



Town Administrator's Report Board of Selectmen's Meeting of January 15, 2013

Report covers from January 5, 2013 to January 11, 2013

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

A. Town Department Reports/Requests

(1) Conomo Point Planning Committee Pre-Forum Meeting (*)

The Conomo Point Planning Committee met jointly with the Selectmen on January 10, 2013 to prepare for the second public forum coordinated by designer Brown Sardina for January 17, 2013. I have advertised the forum using our telephone notification system, our website, and our Town e-mail list, and I issued a reminder using the notification system on January 15. The second public forum will utilize, in part, feedback collected from the first forum and other public feedback collected using the dedicated e-mail address cpnorth@essexma.org.

Recommendation: **Board discussion as necessary.**

B. Computer Systems

(1) Migration of User Data to Melrose Datacenter

I have begun to steadily migrate user files from the Town Hall file server to the new, virtual server in Melrose over our new, high-speed link (MPLS). The link is so fast that users cannot tell the difference between files served from our native server versus files stored in Melrose. So far, I have migrated all users in Town Hall and in the Water Filtration Plant (a total of 24). I will be moving on to users in the Fire and Police Headquarters next.

Recommendation: I will update the Board as necessary. Total time – 4 hours.

(2) Police Department Workstation Maintenance

The Police Sergeant contacted me to report some desktop management issues with his workstation. I was able to correct the issue and was able to perform other maintenance.

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

(3) Fire Department Burning Permit Portal

The Fire Chief has arranged for a third party to process on-line requests for burning permits. The party is not affiliated with the Town and any liability is between the user choosing to use the system and that third party. I worked with the Fire Chief to make the system operative via the Town's website and to provide the dispatch center with a way to issue permits over the counter using the same

system. The new system will be essential when our local dispatch center is phased out upon our migration to the new Regional Dispatch Center in Middleton.

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

C. Personnel

(1) EPBA Collective Bargaining (*)
Management engaged members of the EPBA in an initial collective bargaining session for a successor contract on January 9, 2013.

Recommendation: **Board discussion in executive session.**

D. Procurement/Ongoing Projects

(1) Advance Posting of Presentation for Second Brown Sardina Forum
I worked with Designer James Heroux on January 15, 2013 to post on the Town's website the PowerPoint presentation that he prepared in advance of the January 17, 2013 northern Conomo Point forum. This second forum will delve deeper into various design options, taking into account various questions and comments received as part of the first, more conceptual forum.

Recommendation: No further action is necessary.

(2) Status of Town Hall/Library Improvements (*)
I met with designer Molly Richter of Meyer & Meyer Architects on January 10, 2013 to review design progress to date and to help determine how the remainder of the design resources should be focused. Town Clerk Christina Wright joined us to discuss the condition of the basement historic records vault. Project elements that have been committed to presently include:

- Waterproofing of the basement and replacement of basement exterior entry bulkhead and associated entry door.
- Improvement of the Town Hall front entry (for safety and energy efficiency).
- Replacement of fire alarm, emergency lighting, and exit lighting systems.
- Construction of network server and equipment room on stage.

Items that are also recommended and that will likely fit within the existing budget include:

- Rehabilitation or replacement of basement historic records vault to meet Secretary of the Commonwealth standards.
- Replacement of point of use water heaters in bathrooms.
- Replacement of all interior doors, possibly with keycard lock system.
- Installation of security doors at both sets of back stairs.

- Soundproofing of at least the Town Administrator's office.

Many other items exist on our list of possible improvements but we need to have hard cost estimates on the above items before we can look toward those other elements. I have revised the priority chart that we have been using to show the breakdown of the above items and our designer has provided final designs for the firm alarm and emergency lighting element along with conceptual options for the front entry vestibule. Our designer can bring all committed-to elements to the construction-ready plan stage, with final cost estimates so that the Board can choose which other elements will fit within the remaining design and construction budgets after those figures are known.

Recommendation: **Board discussion relative to finalizing design elements with an eye toward construction bidding.**

E. Insurance

(1) Pipe Freeze-up Prevention Program

As noted previously, I had been filling out freeze-up prevention checklists from our insurer once each month during the work day for each of our major buildings. Our insurer changed the program requirements this year to have buildings entered once per weekend. As such, the Chief of Police and the Superintendent of Public Works have offered to have various staff members perform the required checks so that the Town can still participate. The new system was kicked off on the weekend of January 12 and 13, 2013.

Recommendation: No further action is necessary.

F. Facilities

(1) Quarterly Building Self-Inspection Checklists

I completed the subject checklists for the Town Hall/Library and the Senior Center during the week of January 14, 2013. The checklists are aimed at discovering any safety issues in Town buildings and correcting them before they may cause injury. I noted that I had recently replaced bulbs in the Town Hall outdoor lighting system and I did not find any other hazards. Other departments are responsible for checking the other Town buildings.

Recommendation: No further action is necessary.

(2) Potential Donation of Benches

The Essex Merchants' Group is working on the placement of benches along the new sidewalk on the Essex Causeway and the Manchester Essex Rotary Club recently asked the Town if it could assist with a Town project. The Selectmen asked me to ask the club whether they would be willing to donate benches to add

to the number benches that will be procured through other means. The club is considering that request and will be providing an answer in the near future.

Recommendation: I will update the Board as necessary.

(3) Potential Reconfiguration of Village Sidewalk

The Massachusetts Department of Transportation has developed two potential options for the reconfiguration of a section of sidewalk abutting the Village Restaurant property (near the antiques building). Those options have been presented to the property owner for initial review and a meeting of all of the stakeholders will occur on site in the near future to arrive at a final plan for reconfiguration.

Recommendation: I will update the Board as necessary.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

(1) Essex Regional Emergency Communications Center Budget Hearing (*)

I participated in the subject hearing as a member of the Finance Advisory Board (FAB) for the Essex Regional Emergency Communications Center on January 11, 2013. The hearing was actually held at the new center, which has been completed and which is being prepared to go on line. We were hoping for a March cutover but we have learned that Verizon's final schedule will not allow for cutover until at least April 15, 2013. Director Tom Dubas had previewed the FY14 operating budget with the FAB at two prior meetings and the budget draft provided at the public hearing was a product of Mr. Dubas' original work and input provided by the FAB. After the hearing, the budget was approved and the Town's share will be paid as an assessment on our FY14 Cherry Sheet from the State. The Town's cost for the upcoming fiscal year will be, as promised, \$16.26 per capita – for a total of \$56,975 (when multiplied by the Town's 3,504 residents). The FY14 figure is considerably lower than the FY13 figure of approximately \$260,000, which represents the Town's cost to run its own center.

Recommendation: Board discussion as necessary.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Draft List of Annual Town Meeting Topics (*)

The Board briefly reviewed this preliminary list at the last meeting with the intent of discussing the topics in more detail at the present meeting.

Recommendation: **Continued Board discussion regarding the draft list.**

L. Legal Issues

(1) Quarterly Review of Executive Session Minutes

The Chairman recently reviewed the Board's executive session minutes for the quarter ending December 31, 2012 and did not find any minutes that were eligible for release at this time.

Recommendation: No further action is necessary.

M. Grants

(1) Finalization of Feasibility Study Report, Downtown Boardwalk Project

At the last meeting, the Board agreed that funding for the design and permitting for pocket dredging to accommodate public floats as part of the downtown boardwalk project should be included in the Town's request for construction funding. I am presently working with our engineering consultant and Salem State University to pull together the final report in draft form for the Board to review. Once that occurs and the final report is issued, we plan to apply for construction funding for the project through the Seaport Advisory Council.

Recommendation: I will update the Board as necessary.

N. Emergency Planning

(1) Cape Ann Emergency Planning Team Monthly Meeting

I attended the subject meeting on January 10, 2013 in Gloucester. The meeting featured a discussion regarding how best to move forward in the face of some recent retirements of municipal personnel who were in key roles. We also discussed the continuing need for MEMA to create a dedicated space on their emergency management server for the Planning Team in order to conveniently share documents. Also, this year's influenza season has been very busy and the group continues to plan and coordinate preventative measures in addition to the best possible response.

Recommendation: No further action is necessary.

O. Other Items

No items.

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