



Town Administrator's Report Board of Selectmen's Meeting of March 25, 2019

Report covers from March 9, 2019 to March 22, 2019

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

A. Town Department Reports/Requests

(1) Town Building Committee Meeting Summary (*)

The Board met jointly with the Town Building Committee on March 13, 2019. The meeting featured discussions relative to various permits that will be necessary to build on the combined site along John Wise Avenue. Our architects also provided two possible general building and site configurations for the Board and the Committee to review. Ultimately, a configuration that has the fire station truck apron on the right (south) end of the building was chosen. Parking will be available for call firefighters at the edge of the apron and a larger parking lot will be made available for public and overflow parking on the north end of the building (where the public entrance will be). The Committee will meet again jointly with the Selectmen on March 27, 2019 to provide more design guidance to our designer and to receive updates on permitting and any time-sensitive decisions.

Recommendation: **Board discussion as necessary.**

B. Computer Systems

(1) Server Operating System Update Status

I am continuing to work with personnel from the Town of Danvers IT Department to methodically upgrade all of our server operating systems from Windows Server 2008R2 to Windows Server 2016. Thus far, we have established an entirely new dynamic IP address scheme using DHCP and have converted the backup domain controller and the file server to the new operating system. On March 21, 2019, Danvers personnel helped to convert the primary domain controller and we will focus next on the two virtual desktop servers. All software on each server is migrated (and upgraded, if possible) as part of each upgrade and our secondary live instance of our infrastructure, in Danvers, has been maintained throughout.

Recommendation: Total time – 2 hours.

C. Personnel

(1) Fiscal Year 2020 Cost of Living Allowance and Wage & Salary Scale

At the last meeting, the Board discussed granting a cost of living allowance (COLA) to all non-union, non-contract employees for fiscal year 2020. The Board also reviewed the draft Wage & Salary Scale that reflects the COLA.

Recommendation: Board vote to grant a COLA (two percent) and to recommend the final fiscal year 2020 Wage & Salary Scale to the Annual Town Meeting, as per the posted agenda.

(2) Safety Committee Meeting Summary

I attended the quarterly meeting of the Safety Committee as a member of the Committee on March 21, 2019. The meeting featured a discussion relative to the rapidly-developing public safety facility project and an update from OSHA Coordinator Erin Kirchner relative to the Town's continued OSHA compliance coordination. Our MIIA loss control representative attended the meeting to better understand the Town's present efforts.

Recommendation: No further action is necessary.

D. Procurement/Ongoing Projects

No items.

E. Insurance

No items.

F. Facilities

No items.

G. Fiscal/Budget

(1) School Budget Group Meeting Summary

(*)

I participated in the subject meeting along with Chairman O'Donnell, Finance Committee Chairman Buttrick, and officials from the School District and the Town of Manchester on March 15, 2019. The meeting featured a discussion relative to continued planning for the commencement of construction to replace the Manchester Memorial School. We also discussed the upcoming Annual Town Meetings in each of the two communities.

Recommendation: **Board discussion as necessary.**

H. Complaints

No items.

I. Meetings Attended

(1) Cape Ann Chamber of Commerce Career Fair

I participated in the subject high school fair as part of a booth highlighting municipal careers. I was joined by personnel from the Essex Police Department and personnel from the City of Gloucester. Many students visited the booth and learned about possible career paths in municipal government.

Recommendation: No further action is necessary.

J. Town Meeting, By-Laws, and Regulations

(1) Approval and Signature of Final Annual Town Meeting Warrant

I have developed a final version of the warrant for the Board's approval and signature, in accordance with the Board's guidance from the last meeting.

Recommendation: Board review, approval, and signature of the final warrant as per the posted agenda.

K. Legal Issues

No items.

L. Grants

(1) Municipal Vulnerability Preparedness Action Grant Monthly Reports

I will soon provide to the State the subject monthly reports for the month of March, 2019. Relative to the natural sediment deposition monitoring project, personnel from the University of New Hampshire have continued to prepare for a formal presentation of the study's results. The presentation will be held at the Essex Town Hall on March 28, 2019, from 10 a.m. until noon. An optional field visit will be offered at Jeffrey's Neck in Ipswich after the presentation. Relative to the mussel reef literature review study, personnel from Northeastern University have made good progress with respect to published reports and existing data sets. The review will wrap up in the coming months.

Recommendation: No further action is necessary.

(2) Hazard Mitigation Plan Renewal Grant Quarterly Report

I have provided to the State the subject monthly report for the quarter ending March 31, 2019. Personnel from the Metropolitan Area Planning Council (MAPC) have continued to make progress on the re-writing of the Plan, and we are on track for a June 30, 2019 completion. After a State and Federal review process is completed, the Town's plan will be renewed for seven years, and we

will remain eligible for certain Federal grants that require a current Hazard Mitigation plan as a prerequisite.

Recommendation: No further action is necessary.

(3) Regional Collaboration Study, Interim Memo

The Collins Center has produced an interim memo concerning how Essex and Manchester might collaborate in a variety of municipal focus areas. The memo is related to those areas that may yield the most immediate results, due to their relative ease of implementation. The study will continue through June, when a final report will be issued. The final report will include a broader suite of possibilities, including ideas that are more difficult to implement and/or require more time for study and development. The memo will be discussed in more detail at the Board's next meeting.

Recommendation: I will update the Board as necessary.

M. Emergency Planning

(1) Regional Dispatch Center Joint Meeting

I presided over the subject meeting of the various Regional Dispatch Center advisory boards on March 11, 2019. The meeting featured a final presentation of an Intermunicipal Agreement (IMA) among the various participating communities and the State 911 Department. The Department will take over operation of the Center from the Essex County Sheriff as of July 1, 2019, including covering all costs. Those present at the meeting were in agreement concerning the makeup of the final IMA and Chairman O'Donnell will sign the Agreement when the final draft is circulated by the State, pursuant to the Board's past vote. Also, we have learned that plans to replace the dispatch and records management software are moving along well, with the new system expected to go live in step with the Department's commencement of the Center's management.

Recommendation: No further action is necessary at this time.

N. Other Items

(1) Town Administrator Vacation Leave

I was out of the office on vacation leave on March 18 and 19, 2019.

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