



## Town Administrator's Report Board of Selectmen's Meeting of August 27, 2018

Report covers from August 11, 2018 to August 24, 2018

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

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### A. Town Department Reports/Requests

#### (1) Holiday Festival Planning Meeting

I participated in a meeting on August 13, 2018 involving the Youth Commission and people who have been involved with the planning of the Essex Holiday Festival for many years. The purpose of the meeting was to determine which aspects of the Festival will be picked up by the Youth Commission and which aspects will be coordinated by others. The group agreed that the Youth Commission would be responsible for "Santa's Arrival" on the Friday night and that the Youth Director would participate on the Holiday Festival Committee (a non-municipal, private committee). A group of long-time volunteers will continue to coordinate the Thursday night Memory Tree ceremony and the Essex Elementary fifth grade class will be responsible for "Breakfast with Santa" on the Saturday morning. Proceeds from donations will be used to bring in the usual carolers and the Selectmen's Office will continue to receive donations and pay invoices for expenses. The Holiday Festival Committee will meet in the coming month to begin this year's planning.

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

### B. Computer Systems

#### (1) Deployment of Second State Voting System Computer

The Town Clerk requested a second State Voting System computer terminal from the State and it arrived during the week of August 13, 2018. I assisted with the connection of the terminal to the State's dedicated communication switch and with a device that allows the Clerk to toggle between the Town's computer system and the State system using just one mouse, keyboard, and monitor.

*Recommendation:* No further action is necessary. Total time – ½ hour.

#### (2) Printer Configuration and Replacement, DPW

The DPW Clerk was experiencing printing problems during the week of August 13, 2018 and the Assistant Superintendent of Public Works required assistance with the replacement of his printer. I traced the printing problem back to a PC disk space issue (which I corrected) and worked to get the new printer for the Assistant Superintendent configured on our virtual network.

*Recommendation:* No further action is necessary. Total time – ½ hour.

(3) Memory Increase for Virtual Server Host

The IT professionals in the Town of Danvers who manage our server replication to Danvers had recommended in the past that our host device in Essex be upgraded with the installation of additional memory capacity. I ordered the necessary memory chips and the original host device vendor installed them during the week of August 20, 2018. Town of Danvers personnel assisted with allocating the memory to our virtual servers later that day.

*Recommendation:* No further action is necessary.

**C. Personnel**

(1) Informal Department Heads Meeting

I hosted the subject meeting on August 23, 2018 as I do from time to time. The meeting featured a discussion regarding the upcoming Special Town Meeting and updates from various departments concerning ongoing projects and operations.

*Recommendation:* No further action is necessary.

(2) Quarterly Safety Committee Meeting

The next quarterly Safety Committee meeting will be held on September 20, 2018. I have placed a draft agenda in the Board's reading folder.

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

(3) Employee and Volunteer of the Year Awards

This year, since the Fall Town meeting is being held early (October 16, 2018), I am getting started early with respect to Employee and Volunteer of the Year nominations. I have provided notice of the nomination period (which ends September 20, 2018) to all of the usual parties. Anyone wishing to make a nomination can get in touch with me before the deadline to learn the proper procedure.

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

**D. Procurement/Ongoing Projects**

(1) RFP for the Purchase of Public Safety Building Property (\*)

Proposals for the sale of private property to the Town for the Town to construct a new public safety building on were due on August 13, 2018. Only one proposal was received and it did not include enough parcel area to meet the minimum criteria published in the RFP. As such, the Town received no valid proposals. At the last Selectmen's meeting, the Board discussed with the Town Building Committee the possibility of revising the RFP's criteria and soliciting proposals again. Presently, the Town will wait to work with its soon-to-be-hired Project

Manager (pending Town Meeting funding) to determine how to potentially revise the RFP and whether to seek new proposals.

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

(2) Cost Proposal for First Phase of Project Manager Services (\*)

At the last meeting, the Board received the name of the top-ranked public safety building Project Management Firm (NV5) from the Town Building Committee. The firm developed a cost proposal for the services it recommends between the present time and the Annual Town Meeting next May. Services will generally include initial vetting of various site and building options and assistance with selecting an architectural firm for project design (subject to funding at the Fall Town Meeting). The firm will also provide assistance with evaluating the Town's RFP seeking additional private property options, should the Town want that assistance looking toward a second advertisement of the RFP. The cost for this first phase of work is \$162,407.

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

(3) Army Corps of Engineers Coordinated Site Visit (\*)

The Army Corps of Engineers conducted the subject site visit on August 22, 2018 as part of the continuing Section 204 beneficial sediment re-use study. The event was intended to discuss with regulators and stakeholders how the study should unfold and what its objectives should be. The site visit included a presentation from the Army Corps at Town Hall and a visit to the resource area. Several concepts that may allow dredged material to be beneficially re-used within the Essex River system were discussed and the Corps pointed out that thin layer deposition is no longer on the table since the Corps does not presently have internal agreement as to the benefit of that technique. Other options include marsh bank stabilization, filling in of mosquito ditches, creation of new marsh, and others. The Corps is also working to assess and conduct permitting for traditional, maintenance dredging, which takes dredge spoils near-shore and offshore. Maintenance dredging is funded 100% with Federal dollars and a beneficial re-use project would actually require the Town to pay 35% of the cost over and above what the maintenance scenario would cost.

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

## **E. Insurance**

No items.

## **F. Facilities**

### (1) Broken Library Window

A foul baseball hit a Library window and broke the screen and the storm window during the week of August 13, 2018. As the Board may recall, this is not the first instance of this problem. I contacted the league to ask for a repair to be made, since each broken window can amount to over \$400. Presently, the league is working to hire a contractor to make the necessary repair.

*Recommendation:* No further action is necessary.

## **G. Fiscal/Budget**

### (1) Annual Risk Assessment and Monitoring Plan Update Meeting

The Town has a Risk Assessment and Monitoring Plan to discourage and detect fraud that could accrue financial liability. This year, the meeting, open to various department heads, will be held on September 27, 2018.

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

## **H. Complaints**

### (1) Anonymous Complaint

Various Town departments received an anonymous complaint about conditions at a certain residential property. Certain investigations will likely be initiated and appropriate action will be taken if matters are within municipal jurisdiction and constitute violations.

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

## **I. Meetings Attended**

### (1) Meeting with New Ipswich Town Manager

I met with the new Town Manager in Ipswich, Tony Marino, during the week of August 20, 2018. We discussed various project and initiatives going on in each of our communities, including how the communities may continue to collaborate on items on common interest.

*Recommendation:* No further action is necessary at this time.

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

### (1) Final Special Town Meeting Motions

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I have developed final motions for the Special Town Meeting based upon the Board's guidance from the last meeting.

*Recommendation:* **Board review of the final motions.**

## **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 August 20, 2018.

*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.*