



## Town Administrator's Report Board of Selectmen's Meeting of July 23, 2012

Report covers from July 7, 2012 to July 20, 2012

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

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### A. Town Department Reports/Requests

#### (1) Request for Qualifications, Town Hall Repairs (\*)

As discussed with the Board on July 9, 2012, a total of 7 designers submitted proposals for improvements to health, safety, and the working environment in Town Hall. Of those 7, only 5 proposals met the minimum proposal specifications. The Town Building Committee conducted a preliminary review of the qualifying applicants on July 16, 2012 and established the top three candidates as being, in alphabetical order, Austin Design, Inc., Meyer & Meyer Architecture and Interiors, and Reinhardt Associates. Interviews will occur on July 30, 2012, starting at 6:30 p.m. in the Senior Center to establish a numerical ranking of the three finalists. The Committee's final recommendation will be available to the Board for the Board's meeting of August 6, 2012.

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

### B. Computer Systems

#### (1) Assistance with Backup Power Supply for Server

The uninterruptible power supply (UPS) unit for the server that runs the Wastewater Department's SCADA system failed in the recent past and I had provided a spare unit until an exact replacement could be ordered and installed. The replacement arrived during the week of July 9, 2012 and I assisted the Superintendent of Public Works with the removal of the spare unit, the installation of the new unit, and the installation of the necessary communication software.

*Recommendation:* No further action is necessary. Total time – 1 hour.

#### (2) Restoration of Network Cable

One of the network cables in the Police office had been experiencing connectivity trouble and I was asked to review the issue. A temporary cable was used to restore connectivity and I was able to restore connectivity to the original cable plus another cable that had been kinked during painting work.

*Recommendation:* No further action is necessary.

## **C. Personnel**

### (1) Senior Van Driver Certifications

I have conducted an audit of the various certifications required for our senior van drivers and have determined that three of the four drivers will require re-testing for drug and medical during October. I will work with Chairman Symmes in October to schedule that testing. All other required certifications are presently up to date and will not need attention until 2013.

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

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

### (1) Release of Invitation to Bid, Southern Conomo Point Physical Alterations

The Invitation to Bid (ITB) for roadwork and associated items at southern Conomo Point was released on July 18, 2012. A pre-bid site visit for all interested contractors will occur on August 2, 2012 at the site. Bids are due by August 20, 2012 at 10:00 a.m. and the Board will review and certify the apparent low bidder that evening. The Conservation Commission has not yet approved the Order of Conditions for the project but that approval is forthcoming. The approval will be provided to all bidders once available since the construction contractor is required to meet all standards and conditions. Horsley Witten will serve as the Clerk of the Works for the project and will also be surveying and installing the necessary roadway bounds that were a condition of the Planning Board's approval. The ITB also included an appendix for prevailing wages and for Horsley Witten's roadwork construction plans.

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

### (2) Downtown Boardwalk Feasibility Study Update

Personnel at Salem State University are presently compiling supporting data for and are beginning to develop the body of a report regarding how the construction of a new downtown boardwalk and associated initiatives will enhance economic conditions in the Town. Once a draft is made available for review and comments have been provided, the authors will finalize the report. The engineering component of the project is also still ongoing and that effort will complement the economic development report in a package that we can use to apply to the Seaport Advisory Council or their successor (the role of the Council may be taken up by another agency or official in the near future) for final permitting and construction funding.

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

## E. Insurance

### (1) Discussion Regarding New Approach to Loss Control Training

Our insurer had invited members to make comments regarding their loss control program as usual. I had commented that a tool that could reinforce important loss control topics with employees on a daily basis would be a great addition. I was invited to discuss that concept with our insurer on July 12, 2012 and I recommended the use of tablet computers to bring concepts to employees for a few minutes each day (much like a system utilized by Mr. Gordon Graham, a popular risk management speaker). Our insurer was very interested in the concept and may decide to pilot the use of such a system in its future training and loss control regimen.

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

## F. Facilities

### (1) Downtown Streetscape Feature Sponsorship/Maintenance (\*)

Now that the Route 133 Reconstruction Project has been completed, many folks are asking about becoming involved as sponsors who could maintain various streetscape features. Some folks have requested sponsorship signage in exchange for their work. Selectman O'Donnell has begun to review this matter with input from the Merchants' Group.

*Recommendation:* **Board discussion regarding how best to proceed.**

### (2) Asbestos Assessment, Fire Station

During a recent Safety Committee meeting, the group discussed the potential for asbestos to be present in the Fire Station (mainly in pipe insulation). Our loss control representative from our insurer was in attendance and he indicated that an assessment of the building for asbestos with recommended actions (if necessary) could probably be funded using one of the MIA loss control grants. As such, I asked an asbestos assessment consultant to provide us with a quotation for an assessment of the building. I toured the building with him on July 11, 2012 and the Fire Chief pointed out the most probable asbestos locations. The consultant is working on developing an assessment proposal that I will provide to our insurer for evaluation as a potential grant award.

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

### (3) Renovation of Library Handicapped Accessible Ramp (\*)

The subject ramp was constructed by the North Shore Technical High School some years ago and has weathered considerably since its original installation. The Librarian has sought a quote for the renovation of the ramp. It is possible to obtain two other quotes and potentially utilize the Luther Burnham Fund for this

work or it is possible to bundle this work with the upcoming building renovation project. Given that the Luther Burnham Fund's interest (spendable) component is presently only around \$6,000 and the desired work will cost more than that, it may be advisable to have this work prioritized as part of the upcoming project.

*Recommendation:* Board discussion as necessary.

(4) Change of Purpose, John Wise Avenue Public Safety Site (\*)

The Town Building Committee reviewed a draft delineation of the potential future public safety facility site on John Wise Avenue at their meeting of July 16, 2012. The Committee supports the Selectmen's exploration of a parcel that is comprised of existing property lines on three sides and a rear line approximated by a drainage ditch. The parcel does not actually need to be created on its own and, instead, can potentially be voted by the Town Meeting as a section of the Spring Street Cemetery parcel that is moving from the care and custody of the Board of Public Works for cemetery purposes to the care and custody of the Board of Selectmen for general purposes. The Superintendent of Public Works is in the process of reviewing the Reinhardt report with its associated conceptual design plans and recommendations and getting the Board of Public Works' feedback on such a proposal.

At the outset of the Town Building Committee meeting, several residents were on hand to offer public comment concerning their position that no new public safety building is necessary if the Police Department could simply be regionalized with another town. The Committee commented that such a concept is actually beyond their scope and is a matter for the Board's consideration. The Committee also commented that the Fire Department requires additional space even if the Police Department is not considered. One resident has provided some questions to the Selectmen for consideration.

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

**G. Fiscal/Budget**

No items.

**H. Complaints**

No items.

**I. Meetings Attended**

No items.

## **J. Final Judgment**

### (1) Future Wastewater Management for Southern Conomo Point Properties

Since the Department of Environmental Protection has recognized that the southern Conomo Point properties will be offered for outright sale to individual buyers, the Department has indicated that a centralized, private wastewater management entity will not be required. The Department already commented that the concept of Maximum Feasible Compliance (MFC) that is afforded to all other individual property owners in the Commonwealth will be offered to new individual owners of property at Conomo Point.

As such, it follows that the Department will not hold the same owners to a higher standard when it comes to ongoing system maintenance. Instead, individual new owners will simply have to comply with any and all standard maintenance and reporting requirements for their type of system (just like all other property owners in the Commonwealth). The draft Purchase and Sale Agreements prepared for the Board for potential release at the present meeting have been drafted to accommodate the Department's recent ruling.

*Recommendation:* No further action is necessary.

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

### (1) Review and Amendment of Sewer Bylaws and Regulations (\*)

As the Board may recall, the Town Meeting had decided back in May to simply extend the existing moratorium on additional sewer flow until a variety of issues that had surfaced could be further studied. Key issues included the appropriateness of the proposed fee for the extra flow; how the fee for connecting a vacant lot can be distinguished from the fee for additional flow at an existing connection; and whether a "sunset" date for approved extra flow should be instituted (to discourage speculation). I met with the Superintendent of Public Works on July 13, 2012 and he will be taking those issues to the Board of Public Works for discussion. Our recommendation is to get the Board of Public Works together with the Board of Selectmen for a joint discussion sometime in September before we continue to develop the changes further with Town Counsel.

*Recommendation:* **Board discussion relative to the various issues of concern and relative to a future joint meeting with the Board of Public Works.**

## **L. Legal Issues**

No items.

## **M. Grants**

### (1) MAPC Bicycle Rack Grant Reimbursement

As the Board may recall, the Town had purchased three new bicycle racks for placement at public areas using the Metropolitan Area Planning Commission's grant program. The units have been affixed to the ground using metal stakes and MAPC has indicated that reimbursement will now be released.

*Recommendation:* No further action is necessary.

## **N. Emergency Planning**

### (1) Regional Emergency Communications Center

The Finance Advisory Board which I am a member of will not meet during the month of July. It is my present understanding that the new center is almost completed and its director, Tom Dubas, has been working to coordinate technology and a staffing plan. It is still anticipated that the center will begin migrating communities shortly after the first of the year.

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

## **O. Other Items**

### (1) Town Administrator Leave

I was out of the office on leave for a portion of the afternoon of July 19, 2012.

*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.*