



## Town Administrator's Report Board of Selectmen's Meeting of May 7, 2012

Report covers from April 21, 2012 to May 4, 2012

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

---

### A. Town Department Reports/Requests

#### (1) Town Building Committee Meeting/Public Forum

I attended the subject meeting on April 24, 2012 along with Selectman O'Donnell, who chairs that Committee. The Committee reviewed final preparations for the Town building-related Annual Town Meeting articles and opened up the discussion to the public. After the meeting, I produced a revised handout regarding various Town building options for Town Meeting, in accordance with the Building Committee's guidance. That handout was available on the Town website on the Town Building Committee's page as of April 30, 2012. The Committee also heralded the completion of the Town Building Feasibility Study that was undertaken by Reinhardt Associates and that report was available on the Town website on the Town Building Committee's page as of May 3, 2012.

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

### B. Computer Systems

#### (1) Accounting Software Update

Our accounting software vendor released a new version of our BudgetSense software during the week of April 23, 2012. I installed the update and performed the necessary database maintenance.

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

#### (2) SCADA System Support and Maintenance Contract Renewals

I have reviewed the various support and maintenance components of the Wastewater Department's Supervisory Control and Data Acquisition (SCADA) system, which are all due for renewal in the near future. The SCADA system allows pumps and controls associated with the Town's sewer collection system to be monitored and operated from a central location and the software and instruments comprising it require regular maintenance and updating. The Superintendent of Public Works will acquire quotations for various licenses and services that I have recommended and successor contracts for the upcoming year will be put in place no later than June.

*Recommendation:* No further action is necessary.

## C. Personnel

### (1) Chief of Police Goals

The Board approved the Police Chief's revised goals at the last meeting and asked for the Chief to provide an appendix relative to the various Department certification components. The Chief is in the process of assembling that final package and I will provide it to the Board once received.

*Recommendation:* No further action is necessary.

## D. Procurement/Ongoing Projects

### (1) Soil Boring, Downtown Boardwalk Feasibility Project

Our consulting engineer for the subject project conducted soil boring in two locations adjacent to the proposed boardwalk project on April 24, 2012. This data will be compared to data that MassDOT had on hand from the Route 133 Reconstruction Project and all logs will be utilized during the design process.

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

### (2) Downtown Boardwalk Public Input Session

Representatives from both Salem State University and our engineering consultant will host a public input session relative to the proposed downtown boardwalk on May 14, 2012 at 7:00 p.m. at the school. Salem State representatives have already discussed the proposed project directly with most abutters. Schematic designs will be available at the session.

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

### (3) Town Office Building Request for Proposals Opening (\*)

Proposals for the sale of property to the Town for the relocation of Town offices were due on April 30, 2012. One proposal was received – for the Lahey Building property on Martin Street. The Board reviewed the technical proposal on April 30, 2012 and assigned an overall rating of “Highly Advantageous”. Subsequently, the Board opened the cost proposal, which was in the amount of \$599,999.

*Recommendation:* **Board discussion as necessary, potentially in executive session.**

### (4) Permanent Relocation of Causeway Utility Poles

National Grid crews have initiated the movement of several causeway utility poles to their permanent locations. As of the printing of this report, some poles were relocated while others were being evaluated further due to the proximity of the new pole locations to a gas line. Work should be wrapped up in the near future.

*Recommendation:* No further action is necessary.

## **E. Insurance**

### (1) OccHealth Connect Semi-Annual Report

I completed the subject report during the week of April 30, 2012 and provided it to our occupational health provider for approval. The report will then be sent to our insurer as part of the MIIA Rewards Program (reports are generated in January and May). OccHealth Connect offers those who have been injured on the job a comprehensive rehabilitation program. The report also provides our insurer with information concerning pre-employment screening. Fortunately, no on-the-job injuries requiring rehabilitation have occurred in recent history.

*Recommendation:* No further action is necessary.

## **F. Facilities**

### (1) Centennial Grove Dock

The Department of Public Works will soon place the fishing dock and gangway into the water for the season at Centennial Grove.

*Recommendation:*

## **G. Fiscal/Budget**

### (1) Water/Sewer Betterment Accounting Policy

(\*)

At the last meeting, the Board reviewed the concept of a policy that would continue to track and segregate water and sewer betterment income internally even though the Department of Revenue will require those revenue sources to be included in each year's water and sewer free cash calculation and certification. Subsequently, I developed a draft policy that the Town Accountant commented on and we have arrived at a final policy for review and approval by the Board of Selectmen and the Board of Public Works.

*Recommendation:* **Board approval of this new betterment revenue policy.**

## **H. Complaints**

No items.

## **I. Meetings Attended**

No items.

## J. Final Judgment

No items.

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

### (1) Special Town Meeting, April 25, 2012

At the subject Special Town Meeting, the voters voted to support the refreshment of a previous vote to allow the Selectmen to petition the Legislature for clemency to Chapter 30B regarding Conomo Point. The Special Legislation was acted upon favorably by the legislative committee and the Senate has passed it. The House will not be in session before the Annual Town Meeting and the final passage of the legislation will therefore be delayed. Both our Senator and our Representative will be at the Annual Town Meeting to provide a status update.

*Recommendation:* No further action is necessary.

### (2) Annual Town Meeting Planning

The Chairman and I met with the Deputy Moderator and the Town Clerk on April 27, 2012 to review logistics and preparations for the Annual Town Meeting. I later met with the Moderator to review that discussion and to make final Town Meeting preparations with him.

*Recommendation:* No further action is necessary.

### (3) Annual Town Meeting Motions

(\*)

I have developed final motions for use at tonight's Annual Town Meeting.

*Recommendation:* **Board review as necessary.**

## L. Legal Issues

### (1) Recording of Southern Conomo Point Subdivision Plan and Covenant

The subject documents were recorded in the South Essex Registry of Deeds on April 24, 2012. I provided our legislators with the plan recording information as background associated with their efforts to assist with Special Legislation regarding Conomo Point.

*Recommendation:* No further action is necessary.

### (2) Potential Licensure of Town Property for Commercial Purposes

(\*)

At the last meeting, the Board asked that I consult with Town Counsel to consider how the Town might license Town property for use by a commercial business. Counsel provided an example of a license that he recently assisted another community with.

*Recommendation:* **Further review and discussion of the concept by the Board.**

**M. Grants**

No items.

**N. Emergency Planning**

No items.

**O. Other Items**

No items.

*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.*