



Town Administrator's Report Board of Selectmen's Meeting of May 3, 2010

Report covers from April 24, 2010 to April 30, 2010

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

A. Town Department Reports/Requests

No items.

B. Computer Systems

(1) Migration of Remaining Workstations

As noted in the past, the users of the Town's financial software are the last users to be migrated into the new domain. I have conducted the migrations of each of those users and the Town Hall migration to the new domain is therefore complete. The old file server in the old domain has been taken off line and I have added a new system for the new Town Clerk to replace the older model that was in use by the retiring Town Clerk.

Recommendation: No further action is necessary. Total time – 6 hours.

C. Personnel

(2) Commencement of Work, New Town Clerk

Newly appointed Town Clerk Christina Wright reported for work on Monday, May 3, 2010. She will work alongside retiring Town Clerk Sally Soucy at least through May and perhaps into June. Ms. Wright will attend the Annual Town Meeting and will help to oversee the Annual Town Election on May 10, 2010.

Recommendation: No further action is necessary.

D. Procurement/Ongoing Projects

(1) Martin/Main Corner Parking Site Visit

(*)

I coordinated the subject site visit with the Assistant Resident Engineer for the Route 133 Reconstruction Project on April 26, 2010. Also present were various members of the business community. The Assistant Resident Engineer explained that two requested changes including: a) the widening of the roadway for parallel parking in this area and b) continued head-in parking in this area were not possible. A combination of safety concerns, Federal highway design standards, and cost increases were discussed as reasons that neither scenario can be approved. Unrelated to this issue, we also learned that the ongoing seawall work will move to night hours once the roadway reconstruction work begins in order to avoid having both of those activities proceeding at the same time of day.

After the above-referenced site visit, the parking scenarios were discussed at the Selectmen's meeting later that evening. The Selectmen agreed that a letter to Congressman Tierney, in consultation with our State Senator, our State Representative, and the MassDOT project team was in order. I have developed suggested language for such a letter for the Board's review and discussion.

Recommendation: **Board review and discussion of the process and language associated with a letter to Congressman Tierney regarding this issue.**

E. Insurance

No items.

F. Facilities

(1) Town Hall Bell Striker Repair

The Town Clerk reported that the Town Hall clock was working but the hourly bell was not sounding. I reviewed the situation and found that the pin that holds the cable from the clock mechanism to the striker had fallen out. I replaced the pin and its locking coil but then noticed that the turnbuckle had worn and stripped as well. After replacing the turnbuckle, the system is again functioning well.

Recommendation: No further action is necessary.

(2) Repainting of Field of Dreams Dugouts

At the last meeting, the Board proposed that a church looking for a service project repaint the Field of Dreams dugouts. I have reviewed that possibility with the Manchester Essex Little League and with the church and it is a desired project. We will provide the church with the necessary supplies and church members will perform their work later this summer.

Recommendation: I will update the Board as necessary.

(3) Lightning Protection System

At the last meeting, the Board approved the installation of a lightning protection system at the Folsom Pavilion. I have asked the contractor to commence that work.

Recommendation: I will update the Board as necessary.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

No items.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Annual Cable Television Appearance, Town Meeting Warrant

As is the tradition, the Annual Town Meeting warrant was featured in an episode of the Cape Ann TV's Cape Ann Report on April 28, 2010. Host Sinikka Nogelo interviewed Selectman Lynch, Finance Committee Chairman Soulard, and myself regarding the highlights of the warrant.

Recommendation: No further action is necessary.

(2) Revisions to Shellfish Regulations (*)

At the last meeting, I presented to the Board a recommendation for language regarding a potential moratorium on the issuance of new commercial clamming licenses as the Board had requested (I had consulted Counsel in the process). The Board asked that I provide that recommendation to the Shellfish Advisory Commission for comment and I have passed it along to the SFAC Chairman. The SFAC will meet on May 4, 2010 and the Board will have their feedback at the next Selectmen's meeting to be held May 17, 2010.

Recommendation: I will update the Board as necessary.

(3) Town Meeting Motions (*)

I have developed final Town Meeting motions for the Board's discussion and final review.

Recommendation: **Board discussion relative to the final motions and any other Town Meeting topics, as necessary.**

L. Legal Issues

(1) Joint Legal Review of Regional Dispatch Center Agreement

At the last meeting, the Board agreed that a plan to use one counsel to review the subject draft agreement for a number of towns was acceptable. I have since

coordinated support among Wenham, Middleton, and Topsfield (in addition to Essex) and Essex Town Counsel will make a proposal to the group of communities after we hear from Hamilton as well.

Recommendation: I will update the Board as necessary.

M. Grants

No items.

N. Emergency Planning

(1) Cape Ann Emergency Planning Team Monthly Meeting

I attended the subject meeting along with the Chief of Police, the Fire Chief, the Board of Health Administrator, and the Public Health Nurse on April 29, 2010. The Planning Team is presently working to assess and drill viral issues that are sometimes associated with cruise boats and I have provided to the Communications Work Group a new e-mail protocol that will allow for improved e-mail communication using dedicated addresses during an emergency.

Recommendation: No further action is necessary.

O. Other Items

(1) Town Administrator Leave

I was out of the office on vacation leave for portions of the work day on April 26, 28, and 29, 2010.

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