



Town Administrator's Report Board of Selectmen's Meeting of January 28, 2013

Report covers from January 12, 2013 to January 25, 2013

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

A. Town Department Reports/Requests

(1) Development of Sewer Flow Increase Application Form

I have collaborated with the Wastewater Clerk and the Superintendent of Public Works regarding the development of an application form for use by residents within the Sewer Service Area who desire sewer flow increases. The recent changes to the Sewer Service Area Bylaw and the use of the new form are not effective until the Office of the Attorney General approves the revised bylaw (expected during the month of February). Once that approval is granted, the revised Sewer Use Regulations will go into effect and applicants are free to apply for additional flow.

Recommendation: I will update the Board as necessary.

B. Computer Systems

(1) Purchase of Computer System for Inspectors' Office

Now that the former Chief of Police's office has been fully converted into an office for the two police inspectors, it is necessary to purchase an additional workstation for use in that office. The inspectors presently share a system with many other officers. I ordered the new system and it has been delivered. I will work with the Chief and the inspectors to set it up and configure it for use on the Town's network in the near future.

Recommendation: I will update the Board as necessary.

(2) Connection of New Postage Meter to Internet

Our postage meter vendor installed a new meter on January 16, 2013. I assisted the vendor with the setup of the necessary Internet connection using a network cable that formerly served a workstation in that area. However, the device was having trouble connecting, despite my review of the matter with our firewall/router technical support personnel. The device is presently using a telephonic connection and we will work with both vendors to make the Internet mode operational in the future.

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

(3) Creation of User Accounts

The Chief of Police requested that I set up network, Internet, and e-mail accounts for the Police and Harbormaster departments. I created the necessary accounts and set up each of the desktops for the new users.

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

(4) Accounting Software Update

Our accounting software vendor released a software update during the week of January 21, 2013. I downloaded and installed the update and performed the necessary database management procedures.

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

(5) Replacement of UPS Battery

The battery in the uninterruptible power supply (UPS) powering the file server in the Water Filtration Plant failed during the week of January 21, 2013. I replaced the battery with a spare that I keep on hand and the UPS is working normally. I will purchase a new replacement battery to become a new spare.

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

(6) Continued Migration of User Files to Melrose Datacenter

I have continued to migrate user-created files to the new server at the City of Melrose datacenter and migration is complete. I recently migrated both the Essex Fire Department and the Essex Police Department (an additional 31 users in total since my last report). Some shared resources remain on our native file servers and those will eventually be migrated (after we have monitored the situation for a period of time in order to pick up on any problems or service issues).

Recommendation: I will update the Board as necessary. Total time – 5.5 hours.

C. Personnel

(1) Informal Department Heads Meeting

I hosted the subject meeting in my office on January 17, 2013 as is our practice every two months or so. The meeting featured a discussion regarding the recent commencement of the migration of computer resources to the City of Melrose and how the various departments can eventually move to even more cloud-based applications. Also, the Fire Chief reported that the refurbished ladder truck is presently being repainted and re-lettered in should be delivered in the coming weeks.

Recommendation: No further action is necessary.

(2) Continued AFSCME Collective Bargaining (*)
Management representatives engaged AFSCME representatives in continued collective bargaining on January 22, 2013.

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

D. Procurement/Ongoing Projects

(1) Second Northern Conomo Point Public Forum (*)
I attended the subject forum along with the Selectmen and the Conomo Point Planning Committee on January 17, 2013. At the forum, designer Brown Sardina presented various near-term and long-term design options. Chairman Jones presented the Selectmen's overall view regarding phasing in various concepts and I updated those assembled regarding the southern sale process and the next requirements concerning the Conomo Point compliance plan. The Selectmen and the Conomo Point Planning Committee met jointly on January 24, 2013 to review the content of and input from the second forum in order to develop plans for the final forum, which will be held on February 7, 2013.

Recommendation: **Board discussion as necessary.**

(2) Town Hall/Library Health and Safety Renovations
At the last meeting, the Board agreed that our designer should bring a variety of work items through the final design and cost estimation stages so that an assessment may be made regarding whether any other items can be added given the remaining budget. The Board also asked that our designer provide two alternates to the Town Hall entry vestibule work item (one with the addition of curved, granite, exterior stairs; and one with no change to the exterior stairs). Our designer is presently working to fulfill those requests.

Recommendation: I will update the Board as necessary.

(3) Engineering Change Order for Downtown Boardwalk Lighting (*)
The designer for the downtown boardwalk has provided a proposal to design low level lighting along the boardwalk. This design work would be completed by an electrical engineering subcontractor and we do have sufficient funds in the grant to accommodate the work.

Recommendation: **Board approval of the change order request.**

E. Insurance

No items.

F. Facilities

(1) Final Asbestos Report for Fire and Police Headquarters

Our consultant has finished his final report and management plan relative to the presence of asbestos containing materials (ACM) in the Fire and Police Headquarters Building. The consultant is presently working on a scope of abatement work that I can use to obtain quotations from several abatement contractors. In addition, our consultant will need to perform a mandatory post-abatement clearance. I will ask that the abatement work begin as soon as possible once we have quotations, per the Board's authorization at the last meeting. Beyond the abatement work, the Management Plan will show building personnel how to avoid disturbing any intact ACM during daily operations or planned improvements/renovations. One example of an ongoing good management practice is to keep any asbestos-containing floor tiles properly waxed.

Recommendation: I will update the Board as necessary.

(2) Modifications to Town Hall Boiler for State Certification

Our heating contractor has modified the original setup of the Town Hall steam boiler that was installed last season. Modifications were made in response to recent visits from our insurer and from a State boiler inspector. One recommendation remains outstanding since our contractor wanted to verify its necessity and we will either substantiate to the State that it is not necessary or make the necessary modifications. Once the State is satisfied with the system, the certificate will be generated and provided to the Town.

Recommendation: No further action is necessary.

G. Fiscal/Budget

(1) Regional School District Budget Discussion

Selectman Coviello attended a small group discussion regarding the FY14 Manchester Essex Regional School District budget along with Finance Committee Chairman Soulard on January 16, 2013. The group discussed final preparations for a joint meeting among the two boards of selectmen, the two finance committees, and the School Committee scheduled for January 22, 2013. At that joint meeting, various officials learned about the final budget package that will be presented at a final public hearing to be held on January 29, 2013. The assessment to Essex represents a 3.1% increase over last year's assessment and the increase to Manchester is 4.5% (driven largely by an upward trend in Manchester pupil population). Changes in State aid and final health insurance figures may affect the final apportionments either way. The District's Business Manager has since provided me with the backup data for Essex's currently-anticipated assessment and I have confirmed the figure using an independent spreadsheet. I will perform this check again should the figure change.

Recommendation: No further action is necessary.

H. Complaints

No items.

I. Meetings Attended

(1) Massachusetts Municipal Association (MMA) Annual Mtg. and Trade Show
I attended the subject meeting with Selectman O'Donnell on January 25 and 26, 2013. The event featured many presentations regarding issues ranging from municipal law to the State budget outlook and offered excellent opportunities to network with other municipal officials and with various product and service vendors.

Recommendation: No further action is necessary.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Continued Review of Draft Annual Town Meeting Potential Topics (*)
I have updated the subject draft list to include topics recommended by the Board at the last meeting.

Recommendation: **Continued Board discussion relative to the draft list.**

L. Legal Issues

No items.

M. Grants

No items.

N. Emergency Planning

No items.

O. Other Items

(1) Eagle Scout Project

I met with Eagle Scout candidate Cory McCollum and his adviser on January 15, 2013 to review a potential project assisting with the organization of records on the Town Hall balcony. The Board already voted to approve this project if the scouts deemed it to be within the required scope. It is highly likely that the troop will approve the project and Cory will work with the Town Clerk to ensure that proper archiving standards are adhered to during the process. The project will prepare the various records and historic newspapers for efficient and organized transport to the basement after the Town Hall and Library partial renovations have been completed.

Recommendation: I will update the Board as necessary.

(2) Martin Luther King Holiday

The office was closed on January 21, 2013 in observance of the subject holiday.

(3) Town Administrator Leave

I was out of the office on leave for the afternoon of January 14, 2013.

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