

Memorandum

Office of the
Board of Selectmen and Town Administrator

TO: Honorable Board of Selectmen

FROM: Jill R. Myers, Town Administrator

DATE : June 30, 2009

SUBJECT: Town Administrator's Report for the BOS Meeting of July 7, 2009

COMMERCIAL SHELLFISH LICENSES

We are still waiting a response from the Division of Marine Fisheries confirming the need to lift the prohibition on commercial shell fishing for razor clams, and conditions for such action, such as the number of licenses to issue and the duration. Staff created a license form, and we received four applications.

JOINT MEETINGS

Economic Target Area - The Plymouth BOS has tentatively scheduled an appointment for the Kingston BOS to meet with them at 7:00p.m., on Tuesday August 4, 2009. Both BOS are on the same Tuesday meeting schedule.

Affordable Housing Plan – Town Planner Bott is working to schedule a joint BOS/Planning Board meeting to discuss certain components of the Housing Plan with the consultant, Judi Barrett from Community Opportunities Group. Under DHCD regulations, the Plan needs to be approved by both BOS and PB. This meeting will focus on an overview of the Plan, and identifying a list of potentially suitable areas for affordable housing.

PROCUREMENT

Bids were issued for Bituminous Concrete, Traffic Line Painting and Micro-surfacing and are due to be opened on July 8th at 10:00 a.m. The bids will be reviewed by Paul Basler, Highway Supt. for a recommendation to the TA/Chief Procurement Officer. An RFP was issued in conformance with the Town's Consultant By-Law and proposals are due back on July 8th at 11:00 a.m. The proposals will be reviewed by Town Planner Bott and Building Inspector Armstrong who will ascertain the categories of expertise of each proposer. Proposers submit a listing of fees and the fees are compared and an average for each level of service is determined. Proposers are then asked if they will accept the payment of the average price for work when they are called upon. Once the list is compiled of the firms that will accept the fee schedule, the Board will be requested to approve the list, as is set out in the Consultant By-Law.

OTHER/MEETINGS:

- Memo was sent to Departments to inventory list of electrical damage, and will be provided to the Town's Insurer and NStar;
- Email survey request was sent to Department Heads regarding shared services and opportunities for regionalism or interdepartmental services to offer or those that are needed;
- I met with members of the Parade Committee to review the event and discuss refinements and event budget planning for the next year;
- I met with the Senior Center Building Committee to discuss the Owners Project Manager (OPM) requirement and a new scope of work for the previous State Budget Earmark of \$200,000. We will retain the funding, but the contract with the State had designated it for land acquisition which is no longer needed;
- The Conservation Land Review Committee will solicit quotes for a land survey of Camp Nekon. They hope to bring forward to the BOS a forestry management plan. I received a sample plan from another town, and forwarded it to the Chairman and Conservation Agent;
- Public Hearing on the Harbor/Waterfront Regulations is scheduled for July 23, 2009;
- Next Finance Committee Meeting - July 9, 2009

Should you have any questions regarding the foregoing, please do not hesitate to contact me.
Thank you!