



Town Administrator's Report Board of Selectmen's Meeting of May 21, 2012

Report covers from May 5, 2012 to May 18, 2012

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

A. Town Department Reports/Requests

(1) Informal Department Heads Meeting

I hosted the subject meeting in my office on May 17, 2012. The meeting featured a discussion of the items that had recently been considered by the Annual Town Meeting and updates from the various department heads. I will continue to hold these informal meetings from time to time.

Recommendation: No further action is necessary.

B. Computer Systems

(1) Melrose Datacenter Update

After further study the City of Melrose has determined that the best way to achieve a fast connection to Essex will be to purchase a "Multiprotocol Label Switching" (MPLS) network from a major vendor. MPLS will effectively make Essex an extension of the City's local area network, for extremely fast throughput. MPLS works by creating a dedicated path across the Internet as opposed to simply relying publicly-available channels. The City is presently going out to bid for this service and should have bid results by mid-June. Thereafter, it will take another month for the vendor to provision the system through to Essex. As such, we do not expect to migrate any other user files until shortly after the new fiscal year begins (my files have been located remotely for several months but service is too slow for multiple users).

Recommendation: I will update the Board as necessary.

(2) Upgrade of Server Backup Software

Our server backup software vendor released a major upgrade to its product during the week of May 14, 2012. I have installed this new version on each of the Town's servers.

Recommendation: No further action is necessary. Total time – 2.5 hours.

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Ambulance Billing Contract Successor Agreement

(*)

Our ambulance billing contractor has proposed a successor agreement for the upcoming fiscal year. Service has been excellent over the past year.

Recommendation: Board signature of the successor agreement, which will be effective July 1, 2012.

(2) Route 133 Reconstruction Project Repairs

The contractor for the Route 133 Reconstruction Project has straightened and staked out several new trees in the project area that had been damaged by high wind. Also, I drove the project area recently with the Superintendent of Public Works to locate sidewalk sections that had settled and/or cracked after they were installed. We found and marked 8 sections, which MassDOT will require the contractor to replace. Further, all of the thermoplastic road markings (both white and yellow) will be re-applied since the first application was defective, translating to premature peeling. I will continue to work with MassDOT on the above issues, the Village Corner sidewalk reconstruction, and a variety of minor issues until all work has been completed.

Recommendation: I will update the Board as necessary.

(3) Route 133 Reconstruction Project Grand Opening Ceremony

(*)

I have continued to contact a variety of State and Federal politicians and officials regarding their potential attendance at the subject ceremony on June 8, 2012. A luncheon will be served at 12:00 noon and the actual ribbon cutting will occur at 2:00 p.m. Thus far, we have confirmed that our State Senator and our State Representative will be in attendance, along with various staff and officials from the MassDOT. We are still waiting to hear from the offices of U.S. Senator Scott Brown, Congressman Tierney, and Governor Patrick. U.S. Senator John Kerry is not available and has expressed his regrets.

Recommendation: Board discussion as necessary.

(4) Downtown Boardwalk Public Input Session

I attended the subject session that was hosted by our consultants (Salem State University and Vine Associates) on May 14, 2012. Selectman O'Donnell joined us for a pre-meeting just prior to the session to go over various technical issues with the consultants. At the public input session, both consultants presented overviews of the project and explained how a feasibility study is aimed at a broad range of options. The attendees then had a chance to discuss ideas with and ask questions of our consultants on a one-on-one basis. I will be meeting with Dr. Lorri Krebs of Salem State in the near future to review the economic profile that

she has been working on. Vine Associates will soon complete the preliminary design as the gateway to the permitting phase of the study.

Recommendation: I will update the Board as necessary.

(5) Roadway Resurfacing Contract

The Department of Public Works released its Chapter 90 Roadway Resurfacing Contract on May 16, 2012. The work primarily involves resurfacing on Southern Avenue and bids are due on June 14, 2012. The Board of Public Works will approve a contract with the successful bidder and the Selectmen will be asked to provide a final signature.

Recommendation: I will update the Board as necessary.

(6) Scope of Services for Waterfront Access Design and Planning (*)

Now that the Town Meeting has approved funding for waterfront access and design planning services, it will be necessary to formulate a scope of services between the Board of Selectmen and the Conomo Point Planning Committee. The Conomo Point Planning Committee will likely meet near the end of this month (May 31, tentative) with this topic as one agenda item.

Recommendation: **Board discussion regarding coordination of this scope of services with the Conomo Point Planning Committee.**

(7) Design and Permitting for Physical Alterations at Stn. Conomo Pt.

As the Board is aware, our consultant provided in time for the Annual Town Meeting a construction cost estimate for the various physical alterations that are required in the southern area of Conomo Point as part of the recent subdivision of that area. Our consultant is now focusing on completing the Wetlands Protection Act permitting and expects that the project will be ready to go to bid sometime between mid-July and early August. Given the bid process that will need to be undertaken after final construction documents are available, actual construction will not commence until after Labor Day.

Recommendation: I will update the Board as necessary.

E. Insurance

(1) MIIA Rewards Program, Fiscal Year 2012

Each year, I coordinate the Town's participation in the subject program, which aims to reduce insurance losses through training and good policies. Participation in the program also translates to financial credits against our premiums for various lines of coverage. MIIA recently released a summary of the items we have achieved over the past fiscal year and I have called to their attention other elements that were not yet logged. I will ensure that the Town receives all

possible credit based upon the work we have done and the policies we have implemented.

Recommendation: No further action is necessary.

(2) Quarterly Safety Committee Meeting

The next Safety Committee meeting will occur on June 20, 2012 and I will attend as a member of the Committee. A loss control representative from our insurer will also be in attendance to observe.

Recommendation: I will update the Board as necessary.

F. Facilities

(1) Centennial Grove Changing Facility

The YMCA has completed construction of a new changing facility at the Centennial Grove. The YMCA provided all necessary labor and the Selectmen will be contributing \$3,000 toward materials, as approved previously. The YMCA will pick up the balance for materials, which was just over \$1,000. I will work with an electrician to provide power and lights in the new facility.

Recommendation: No further action is necessary.

(2) Assistance from North Shore Technical High School, Town Hall

Since the purchase of the Lahey building was not approved by the Annual Town Meeting, it will not be necessary to seek assistance from the North Shore Technical High School for that project. However, given that the Annual Town Meeting did approve the appropriation for certain repairs to Town Hall, I superseded our Lahey application to the School District with an application for assistance with those repairs. We are presently awaiting an update from the school.

Recommendation: I will update the Board as necessary.

(3) Field of Dreams Irrigation System Startup

Our irrigation contractor started up the sprinkler system at the Field of Dreams on May 15, 2012. The process went well and two damaged sprinkler heads were replaced.

Recommendation: No further action is necessary.

(4) Approval of Borrowing for Town Hall/Library Health and Safety (*)

The Annual Town Election of May 14, 2012 approved \$600,000 for the improvement of health, safety, and the working environment in the Town Hall/Library building. The first step toward making these improvements is to

retain the services of a designer to assess what is needed for each element and to specify a bid package for construction bids. I have begun to develop the necessary Request for Qualifications (RFQ) for this purpose, which may be released anytime with the stipulation that no design contract can be awarded until after the start of the new fiscal year (July 1, 2012). It is entirely possible that the RFQ process can begin as early as June 6, 2012 based upon the Board's meeting schedule and various advertising requirements.

Recommendation: **Preliminary Board discussion relative to the designer selection process.**

G. Fiscal/Budget

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

At the Board's meeting of April 23, 2012, 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

(1) Proposed Revision to Conomo Point Plan (*)

It is necessary to update the Department of Environmental Protection regarding the status of the Conomo Point Plan based upon actions taken by the recent Annual Town Meeting.

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

K. Town Meeting, By-Laws, and Regulations

(1) Preliminary Discussion Regarding Potential Cultural District

The Board asked that I bring this topic back up at this time. Selectman Coviello has been researching the concept and will discuss it along with Ms. Jean Grobe at the present meeting.

Recommendation: Board discussion as per the agenda as necessary.

(2) Draft Public Facility Naming Policy

(*)

The Board asked that I bring the subject draft policy back up at this time. Town Counsel had developed and revised the document earlier this spring.

Recommendation: **Board discussion as necessary.**

(3) Special Town Meeting

Since the Annual Town Meeting did not approve the amendment to the Town's Flood Plain Bylaw, interested parties cannot presently participate in the National Flood Insurance Program as of July 3, 2012. As such, it would be prudent for a Special Town Meeting to take the matter up again in the interest of further discussion and consideration. The Planning Board is prepared to hold the requisite public hearing for this zoning bylaw on June 6, 2012 and the Board signed a warrant on May 16, 2012 for a Special Town Meeting be held on June 11, 2012 at 7:30 p.m. at the school. I have already worked with officials from the Department of Recreation and Conservation (DCR) and an Annual Town Meeting participant who had recommended some changes to the original text to arrive at language that is acceptable to all parties.

Recommendation: No further action is necessary.

L. Legal Issues

(1) Renewal of License for Paglia Park

I have reached out to the Paglia Trust on behalf of the Board to determine if the Trust was interested in entering into a successor license agreement for the Town's use of the Trust's property known as "Paglia Park". Counsel for the Trust indicated that she will contact the Trust and will be back in touch.

Recommendation: I will update the Board as necessary.

(2) Potential Licensure of Town Property for Commercial Purposes

(*)

At the Board's meeting of April 23, 2012, 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.**

(3) Approval of Revisions to Cape Ann TV Bylaws (*)

Mr. Barry O'Brien, the Town's representative to Cape Ann TV, met with me on May 16, 2012 to review some recent changes to that organization's bylaws. Pursuant to our Agreement with Cape Ann TV, the Board is required to approve any such changes. In this case the changes provide certain clarifications and add detail for the benefit of an organization that is working to improve the administration of its mission as a 501(C)(3) service organization. The City of Gloucester and the Town of Manchester-by-the-Sea have already accepted the changes.

Recommendation: **Board vote to approve the recent changes.**

M. Grants

(1) MAPC Bicycle Parking Grant

Three new bicycle racks have arrived from the manufacturer under a grant from the Metropolitan Area Planning Council. The Department of Public Works will install the racks (one each at the Centennial Grove, the Field of Dreams, and Memorial Park) and MAPC will reimburse the purchase price of just under \$2,000. The Town has paid for the shipping under the terms of the grant.

Recommendation: I will update the Board as necessary.

N. Emergency Planning

(1) Cape Ann Emergency Planning Team Monthly Meeting

I attended the subject meeting on May 10, 2012. At a previous meeting, I had provided the group with an outline of how an agreement to share municipal Continuity of Operations Plans might look. I received limited comments and provided a revision to the group on the 10th. The Team has decided to take up the legal review of a first draft of the Agreement after July 1, 2012. I will work with Counsel at that time to first complete the necessary disclosure process associated with the firm's representation of Essex, Manchester, and Rockport.

Also, I updated the Team on the addition of a new feature to the Code Red management consoles for all four Cape Ann communities. I had been provided with an updated contact list for the various members of the Team and I had worked with Code Red staff to upload that data so that all four communities have a way to contact various subsets of other communities and organizations in the event of an emergency.

Recommendation: I will update the Board as necessary.

(2) Essex Regional Communications Center Finance Advisory Board Meeting

I attended the subject monthly meeting as a member of the Board on May 18, 2012. The meeting featured a construction and administrative update from the Center's Director, Mr. Tom Dubas. Construction is proceeding very smoothly and a February-April 2013 transition process from local centers to the new regional center is anticipated. The new center's budget will be funded via the State Cherry Sheet process and that budget information is expected to be available around November of 2012. At the next Board meeting, I recommend a discussion regarding the process for admitting additional communities should interest exist in the future.

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.