## A. Town Department Reports/Requests

## (1) Potential Ipswich Water System Extension into Essex

As the Board may be aware, the Town of Ipswich's water system serves a business at the Town line. That waterline came from Ipswich, under a stream, and directly onto the private property served. Other businesses in the area are now interested in similar extensions. However, to serve those businesses, the water main will have to run under public property in Essex to get to the private properties in question. Part of the public property will be within the Route 133 State Highway Layout and the project proponent will need to get a permit from MassDOT for the work. Another portion of public property is a small piece of Old Essex Road between the Ipswich Town line and the edge of the Route 133 State Highway Layout.

The project proponent provided a copy of the original State Highway Department discontinuance document for what was once known as Route 121 (now Old Essex Road) and referenced a State Law that makes any discontinued State highway a public way. As such, the proponent will work with the Essex Department of Public Works should the new line need to pass under this small section of road. An alternative would be to bring the line along the edge of private property abutting the road. It is possible that this new water main will be a six-inch main and it is possible that a new hydrant will be provided as part of the project.

*Recommendation*: No further action is necessary. The proponent will work directly with the Department of Public Works and MassDOT as necessary.

## **B.** Computer Systems

# (1) Configuration of New Police Detectives' Computer

The new computer for the new police detectives' office was uncrated and set up by the detectives to facilitate system configuration. I configured the new system for use with our network during the week of January 28, 2013 and copied the desktops of the two detectives over from the computer they were formerly using. The system is working well and is an important addition to the new office arrangement. I also helped to further configure several systems, including the new system, for expanded access to a State law enforcement resource during the week of February 4, 2013.

*Recommendation*: No further action is necessary. Total time – 4 hours.

Town Administrator's Report, February 11, 2013 – Page 1

# (2) Migration and Configuration of Group Public Safety Folders

I migrated a major group public safety folder to the new sever in Melrose during the week of January 28, 2013. All authorized users now access that resource from the new location. Another group resource will continue to run on our original server in Essex since it is not compatible with the new platform but it also will no longer be needed after the Regional Dispatch Center goes on line.

*Recommendation*: No further action is necessary. Total time – 3 hours.

### (3) UPS Battery Failure

One of the uninterruptible power supply (UPS) batteries serving network equipment in the Town Hall failed during the week of January 28, 2013. I replaced the battery with a spare I had on hand and ordered a new battery to act as the new spare.

*Recommendation*: No further action is necessary. Total time  $-\frac{1}{2}$  hour.

## (4) System Maintenance and Restoration

I performed system maintenance and file restoration on two computer systems (one at the Council on Aging and one at the DPW) on February 4, 2013. Users had reported problems with each system. Both systems have been restored to their previous condition.

*Recommendation*: No further action is necessary. Total time – 1.5 hours.

#### (5) Migration of Building Inspector's Desktop

The Building Inspector had been using the shared computer terminal in the second floor lobby. However, he indicated that it would be much more convenient if he could log onto our system using the Town Accountant's terminal (which is in the office he shares). The Town Accountant was fine with that arrangement and the desktop has been moved to that terminal.

*Recommendation*: No further action is necessary. Total time  $-\frac{1}{2}$  hour.

#### C. Personnel

# (1) AFSCME Collective Bargaining

(\*)

Management engaged the union in continued collective bargaining on January 30, 2013.

Recommendation: Board discussion in executive session.

#### (2) EPBA Collective Bargaining

(\*)

Management engaged the union in continued collective bargaining on January 31, 2013.

Recommendation: Board discussion in executive session.

## D. Procurement/Ongoing Projects

# (1) Downtown Boardwalk Design Finalization

At the last meeting, the Board authorized a change order for the design of lighting fixtures along the proposed boardwalk. Our designer will include this item in the overall design package so that it will be reflected in the Town's future application for construction funding. Our designer is presently finalizing design plans so that Salem State University can package up the final feasibility study report, which will be the basis for our construction funding application. As part of the finalization process, our designer and their lighting design subcontractor will meet with Town officials on-site during the week of February 11, 2013 to wrap up any final questions or design choices.

Recommendation: I will update the Board as necessary.

#### E. Insurance

### (1) Monthly Pothole Log

I acquired the pothole log for the month of January from the DPW and provided it to our insurer as part of the MIIA Rewards Program. One pothole had been reported and it was filled the following day.

Recommendation: No further action is necessary.

#### F. Facilities

## (1) Quotations for Asbestos Abatement, Fire and Police Headquarters

Our asbestos consultant provided me with a scope of services necessary to perform limited asbestos abatement work at the Fire and Police Headquarters. I provided that scope of services to three asbestos abatement contractors and I received one quotation by the February 5, 2013 deadline (\$1,500). I also received a second quotation after the deadline, which was more expensive than the first contractor's price anyway. I will be working with our asbestos consultant to coordinate the necessary monitoring and post-abatement clearance work with the removal contractor. Our consultant will also perform any necessary labeling of intact asbestos as a deterrent to accidental exposure.

Recommendation: I will update the Board as necessary.

# (2) Annual State Elevator Inspection

The State Elevator Inspector inspected and tested the elevator at the Senior Center on February 8, 2013. I had our elevator contractor and our fire alarm company at the inspection as required.

Recommendation: No further action is necessary.

# (3) Tree Limb Damage to Summer Camp Changing Shed

The Superintendent of Public Works recently contacted me to report damage to one of the two summer camp changing sheds at the Centennial Grove. A recent windstorm caused a limb to fall on the structure and minor roof damage resulted. I contacted the Ipswich YMCA to determine if their maintenance division would be able to make the repair for us and the YMCA is presently assessing the situation.

Recommendation: I will update the Board as necessary.

# G. Fiscal/Budget

# (1) Town Events Funding

At the last meeting, the Board discussed the prospect of creating a new line item to help defray the cost of various, large-scale Town events. The Town originally funded this topic via a special article at \$10,000 and approximately half of that funding has been expended. The Finance Committee has agreed to add the item to the fiscal year 2014 budget discussion.

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

## (2) Management Responses to Fiscal Year 2012 Audit Recommendations

The Town's auditor has wrapped up the fiscal year 2012 audit and did not find any material weaknesses. As usual, our auditor made several recommendations for the Town to consider and the Town Accountant has developed responses with input from the Treasurer/Collector and me. The final audit will be assembled with that input and will be made available to the Town in the near future.

*Recommendation*: No further action is necessary.

#### H. Complaints

No items.

#### I. Meetings Attended

# (1) Essex Regional Dispatch Center, New Member Subcommittee

I am a member of the Essex Regional Emergency Communication Center Finance Advisory Board. Recently, several of the RECC boards sent representatives to a new subcommittee to determine the best process for allowing new communities to participate in the Center (i.e. communities that are not among the original six). I attended a subcommittee meeting on January 30, 2013 and the group determined that various elements will be studied, including both State Cherry Sheet and technical timelines, and how to best prepare an application package. The Subcommittee will continue to meet regarding this issue over the next year since it is not technically or fiscally possible to add any new communities for fiscal year 2014.

Recommendation: I will update the Board as necessary.

# (2) Third (Final) Northern Conomo Point Public Forum (\*)

I attended the subject forum hosted by consulting designer Brown Sardina on February 7, 2013 along with the Selectmen and members of the Conomo Point Planning Committee. I had assisted with the promotion of the forum using the Town website, the Town e-mail system, and the Town public notification telephone system. The firm presented its final recommendations for both nearterm and long-term amenities and configurations at northern Conomo Point. It is now necessary for Town officials to consider and adopt recommendations as-is or with revisions so that the process may be handed off to consultant Nicholas Cracknell to feed into the development of a revised Northern Conomo Point Zoning District Bylaw. As the Board may recall, an initial version of this bylaw was proposed to the Town Meeting back in May of 2012 and that version was referred back to the Planning Board for further study.

Recommendation: Board discussion regarding coordination of the zoning district bylaw with Nicholas Cracknell, the Conomo Point Planning Committee, and the Planning Board.

# J. Final Judgment

No items.

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

#### (1) Draft Annual Town Meeting Warrant

(\*)

I have produced an initial draft of the Annual Town Meeting warrant based upon the Board's guidance at the last meeting. Also, as requested by the Board, I reviewed with the Town Accountant some suggestions made by a resident regarding the prospect of a local meals tax adoption.

## Recommendation: Board discussion regarding the draft warrant.

## (2) Suggestions for Shellfish Regulation Changes

(\*)

At the last meeting, the Shellfish Constable suggested that the Town prohibit the commercial harvesting of shellfish other than soft shell clams so that the other species can be enjoyed only for personal/family consumption. I have confirmed with personnel from the Division of Marine Fisheries that this is possible under Section 52 of Chapter 130 of the General Laws. The Constable also suggested that the fee for a commercial clamming license be lower for harvesters who are willing to assist with clam re-seeding and conservation efforts.

Recommendation: Board discussion relative to these matters, including possible consultation with the Shellfish Advisory Committee.

# (3) Potential Rescheduling of Annual Town Election

(\*)

The State Legislature has approved legislation that would allow communities to change usual annual election dates to coincide with one of two State election dates (April 30 or June 25). However, since the usual Town Meeting or annual election must be within 30 days of the date chosen, and since the Town's events are scheduled for May 6 and May 13, 2013, only the April 30 date works. As such, the Board needs to determine whether any types of Proposition 2 ½ referenda (such as borrowing for design for a new public safety center) will be proposed this year, and, if so, whether the Board desires to have the referenda before the actual Town Meeting appropriation vote(s).

**Recommendation:** Board discussion relative to the timing of the Annual Town Election.

#### L. Legal Issues

#### (1) Senate Bill Concerning Voter Registration

Senator Tarr offered a bill that would compel the Secretary of the Commonwealth to conduct a study of the residency standards for voter registration in an effort to clarify requirements for seasonal residents on a State-wide basis. At the last meeting, the Board agreed that Town Counsel should review the bill since amendments may be offered. Since the bill only compels a study and does not actually promulgate any new law, Town Counsel was fine with the wording as originally submitted.

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

#### M. Grants

### (1) FEMA Hazard Mitigation Grant for Generator, Town Hall

(\*)

As the Board may recall, the Town's Hazard Mitigation Plan had been approved by FEMA back in August of 2012. The FEMA Hazard Mitigation Grant program provides funding for critical needs on a periodic basis and a funding round has opened up with applications due by March 15, 2013. The Town is eligible for funding since we have an approved Plan.

Presently, when the power goes out, since Town Hall does not have a generator, no one in the building can continue to work and the Town's Internet point of presence is cut off after about two hours of battery backup time. A generator to power the entire building would solve these problems and would provide support to all other departments that rely on Town Hall Internet connectivity. All departments also rely upon our new, high-speed link to the City of Melrose, which terminates in Town Hall. I have discussed the matter with the grantmaker and it is likely eligible for funding (although there are no guarantees). Also, we could use the cable technology fund for a portion of the required 25% local match (some in-kind services will also be eligible for the match).

Recommendation: Board discussion relative to applying for this grant.

# N. Emergency Planning

## (1) Cape Ann Emergency Planning Team Monthly Meeting

I attended the subject meeting on February 7, 2013 in Manchester. The meeting featured a discussion regarding the prospect of having several small shelters in a community versus one large shelter. The group also discussed how the three Cape Ann communities that are not currently members of the Northeast Mosquito Control District may want to revisit membership in light of worsening mosquito-borne illness problems. The group will be reaching out to the three school districts of Cape Ann to foster additional participation by school officials in the monthly meetings.

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.