



## Town Administrator's Report Board of Selectmen's Meeting of January 11, 2010

Report covers from December 26, 2009 to January 8, 2010

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

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### A. Town Department Reports/Requests

#### (1) Council on Aging Luncheon

I attended the subject luncheon on December 29, 2009 at the invitation of the Council on Aging.

*Recommendation:* No further action is necessary.

#### (2) Village Initiative Implementation

At the last meeting, the Board asked me to inform the Long Term Planning Committee that funding for implementation assistance relative to the Village Initiative would not be sought at the Annual Town Meeting in May of 2010. The Board views the present effort by the LTPC to organize an implementation strategy as sufficient at this time.

After I informed the LTPC of this decision through its Chairman, he indicated that a small amount of funding would be appreciated in order to assist the LTPC with their efforts. Members of the LTPC will attend the present meeting to discuss their funding request further with the Board.

*Recommendation:* Board discussion with the LTPC members at the present meeting.

### B. Computer Systems

#### (1) Installation of New Ambulance Service Computer System

As the Board may recall, I had ordered on behalf of the Fire Department a new computer system to serve the needs of the ambulance service. The system arrived during the week of December 21, 2009 and the Fire Department prepared the office for an installation during the week of December 28, 2009. I completed all necessary network wiring (using a small hub) and set up and configured the new system. The system is operational and I worked with the fire incidents database vendor to install that product (needed assistance due to the new, Windows 7 operating system). The Fire Programs server and other client were also upgraded to the newest version. The antivirus software required an updated version that supports Windows 7.

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

(2) Update of Assessors' Public Terminal

Each year, after the setting of the tax rate, I assist the Assessors with the update of their public terminal. I contacted their software vendor and worked with the vendor to install the updated data during the week of January 4, 2010. This year's process took longer than usual since the taxpayer terminal runs an older version of the software than our live system does and a back-conversion was required.

*Recommendation:* No further action is necessary. Total time – 2 hours.

(3) Accounting Software Update

Our accounting software vendor released a software update during the week of December 28, 2009. I installed the update and performed the necessary database maintenance activities.

*Recommendation:* No further action is necessary. Total time – 0.5 hours.

(4) Replacement of Server

The Water Filtration Plant file server was the next device to require replacement in our overall IT plan. I ordered the new Water Plant server but recent trouble with the Town Hall file server suggests that the ordered server should be placed in Town Hall with the Water Plant server staying on-line longer than planned. With the help of our computer expert, we were able to correct the issue with the Town Hall server and it is presently stable.

*Recommendation:* I will update the Board as necessary. Total time – 12 hours.

**C. Personnel**

(1) EPBA Collective Bargaining

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The Management Team engaged the Essex Police Benevolent Association in our initial bargaining session for a successor agreement to commence July 1, 2010 on January 5, 2010.

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

(2) Teamsters Collective Bargaining

The Management Team will engage the union in an initial collective bargaining session in the near future. We have exchanged some potential meeting dates but nothing has worked for all schedules as yet.

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

(3) Town Clerk Application and Screening Process

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As the Board is aware, the Town is accepting applications for the new, appointed Town Clerk position through January 21, 2010 at 3:30 p.m. It will be useful at

this point to review the steps that the Board expects the Town Clerk Search Committee to take after applications close.

*Recommendation:* **Board discussion relative to next steps.**

(4) Motor Vehicle Record Checks

Each year at this time, I ask the Chief of Police to perform motor vehicle record checks on all employees who frequently operate Town-owned vehicles. The checks confirm that all drivers have valid licenses and that no patterns of serious violations exist. The Chief will perform the checks and will let me know if any problems were observed.

*Recommendation:* No further action is necessary.

(5) Personnel Board Annual Report

I developed the subject report on behalf of the Selectmen (now serving in that capacity and Board Member Osburn). The report notes the sad passing of Board Member Copeland and provides highlights of Personnel Board activities during fiscal year 2009.

*Recommendation:* No further action is necessary.

**D. Procurement/Ongoing Projects**

(1) Northern Conomo Point Planning Proposal (\*)

The Board discussed the subject proposal at the last meeting and agreed that comments should be solicited from the Conomo Point Planning Committee before finalization of the scope of services at the present meeting. I have reviewed the standard contract language with Taintor & Associates, Inc. and have produced a final contract package that includes the final scope with the CPPC comments.

*Recommendation:* **Board vote to approve and sign a contract outside of a meeting after being presented to Taintor for signature if the signed contract is not available by meeting time.**

(2) Cost Estimate for ANR Plan Production (\*)

At the last meeting the Board asked that I acquire a cost estimate relative to the production of a draft ANR plan for the potential, future use of a portion of the Spring Street Cemetery property as a Town building site. I have learned that the production of such a document given the particulars of our site and the fact that we have already identified plans and deeds will be in the neighborhood of \$2,000.

*Recommendation:* **Board discussion relative to including the funds in the Town Property maintenance line item.**

(3) Disposition of Old Senior Van (\*)

Proposals for the disposition of the old senior van were solicited through December 28, 2009 and no offers were made. At this time, it may be most advantageous to simply trade the old vehicle in to the dealer that is supplying the new van if that dealer will accept it.

**Recommendation: Board discussion relative to the potential disposition of the old van by trade or salvage.**

(4) Draft Final Planning Report (\*)

Consulting Planner Carolyn Britt of Community Investment Associates has provided the Town with a draft final report regarding overall planning in Essex. I have circulated the draft document to the Long Term Planning Committee, the Planning Board, and the Zoning Board of Appeals for review and comment.

**Recommendation: Board discussion relative to the process for acceptance of the subject report.**

(5) Affirmative Marketing Reports

I filed the necessary Affirmative Marketing Reports with the State in my capacity as the Town's Affirmative Marketing Construction Officer (AMCO) during the week of January 4, 2010. The reports tally the Town's usage of women and minority-owned businesses on State-funded contracts. The Town had no such usage over the past quarter.

**Recommendation:** No further action is necessary.

## **E. Insurance**

(1) Freeze-up Prevention Checklists

I completed the subject checklists as part of the MIIA Rewards program during the week of January 4, 2010 and provided those to our insurer. The checklists are intended to raise awareness relative to factors that could contribute to frozen pipes if not monitored properly.

**Recommendation:** No further action is necessary.

(2) OccHealth Connect Status Report

I completed the subject report that is due to our insurer during the month of January as part of the MIIA Rewards Program. The report details all of our pre-placement drug/medical screening activity and any workers' compensation rehabilitative services that our provider has processed since last May. We have utilized the pre-placement services relatively frequently and, fortunately, we have no workers' compensation services to report on. I will have the report signed by our provider and will then submit it to our insurer.

*Recommendation:* No further action is necessary.

(3) Pothole Logs

I obtained the pothole log for the month of December from the DPW and provided a copy to our insurer as part of the MIIA Rewards Program. No potholes were reported during the month of December.

*Recommendation:* No further action is necessary.

(4) Facility Self-Inspection Forms

I completed the subject forms for the Senior Center and the Town Hall during the week of January 4, 2010. The forms are intended to call attention to any facility problems or developments that need correction in the interest of safety. Forms are discussed at our quarterly Safety Committee meetings.

*Recommendation:* No further action is necessary.

**F. Facilities**

(1) Fire Alarm System Testing

I have contacted a fire alarm testing contractor for the annual testing of the smoke and fire alarm systems at Town Hall, the DPW barn, and the Water Filtration Plant. He will be getting back to me about scheduling that testing. The Senior Center system is tested by a different contractor and that testing was completed during the week of January 4, 2010. A service call will be made to the Senior Center during the week of January 11, 2010 since one portion of the system was found to need repair.

*Recommendation:* No further action is necessary.

**G. Fiscal/Budget**

(1) FY11 School District Budget

At the last meeting, the Board asked that I inform the District, through its Business Manager, that the proposed increase in the Regional School District apportionment needed to be reduced from its present, double-digit proposal. The Business Manager has indicated that the District is working diligently at this time to decrease the budget request considerably.

Also, I was able to check the debt apportionment figures that had been provided by the District's Business Manager against my own, independent spreadsheet and the numbers matched. The figures will change when the final amount of the bond premium due back to the Towns is known but the draft review was a good exercise. The Treasurer/Collector is working with the Business Manager to obtain

the principal versus interest breakdowns and I will review the operating budget figure when that is available (presently in a state of flux as explained above).

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

(2) Final FY11 Selectmen's Budget Package (\*)

I have developed a final version of the Selectmen's budget package for submission to the Finance Committee. The package includes a budget memo and summary spreadsheet; the proposed, detailed line-item operating budget; and the Board's revised Capital Budget. The Board agreed at the last meeting to have the Youth Director submit the EYC budget as shown in her draft package.

*Recommendation:* **Board review and approval of the budget package for transmittal to the Finance Committee.**

## **H. Complaints**

No items.

## **I. Meetings Attended**

No items.

## **J. Final Judgment**

No items.

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

(1) Draft Annual Town Meeting Warrant (\*)

The Board indicated at the last meeting that additional discussion relative to the Annual Town Meeting warrant will be entertained at the present meeting.

*Recommendation:* **Further Board discussion relative to potential Annual Town Meeting warrant topics.**

(2) Update to On-line Town By-laws

I have recently been able to revise the on-line version of the Town By-laws based on approvals that have come back from the Office of the Attorney General. Other by-law approvals are still pending but are expected within a few weeks.

*Recommendation:* No further action is necessary.

## **L. Legal Issues**

### (1) HIPAA Implications of American Recovery and Reinvestment Act (ARRA)

The American Recovery and Reinvestment Act (ARRA) has significantly expanded the application of the Health Insurance Portability and Accountability Act (HIPAA). One key element to consider is compliance with HIPAA and its recent amendments by “business associates”. In our case, we have a third party business associate that performs all of our ambulance billing services associated with our delivery of emergency medical services (Comstar). I have contacted Comstar to discuss how the contract might be amended to acknowledge Comstar’s responsibilities under the new law.

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

## **M. Grants**

No items.

## **N. Emergency Planning**

### (1) Assessment of Equipment Needs

Department heads are in the process of assessing the most critical equipment needs for the continued development and implementation of the Town’s Continuity of Operations Plan (COOP). The COOP outlines a variety of Emergency Relocation Sites (ERS) that are in varying states of readiness at this time. The COOP encourages needs to be identified for potential funding on an annual basis. Once the needs prioritization phase has been completed, I will bring the most critical equipment funding requests to the Board and the Finance Committee for FY11 funding consideration.

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

## **O. Other Items**

### (1) New Year’s Holiday

The office was closed on January 1, 2010 in observance of the subject holiday.

### (2) Town Administrator Leave

I was out of the office on vacation leave all day on December 28, 2010 and for most of the day on December 30, 2010.

*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.*