



Town Administrator's Report Board of Selectmen's Meeting of July 1, 2013

Report covers from June 19, 2013 to June 28, 2013

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

A. Town Department Reports/Requests

No items.

B. Computer Systems

(1) Connection of Fire/Police Vestibule with Regional Dispatch

The Chief of Police and I worked with personnel from the new Regional Dispatch Center and an equipment vendor to make operational an emergency audio/video link to the Center in the event that an individual has an emergency and goes into the Fire/Police station for assistance. This equipment will connect them with a dispatcher remotely in place of having a dispatcher behind the glass in our own center. The system was made operational in advance of the June 24, 2013 cutover.

Recommendation: No further action is necessary. Total time – 2 hours.

(2) Transition for Logging of Emergency Services Incidents

I worked with personnel from the new Regional Dispatch Center to copy our incidents database to the Center's server so that the Center will have access to historical data if needed by our officers and so that our officers can enter case narratives until the Center's new Records Management System is up and running.

Recommendation: No further action is necessary. Total time – 2 hours.

(3) Virtual Desktop Software Licensing

As the Board is aware, we had successfully tested the hosting of user desktops in Melrose but had to study further the status of our Microsoft Office licenses for transfer to the new platform. Melrose personnel are continuing to work with Microsoft and we will proceed in whatever fashion is necessary once it is determined whether our existing licenses are transferrable versus having to acquire new licenses for this new platform.

Recommendation: I will update the Board as necessary.

(4) Accounting Server Logon Problem

Users experienced trouble logging onto our accounting server during the week of June 17, 2013. I took several actions to correct the issue but also left workaround instructions for relevant personnel since I was on vacation the following week.

This particular server will soon come out of service anyway since our accounting software will soon be migrated to our vendor to host offsite.

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

C. Personnel

(1) Safety Committee Meeting

I attended the subject meeting on June 20, 2013 as a member of the Committee. No quorum was present so I just provided the members who were present with informational updates on various issues such as the status of the Town Hall/Library project. The group will reconvene in September.

Recommendation: No further action is necessary.

(2) Distribution of Sexual Harassment and Discriminatory Harassment Policies

As is our practice each year, I have arranged for the Town of Essex Sexual Harassment Policy and the Town of Essex Discriminatory Harassment Policy to be distributed to all employees with employee paychecks during the week of July 1, 2013.

Recommendation: No further action is necessary.

(3) Employee Acknowledgement Regarding Various Town Policies

As is our practice each year, I have arranged for the Town of Essex Comprehensive Employee Acknowledgment Regarding Policies form to be distributed to all employees with employee paychecks during the week of July 1, 2013. I am working with the Selectmen's Assistant to also provide this form to board and committee members so they may also sign and return.

Recommendation: No further action is necessary.

D. Procurement/Ongoing Projects

(1) Affirmative Marketing Program Quarterly Report

I completed and filed the subject report with the State for the quarter ending June during the week of July 1, 2013 in my capacity as the Town's Affirmative Marketing Construction Officer (AMCO). The report is intended to document the Town's utilization of any woman or minority-owned business on State-funded construction projects. No such utilization occurred during the past quarter.

Recommendation: No further action is necessary.

(2) Site Visit From Town Hall/Library Project Engineering Contractor

The engineering subconsultant on the Town Hall/Library improvement project visited the building on June 20, 2013 to review various site features in preparation for final design plans that be included in the upcoming bid process. The engineers took various measurements and reviewed the existing configuration of various features.

Recommendation: No further action is necessary.

(3) Contract for Payroll Processing Services (*)

The Treasurer/Collector and I recently solicited quotations for payroll services from three vendors and only our present vendor, Boston Business Services, submitted a quotation. The proposed contract is for three years, with a total value of \$19,950. I have prepared a contract and we expect to have it signed by the vendor by meeting time.

Recommendation: **Board signature of the subject contract with Boston Business Services for the next three fiscal years.**

E. Insurance

(1) Quarterly Facility Self-Inspection Forms

I have completed the subject forms for the Town Hall and the Senior Center as part of the MIIA Rewards Program. The forms are intended to identify safety hazards in Town buildings to avoid accidents. I found no major issues. Other departments will inspect the other buildings as well.

Recommendation: No further action is necessary.

F. Facilities

No items.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

No items.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

No items.

L. Legal Issues

No items.

M. Grants

(1) Boardwalk Feasibility Study Quarterly Report

I completed and filed the subject report for the quarter ending June 30, 2013 with the Division of Conservation and Recreation during the week of July 1, 2013. The report highlights how the project is feasible and how the Town is working with Salem State to prepare for a construction phase funding application.

Recommendation: No further action is necessary.

N. Emergency Planning

(1) Essex Regional Dispatch Center Finance Advisory Board Meeting

I attended the subject meeting as a member of the Board on June 21, 2013. The meeting featured a discussion of the final plan for the June 24, 2013 cutover and various logistics and contingencies.

Recommendation: No further action is necessary.

(2) Regional Dispatch Communities of Interest Subcommittee Meeting

I attended the subject meeting as a member of the subcommittee on June 21, 2013. The meeting featured further discussion about the process that will be used in the future to allow other communities to join the Center.

Recommendation: No further action is necessary.

O. Other Items

(1) Town Administrator Leave

I was out of the office on vacation leave for the entire week of June 24, 2013.

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