



Town Administrator's Report Board of Selectmen's Meeting of Sept. 24, 2018

Report covers from September 8, 2018 to September 21, 2018

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

A. Town Department Reports/Requests

No items.

B. Computer Systems

(1) Configuration of New Treasurer/Collector Printer

The Treasurer/Collector purchased a new printer to replace a failed, older model during the week of September 10, 2018. I assisted with the configuration of the new printer on the Town's virtual network.

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

(2) Upgrade of Comcast Modems

Two of the Town's Internet connections were running on older model modems that needed to be upgraded. As such, I made contact with Comcast and a technician installed the new units. I worked with him to make sure that none of our custom settings were lost in the process. I also assisted the Fire Department with the configuration of a new printer used to print fax notices from the Regional Dispatch Center. All systems are working properly.

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

(3) Workstation Maintenance

A computer workstation at the Police Department experienced problems connecting to the domain controller during the week of September 17, 2018. I reviewed the situation and was able to re-create the necessary trust relationship between the workstation and the server.

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

(4) Planning for Fiber Optic Municipal Area Network (FMAN) Switching

The Fall Town Meeting will consider funding for the necessary switchgear to make the Town's soon-to-be-constructed FMAN operational. Our long-time computer consultant met with me on September 20, 2018 to review our needs and he is presently working to recommend equipment that I will purchase. Once the fiber optic system is terminated to each municipal building, our consultant will deploy and configure each of the necessary devices. The FMAN switching and routing subsystem will be built alongside our present system, which uses Comcast

Internet drops and VPNs, and traffic will simply be moved over to the new system once it is ready.

Recommendation: I will update the Board as necessary. Total time – 2 hours.

C. Personnel

(1) Future OSHA Compliance (*)

As discussed in the past, all Massachusetts cities and towns will be subject to the full body of OSHA requirements starting in February of 2019. While it will be possible to consider the hiring of a dedicated, part-time employee to take on this coordination and compliance role, it is also possible that the Board of Health staff has adequate capacity to cover this area. Board of Health Administrator Erin Kirchner and I attended an all-day OSHA overview course provided by our insurer, through the official OSHA training group at Keene State College, on September 13, 2018. Ms. Kirchner has agreed in concept that her department will be able to handle the necessary work and will bring the matter to the Board of Health for formal consideration. Funding for her training and access to suitable consultants and subject matter experts should be built into the fiscal year 2020 budget.

Recommendation: **Move forward with the Board of Health's offer, once confirmed, on a trial basis.**

(2) Safety Committee Meeting

I participated in the subject meeting on September 20, 2018. The meeting featured a discussion relative to the ongoing review of options for a renovated or new public safety building, along with initiatives that will assist the Town to avoid insurance claims. The Committee also discussed the prospect of the Board of Health staff serving in the future to provide OSHA coordination and compliance. The Commonwealth will begin to enforce OSHA standards as of this coming February.

Recommendation: No further action is necessary.

D. Procurement/Ongoing Projects

(1) Request for Qualifications (RFQ), Architect for Public Safety Building Project

At the last meeting, the Board and the Town Building Committee agreed that our Project Manager had sufficiently developed the subject RFQ for release on September 12, 2018. The final version of the RFQ was offered by advertisement in the Central Register and the Gloucester Times (plus local posting) on that date and proposals are due by noon on October 1, 2018. To date, a total of 40 design firms have requested copies of the RFQ.

A pre-proposal site visit and briefing occurred on September 19, 2018 at 10:00 a.m. at the Fire and Police Headquarters. I attended, along with Chairman O'Donnell and representatives of the police and fire departments. A total of 10 designers attended the event.

Recommendation: I will update the Board as necessary.

E. Insurance

(1) Meeting with New Loss Control Representative

Our insurer, MIIA, has assigned a new Loss Control Representative, Mr. Mark Januskiewicz, to the Town. I met with Mr. Januskiewicz to go over the Town's ongoing loss control efforts on September 12, 2018. We discussed our tentative plans for OSHA compliance, which may involve the Board of Health's staff. We also discussed the possibility of using this year's MIIA grant for Fire Department personal protective equipment.

Recommendation: No further action is necessary.

F. Facilities

(1) Preservation of the Town-owned Central Schoolhouse, 28 Main Street (*)

As the Board may recall, the Essex Historical Society and Shipbuilding Museum had requested certain historic building preservation funds from the Community Preservation Committee in advance of the Annual Town Meeting in May. The Meeting voted to appropriate those funds in a very specific way and the Society is now going about the work necessary to make repairs to the subject building, which is leased to the Society by the Town. Some work will be done by volunteers and other work will be paid for wholly by the Society. The contracting for the work that is to be funded by the Community Preservation Act needs to flow through the Board and it is possible that the Society may ask for the various line items that add to about \$35,000 to be reallocated by the Town Meeting. Recent construction estimates suggest that the overall total is appropriate but the individual work elements need to be adjusted.

***Recommendation:* Board discussion relative to the variety of work elements that have been proposed and how each may be funded.**

(2) Town Ownership of Street Lights

We received final street light sale documents from National Grid during the week of September 10, 2018. The lights actually became owned by the Town as of August 21, 2018. In the spring, I will work with the Town Planner to obtain pricing on converting the lamps to LED and having the project paid for by the Green Community grant program.

Recommendation: I will update the Board as necessary.

(3) Replacement of Library Door Automatic Opening Mechanism

During the week of September 3, 2018, the Librarian noticed that the main door to the Library was no longer closing softly. The door is controlled by a complex automatic door mechanism that is tied into the building's electronic entry system. We had the door inspected by a door contractor and his advice is to replace the entire mechanism with something new, since the present unit is likely to fail fairly soon. The existing unit was not installed as part of the most recent Town Hall and Library renovation project but the phase I work that was conducted back in 2014. The cost is just under \$2,100.

Recommendation: I will work with the Librarian to determine if the Library has funding for this work.

(4) Test of Town Hall Generator Relative to Office Air Conditioning System

During a recent power outage on a very hot day, we noticed that the Town Hall generator was powering everything in the building (including the elevator and the server room cooling system) - except for the office air conditioning system. In speaking with our Electrical Inspector, he surmised that the problem was not likely related to the ability of the generator to run the system but perhaps the voltage being produced by the generator. To test that theory, he will measure the voltage and current being provided to the system while on the power grid versus the voltage and current available when we cut the building over to the generator. It is possible that the system needs some type of power conditioning to be able to function on generator.

Recommendation: I will update the Board as necessary.

(5) Upgrade of Senior Center Gas Meter to Improve Generator Performance

A recent test of the Senior Center elevator while the building was running on generator power demonstrated that the elevator would not operate. After reviewing the matter with the vendor that provided the generator, the vendor surmised that the problem was not related to the ability of the generator to run the elevator. Rather, the gas meter serving the building was too small to provide ample gas supply when the generator demanded the power necessary to run the elevator. I contacted National Grid and the meter was upgraded to specifications provided by our vendor (at no cost to the Town). We will test the elevator on generator in the near future.

Recommendation: I will update the Board as necessary.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

No items.

J. Town Meeting, By-Laws, and Regulations

(1) Fall Town Meeting Warrant, Special Election Warrant, Meeting Guide (*)

At the last meeting, the Board provided guidance relative to the final makeup of the Fall Town Meeting Warrant. I have developed a final version of the warrant along with the Special Election Warrant that contains questions concerning the Manchester Memorial School replacement project and a proposed ban on recreational marijuana facilities in Essex. I have also provided to the Board an example of how warrant articles could be described in a Town Meeting guide, if the Board is interested in that concept. Further, the Planning Board will hold the necessary public hearing relative to the proposed marijuana facility articles (which fall under the Town's zoning bylaws) at 7:30 p.m. on October 10, 2018, in Town Hall.

***Recommendation:* Review and approval of the Fall Town Meeting and Special Election warrants per the posted agenda. Consideration of whether any companion town meeting documents should be developed and distributed.**

K. Legal Issues

(1) Issuance of Lease Renewal Letters for Year-to-Year Conomo Point Leases

At the last meeting, the Board voted to authorize the issuance of letters to all Conomo Point tenants who have year-to-year leases on certain leaseholds that are primarily accessory lots. The Selectmen's Assistant has developed the letters and the Board will sign each letter at the present meeting. Letters will be mailed on September 25, 2018.

Recommendation: No further action is necessary.

L. Grants

(1) Hazard Mitigation Plan Update Grant Quarterly Report

I have worked with Sam Cleaves at the Metropolitan Area Planning Council (MAPC) to produce the subject report. The report will be submitted during the final week of September. The process of updating the Town's Hazard Mitigation Plan is moving along well and we recently received a time extension (along with many other communities) for the submission of our final product.

Recommendation: No further action is necessary at this time.

(2) Green Community Grant Quarterly Report

The Town Planner has completed the subject report and it will be submitted to the State during the final week of September. This year's grant involves a second phase of energy efficiency improvements at the Essex Elementary School.

Recommendation: No further action is necessary at this time.

(3) Municipal Vulnerability Preparedness (MVP) Action Grant Monthly Reports

I have worked with the principals from each of two MVP projects to file the required monthly reports with the State. Monitoring of the natural sediment deposition event in the Great Marsh is going well and we expect that the other project, a literature review concerning mussel reefs, will begin in earnest soon (now that the university is back in session for the school year). I participated in a monthly grant coordination meeting with personnel from the University of New Hampshire on September 18, 2018, relative to the sediment project.

Recommendation: No further action is necessary.

M. Emergency Planning

No items.

N. 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.