



Town Administrator's Report Board of Selectmen's Meeting of June 30, 2008

Report covers from June 14, 2008 to June 27, 2008

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

A. Town Department Reports/Requests

No items.

B. Computer Systems

(1) Installation of RAM Upgrades

As noted previously, I had ordered additional memory for each one of the Town's desktop computer systems. The memory modules arrived during the week of June 16, 2008 and I installed them in each of the circa 2005 desktop systems in Town Hall and at the Fire/Police Headquarters. The Wastewater Technician installed the modules in the Water Filtration Plant systems. Many users have noted that performance and productivity have been substantially improved.

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

(2) Long Term Planning Committee Survey Tool

At the last meeting, the Board approved the purchase of a survey tool from our website vendor that will allow boards and committees to receive input from residents. The first use of the tool will involve a basic level survey being conducted by the Long Term Planning Committee (LTPC) that will collect general feedback from residents about where they see Essex in the future. I have ordered the tool from our vendor and the vendor will provide training to one member of the LTPC and me on July 2, 2008. The LTPC will utilize information collected from the basic survey to develop a more comprehensive survey this fall.

Recommendation: I will update the Board as necessary.

(3) Conversion to Static IP Addresses

As the Board may recall, a computer expert had suggested that we move to a static IP addressing system and away from the dynamic IP address system assigned by DHCP. I have now switched all of the computer systems in Town Hall to static addresses and will be disabling the DHCP server once I address some final address issues with other system components. The systems in the two other buildings will be managed similarly once the Town Hall work has been completed.

Recommendation: I will update the Board as necessary.

C. Personnel

(1) Safety Committee Meeting

I attended the subject meeting on June 17, 2008. The meeting featured discussions relative to a variety of ongoing initiatives of the Committee including quarterly facility inspections.

Recommendation: No further action is necessary.

(2) Personnel Board Meeting

I attended the subject meeting in my capacity as Personnel Officer on June 19, 2008. The meeting featured the review and approval of a revised Youth Director position description and a revised Summer Program Director position description by the Board.

Recommendation: No further action is necessary.

(3) Dog Officer Coverage

At the last meeting, the Board appointed Ms. Amy Reilly as the Town's new Dog Officer effective September 1, 2008 to replace Mr. Rob Steach who is not continuing due to other commitments. As requested by the Board, I asked Mr. Steach how long he could continue to serve as Dog Officer after June 30, 2008. Mr. Steach has indicated that he will be able to cover both July and August, 2008 so there will not be any gap in coverage.

Recommendation: No further action is necessary.

D. Procurement

(1) Affirmative Marketing Program Quarterly Report

I have completed and have filed the subject report for the quarter ending June 30, 2008 in my capacity as the Town's Affirmative Marketing Construction Officer (AMCO). We had no activity relative to minority and women-owned business entities over the past quarter.

Recommendation: No further action is necessary.

(2) Conomo Point Subdivision RFP

I have been supporting the efforts of a subcommittee of the Conomo Point Planning Committee. That subcommittee has been assigned to the further development of the Request for Proposals (RFP) to identify contractors interested in implementing the provisions of Article 14 of the May, 2008 Annual Town Meeting. The subcommittee will be using the skeleton RFP document that I had provided through Selectman Lynch as a jumping off point for the process. Thus far, subcommittee Chairman George Marsh has begun to add actual content to the

skeleton document and I have provided comments on that material. I have also provided to the subcommittee copies of the figures that MAPC made for the Town in the past since the RFP will contain explanatory maps or figures. The subcommittee met on June 19, 2008 and will be working to develop specific ranking criteria to be used in rating proposals. I am also in the process of looking for RFPs for similar services that may have been issued in the past by other communities in the event that those documents could be helpful to the subcommittee.

Recommendation: I will update the Board as necessary.

E. Insurance

No items.

F. Facilities

(1) Facility Self-Inspection Reports

I completed the subject reports as part of the MIIA Rewards Program. Once each quarter, designated Safety Committee members complete safety checklists for each of our Town buildings. I am responsible for the Town Hall and the Senior Center. Any findings are discussed at subsequent Safety Committee meetings. I had no findings this quarter.

Recommendation: No further action is necessary.

(2) Building Study Group

(*)

At the last meeting, the Board met with members of the Board of Library Trustees along with Library staff to discuss the work of the ad-hoc Building Study Group that has been organized by the Chief of Police. The Library Department voiced a strong desire to be involved with the brainstorming work that is underway and that department will be included in future Building Study Group sessions. The group's next session will actually occur on June 30, 2008 just prior to the present meeting and I will be able to provide additional details at meeting time.

Recommendation: **Further Board discussion relative to the work of the Study Group.**

G. Fiscal/Budget

No items.

H. Complaints

(1) Dog Incident Resolution

At the last meeting, the Board considered additional information from a dog owner after taking the testimony presented in a previous hearing under advisement. The Board asked that I put together a letter for the Chairman's signature thanking the owner for his voluntary actions aimed at avoiding future encounters and underscoring the Board's expectation that he will follow those outlined steps. I drafted the letter and the Chairman signed after minor revisions.

Recommendation: No further action is necessary.

I. Meetings Attended

No items.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

No items.

L. Legal Issues

(1) Approval of VanWyck Revised Conservation Restriction

The Conservation Commission voted on June 17, 2008 to sign the subject document. The Selectmen had signed the document (a modification to the originally-signed document made by the Secretary of Environmental Affairs) on June 2, 2008 and the Commission first reviewed the document on June 3, 2008. The Commission asked me to provide additional history and background information between meetings and I provided that information as requested. Mr. VanWyck's attorney will seek the Secretary's final signature and will record the document with the Registry of Deeds as a final step. The Town will be provided with a copy of the recorded document.

Recommendation: No further action is necessary.

M. Grants

(1) Conservation Commission GIS Mapping Software

The Conservation Commission Clerk became aware of a grant that provides Geographic Information System (GIS) mapping software and associated training to municipal conservation commissions. The total cost to the Town would be

\$400 but the grant does come with certain data reporting and participation requirements that need to be assessed by the Commission before determining if the grant would be productive for Essex. The Clerk will bring the requirements to the Commission and will let me know if the Commission desires to pursue the matter further.

Recommendation: I will update the Board as necessary.

(2) Massachusetts Preservation Projects Emergency Fund Closeout

As the Board may recall, an architectural firm had developed plans and specifications for the renovation of the exterior of the Town Hall building with funding from the subject grant program. A representative of the Massachusetts Historical Commission recently contacted me to arrange for the closeout of the grant including the submittal of copies of the final architectural surveys, the construction plans and specifications, and the grant Final Report. In turn, I contacted our architect who will consider these requests and respond in the near future.

Recommendation: I will update the Board as necessary.

N. Emergency Planning

(1) Emergency Management MOUs

At the last meeting, I explained to the Board that two draft agreement documents provided by the Board of Health Administrator concerning: a) the use of the school as an emergency dispensing site, and b) the solidification of purchasing channels during an emergency had not yet been fully digested by the Cape Ann Emergency Planning Coalition. The Board asked that I pass along to the Administrator that they are interested in the Coalition's review and commentary on the documents before any review is conducted by Town Counsel. It is possible that the documents will need to be revised for optimal coordination of a regional emergency and a review by the Coalition will point those issues out. The Administrator has commented that she will introduce the documents to the Coalition and will get back to me with feedback.

Recommendation: I will update the Board as necessary.

O. Other Items

(1) Town Administrator Vacation Leave

I was out of the office on vacation leave for the entire week of June 23, 2008.

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