



## Town Administrator's Report Board of Selectmen's Meeting of June 4, 2012

Report covers from May 19, 2012 to June 1, 2012

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

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### A. Town Department Reports/Requests

#### (1) Formation of a Cultural District (\*)

At the last meeting, Ms. Jean Grobe of the Essex Merchants' Group and Ms. Peggy Duff, Chair of the Essex Cultural Council joined the Selectmen to discuss the possibility of forming a cultural district in downtown Essex. The Massachusetts Cultural Council has a formal program for the formation and designation of such districts and the Council's on-line literature alluded to the first step as the Selectmen making a resolution to that effect. I have reviewed the Council's materials and the General Laws with Town Counsel and have confirmed that no Town Meeting vote is required. However, before making the resolution, a public hearing needs to be held by the Selectmen. Counsel advises that such a hearing should be held with at least two weeks of advertised notice. Further, Ms. Kylie Sullivan of the Massachusetts Cultural Commission has advised that the Commission prefers to approve a preliminary map of the district before the Selectmen pass the resolution.

Once the hearing has been held and the Selectmen have made the initial resolution, an actual application will need to be developed. Ms. Jean Grobe and other members of the Essex Merchants' Group will likely be available to assist with the application process. Also, it may be required that the Selectmen appoint an actual individual who is officially in charge of the application and the associated coordination of the new district. Ms. Jean Grobe has volunteered for such a position, if required (potentially by appointing her to the Essex Cultural Council, if necessary). Eventually, we will be able to work with the State Cultural District Coordinator to move this initiative along.

**Recommendation: Board discussion as necessary, including the establishment of a timetable for the public hearing, given that a preliminary map needs to be developed and reviewed first.**

### B. Computer Systems

#### (1) Accounting Software Fiscal Year Rollover

I prepared a remote session on May 22, 2012 for the Town Accountant to work directly with our accounting software vendor to prepare for the new fiscal year (FY 2013), which begins on July 1, 2012. That process went well and has been completed.

*Recommendation:* No further action is necessary.

(2) Antivirus License Renewal

I made arrangements during the week of May 21, 2012 to renew the licenses for 25 client computer antivirus installations. A separate group of client licenses is renewable in December.

*Recommendation:* No further action is necessary.

(3) Testing of New Network Drops in Police Administrative Office

During the week of May 21, 2012, I tested the three new network drops that had been installed in the new police modular unit (administrative office) by a vendor. Only two of the drops functioned properly at first but additional testing got all three working. I also performed maintenance activities on the police/fire server.

*Recommendation:* No further action is necessary. Total time – 1 hour.

(4) Modifications to Mooring Database

At the request of the Harbormaster Clerk, I assisted with various minor improvements and modifications to forms and reports that are part of the Harbormaster's mooring database system (which I originally designed). The system is ready for use for the 2012 mooring renewal season.

*Recommendation:* No further action is necessary. Total time – 1 hour.

(5) Setup of Police Sergeant Computer System

Now that the police sergeant is moving into the new modular space (along with the Chief and the Police Clerk), he will be utilizing a new computer system that we had previously acquired. The sergeant had been sharing a computer system with some of the patrolmen but his new office location will no longer allow for that. I joined the new system to the Town's master domain and migrated all of the sergeant's settings from the patrolmen's system to the new system on May 31, 2012.

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

## **C. Personnel**

(1) Employee Health Insurance Responsibility Disclosure (HIRD) Forms

I am working with the Treasurer and our payroll company to develop HIRD forms to all applicable employees in advance of the FY13 health insurance plan year. The forms are a required element of the Massachusetts Health Care Reform Law and they are issued to: a) employees who work at least 80 hours per month and declined the Town's health insurance plan, and b) employees who work between 64 and 79 hours per month (not eligible for the Town's plan) who may want the

opportunity to have the Town pay their own health care provider directly using a portion of their own pay. Employee HIRD forms will be distributed to applicable employees with an upcoming round of paychecks.

*Recommendation:* No further action is necessary.

#### **D. Procurement/Ongoing Projects**

##### (1) Review of Final Project Issues with Resident Engineer

I met with the Resident Engineer for the Route 133 Reconstruction Project on May 23, 2012 to review locations for some additional signage and to go over the list of remaining project issues (excepting the Village Corner sidewalk issue, which is still under review by MassDOT). The Resident Engineer will request that all outstanding issues (excepting the Village Corner sidewalk) will be addressed by the contractor in advance of the planned Grand Opening Ceremony that will be held on June 8, 2012.

*Recommendation:* No further action is necessary.

##### (2) Release of Request for Qualifications for Town Hall / Library Work

At the last meeting, the Board approved the release of the subject RFQ that I had developed for June 6, 2012, with a proposal deadline of July 9, 2012. The RFQ is poised to be advertised in the *Central Register* and in the newspaper on June 6, 2012. I have prepared the Town website to offer the RFQ to interested parties electronically, including a registration feature. The Town Building Committee will serve as the evaluator of proposals and will discuss this project at their next meeting on June 12, 2012.

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

##### (3) Planned Power Outages for Final Pole Placement

National Grid announced during the week of May 28, 2012 that the utility would have to shut down power in the area of the causeway (and several other areas) on Monday night, June 4, into Tuesday morning and on Tuesday night, June 5, into Wednesday morning (11:30 p.m. until 5:30 a.m. each night). The utility directly notified all affected customers in advance by mail and sent a duplicate notice via hand delivery. The utility also provided the Town with the list of affected customers and I informed the various Town departments. One major consideration was the preservation of perishable goods in restaurants and other establishments for up to six hours each night. The planned work represents the final step in the permanent pole relocation process that began approximately three years ago.

*Recommendation:* No further action is necessary.

## E. Insurance

### (1) OccHealth Connect Agreement

Each year, our insurer has encouraged us to have a standing agreement with an occupational health provider for the performance of pre-employment drug and medical testing and the provision of return-to-work therapy should a work-related injury ever occur. We have utilized Quadrant health services in Beverly for a number of years now and we receive credits against our insurance premiums for having such an arrangement in place. I have kept the agreement in place for an additional year.

*Recommendation:* No further action is necessary.

### (2) Marina Operator's Liability and Marine Pollution Liability Policies (\*)

Our insurer has recommended coverage for marina operation (i.e. the Town's municipal operation on the harbor, including mooring management) and for marine pollution that could come from spilled fuel, etc. I am in the process of discussing the recommendations with the Harbormaster and our insurer and will have more information by meeting time.

*Recommendation:* **Board discussion as necessary.**

## F. Facilities

### (1) Public Property Naming Policy

The Board approved the subject new policy at the last meeting. As requested, I have posted the policy on the Selectmen's page at [www.essexma.org](http://www.essexma.org).

*Recommendation:* No further action is necessary.

### (2) Next Steps for Town Building Planning (\*)

The Town Building Committee will be meeting on June 12, 2012 to, among other business, begin discussing the next steps that should be taken regarding Town building planning, especially in light of the recent Town votes. As such, it would be useful to provide the Selectmen's perspective on the matter to the Committee when they meet.

*Recommendation:* **Board discussion relative to Town building planning.**

### (3) Assessors' Office Window Replacement (\*)

The outer pane of glass on one of the Assessors' office windows has become unstable after a ball apparently hit it last year. We had removed loose pieces at that time but this year's attempt to put the air conditioner in the window illustrated further deterioration along with the fact that the window frame itself is

loose. I contacted a contractor and am awaiting his evaluation and quotation of the necessary work.

***Recommendation:* Board approval of the use of the Luther Burnham Fund for this required work.**

(4) Installation of Generator for Senior Center

Mr. Keith Symmes of the Council on Aging has been researching the installation of a generator to power the Senior Center. He has located a vendor that will install a refurbished, natural gas-powered unit and the necessary automatic transfer switch for \$6,000. The vendor is presently lining up subcontractors and applying for permits. This unit will allow the Senior Center to serve as a cooling center and a warming center should the power be out for any extended length of time. This new capability may also be instrumental in managing future emergency incidents and events.

*Recommendation:* No further action is necessary.

**G. Fiscal/Budget**

No items.

**H. Complaints**

No items.

**I. Meetings Attended**

(1) Chamber of Commerce Luncheon

I attended the subject luncheon on May 23, 2012. The featured speaker was Mr. Richard Davey, the Secretary of Transportation for the Commonwealth. He spoke to a variety of regional transportation needs and initiatives and answered many questions from the group.

*Recommendation:* No further action is necessary.

**J. Final Judgment**

No items.

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

No items.

## L. Legal Issues

### (1) Prisoner Lockup Agreement with Town of Manchester (\*)

The Chief of Police has indicated that he desires to enter into the subject agreement for an additional year and the Manchester Board of Selectmen is in the process of signing the successor document.

**Recommendation: Board vote to countersign the FY13 prisoner lockup agreement outside of a meeting, once received from the Town of Manchester.**

### (2) Licensure of Town Property for Commercial Purposes (\*)

At the last meeting, the Board expressed interest in potentially extending a license for the use of a small piece of Town property to an abutting restaurant. I discussed the concept and its requirements with the business owner as requested by the Board and he would like to move forward if the Board is so inclined. He will need to apply for and receive an alteration of premises permit from the Selectmen and from the Alcoholic Beverage Control Commission and the Board could vote to issue a license contingent upon that permit.

**Recommendation: Board discussion as necessary.**

### (3) Successor License for Paglia Park (\*)

I had been working with Counsel for the owner of the land on which Paglia Park sits to determine if the owner was interested in entering into a successor license for the Town's use of that area. Counsel indicated during the week of May 21, 2012 that the owner was interested and we have since received a successor license for the Board's signature.

**Recommendation: Board signature of the successor license document for a period of two years, effective June 1, 2012.**

## M. Grants

No items.

## N. Emergency Planning

### (1) Protocol and Conditions for Others to Join Regional Dispatch (\*)

The Finance Advisory Board (FAB) for the Essex Regional Communication Center (which I serve on) is considering the process and conditions necessary for new interested communities to join the existing six communities who participate in the center. The Intermunicipal Agreement that governs the center provides the following, general terms:

#### Section 19. Admission of Additional Members

*Any city or town not a Party to this Agreement may be admitted to the RECC by a majority vote of the Finance Advisory Board upon acceptance*

*by the Chief Executive Officer of that city or town of the original agreement as amended.*

*Upon such admission, the total of all capital costs not fully depreciated plus the total of any reserve set aside for future capital costs, shall be reapportioned to all then current Members as apportioned among the original members.*

*Any new Member shall immediately assume liability for its entire share of capital and operating costs as determined by this Section. The Finance Advisory Board shall set the initial assessment for future added communities.*

It is possible that the FAB could assess a “joining fee” to compensate the existing members for their investment of time and resources to get the new center off the ground. Each of the six communities determined that it would be useful to discuss this process with their CEO’s to ensure that each community’s input is well-vetted before the FAB continues.

**Recommendation: Board discussion regarding the process and cost for new communities to join the new center.**

(2) Adoption of Multi-Hazard Mitigation Plan (\*)

The Federal Emergency Management Agency (FEMA) has approved the Town’s Multi-Hazard Mitigation Plan pending formal adoption of the Plan by the Selectmen. The Plan was first developed several years ago with the assistance of the Metropolitan Area Planning Council (MAPC) and has been under review for quite some time. Having an approved plan allows the Town to compete for Federal disaster mitigation funding to address elements that are listed within it. MAPC has provided a standard resolution for the Selectmen’s use in adopting the Plan.

**Recommendation: Board adoption of the subject Plan using the resolution provided.**

**O. Other Items**

(1) Town Administrator Leave

I was out of the office on vacation leave on May 25, 2012.

(2) Memorial Day Holiday

The office was closed on May 28, 2012 in observance of the subject holiday.

*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.*