



## Town Administrator's Report Board of Selectmen's Meeting of November 5, 2018

Report covers from October 27, 2018 to November 2, 2018

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) Renewal of Antivirus Support

I have renewed and activated our annual support licenses for our antivirus software for a portion of our client computers.

*Recommendation:* No further action is necessary.

### C. Personnel

No items.

### D. Procurement/Ongoing Projects

#### (1) Development of Specific Fire and Police Building Programs

Our architectural team met with fire personnel, police personnel, Chairman O'Donnell, and me on October 30, 2018. Each department was given the opportunity to review suggested program elements that our architect provided and basic decisions were made as to what will be necessary as sites and plans are evaluated. The architectural team and our Project Manager will meet with the Selectmen and the Town Building Committee on November 8, 2018, to continue the project development process.

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

#### (2) Appraisal of 42 Western Avenue for Potential Public Safety Site Purchase

The Town has retained MAI appraiser John Shuka to provide values for options that may be possible concerning the potential purchase of the subject property. He will take into account the highest and best use of the property, since its sale to any buyer could result in a variety of possible uses (due to its relatively large area and frontage). He will undertake a similar exercise with respect to the possibility of dividing the property into a 3-acre parcel and a 1.8-acre parcel, with the Town only purchasing the 3-acre parcel. Mr. Shuka is presently performing some preliminary work and we expect his final report by the end of November.

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

## **E. Insurance**

No items.

## **F. Facilities**

### (1) Questions Concerning Route 133 Vehicular Safety in Specific Areas (\*)

At the last meeting, the Board asked that I contact MassDOT to understand whether that department would be inclined to install a flashing warning sign at either end of the sequence of sharp curves near Southern Avenue. The Board also ask that I inquire as to whether the speed limit step down coming into Essex from Ipswich is to abrupt. I have made contact with the MassDOT Traffic Division and may have additional information by meeting time.

***Recommendation:* Board discussion if information from MassDOT is available by meeting time.**

### (2) Display of WWII Veterans' Portraits in Town Hall

After the Board recently agreed to receive as a gift give portraits of WWII Essex Veterans, it was necessary to find a suitable location to display them. At the last meeting, the Board considered the hallway adjacent to the stage conference room on the second floor. However, that location would not be adequate for proper viewing. As such, the Board agreed that the portraits should be hung in the conference room itself. I have made arrangements with the Custodian to install hooks and I have ordered small plaques to be affixed to the portraits listing the veterans' names and military branch.

*Recommendation:* No further action is necessary.

### (3) Memorial Park Restrooms Seasonal Closure

The public restrooms in Memorial Park closed for the season as of November 1, 2018. The restrooms will reopen as of April 1, 2019.

*Recommendation:* No further action is necessary.

## **G. Fiscal/Budget**

No items.

## **H. Complaints**

No items.

## **I. Meetings Attended**

No items.

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

No items.

## **K. Legal Issues**

No items.

## **L. Grants**

### (1) Age and Dementia-Friendly Regional Meeting and Grant (\*)

At the last meeting, the Board briefly discussed the prospect of entering into an age and dementia-friendly best practice area on a regional basis under the Town's second Community Compact with the Commonwealth. The Council on Aging Director attended a meeting hosted by SeniorCare on October 30, 2018 and interest in a senior-related grant was discussed. I expect to have additional details by meeting time.

***Recommendation:* Further Board discussion relative to how Essex may be able to factor into a regional grant initiative.**

### (2) MVP Action Grant Monthly Reports

I have provided to the State the monthly reports for the month of October from the two MVP Action grants that the Town is working on fulfilling. The natural sediment deposition event that the University of New Hampshire is studying in three Great Marsh communities, with Essex as the lead, is wrapping up its data analysis from the past growing season. The literature review concerning the feasibility of using mussel reefs to harden the edge of the marsh against further physical degradation is being performed by Northeastern University and is proceeding more slowly.

*Recommendation:* No further action is necessary.

### (3) MIIA Loss Control Grant

This year, after reviewing various eligible items for the MIIA Loss Control Grant, which is offered by our insurer, the Fire Department was interested in a backup camera and traffic control arrow for Engine 1. Also, the Police Department was interested in expanding the station's closed-circuit video system to include the prisoner processing area that is under construction. If the grant is awarded, the police portion (\$3,595.67) will actually defray part of that project's cost. The total

grant mount applied for is \$5,031.52, and the Chairman has already signed the application, which has been submitted to our insurer.

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

(4) Community Compact Best Practice Area Review and Grant Funding (\*)

At the last meeting, the Board desired to review the list of possible Community Compact best practices supported by the Commonwealth since the Board may soon apply for a Compact involving Age & Dementia Friendly Communities, Efficiency and Regionalization, and perhaps a third area. The Board was also interested in more details concerning the Efficiency & Regionalization Grant Program. The Town may be partnering with SeniorCare relative to the first area and with the Town of Manchester relative to the second area.

*Recommendation:* **Board discussion relative to these items.**

**M. Emergency Planning**

No items.

**N. Other Items**

No items.

*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.*