



Town Administrator's Report Board of Selectmen's Meeting of July 9, 2012

Report covers from June 16, 2012 to July 6, 2012

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

A. Town Department Reports/Requests

No items.

B. Computer Systems

(1) Setup and Installation of New Assessors' Printer

As reported previously, it was necessary to replace a duplexing printer in the Assessors' office that had failed after over ten years in service. The replacement arrived on June 18, 2012 and I set up and configured the device for printing from the Assessors' various workstations.

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

(2) Configuration of Police Camera System for Use on Essex Network

The Essex Police Department's vendor recently installed a new camera system for surveillance and interview recording, etc. using a grant made available by our insurer. The system works using IP addresses and I assisted the vendor with the transfer of the cameras from factory-set IP addresses to addresses on our private network.

Recommendation: No further action is necessary. Total time – 2 hours.

(3) Infinite Visions Accounting Software Update

Tyler Technologies has taken over the accounting software product formerly known as "BudgetSense" and has now branded the product "Infinite Visions". Tyler released a software update during the week of June 18, 2012 and I downloaded and installed the update and performed the necessary database maintenance tasks.

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

(4) Purchase of Library Computer Systems

The Librarian recently asked for assistance with the specification and purchase of two new computer systems for the Library using funds she has available for that purpose. I solicited quotations using the Town's usual specifications and placed the order during the week of July 2, 2012, once the Librarian had approved the systems.

Recommendation: No further action is necessary.

(5) Melrose Datacenter Update

Personnel in Melrose are in the process of advertising for proposals to install a Multiprotocol Label Switching (MPLS) network between Melrose and Essex. The MPLS network will have the effect of making files stored in Melrose available to users in Essex at speeds that are very close to those of our in-house server/client arrangement. As the Board may recall, even though we have set up a virtual server in Melrose, the speed of the system using the publicly-available Internet is too slow for delay-free computing. Proposals are due at the end of July and it is possible that a MPLS network could be operative by the end of August.

Recommendation: I will update the Board as necessary.

C. Personnel

(1) Distribution of Sexual and Discriminatory Harassment Policies

Each year, in the month of July, we distribute hard copies of the Town's Sexual Harassment Policy and Discriminatory Harassment Policy with employee paychecks. Those documents will be attached to paychecks on July 12, 2012.

Recommendation: No further action is necessary.

(2) Distribution of Red Flags Rule

Each year, in the month of July, it is necessary for all DPW employees involved with billing and money collection to review and acknowledge the Town's Red Flags Rule policy. The policy maintains awareness regarding individuals who may be seeking private information or who may be attempting to commit fraud. Any suspicious activity is immediately reported to the Superintendent of Public Works. The policies have been distributed to all applicable employees and the Superintendent will coordinate the return of acknowledgement receipts.

Recommendation: No further action is necessary.

(3) Annual Review and Sign Off on Town Policies

As the Board may recall, last October, we began a new process of ensuring that all employees, appointees, and elected officials (collectively, municipal employees) could review and acknowledge the various Town policies affecting them. In order to keep the various policies fresh in each municipal employee's mind and in order to ensure that new employees have the same opportunity, we will repeat the review and acknowledgement process each July. As such, I have released a new request for all municipal employees to review and acknowledge all applicable Town policies for FY13. All acknowledgements are due by the end of July.

Recommendation: No further action is necessary.

(4) Appointment of Town Official to Administer Essex Cultural District

The Massachusetts Cultural Council requires that each Town with a designated district appoint a local official to serve as the primary contact and coordinator for the district. In our case, Ms. Jean Grobe volunteered to serve in that capacity and has been very involved in the formation of the district and how it is intended to run. As such, the Selectmen appointed Ms. Grobe to the Essex Cultural Council on June 25, 2012. She will serve as a regular member of the Council with a focus on the district. This appointment makes Ms. Grobe a Town official will allow the Essex Cultural Council to get regular updates regarding the new district and its events and programs.

Recommendation: No further action is necessary.

(5) Safety Committee Meeting

I attended the quarterly meeting of the Safety Committee on June 20, 2012 as a member of the Committee. The meeting featured a guest appearance from our insurer's loss control representative who made various suggestions, including some ideas for this year's loss control grant program. I will work with various department heads to pull together grant applications for equipment and services.

Recommendation: I will update the Board as necessary.

D. Procurement/Ongoing Projects

(1) Affirmative Marketing Program Quarterly Report

I completed and filed with the State Office of Minority and Women Business Assistance during the week of July 2, 2012 the required Quarterly Report regarding women and minority business use on State-funded construction projects. I filed the report in my capacity as the Town's Affirmative Marketing Construction Officer (AMCO). No such utilization occurred over the past quarter.

Recommendation: No further action is necessary.

(2) Essex Cultural District Public Hearing and Resolution

The Selectmen held a public hearing on June 25, 2012 regarding the potential formation of a Cultural District. Prior to the hearing, the Massachusetts Cultural Council had approved, on a preliminary basis, the various district maps that were developed by a group of volunteers. After the hearing, the Board voted to adopt a resolution seeking formal establishment of the district by MCC and the MCC is currently working with the volunteer group to review a formal application.

Recommendation: I will update the Board as necessary.

(3) Release of Invitation to Bid, Southern Conomo Point Alterations (*)

Given that the Essex Conservation Commission is expected to issue an Order of Conditions relative to the undertaking of the various physical alterations to roads at Conomo Point required by the Planning Board's approval, it is now possible to put that work out to bid. As such, I have developed a draft Invitation to Bid (ITB) that I intend to advertise and release beginning on Wednesday, July 18, 2012. The goal will be to complete the bid process and have a contractor under contract sometime just after Labor Day.

Recommendation: **Board discussion and approval of the ITB.**

(4) Engineering Services, Southern Conomo Point Alterations (*)

Design consultant Horsley Witten has provided us with proposals for the surveying and installation of granite bounds and the construction oversight of road work and associated tasks at Southern Conomo Point. The bound installation proposal is straightforward and is slightly less than the figure carried for the construction estimate for the Southern Conomo Point work. Regarding construction oversight, Horsley Witten has provided three different levels of service as potential options (part-time inspection, full-time inspection, and full-time inspection with construction layout and attendance at pre-bid conference.

Recommendation: **Board discussion relative to the desired level of service for construction oversight.**

(5) Final Outstanding Route 133 Reconstruction Project Items

Due to an extended period of inclement weather preceding the grand opening of the Route 133 Reconstruction Project, not all final project elements were addressed. I am working with the Resident Engineer for the project regarding such topics as roadway line repainting, planting and grass assessment and correction as necessary, and a final solution at the Village Corner sidewalk.

Recommendation: I will update the Board as necessary.

(6) Town Hall / Library Repair Design Update (*)

Proposals for limited repairs to the Town Hall / Library to improve health, safety, and the working environment are due on July 9, 2012 (after the printing of this report) and information regarding the response to our Request for Qualifications will be available by meeting time. The Town Building Committee will take up the review and ranking of the various proposals on July 16, 2012.

Recommendation: **Board discussion as necessary.**

E. Insurance

(1) Quarterly Facility Self-Inspection Reports

I completed self-inspection of the Town Hall and the Senior Center during the week of July 2, 2012 as part of the MIIA Rewards Program. No new hazards were found but I did report how local contractor Greg Campbell volunteered to remove the outer pane of broken glass from an Assessors' Office window (the pane had been broken by a baseball). Mr. Campbell also secured the window frame, which had become loose over time, in order to safely install the window air conditioning unit.

Recommendation: No further action is necessary.

F. Facilities

(1) Elevator Malfunction

Recently, the Senior Center elevator became stuck at the first floor and the door was not operative, with a passenger inside. The passenger used the elevator's phone to contact our dispatch center and the Essex Fire Department reset the system to restore it to normal operation. The following morning, I met the elevator technician and a member of the Essex Fire Department to review the issue. The technician did not find any obvious system failure and the event was likely a fluke related to a street power issue.

Recommendation: No further action is necessary.

(2) Offer of Lease of Lahey Building

(*)

The attorney representing the owner of the Lahey Building has recently inquired as to whether the Town would be interested in a long-term lease of the building. I indicated that I would bring the topic up for discussion with the Board and that any interest expressed would eventually need to come before the Town Meeting.

Recommendation: Board discussion as necessary.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

No items.

J. Final Judgment

(1) Approval of Northern Extension, Conomo Point Plan

The Department of Environmental Protection has approved an extension to the northern compliance deadlines in the Conomo Point Plan. The extension will allow the Town to complete further planning and to consider a northern zoning district again at an upcoming Town Meeting. All other deadlines within the Conomo Point Plan remain in full force and effect.

Recommendation: No further action is necessary at this time.

K. Town Meeting, By-Laws, and Regulations

No items.

L. Legal Issues

(1) Review of Draft Solid Waste Disposal Contract

In anticipation of a successor solid waste disposal contract with Covanta (effective January 1, 2013), I have provided the company's first draft of the document to Town Counsel for review.

Recommendation: I will update the Board as necessary.

M. Grants

(1) Seaport Grant Quarterly Report

I completed and submitted to the Department of Conservation and Recreation (DCR) during the week of July 2, 2012 the required quarterly report for the board walk feasibility study grant. The report highlights milestones over the last quarter and projects activities for the upcoming quarter.

Recommendation: No further action is necessary.

(2) Emergency Management Performance Grant (EMPG) (*)

Last year, the Town used the subject grant to purchase portable public safety radio equipment and used the purchase of the Code Red emergency notification system as our local match. The grant program is being offered again and the Fire Chief has opted to apply for two cot shelter carts and one special needs cot shelter cart. These carts will hold cots, blankets, and personal care items within the Town's existing emergency trailers so that they can be easily rolled into a shelter, when needed. The Essex Fire Department is using \$1,000 in in-kind services as the required local match.

Recommendation: **Board signature of the necessary grant award paperwork.**

N. Emergency Planning

(1) Joint Representation Regarding Review of Agreement (*)

As the Board is aware, the towns of Essex, Rockport, and Manchester (along with the City of Gloucester) participate in the Cape Ann Emergency Planning Team. The Team has recently explored the development of an Intermunicipal Agreement to confidentially share the various communities' Continuity of Operations Plans under certain, controlled conditions. Since Kopelman and Paige represents the three towns, it is necessary for all three boards of selectmen to consent to the joint representation. The firm has prepared the necessary consent form and, assuming that all three towns sign, the firm will assist with the review and development of the final document (sharing the cost among the towns). The City of Gloucester has its own Solicitor and will therefore conduct its own legal review.

Recommendation: **Board signature of the necessary "determination" form.**

O. Other Items

(1) Town Administrator Vacation Leave

I was out of the office on vacation leave for the entire week of June 25, 2012 and for a portion of the morning of July 5, 2012.

(2) Independence Day Holiday

The office was closed on July 4, 2012 in observance of the subject holiday.

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