



## Town Administrator's Report Board of Selectmen's Meeting of May 19, 2008

Report covers from May 3, 2008 to May 16, 2008

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

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### A. Town Department Reports/Requests

#### (1) Youth Commission Program and Budget Planning (\*)

The Youth Commission, via the Chair, has now written to the Board relative to the Commission's further progress on program and budget planning. The recent update includes information regarding a revised Youth Director position description, a Youth Director evaluation tool, general programs, finances, and risk management. The Commission is very interested in the Board's feedback relative to their efforts to date.

*Recommendation:* **Board discussion relative to the additional information.**

### B. Computer Systems

#### (1) Completion of Printer Installation

I have completed the installation of a new printer in the Emergency Center. A new printer was purchased to replace an old printer that had seriously malfunctioned and we had been awaiting a cable for the connection. Once the cable arrived, I connected and installed the new device and it is working well.

*Recommendation:* No further action is necessary.

#### (2) Selection of Replacement Council on Aging Printer

The Council on Aging had been utilizing an older model printer which recently malfunctioned beyond repair. As such, I assisted the Clerk with the selection of a replacement printer and I will assist with its installation if necessary.

*Recommendation:* No further action is necessary.

#### (3) Planning Board Computer

The Planning Board Clerk reported some e-mail issues with the subject computer. I checked the system and changed some settings with a recommendation that Outlook Express be utilized as opposed to Outlook. This older model system is working fine under that configuration and, as noted in the past, it will likely be replaced with a new laptop in the near future.

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

(4) Antivirus License Renewal

A number of our client licenses for our centralized antivirus protection software are due for renewal in early June. As such, I ordered the necessary license renewal package and I have registered the licenses with the vendor.

*Recommendation:* No further action is necessary.

**C. Personnel**

(1) Teamsters Collective Bargaining

The Management Team engaged the union in continued collective bargaining on May 15, 2008. No date has been selected for our next meeting at this time.

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

(2) Further Discussion of Chief of Police CY2008 Goals

The Chief of Police will be in attendance at the present meeting to discuss his calendar year 2008 goals further with the Board. The Chairman has reviewed the goals outlined in the past and has developed a summary for further discussion.

*Recommendation:* Board discussion of the Chief's CY2008 goals with the Chief.

(3) Personnel Board Meeting

The next Personnel Board meeting will be held on June 19, 2008. I have placed a draft agenda in the Board's reading folder.

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

(4) Safety Committee Meeting

The next Safety Committee meeting will be held on June 17, 2008. I have placed a draft agenda in the Board's reading folder.

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

**D. Procurement**

(1) Request for Proposals, Subdivision of Conomo Point South

The Town Meeting recently voted that the Conomo Point Planning Committee should embark upon a planning process that will involve a Request for Proposals for the provision of certain planning, surveying, appraisal, and other services relative to the land south of Robbins Island Road at Conomo Point. I have developed a draft RFP document template (devoid of any specific content) that may assist the Planning Committee in pulling a specific RFP together in the coming months. I have provided Chairman Lynch with a copy of the template to introduce to the Committee at a future meeting.

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

(2) Replacement of Fire Station Apron

As the Board may recall, the concrete apron in front of the main Fire Station bays had been scheduled for replacement in the fall of 2007. However, since cold weather set in rapidly, that work was postponed until this spring. Work on the replacement project actually began during the week of May 12, 2008 and the project will soon be completed.

*Recommendation:* No further action is necessary.

(3) Ambulance Billing Successor Agreement (\*)

The third party ambulance services billing agreement with Comstar expires on June 30, 2008. Comstar's service has been excellent and a one-year renewal contract would serve the Town well in fiscal year 2009.

*Recommendation:* **Board signature of a successor billing agreement with Comstar for the coming fiscal year.**

**E. Insurance**

(1) MIA Rewards Program Final Summary

I compiled a summary document outlining all Town participation in the subject program for fiscal year 2008. I sent that summary off to our insurer during the week of May 12, 2008 in order for our insurer to issue the appropriate premium credits against our fiscal year 2009 policies. As in past years, our participation earned the maximum credit in most policy lines and the majority of credit in others.

*Recommendation:* No further action is necessary.

(2) OccHealth Connect Status Report

I sent the subject report to our occupational health provider during the week of May 5, 2008. The report details for our insurer our use of the provider for pre-employment screenings and for any employment-related injury recovery. Once the provider reviews and signs the report, I will forward it to our insurer.

*Recommendation:* No further action is necessary.

**F. Facilities**

(1) Town Hall Landscaping (\*)

At the last meeting, the Board indicated that the Essex Enhancement Committee should be given a \$1,000 budget for plantings on the Town Hall grounds

(Committee will donate the labor). In addition, the Board agreed that \$750 should be spent on pruning and mulch using a professional landscaping company. I contacted the Enhancement Committee and that work will likely be completed by meeting time. In addition, Corliss Brothers Nursery donated other plants for the Enhancement Committee volunteers to place around the new Town Events sign.

***Recommendation:* Board signature of thank you notes to both the Enhancement Committee and Corliss Brothers Landscaping.**

(2) Placement of New Sand on Centennial Grove Beach (\*)

The Youth Director inquired as to whether new sand could be added to the beach at Centennial Grove (above the high water line) since the sand that had been placed there in the past has gradually washed away. I was able to determine that the Conservation Commission had approved the addition of sand to the beach above the high water line in 1997 without the need for a Notice of Intent. The Conservation Commission should be consulted as to whether above-water line placement is still allowed if the Board desires to review this request further. If that action is allowed, it is possible that the cost for sand placement could be borne by the Grove revolving fund.

***Recommendation:* Board discussion relative to whether further information on allowable practices should be sought from the Conservation Commission and potential authorization for the use of the revolving fund.**

## **G. Fiscal/Budget**

No items.

## **H. Complaints**

(1) Dog Bite Incident, Conomo Point

A jogger in the area of Conomo Point reported having been bitten by a dog. However, the jogger was not able to identify the owner of the dog since the jogger is not from that neighborhood. The police were contacted by the jogger and both the Animal Health Inspector and the Dog Officer were notified. The Dog Officer visited the area but was unable to find the dog in question. The incident will be followed up further if the owner of the dog can be identified by the police, the Animal Health Inspector, or the Dog Officer as the investigation continues.

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

(2) Dog Bite Incident, Kings Court

A National Grid serviceman was at a property to change a gas meter (with an appointment) and a small dog bit him and broke the skin. His only concern was to be sure that the dog was up to date with shots. As such, I reviewed the situation

with the Animal Health Inspector and she had already verified that to be the case. I contacted the victim and passed along that information.

*Recommendation:* No further action is necessary.

(3) Air Quality Complaint

As noted previously, an abutter to William Allen on Southern Avenue had complained to the Selectmen about smoke coming from Mr. Allen's property. He followed that general complaint up with a formal complaint to the Board of Health as planned and the Board of Health is presently reviewing the matter.

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

**I. Meetings Attended**

(1) TRIAD Memorandum of Understanding Signing Ceremony (\*)

I attended the subject ceremony on May 12, 2008 along with Selectman Randall and Chief Silva. Selectman Randall represented the Board in light of the Board's past vote to support the effort. TRIAD is a new initiative among the Essex Police Department, the Essex Fire Department, the Essex County Sheriff, the Essex County District Attorney, the Essex Council on Aging, and the Essex Housing Authority that will sponsor new programs for the elderly.

Specifically, the programs will be focused on reducing criminal victimization of the elderly, preventing crimes against elderly, promote elderly safety awareness, and on generally improving the quality of life for seniors and disabled residents. The Chairman of the Board of Selectmen is a member of the TRIAD Council and meetings will be held on the second Tuesday of each month at the Essex Senior Center.

*Recommendation:* **Official signature of the TRIAD MOU by the Chairman.**

**J. Final Judgment**

No items.

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

(1) Trench Permitting Authority (\*)

Now that the Town Meeting has authorized the Board to appoint a Trench Permitting Authority for the Town, it is necessary to consider that process. The Selectmen may wish to correspond further with the Board of Public Works relative to that Board potentially being appointed. The Board may also wish to review whether the present regulations and requirements for appointing such an

Authority will be subject to change between now and the effective date of January 9, 2009.

***Recommendation:* Board discussion relative to next steps associated with the appointment process.**

(2) Home Rule Petition, Sewer Service Area Bylaw (\*)

As the Board is aware, the Town Meeting recently renewed an authorization for the Board to petition the Legislature to allow our Sewer Service Area By-laws to be enforced via a Special Act. As with past requests, it is necessary for the Board to sign a new petition and to have the petition attested by the Town Clerk prior to its transmittal to Senator Tarr and Representative Verga. I have prepared a new petition that is fashioned after previous petitions filed in 2000, 2005, and 2007.

***Recommendation:* Board signature of the new petition with attestation by the Town Clerk. An attested copy of the recent Town Meeting vote will also be included.**

(3) Shellfishing Violation Ticket Books

The Shellfish Constable was able to identify a source for shellfishing violation ticket books by reviewing the book used in Ipswich. The Selectmen's Assistant and the Shellfish Constable marked up an example of the Ipswich book for use in Essex and an order for the new books has been placed with the supplier.

*Recommendation:* No further action is necessary.

## **L. Legal Issues**

(1) Symmes Easement (\*)

Town Counsel has discussed the subject easement request further with the Symmes' attorney.

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

## **M. Grants**

No items.

## **N. Emergency Planning**

(1) Discussion Relative to Local Emergency Relocation Site

I met with Manchester Essex Regional School District Superintendent Marcia O'Neil on May 6, 2008 to discuss the potential use of the Essex Elementary School for a temporary Emergency Relocation Site (ERS). When a portion of the student body moves to the new regional school building, it is possible that the

school will have some vacant space that the Town could use. The Town would reposition computers and equipment to be able to operate from there in the event of a local emergency. Occupancy would be temporary since we would work with our insurer to secure temporary rental space until the affected building(s) were repaired/replaced. Data would be accessed remotely by connecting to the Town's planned backup server that will be located in Manchester, NH.

The use of the school would fill a gap between a given emergency event and the availability of temporary rental space and would allow employees to stay in Town as opposed to reporting to Manchester, NH (which is a plan of last resort implemented due to a severe, regional disaster). The Superintendent asked me to put our needs in writing (which I have done) and she agreed to review those needs with District staff and officials. The District is presently anticipating a high demand for any additional space that opens up (i.e. other school programs, etc.) and the requested space may not be available. Also, it is possible that our equipment could be configured and then shelved so that our use of the space would not interrupt school functions on a daily basis (only temporarily, in the event of an emergency). The Superintendent will be getting back to me in the future as the District's planning for Essex Elementary School space proceeds.

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

#### (2) Emergency Operations Center Training

I attended the subject training at the Manchester Town Hall along with Chief Silva on May 7, 2008. The training was sponsored by staff from the MEMA Regional Office and involved a presentation outlining the roles, function, and suggested operation of an Emergency Operations Center (EOC) during a specific emergency event. An EOC is recommended for any emergency beyond the capacity of local agencies with the assistance of standard mutual aid. At a point where an event gets too complex or too large to handle locally with standard mutual aid, the EOC can help to coordinate and marshal resources and staff on both the local and State levels to deal with the event more efficiently. A key concept involves the initial and regularly repeating gathering of all key officials to discuss developments and to see an event through its various phases. This repeated gathering process (whether in person or via conference call) is something that should be incorporated further into the Cape Ann Emergency Planning Team model.

*Recommendation:* No further action is necessary.

#### **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.*