



Town Administrator's Report Board of Selectmen's Meeting of Dec. 17, 2018

Report covers from December 8, 2018 to December 14, 2018

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

A. Town Department Reports/Requests

(1) Town Building Committee Public Forum Summary (*)

The Town Building Committee held a public forum concerning the status of site selection and design for new public safety facilities. Our Project Manager and our Designer were both present to lay out the various options and the required building programs.

Recommendation: **Board discussion as necessary.**

B. Computer Systems

No items.

C. Personnel

(1) AFSCME and EPBA Collective Bargaining Sessions

Chairman O'Donnell and I participated in an EPBA collective bargaining session on December 11, 2018 and Selectman Spinney and I participated in an AFSCME collective bargaining session on December 13, 2018. Both unions are in the process of negotiating successor collective bargaining agreements.

Recommendation: Board discussion in executive session in accordance with the posted agenda.

(2) Town Administrator Calendar Year 2019 Goals (*)

At the last meeting, the Board briefly reviewed a series of goals I had suggested for calendar year 2019. At that time, the Board requested that I add a goal relative to the Town's overall compliance with OSHA requirements, which will begin to be relevant as of February 1, 2019. To that end, I offer the following suggested goal:

Oversee generally the Town's development of a program that will keep the Town in compliance with all relevant OSHA requirements, including training, recordkeeping, and adherence to standards. The actual detailed technical understanding of what is required in these areas and the day-to-day coordination and management of individual requirements will be developed and maintained by the Board of Health Administrator. My

involvement will be to work toward the program getting properly launched, funded, and supported over time.

Recommendation: Board discussion relative to the newly-suggested OSHA-related goal and the other goals that were provided at the last meeting.

D. Procurement/Ongoing Projects

No items.

E. Insurance

(1) November Pothole Log

I obtained the pothole log for the month of November from the DPW during the week of December 10, 2018. One pothole was reported and was repaired.

Recommendation: No further action is necessary.

F. Facilities

No items.

G. Fiscal/Budget

(1) Continued Review of FY20 Operating & Capital Budget Requests (*)

At the last meeting, the Board began to review and discuss its preferences for the operating and capital budget content that the Board has responsibility for. I have updated various budget documents for the Board's further review at the present meeting.

Recommendation: Further review and discussion concerning various FY20 operating and capital budget request documents.

(2) Continued Review of Possible Financing Options for School Debt (*)

I participated in a second conference call relative to possible options for financing the debt to be issued for the Memorial School construction project on December 10, 2018. Those on the call asked that the specific debt schedules for the various options be separately listed for consideration (since they had been merged with expected payments for the high school-middle school). That request was obliged and the group will hold a follow-up call on December 17, 2018. More information will be available by meeting time.

Recommendation: Board discussion as necessary.

H. Complaints

(1) Apple Street Traffic Study Technical Assistance

The Central Transportation Planning Staff (CTPS) division of the Boston Metropolitan Planning Organization (MPO) will be able to assist the Town with the evaluation of morning traffic patterns on Apple Street. As the Board is aware, the bus company for the Regional School District is able to pick up students on Turtleback Road for the later, elementary school run, but not for the earlier, middle/high school run – partially based on higher traffic during the earlier run. Parents had registered a formal complaint with the Board that the earlier bus service should be possible. I made contact with the Metropolitan Area Planning Council (MAPC) to look at the traffic pattern as had been requested by the Board and MAPC put me in touch with CTPS. Presently, I am awaiting a plan for the work to be completed by CTPS.

Recommendation: I will update the Board as necessary.

I. Meetings Attended

(1) Initial Meeting of Affordable Housing Coalition Under CHAPA Grant (*)

I participated in the subject meeting on December 12, 2018, which was organized by personnel from the Citizens' Housing and Planning Association (CHAPA) as part of technical assistance that CHAPA is offering the Town. The meeting featured a chance for the various coalition members to be introduced to one another and for each to provide their input on the most important housing issues facing the Town. The Coalition will reconvene in late-January to begin analyzing needs on a more formal basis.

Recommendation: **Board discussion as necessary.**

J. Town Meeting, By-Laws, and Regulations

(1) Draft Annual Town Meeting Article Topics List Discussion (*)

At the last meeting, the Board reviewed a preliminary list of Annual Town Meeting potential article topics. I have revised the list in accordance with the Board's guidance.

Recommendation: **Further discussion relative to the draft Annual Town Meeting article topics list.**

K. Legal Issues

No items.

L. Grants

(1) MVP Action Grant Monthly Reports

I will soon file with the State the monthly reports for the month of December relative to the two MVP Action Grants that we are administering. Relative to the natural sediment deposition study, we expect to see the development of some initial conclusions after the new year begins. Relative to the mussel reef feasibility study, personnel from Northeastern University are on track for a January, 2019 commencement.

Recommendation: No further action is necessary.

(2) Hazard Mitigation Plan Update Project Quarterly Report

Personnel from MAPC have assisted with the development of the subject report, which I have filed with the State. The process of updating the Town's Hazard Mitigation plan is moving along well and a March, 2019 completion is still anticipated.

Recommendation: No further action is necessary.

(3) Conomo Point Seawall Design Grant Quarterly Report

I will work with GZA Geoenvironmental to produce the subject report and will soon file it with the State. Field work has been ongoing and GZA will continue to collect data and move into the design phase.

Recommendation: No further action is necessary.

(4) Age & Dementia-Friendly Community and Shared Services Grant Updates (*)

The Board signed contracts for the subject grants at the last meeting and the Lt. Governor and the Secretary of Elder Services visited Essex on December 13, 2018 to formally announce and award the grants. The aging grant (\$20,000) benefits all four Cape Ann Communities and the shared services grant (\$25,000) benefits both Essex and Manchester.

Regarding the shared services grant, I met with the Manchester Town Administrator on December 11, 2018 to discuss the scope of services for the project and to discuss a potential consultant. We feel that the Collins Center for Public Management, which is part of UMass Boston, would be an excellent consultant choice. I may have more information relative to the Collins Center's potential involvement by meeting time.

Regarding the senior-related grant, SeniorCare hopes to hire a staff person on a part-time basis in order to coordinate and discharge the scope of services under that project. I will provide further information after the grant paperwork is

officially countersigned by the State and we begin to make progress toward that staff arrangement.

Recommendation: **Board discussion as necessary.**

M. Emergency Planning

No items.

N. Other Items

(1) Town Administrator Vacation Leave

I was out of the office, on vacation leave, on December 14, 2018.

This report is available at www.essexma.org on the morning after any regularly scheduled Essex Board of Selectmen's Meeting.