



## Town Administrator's Report Board of Selectmen's Meeting of February 8, 2010

Report covers from January 23, 2010 to February 5, 2010

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

---

### A. Town Department Reports/Requests

#### (1) Shellfish Advisory Commission Recommendations (\*)

Recently, the Shellfish Advisory Commission (SFAC) recommended some areas that the Shellfish Constable could focus on to provide the specific services that the shellfish industry would best benefit from. The Chairman of the SFAC met with Chairman Jones, the Shellfish Constable, and me on January 28, 2010 to discuss the Commission's recommendations. The group agreed that the Selectmen should determine the best work plan for the Constable going forward given the SFAC's recommendations and any other priorities the Selectmen have.

**Recommendation: Board discussion relative to a work plan for the Warden going forward.**

### B. Computer Systems

#### (1) Conservation Commission Database Features

The software vendor that supports the Conservation Commission tracking database has recently demonstrated some other features to the Commission. These features will be purchased by the Commission as part of the Commission's maintenance fee. I assisted the vendor during the week of January 25, 2010 with the provision of a copy of the existing system for further analysis and development. The vendor is presently converting the Commission's data to the latest format and will populate our system with the updated version soon. I will participate in a brief, on-site training session along with the Commission's Clerk in the near future.

**Recommendation:** I will update the Board as necessary. Total time – 0.5 hours.

#### (2) Replacement of Town Hall File Server

A new server intended to replace the Town Hall file server arrived during the week of January 25, 2010. I have set up and configured the server on the new domain that I recently created with the advent of the new Fire/Police server. This arrangement allows for replication of the domain's active directory between the two servers, creating redundancy. In time, the Manchester disaster recovery server and a new server to be purchased for the Water Filtration Plant will also be added to the new domain and will also replicate the active directory. Since the Town Hall computers are still part of the old domain - authenticating on the old server - I will need to migrate each user's machine and desktop to the new domain

as time allows and the old server will be taken offline once all clients have been migrated.

*Recommendation:* I will update the Board as necessary. Total time – 5.5 hours.

(3) Provision of Assessors' Data to Mapping Contractor

In order for our mapping contractor to begin the process of developing new, digital Assessors' maps, it was necessary for them to receive a custom download of our Assessors' data. The vendor provided a file with the necessary field parameters and I processed and supplied them with the requested data.

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

## C. Personnel

(1) Teamsters Collective Bargaining

The management team was to engage the union in an initial collective bargaining session on January 25, 2010 but circumstances required that this session be rescheduled. The session is now scheduled for February 25, 2010.

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

(2) AFSCME Collective Bargaining (\*)

The management team engaged the union in continued collective bargaining on February 8, 2010.

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

(3) Town Clerk Candidate Interviews

The Town Clerk Search Committee conducted its preliminary interviews on February 2 and 3, 2010 and has forwarded to the Selectmen a list of 4 finalists. The Selectmen will hold final interviews at the present meeting. The Chair of the Town Clerk Search Committee has sent letters to those not chosen for interviews for their interest and time.

*Recommendation:* Final interviews will be conducted at the present meeting.

(4) Management Seminar

I attended a seminar sponsored by our insurer on February 3, 2010 along with the Chief of Police regarding the use of the Enneagram system for analyzing personality traits and styles. The system can be applied to best match tasks that need to be completed with the most suitable workers for those tasks as well as providing insight into your own management style.

*Recommendation:* No further action is necessary.

## **D. Procurement/Ongoing Projects**

### (1) Town Building Committee RFQ Release

The Selectmen and the Town Building Committee finalized the parameters associated with the subject RFQ at a joint meeting held January 25, 2010. I was able to finalize the Central Register advertisement and the newspaper advertisement on January 26, 2010 and the RFQ was released on schedule on February 3, 2010. A mandatory site visit for designers will be held on February 11, 2010 at 10:00 a.m. at the TOHP Burnham Library and proposals are due no later than noon on March 4, 2010. To date, approximately 36 designers have downloaded the RFQ document.

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

### (2) General Town Planning Project Final Report

Ms. Carolyn Britt of Community Investment Associates has compiled and issued her final report in response to the Board's approval of her draft final report at the last meeting. The report includes analyses and recommendations in a variety of planning areas along with a wide variety of attachments and examples.

The Board also approved at the last meeting up to 14 hours of additional consulting time for Ms. Britt to be present at upcoming public hearings and, if necessary, at the Annual Town Meeting. Ms. Britt authored proposed reformatting of the zoning by-laws along with several zoning by-law changes to be considered by the Town Meeting and her expertise will be helpful to answer questions and summarize content.

*Recommendation:* No further action is necessary at this time.

### (3) Northern Conomo Point Planning Study

The consultant for the subject study met with the Conomo Point Planning Committee during the week of January 18, 2010 and the group agreed that a variety of background and historical documents should be compiled and made available to the consultant. I developed a package of documents and the consultant subsequently requested other information, which I provided. The consultant met with the Planning Committee again on February 4, 2010 and will continue executing the contracted scope of services.

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

### (4) Village Initiative Plan Technical Planning Assistance

(\*)

The Board had agreed that it would be best to put a proposal from Planner Carolyn Britt on hold until the Town heard back from the State relative to a planning grant that had been applied for relative to the Town Landing. We learned during the week of February 1, 2010 that the Town did not receive that

grant award and Ms. Britt is developing her proposal for Village Initiative technical assistance with that understanding.

**Recommendation: Board discussion relative to Ms. Britt's proposal, if available by meeting time.**

**E. Insurance**

No items.

**F. Facilities**

No items.

**G. Fiscal/Budget**

(1) School District Budget Follow-up Meeting (\*)  
Chairman Jones, Finance Committee Chairman Soulard, and I met with representatives of the Regional School District and the Town of Manchester on January 27, 2010 as a follow-up to a similar meeting held on January 15, 2010. The group discussed the budget positions of the two communities and the District indicated that a 4-4.2% overall increase in their budget would be necessary in order to deliver adequate educational services in FY11. The School Committee held its final budget hearing on February 2, 2010 and subsequently voted the budget with a 4 % increase.

*Recommendation: Board discussion 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 continued to revise the draft Annual Town Meeting Warrant in accordance with the Board's guidance. Town Counsel is presently reviewing the following:

the Historical Commission's proposal for a demolition delay by-law as a general by-law; the Planning Board's proposals involving the restructuring and reformatting of the zoning by-laws along with the addition of a variety of proposed zoning by-law definitions; and the Conomo Point Planning Committee's recommendation for the Southern Conomo Point Zoning District By-law.

*Recommendation:* **Board discussion relative to the draft warrant.**

## **L. Legal Issues**

### (1) Revised Business Associate Agreement

In my last report, I described how Town Counsel recommended that we review our Business Associate Agreement with our ambulance billing contractor in light of recent changes to the Health Insurance Portability and Accountability Act (HIPAA). At that time, I had sent the suggested changes to our contractor for review. Just prior to the meeting, our contractor completed its review and assented to all of Town Counsel's recommendations. The Board signed the revised Agreement at the last meeting.

*Recommendation:* No further action is necessary.

## **M. Grants**

### (1) Business Financial Assistance

(\*)

I met with Senator Bruce Tarr, Representative Ferrante, Mr. Peter Milano of the Massachusetts Office of Business Development (MOBD), Selectman Lynch, and members of the Cape Ann Chamber of Commerce on January 29, 2010 to discuss the prospect of no-interest loans for local businesses impacted by the ongoing Route 133 Reconstruction Project. Our two legislators resolved to hold a follow-up meeting that will allow them to engage additional resources and report back. That meeting has been scheduled for March 9, 2010.

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

### (2) North Shore Community Health Network Mini-Grant

(\*)

The Board of Health has received a grant from the North Shore Community Health Network in the amount of \$3,700 to help defray costs associated with the Board's second annual Youth Triathlon (fall of 2010). The Network has asked the Town to enter into a Memorandum of Agreement relative to the grant funding.

*Recommendation:* **Board approval and signature of the MOA.**

## **N. Emergency Planning**

No items.

## **O. Other Items**

### (1) Town Administrator Leave

I was out of the office on vacation leave for a portion of the afternoon of February 1, 2010 and all day on February 2, 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.*