



## Town Administrator's Report Board of Selectmen's Meeting of May 1, 2017

Report covers from April 22 to April 28, 2017

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

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### A. Town Department Reports/Requests

No items.

### B. Computer Systems

#### (1) Enhancement of Disaster Recovery Capability for Town Network (\*)

Over the years, the Town's disaster recovery capabilities have become increasingly robust. In 2000, we had individual PCs that were not backed up. Shortly thereafter, we had the ability to archive off site all user-created files, but no good solution for e-mail or Windows desktops. Next came separate e-mail journaling to solve the e-mail backup issue and, later, with the advent of our relationship with the City of Melrose, we added the ability to archive even the Windows desktops. Incidentally, as an added level of protection, we do also maintain a separate archive of just the user-created files at a commercial backup site. So, presently, we have a very robust backup system that continuously archives ALL content for up to 90 days.

However, in the event of a catastrophe, even though that archived data would be safe, at a site separate from the primary servers, it would have to be fed into new virtual servers that would have to be spun up, in order to actively use those resources. As such, our next step should be to locate our own server at the Melrose backup site so that we can maintain live instances (copies) of the primary virtual server content that we could simply switch traffic to in a disaster, to avoid the waiting time.

To this end, I am exploring with technicians at Melrose what the appropriate hardware and software would be and I would like to purchase whatever is necessary using fiscal year 2017 funds in our Melrose line item, along with partial use of our Town Technology Fund, if necessary.

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

### C. Personnel

No items.

## D. Procurement/Ongoing Projects

### (1) Town Hall/Library Renovation Project Weekly Construction Meeting

I attended the subject meeting on April 26, 2017. The contractor is presently working to create a final punch list with our architect and our Project Manager. One of the last tasks to occur will be the mounting of the new clock faces, very close to the construction deadline of May 17, 2017. I am presently working with all of the Town's inspectors to line up inspections and certifications to allow the Building Inspector to issue a certificate of occupancy. I have also worked with our insurer to transition from our Builder's Risk policy to our normal property and casualty coverage for the building. The high-efficiency gas baseboard heating system has already been tested and the heat pump system will be tested soon. The preliminary, internal test of the new elevator went well and the State inspection will occur May 10, 2017. All wood floors will receive a final light sanding prior to the application of the final coat of polyurethane.

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

### (2) Change Order for Replacement Library Exterior Lighting (\*)

The Board had asked for our architect and contractor to provide pricing for replacing the existing, old, exterior Library lighting with new fixtures. It is possible that this information will be available by meeting time.

*Recommendation:* **Board discussion relative to the lighting change order, if available by meeting time.**

### (3) Change Orders, Town Hall Light Post Alignment & Paint Vent Pipe (\*)

These items are not critical to the completion of the overall project and the Board had indicated that they should be revisited after the cost of the final clock tower lighting solution is known.

*Recommendation:* **Board discussion only if more information on the clock tower lighting solution is available by meeting time.**

### (4) Change Orders, Town Hall Railing & Bulkhead, and Library Ramp Lattice (\*)

Our architect and our contractor have pointed out a few minor items that the Board may wish to consider accomplishing via project change order. These are: a) replacing the old railing to the bell tower, for safety reasons, b) painting the Town Hall bulkhead to match the color of the building, and c) replacing the broken lattice on the Library ramp. I am hoping to have cost information by meeting time.

*Recommendation:* **Board discussion of these matters if pricing information is available by meeting time.**

(5) Chapter 90 Roadway Resurfacing Invitation for Bids

Every three years, the DPW issues an Invitation for Bids for roadway resurfacing for various roads around the community. The contract remains valid for some time after the specific list of roads is completed, in order to handle other work as funds allow. I am presently working with the Superintendent of Public Works and the DPW Clerk to develop and place the proper advertisements and to finalize the actual Invitation for Bids. Bid packages will be released as of May 17, 2017 and bids will be due on June 14, 2017. The Board will be asked to consider signing a contract with the successful bidder on June 26, 2017.

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

**E. Insurance**

No items.

**F. Facilities**

(1) Repairs to Farnsworth Pier

At the last meeting, the Board agreed that Mr. Mark Haskell should begin some pointing and limited rebuilding work on the Farnsworth Pier at Conomo Point. Mr. Haskell plans to begin that project soon.

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

(3) New Traffic Signage at Conomo Point

At the last meeting, the Board considered suggestions for a variety of new traffic signs at Conomo Point. These include: one-way signs on the northern loop, 15 m.p.h. signs on the northern loop, Children Playing signs at Clammers' Beach and at the front fire lane parcel, and a stop sign at Town Farm Road and Conomo Point Road. The Board agreed to explore these possibilities with the Superintendent of Public Works and the Chief of Police. After the Annual Town Meeting, I will get together with them to review the situation. Any recommendations will be provided to the Board on a map, as requested.

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

(4) Maintenance and Cleanup at Clammers' Beach

At the last meeting, the Board agreed to review several matters concerning Clammers' Beach including: possible placement of sand above the high tide line, an overall seasonal cleanup of the area, and the possible removal of a portion of a leaseholder's seawall that is posing a public safety threat (with the proper written release). Presently, the Conservation Agent has indicated that sand placement may be possible under an Order of Conditions that was originally approved in

1994. We are still communicating with the leaseholder regarding the wall issue and the DPW will perform a cleanup when time permits.

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

## **G. Fiscal/Budget**

### (1) School Budget Group Planning Meeting (\*)

I attended the subject meeting on April 28, 2017, along with Selectman Coviello. The meeting featured a discussion relative to an overall school budget process forum that will be held on May 30, 2017 at 6:00 p.m. at the Manchester Essex Regional High School for the boards of selectmen and finance committees from both Essex and Manchester, along with the Regional School Committee. That forum will likely focus on how the budget development process has evolved over the years and what people like and dislike about the present state of affairs. The forum will hopefully point up a number of areas where adjustments can be made to accommodate needs of various policymakers. Two other joint meetings will likely follow in the future to cover the long-range operating and capital planning needs and processes of all three entities and how those programs overlap.

The group also discussed matters such as the timing of the borrowing votes for the Memorial Elementary School project (which could be as early as the fall of 2018 or perhaps would occur at the Annual Town Meetings in 2019). A Project Manager for that project is already on board and it is expected that a designer will be selected toward late June. Further, discussion was held relative to the recent, emergency boiler replacement in the Memorial School, and the ongoing evaluation concerning whether to remove, repair in-kind, or replace and heighten the damaged footbridge connecting the two Manchester school campuses.

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

## **H. Complaints**

### (1) Paving of Dodge Street Extension

On April 27, 2017, several residents contacted this office, the DPW, and the Conservation Commission about the paving of the private road known as Dodge Street Extension, wondering if that work had been permitted. I contacted the Conservation Commission and found that a permit was in place, thereafter contacting the complainants to let them know.

*Recommendation:* No further action is necessary.

## **I. Meetings Attended**

No items.

**J. Final Judgment**

No items.

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

(1) Final Town Meeting Motions

(\*)

I have developed final motions for the Annual Town Meeting per the Board's past guidance.

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

**L. Legal Issues**

No items.

**M. Grants**

No items.

**N. Emergency Planning**

No items.

**O. Other Items**

No items.

*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.*