



Town Administrator's Report Board of Selectmen's Meeting of April 11, 2011

Report covers from April 2, 2011 to April 8, 2011

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

A. Town Department Reports/Requests

(1) Marking of Spit Shellfish Closure Area; Shellfish Vehicle

The Deputy Shellfish Constable marked the closure line that divides the winter flat known as the Spit into two parts. The portion to the southwest of the line is closed until further notice per the Selectmen's recent vote and the portion to the northeast of the line remains open.

Also, the Deputy Shellfish Constable had the shellfish vehicle inspected and it required repairs. The repairs have been made and the vehicle has now passed inspection and is ready for the upcoming season.

Recommendation: No further action is necessary.

B. Computer Systems

(1) Cloud Computing, Shared Data Center Model (*)

The City of Melrose recently reached out to area cities and towns regarding the prospect of a shared datacenter that communities could access to store both live and backup file products alike. Each community would simply then need to maintain high quality client-side computer equipment and robust and redundant Internet connections. This model is in line with the industry trend toward cloud computing and would actually provide an opportunity to store and manage live user files (not just backups) in an offsite location.

Presently, the Town has an arrangement for file backup and disaster recovery offsite but live files and proprietary software are still housed on site. We are presently exploring a move to a cloud-based tax collection software product and it is very possible that all proprietary software will move to the cloud in the near future. The Melrose regional datacenter concept would allow the non-proprietary files to move to the cloud as well. The City of Melrose will be hosting a summit on this concept in May and I plan to be in attendance.

Recommendation: **Board discussion as necessary.**

(2) Cloud Computing for Tax Collection Software

The Treasurer/Collector and I participated in a conference call on April 7, 2011 with representatives of a new vendor that has offered a web-based tax collection software solution. We ran through a variety of topics including procurement,

public records, indemnification, auditing, backup and recovery, and contracting. Presently, the vendor is developing a comprehensive, draft contract for Town Counsel to review. If all goes smoothly, it is envisioned that the new product may be under contract by mid-June for implementation on July 1 (fiscal year 2012).

Recommendation: I will update the Board as necessary.

C. Personnel

(1) HIPAA Security and Privacy Policies Conference Call

The Board of Health Administrator, the Public Health Nurse, and I discussed the Town's new HIPAA Security and Privacy policies with Town Counsel on April 5, 2011 as a follow up to the recent training regarding these documents. The Board of Health staff had a chance to review the policies and to generate questions specific to their own operations that required Counsel's guidance. During the call, it became apparent that public health statutes are recognized by HIPAA as various exceptions. The Board of Health staff will compile specific areas where they desire to confirm exceptions, with citations, so that Town Counsel and confirm their understanding and plan of operation.

Recommendation: No further action is necessary.

D. Procurement/Ongoing Projects

(1) Town Building Feasibility Study Update

(*)

Our Town Building Feasibility Study consultant has provided the Town with two new products related to the assessment of the John Wise Avenue site. The first product is a Traffic Safety Report and the second product is entitled "Factors Affecting Project Feasibility – John Wise Avenue (Route 133) Site". Relative to traffic safety, our consultant has generally found that this topic will not present problems for the use of the site if the existing speed limit zones are either reduced or moved north altogether. Relative to overall site feasibility, our consultant has highlighted the following topics as key considerations, although no single topic renders the site unfeasible in an outright sense: wetland and environmental regulations; permitting; storm water and drainage; and MassDOT curb cut requirements.

Our consultant has also developed a cost estimate for the use of the John Wise Avenue site and will be conducting field work related to the existing public safety building site and the Town Hall / Library site on April 21, 2011. A meeting with the Town Building Committee will be arranged in the near future.

Recommendation: **Board discussion relative to these interim products.**

(2) Disposition of Surplus Fire Vehicle

Three sealed offers were submitted for the disposition of the Fire Department's surplus, 1968 forest fire unit. Offers were publicly opened and read aloud in the Library at the offer deadline of 10:00 a.m. on April 4, 2011 (witnessed by the Selectmen's Assistant). Two parties were tied for the highest offer at \$750 and both parties consented to a witnessed coin toss to determine the apparent, successful offeror. Payment has been made and the title to the vehicle has been transferred.

Recommendation: No further action is necessary.

(3) Quarterly Affirmative Marketing Report

I completed and submitted the subject report for the quarter ending March 31, 2011 in my capacity as the Town's Affirmative Marketing Construction Officer (AMCO). The report is intended to update the State regarding the Town's utilization of woman or minority-owned business entities on projects funded with State money. No such utilization occurred over the past quarter.

Recommendation: No further action is necessary.

E. Insurance

(1) Town Building Inspections

A representative of our insurer toured the Town Hall/Library building, the Senior Center, and the DPW Barn on April 4, 2011. The inspector reported to me some minor comments that will be reduced to writing for the Town to consider and improve.

Recommendation: I will update the Board as necessary.

F. Facilities

(1) Field of Dreams Sign

The Essex Shipbuilders Athletic Association is in agreement that the original Field of Dreams sign is far too worn and weathered to repair and they are not in a position to replace the sign at this time. As such, when the Department of Public Works hauls away the old docks from the Grove, they will demolish and haul that sign away as well.

Recommendation: No further action is necessary.

G. Fiscal/Budget

(1) Fiscal Year 2012 Chapter 90 Funding

Chapter 90 local roadway funding for fiscal year 2012 was certified by the Governor at \$134,704 for the Town of Essex. This amount reflects a 29% increase from last fiscal year.

Recommendation: No further action is necessary.

(2) Fiscal Year 2012 Contingency Budget

(*)

Since the fiscal year 2012 operating budget will be dependent on an override in order to achieve the Finance Committee's recommended figures, the Finance Committee is interested in determining the result if the override is not passed. The Committee asked all departments to make an overall 3% cut to the recommended figures and to report on specifically how that would be accomplished and what affect it would have. I have developed a Selectmen's contingency budget recommendation for the Board's approval.

Recommendation: **Board review and approval of the contingency budget.**

H. Complaints

No items.

I. Meetings Attended

No items.

J. Final Judgment

(1) Revision to Conomo Point Plan

(*)

At the request of DEP, Chairman Randall, Attorney Gregg Corbo, and I contacted DEP officials via conference call on April 5, 2011. The call was to discuss DEP's views on proposed changes to the Conomo Point Plan in light of the Board's support of bridge leases for all properties, sales south, and sales or long-term leases north.

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

K. Town Meeting, By-Laws, and Regulations

(1) Finance Committee Recommendation Booklet

The Finance Committee met with the Selectmen on April 4, 2011 to discuss the Committee's final FY12 budget recommendations. The Selectmen and the Committee were in agreement regarding a final draft and I submitted the

document to our printer during the week of April 4, 2011. I expect to have copies available for the public sometime during the week of April 11, 2011.

Recommendation: I will update the Board as necessary.

(2) Revised Annual Town Meeting Draft Motions (*)

I have revised the draft Annual Town Meeting motions per the Board's guidance at the last meeting.

Recommendation: **Further Board review of the draft motions.**

L. Legal Issues

No items.

M. Grants

No items.

N. Emergency Planning

(1) FEMA Risk Mapping, Assessment, and Planning (Risk MAP) Meeting

I attended the subject regional meeting in Ipswich on April 5, 2011. The meeting provided Federal officials with a chance to explain to coastal communities that the soon-to-be updated FEMA flood maps will actually be updated again for coastal portions of coastal communities. Officials also collected information regarding features of area communities that are at risk during natural events such as floods, hurricanes, earthquakes, etc.

The program will be dovetailed with FEMA's Natural Hazards Mitigation Program that the Town has been working on with the Metropolitan Area Planning Commission (MAPC) for about two years now. The Hazard Program takes into account all types of natural hazards whereas Risk MAP only considers the coastal flooding hazard. Risk MAP staff will be using the flooding hazards already collected by MAPC to inform their process. Additional meetings will be held in the future to highlight progress and interim products.

Recommendation: I will update the Board as necessary.

(2) Cape Ann Emergency Planning Team Monthly Meeting

I attended the subject meeting on April 7, 2011 along with the Fire Chief, the Board of Health Administrator, the Public Health Nurse, and the Assistant Superintendent of Public Works. The meeting featured a discussion regarding the dissemination of the Team's emergency preparedness tips and strategies to the public, including the production and distribution of a new brochure.

Recommendation: No further action is necessary.

(3) Adoption of Public Safety and Fire Mutual Aid Statutes (*)

As the Board may recall, I had highlighted a letter from MEMA back in January of this year about three mutual aid statutes (Public Safety, Fire, and DPW). At that time, it appeared as if Town Meeting adoption was required. However, it appears that a Selectmen's vote is all that is necessary to opt in. Regarding the Public Safety statute, the two chiefs will discuss its need and will report back. Regarding the Fire statute (which was not a new statute), the Fire Department already participates in a regional mutual aid agreement that was approved by the Selectmen. Regarding the DPW statute, MEMA has indicated that they do not recommend that any community opt in until additional administrative features are created at that agency's level.

Recommendation: **Board discussion as necessary.**

(4) Essex Elementary School Generator

The generator from the old Manchester Essex High School has now been fully installed in the Essex Elementary School. The equipment will be started up and tested for the first time during the week of April 11, 2011. After testing is completed, the District will announce that the equipment is "live" and ready for emergency use.

Recommendation: I will update the Board as necessary.

O. 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.