



Town Administrator's Report Board of Selectmen's Meeting of February 26, 2024

Report covers from February 10, 2024 to February 23, 2024

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

A. Town Department Reports/Requests

No items.

B. Computer Systems

No items.

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Design of Centennial Grove Restroom Facility

At the last meeting, the Board agreed that volunteer professional labor should be enlisted to construct a post and beam-style restroom facility at the Centennial Grove (in much the same way that the new Folsom Pavilion was accomplished). To that end, local architect Peter Levasseur has begun to work with volunteer project coordinator Dan Mayer to develop plans that can be submitted to the Building Inspector in order to obtain a building permit. I have also continued my work concerning the design of the tight tank system into which the new facility's plumbing will drain. As noted at the last meeting, the tight tank system will need to consist of two, smaller tanks connected together since we do not have the depth on site to bury and grade over one large tank. I have submitted a preliminary tight tank plan to the Board of Health Administrator for review and will submit a signed and stamped version for Board of Health approval after the preliminary review has been completed.

Recommendation: I will update the Board as necessary.

(2) Bid Process for Revised Public Well Modernization Project Scope

At the last meeting, the Board agreed with our consulting engineer's recommendation that all bids for the original scope of the subject project should be rejected (both bids received were well over the Town's available budget) and that the project should be put back out to bid with a lesser scope. Specifically, work on wells 2 and 3 was recommended for elimination in favor of getting the most essential improvements made, which all involve well 1. All three wells will still get fiber optic cables pulled to them from the Water Filtration Plant for better communication and control options. Our consulting engineer is presently revising

the project specifications in that fashion and a new bid schedule will be developed soon.

Recommendation: I will update the Board as necessary.

(3) Alewife Brook Water Level Monitoring Study Summary and Future Work(*)

Selectman Phippen and I met with personnel from the Interfluve consulting firm and members of the Chebacco Lake Association on February 22, 2024 to discuss the results of a year-long water level monitoring project. Prior the water level study, Interfluve had undertaken an analysis of the morphology of the various reaches of the stream known as Alewife Brook. Generally, given that the work to date has occurred during both an extreme drought year and during an extremely wet year, additional monitoring during a more typical year would be advantageous. Even though the State Legislative Earmark for further work was recently cut in half by the Governor due to State budget constraints, our consultant will be able to provide the Board with a proposal for the \$7,500 in available funding by meeting time. Further, we are hopeful that additional funding can be secured in fiscal year 2025.

Recommendation: **Board discussion as necessary, with the possible approval of a scope of work to utilize the limited funding available at this time.**

E. Insurance

No items.

F. Facilities

No items.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

(1) Greater Cape Ann Chamber of Commerce Essex Division Meeting

Chairman Preen attended the subject meeting on February 15, 2024. The Chairman and other Town officials updated the Chamber members concerning a variety of ongoing Town projects and initiatives.

Recommendation: No further action is necessary.

J. Town Meeting, By-Laws, and Regulations

(1) Further Review of Draft Annual Town Meeting Warrant (*)
I have revised the draft Annual Town Meeting warrant in accordance with the Board's guidance from the last meeting.

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

K. Legal Issues

(1) Possible Conomo Point Boat Storage License for Essex Bay Sailing Club (*)
At the last meeting, the Board reviewed a request from the Essex Bay Sailing Club to store sailboats at the Town's property at 103 Conomo Point Road during the off-season. The Board asked that I put together a draft license for consideration at the present meeting.

Recommendation: **Board discussion as necessary.**

(2) Review of Revised Draft License for the Private Use of Town Landing (*)
At the last meeting, the Board began to review and discuss a possible license/rental agreement allowing private groups to use the Town Landing for one-day events during off-peak months. The Board asked that I make some changes to the original draft document for discussion at the present meeting.

Recommendation: **Board discussion as necessary.**

(3) Review of Revised Draft Town Hall Use Policy (*)
At the last meeting, the Board began to review and discuss a possible policy outlining limitations and procedures with respect to the use of the Town Hall. The Board asked that I make some changes to the original draft document for discussion at the present meeting.

Recommendation: **Board discussion as necessary.**

L. Grants

No items.

M. Emergency Planning

No items.

N. Other Items

(1) Presidents' Day Holiday

The office was closed on February 19, 2024, in observance of the subject holiday.

(2) Town Administrator Leave

I was out of the office, on leave, all day on February 14, 15, and 23, 2024.

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