional land could be set aside for future municipal use. In order to initially explore this matter, a resident is attempting to make contact with the property owner on behalf of the Board.

Recommendation: **Board discussion as necessary.**

K. Legal Issues

No items.

L. Grants

No items.

M. Emergency Planning

No items.

N. Other Items

(1) Town Administrator Leave

I was out of the office, on vacation leave, on October 11, 2019.

(2) Columbus Day Holiday

The office was closed on October 14, 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.