



## Town Administrator's Report Board of Selectmen's Meeting of August 13, 2018

Report covers from July 28, 2018 to August 10, 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) Continued Process of Migration to Drupal Website Platform

At the last meeting, the Board decided on some basic elements and styles to be included in the updated Town website as we move from our old platform to the Drupal platform. Our vendor has begun to build the new site with those things in mind and will soon be starting to migrate website content, with attention to the best way to organize that content within the chosen framework.

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

#### (2) Installation of Printer/Scanner in Treasurer/Collector's Office

I installed a new printer/scanner for the Treasurer/Collector during the week of July 30, 2018. The new device required wiring and configuration for use on the Town's network.

*Recommendation:* No further action is necessary. Total time – 1 hour.

### C. Personnel

#### (1) Potential Coordination of OSHA Compliance by Board of Health

At the last meeting, the Board asked that I make contact with the Board of Health Administrator concerning whether the Board of Health would perhaps desire to take on the coordination of OSHA compliance for the Town. I have learned that the Administrator does have interest in this possibility and she will attend a general OSHA training with me in September. She will also bring the topic to the Board of Health for further discussion.

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

### D. Procurement/Ongoing Projects

#### (1) Selection of Public Safety Building Project Manager

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Proposals in response to the Town's recent Request for Qualifications (RFQ) for an Owner's Project Manager (OPM) relative to the future of the Town's public

safety buildings were due on August 2, 2018. Of the 36 firms that obtained a copy of the RFQ, a total of five (5) firms actually submitted a proposal. The Town Building Committee met on August 9, 2018 to narrow the field of applicants down to the top three candidates (unranked). At the present meeting, the Town Building Committee will conduct interviews of those three firms and the Town Building Committee will rank the firms. The Selectmen will then engage the top-ranked firm to develop a cost proposal in advance of the August 27, 2018 Special Town Meeting.

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

(2) Proposals for Sale of Property to Town for Public Safety Building

Proposals in response to the Town's recent Request for Proposals (RFP) for the sale of private property to the Town for future public safety building siting are due in Town Hall on August 13, 2018 (after the printing of this report). At printing time, a total of eight individuals had obtained a copy of the RFP. The Town Building Committee will meet on August 16, 2018 to review and proposals received and will assign a composite ranking to each proposal. Even if a suitable frontrunner is identified through the process, the potential purchase of property will be taken under advisement while our to-be-hired Project Manager (contingent upon funding at the Special Town Meeting of August 27, 2018) reviews all of the various options. If property is to be purchased, this will be proposed to voters at the Annual Town Meeting in May of 2019.

*Recommendation:* Brief Board discussion as per the posted agenda.

(3) As-built Plan for Conomo Point Park

The Conservation Agent has conducted a final site review of the new park at Conomo Point and he will notify us if any additional work is necessary. I will soon make arrangements with the project site survey subcontractor to produce the required as-built plan for the Conservation Commission. Once that plan is reviewed by the Commission, a certificate of compliance for the project will be issued.

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

**E. Insurance**

No items.

**F. Facilities**

(1) Funding to Improve Grove Cottage and Garage

At the last meeting, the Board agreed that funding should be sought to improve the Centennial Grove and its associated garage to the extent necessary for the

Youth Commission to begin using the facility and running programming from it (from the perspective of the Building Inspector and the Board of Health). The Youth Director is presently working to determine a final list of work items so a cost estimate can be arrived at for the Special Town Meeting on August 27, 2018.

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

#### **G. Fiscal/Budget**

##### (1) Update Concerning FEMA Disaster Relief for March Nor'Easters

At the time of printing of this report, Town personnel had attended all necessary training to apply for reimbursement of costs associated with the March 2-3 and March 13-14, 2018 nor'easters. We should soon have contact from FEMA officials relative to assembling our reimbursement request packages.

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

#### **H. Complaints**

No items.

#### **I. Meetings Attended**

No items.

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

##### (1) Draft Motions for Special Town Meeting

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I have developed draft motions to be read at the Special Town Meeting to be held on August 27, 2018.

*Recommendation:* **Board review and discussion as necessary.**

#### **K. Legal Issues**

No items.

#### **L. Grants**

No items.

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

No items.

## **N. Other Items**

### (1) Town Administrator Vacation Leave

I was out of the office on vacation leave for the entire week of August 6, 2018.

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