



Town Administrator's Report Board of Selectmen's Meeting of February 7, 2011

Report covers from January 22, 2011 to February 4, 2011

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

A. Town Department Reports/Requests

No items.

B. Computer Systems

(1) Server Power and Backup Configuration

I reset a power issue with the Fire/Police server and migrated the new Water Filtration Plant server to control its own Uninterruptible Power Supply (now that the old server is offline) during the week of January 24, 2011. I also worked with the Water Plant server's manufacturer to correct a problem that was not allowing backup cartridges to be manually ejected (the proper utility had not been installed at the factory).

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

(2) Expunging of Old Client Computer Hard Drives

Now that users have verified that all data from the old client computers was properly copied over to either the network server or the new clients, it is necessary for me to expunge all data from each of the old hard drives. After completing this process for all machines, I will offer the machines to the Manchester Essex and North Shore Technical school districts. It is also possible that I will save several of the old systems for non-critical use by various departments (such as driving PowerPoint presentations for projectors, for use by Library patrons, etc.). I use a process that entirely overwrites each drive, including the operating system, so that no chance of data survival exists. Recipients of the old systems can reload the operating system and set the systems up from scratch. To date, I have expunged ten systems.

Recommendation: I will update the Board as necessary. Total time – 2.5 hours.

C. Personnel

(1) Shellfish Constable Schedule

At the last meeting, the Board reviewed a suggestion that the Shellfish Constable work one weekend per month during the summer months in order to help better manage the family or "mess" permit diggers. I contacted the Constable about this proposal and he is willing to make that change.

Recommendation: No further action is necessary.

(2) Public Records and Technology Policy

(*)

I have worked with Town Counsel to develop a draft of the subject policy for the Board's consideration and adoption.

***Recommendation:* Adoption of the new policy subject to any Board comments, specific comments from several departments regarding a particular section, and final review by Town Counsel.**

D. Procurement/Ongoing Projects

(1) Pocket Park Design Review Meeting

I attended the subject meeting on January 25, 2011 along with the Selectmen, the members of the Long Term Planning Committee, members of the Open Space Committee, our planning consultants, and other interested parties. Our planning consultants presented the preliminary designs for three of the downtown pocket parks and the consultants and those assembled raised a variety of issues for additional discussion. These included: the potential for design changes to the Village Corner pocket park; possible design choices at the Paglia pocket park; issues associated with future street lighting; issues associated with sidewalk positioning and design; and other general issues.

Selectman O'Donnell were to meet with personnel from MassDOT on February 1, 2011 to discuss many of the above topics in order to determine which might be feasible given budget, design, and time constraints. However, another major snowstorm caused that meeting to be canceled. We have tentatively rescheduled that meeting for February 8, 2011.

Selectman O'Donnell, Long Term Planning Committee Member Coviello, and I met with the proprietor of the Village Restaurant, Mr. Kevin Ricci, on February 3, 2011 to discuss his most recent proposal for the pocket park at that location. The group that had assembled on January 25th had agreed that Mr. Ricci's proposal should be the one brought to MassDOT for review. After finalizing the proposed design, Mr. Ricci indicated that he would ask his traffic engineer to provide a new draft which Selectman O'Donnell and I will present to MassDOT personnel.

Recommendation: I will update the Board as necessary.

(2) Summer Camp Services RFP Update

(*)

January 27, 2011 was the deadline for questions from proposers regarding the subject RFP. No questions were received. However, I did hear back from the Board of Health Administrator. In consultation with the Department of Public Health, the Administrator has confirmed that it will be acceptable practice to utilize portable toilets with in-unit hand sanitizer. Prior to consuming snacks, etc.,

the campers will be offered moist hand wipes to remove dirt and will then be asked to utilize hand sanitizer for disinfection after their hands have been wiped clean.

Recommendation: **Board discussion as necessary.**

(3) Town Building Committee Meeting

I attended the subject meeting along with Selectman O'Donnell (who chairs the Committee) on January 31, 2011. The meeting had originally been scheduled for January 18, 2011 but had been canceled due to inclement weather. Our Town Building Feasibility Study consultant, John MacMillan of Reinhardt Associates, presented the results of the space needs analysis his firm had completed as part of Phase 1 of the study. The Committee accepted that analysis with minor comments and changes.

At the meeting, Mr. MacMillan commented that he could better vet both the John Wise Avenue and 24 Martin Street sites if he had access to topographic and lot line surveys. Subsequent to the meeting, I was able to provide Mr. MacMillan with the requested information by sending him the appropriate sewer system design plan sheets, which already contained those features. I am working on providing Mr. MacMillan with more detailed information regarding sewer-related soil borings and it may be necessary when we know more about the sites in question to conduct some on-site boring tests. For the time being, our consultant has everything he needs to continue on with Phase 2 of the study, which begins with an overall feasibility analysis of the John Wise Avenue site.

Recommendation: I will update the Board as necessary.

(4) Arrival of New Ambulance

The new Essex Fire-Rescue ambulance was set to arrive during the week of January 24, 2011. However, the recent snowstorm activity has delayed delivery, which will likely occur during the week of February 7, 2011. I arranged to have a check cut for the delivery that will be tendered to the vendor by the Fire Chief upon receipt. The Fire Department will then register the vehicle and I will add the vehicle to our insurance policy and will later remove the old ambulance, once traded in.

Recommendation: No further action is necessary.

(5) Eleventh Biweekly Construction Update

I issued the subject update on January 31, 2011. The update was largely unchanged from the previous update due to the winter construction hiatus. However, the update did provide information regarding a likely Route 133 Task Force meeting in February and the February 1, 2011 meeting with MassDOT staff concerning the pocket park review, as discussed above.

Recommendation: No further action is necessary.

E. Insurance

(1) MIIA Loss Control Award

At their annual meeting, our insurer announced that the Town of Essex will be receiving its fifth award for loss control excellence. The award recognizes the Town's participation in the MIIA Rewards Program, which is designed to avoid insurance claims with respect to all lines of coverage. A MIIA representative will present the award to the Town at the next Safety Committee meeting in March.

Recommendation: No further action is necessary.

(2) January Pothole Log

I obtained the subject log from the DPW and provided it to our insurer as part of the MIIA Rewards Program. No potholes had been reported.

Recommendation: No further action is necessary.

F. Facilities

(1) Regional Dispatch Center Update (*)

The Chief of Police and I attended an update meeting on January 28, 2011 for the Regional Dispatch Center that the Town will be a member of in the future. According to Center organizers, the Center should be constructed and capable of receiving service cut-overs from the various communities (six at present) as early as October of 2012. Long-term State funding has been committed to and the Center is still poised to open at the per-capita rate of \$16.26.

Recommendation: **Board discussion as necessary.**

(2) Conomo Point Mind Maps (*)

I revised the Conomo Point mind maps in accordance with the discussion at the last meeting and distributed to the various stakeholders in advance of the meeting. Paper copies are available for review.

Recommendation: **Review of the updated mind maps at the present meeting.**

G. Fiscal/Budget

(1) Building Inspector and Assistant Building Inspector Compensation

At the last meeting, the Board agreed to advocate for an increase in the Building Inspectors annual compensation over a two-year period, based upon market conditions. For fiscal year 2012, the Building Inspector's stipend is proposed to increase by \$1,763 and the Assistant Building Inspector's basic coverage compensation is proposed to increase by \$177. Identical amounts will be proposed in fiscal year 2013. Also, the Assistant Building Inspector will be asked to provide two office hours per week, in addition to the coverage he provides under his regular stipend. For fiscal year 2012, this extra coverage will translate to a total stipend increase for the Assistant of \$2,679. By July 1, 2012, the proposal is to have the Building Inspector at a total stipend of \$12,480 and the Assistant at a total stipend of \$4,368. I have provided these details to the Finance Committee, the Town Accountant, and both employees for consideration.

Recommendation: I will update the Board as necessary.

(2) Fiscal Year 2012 Cost of Living Increase / Wage & Salary Scale (*)

Each year at this time, the Board votes to set the cost of living increase for non-union, non-contract employees and considers certain, market-rate increases. As noted above, the Board has supported a two-step, market-rate increase for the building department and is considering the accomplishments of the Treasurer/Collector.

Recommendation: **Board discussion relative to the factors that will play into the revision of the Wage & Salary Scale for fiscal year 2012.**

(3) January 11, 2011 Snowstorm Reimbursement

The Department of Public prepared the necessary paperwork to contribute to an overall State estimate of snow removal costs for the subject storm. The Massachusetts Emergency Management Agency is presently tabulating the estimates and will announce in the future whether the storm qualifies for Federal aid.

Recommendation: I will update the Board as necessary.

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 (*)

I have revised the draft document per the Board's past guidance. This new draft includes a draft article for the increase of dog licensing fees, a draft article for the rental of space for a police interview room, and draft articles for the replacement of a police cruiser and a dump truck.

Recommendation: **Additional Board discussion regarding the formulation of the warrant.**

L. Legal Issues

(1) Building Code Compliance

At the last meeting, the Board reviewed the status of building code compliance at a premises licensed for alcohol and indicated that compliance would have to be achieved by the end of the week of January 24, 2011 to avoid action on the license. The necessary work was initiated and the Building Inspector inspected that progress on January 28, 2011. The proprietor has since worked to complete the necessary fabrication and will consult with the Building Inspector before deployment to verify compliance. The recent snowstorms have slowed progress but the work appears to be wrapping up.

Recommendation: No further action is necessary.

M. Grants

No items.

N. Emergency Planning

No items.

O. Other Items

(1) Essex Scenic Byway Corridor Management Plan (*)

Approximately five years ago, the Selectmen wrote to the Essex National Heritage Commission to support the creation of the subject plan. Various Town representatives have participated in the process and, over the past two years or so, the Commission has been working with a consultant to arrive at a draft version of the plan. The Commission has now asked each of the thirteen communities

involved in the byway to provide letters of support for the draft plan as the planning phase is wrapped up.

***Recommendation:* I have provided a letter of support for the Chairman's signature that is based upon a sample provided by the Commission.**

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