



Town Administrator's Report Board of Selectmen's Meeting of May 4, 2020

Report covers from April 25, 2020 to May 1, 2020

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) Public Safety Building Construction Project Update (*)

Chairman Pereen participated in a construction meeting on April 30, 2020. While the steel for the project has been slightly delayed due to COVID-19 related work restrictions in Canada, our project contractor has been able to put additional workers on our site, since another one of their projects was shut down. Supporting structural ground work is continuing and the hope is still to move on to on-grade and structural concrete slab work in early May. Work on the roof and site runoff groundwater infiltration system and the under-slab trench drain system is also underway.

Recommendation: **Board discussion as necessary.**

(2) Change Order: Replacement of Public Safety Building Oil/Water Separator (*)

The new public safety facility was designed with an oil/water separator on both levels of the building (one for the Fire Department and one for the Police Department). These devices are designed to catch vehicle wash water and to retain oil and grease so that these contaminants do not get out into the surrounding environment. Due to extensive bedrock on the lower level, it is much more cost effective to simply install an ejector pump on the lower level, which sends wash water to the oil/water separator on the upper level. The cost for this change order should be completely known by meeting timer. Given that the Police Department will be washing vehicles relatively infrequently, in comparison with the Fire Department, the pump solution should serve the facility very well. The cost of this item should be included as part of Change Order 3 by meeting time.

Recommendation: Board approval of the oil/water separator change order item as part of Change Order 3.

(3) Change Order: Public Safety Building Window Changes (*)

Some windows in the new public safety building will be changed with respect to their functionality – some going to fixed windows and the Fire Department bunk room windows going to double-hung, to allow for fresh air when desired (approx. \$2,011 overall increase) and one window will be eliminated (approx. \$437 decrease). The net cost of the window changes is included as part of Change Order 3.

Recommendation: Board approval of the oil/water separator change order item as part of Change Order 3.

E. Insurance

No items.

F. Facilities

(1) Senior Center Elevator Inspection Certificate

As the Board may recall, the Senior Center elevator originally failed inspection this year, since hornets had entered and the elevator shaft vent louver system and jammed the motor. The State inspector and our contractors returned for a reinspection on April 28, 2020, after the Council on Aging Director worked with our elevator contractor and an electrician to replace the failed unit. The certificate is good through the end of 2020.

Recommendation: No further action is necessary.

(2) Town Hall Roof Wind Damage, Funding Source (*)

During the recent windstorm, several roofing shingles blew off of the Town Hall. I contacted our original Town Hall renovation project contractor, Campbell Construction, and the company was able to review the issue right away and then word toward scheduling replacement. While the wind damage is not covered by warranty, ongoing leaks over the third floor Town Hall stair landing and above one of the Assessors' office windows are covered. Our contractor will attend to all work as soon as possible.

Recommendation: Board authorization of a line-item and/or Reserve Fund transfer to complete the necessary repairs.

(3) Replacement of Lead Town Hall HVAC Condenser

The Board approved the replacement and funding of this unit at the last meeting. The unit is the lead condenser on the building's split-system HVAC and was original to the phase one Town Hall renovations. The more recent renovations

added two condensers in a series to that original unit. Our HVAC contractor is still working on pricing the replacement, which requires interface with the manufacturer with respect to possible warranty offset.

Recommendation: I will update the Board as necessary.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

No items.

J. Town Meeting, By-Laws, and Regulations

(1) Continued Review of Annual Town Meeting Draft Motions (*)

I have revised the subject draft motions in accordance with the Board's guidance from the last meeting. I have also had the document review by Town Counsel since the last meeting.

***Recommendation:* Continued Board review and discussion concerning the draft Annual Town Meeting motions.**

K. Legal Issues

No items.

L. Grants

(1) Request for Extension, MVP Action Grant – Sediment Transport (*)

Since the scientific study we have been working on with Boston University (looking at sediment transport along Crane Beach and throughout Essex Bay) has been partially stalled due to closed laboratories (due to COVID-19), we will need to ask the State for an extension to our present MVP Action Grant. Several other projects in other communities are facing similar circumstances and we are told that the State may just issue a blanket extension. However, if that does not occur, the Town will need to apply for its own extension (recommended through the end of this calendar year by BU).

***Recommendation:* Board authorization of the Chairman's signature of any necessary extension documents should the blanket extension not be granted.**

(2) Exploration of Design Grant to Elevate Apple Street in Second Low Area (*)

As the Board is aware, the Town is presently discharging the feasibility and early design phase of a culvert replacement project on Apple Street, via a Division of Ecological Restoration (DER) grant. That work is going well and the Town has already applied for a second round of funding, to take the project through final design and permitting. The present project would replace an existing culvert running under the Southern Avenue end of Apple Street and would elevate the roadbed in that area to avoid road inundation in future coastal storm surges. Beyond that first low area of Apple Street is a second dip in the road. The second dip does not have a culvert running under it and I have been looking at possible alternate grant funding sources with our engineering consultant, TEC.

The State has opened Requests for Responses (RFRs) under both the MVP Action Grant program and the Massachusetts Office of Coastal Zone Management (CZM) Coastal Resilience Grant Program. Presently, it looks like a project submitted under the CZM program would fare better than a project submitted under the MVP program. Our engineering consultant has offered to help me prepare the application. Since the grant will require a 25% local match and is a pure design and permitting project, I propose that the fiscal year 2021 budget include the necessary match as part of the Town Property budget line item. TEC is presently working on a scope of services and project budget.

***Recommendation:* Board authorization of the Chairman to sign any necessary paperwork related to an application for CZM grant funding, plus discussion with the Finance Committee and Town Accountant about adding the match to the budget line item.**

M. Emergency Planning

No items.

N. Other Items

(1) Town Administrator Leave

I was out of the office, on leave, for part of the day on April 24, April 29, and April 30, 2020.

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