



## **Town Administrator's Report Board of Selectmen's Meeting of October 1, 2018**

*Report covers from September 22, 2018 to September 28, 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) Conversion of Town Website to Drupal Platform

Our website host has been busy converting the content from the Town's current website over to the new Drupal website platform since the Board approved the overall design and style of the new site. Work has progressed well and I participated in an update call with our vendor on September 26, 2018. Town Departments were informed that they should each go and view the migrated content and make comments directly back to our vendor. Any content that was modified post-migration will be reported to our vendor and any changes that will occur prior to the go-live date will need to be made on the old site and reported to our vendor.

On-site training on how to update the new platform will be held on October 18, 2018 in Town Hall, with specific training sessions for individual departments occurring after an initial, large group session. Departments will be able to practice editing the new site for a bout a week and the new site will go live during the afternoon of October 25, 2018.

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

### **C. Personnel**

No items.

### **D. Procurement/Ongoing Projects**

#### (1) Affirmative Marketing Program Quarterly Report

I filed the subject report for the quarter ending September 30, 2018 with the State during the week of September 24, 2018, in my capacity as the Town's Affirmative Marketing Construction Officer (AMCO). The report provides a summary of the Town's use of women or minority-owned business on State-funded construction projects. No such utilization occurred during the past quarter.

*Recommendation:* No further action is necessary.

## **E. Insurance**

### (1) Quarterly Facility Self-Inspection Checklists

I completed the subject checklists during the week of October 1, 2018. The checklists are intended to identify safety hazards or maintenance needs within buildings. I inspect the Town Hall and the Senior Center and other departments inspect other buildings. All reports are reviewed at quarterly Safety Committee meetings. This quarter, I commented on the need for correction of the office HVAC system not functioning on generator power at Town Hall and the Senior Center elevator not functioning on generator power at that location. Both of those matters will be addressed further in the coming month.

*Recommendation:* No further action is necessary.

## **F. Facilities**

### (1) Memorial Park Restrooms, Fall Hours

I have reminded our Town Property Custodian and the Chief of Police that the restrooms at Memorial Park will move to a Thursday to Sunday schedule for the month of October, with the usual seasonal closure beginning November 1, 2018.

*Recommendation:* No further action is necessary.

## **G. Fiscal/Budget**

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

The Town's Risk Assessment and Monitoring Plan is designed to raise awareness of areas within the Town's operations that could be at risk for financial fraud. Each year, during the month of September, department heads meet to review the Plan and to recommend changes that might be associated with recent changes in departmental operations. The meeting for 2018 was held on September 27, 2018 and several useful comments were incorporated into the Plan, including the addition of content in the Youth Commission section, since that department is again active and developing new programs.

*Recommendation:* No further action is necessary.

## **H. Complaints**

No items.

## **I. Meetings Attended**

### (1) Economic Development Committee Meeting Report

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The Town Planner and I attended the Economic Development Committee's monthly meeting on September 25, 2018. The meeting featured a discussion relative to the Committee's ongoing review of and support for better wayfinding signage and pavement marking for parking spaces in the downtown area. The Town Planner had received a cost estimate for the work, including all design and permitting (due to the State highway) of \$80,000. He will also seek a cost estimate from another engineering firm. The Committee hopes to recommend a specific scope of work to the Selectmen for potential funding at the Annual Town Meeting in May of 2019. Also, the Planner is waiting to hear about two potential grant awards (one to help develop an Economic Development Plan and the other to focus more attention on affordable housing options for Essex).

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

### (2) Cape Ann Chamber of Commerce Essex Division Meeting

I attended the subject meeting along with Chairman O'Donnell on September 26, 2018. The meeting featured a discussion relative to the continuing assessment of the best course of action for a public safety building upgrade. We also updated the group concerning the upcoming Fall Town Meeting and other Town projects and initiatives.

*Recommendation:* No further action is necessary.

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

### (1) Draft Fall Town Meeting Motions

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I have developed draft Fall Town Meeting motions for the Board's consideration.

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

### (2) Draft Fall Town Meeting Guide

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At the last meeting, the Board determined that it would be appropriate to produce a Fall Town Meeting guide that provides background information concerning select articles. I have developed a draft version of the guide based upon the Board's comments.

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

## **K. Legal Issues**

No items.

## **L. Grants**

### (1) Downtown Boardwalk Feasibility Study Quarterly Report

This project is still on hold and it does not appear likely that the Governor will include the borrowing authorized by the Legislature for the project in any near-term budget. I have provided the necessary quarterly report to the State.

*Recommendation:* No further action is necessary.

## **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.*