



Town Administrator's Report Board of Selectmen's Meeting of July 11, 2016

Report covers from June 18, 2016 to July 8, 2016

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

A. Town Department Reports/Requests

(1) Final Approval of Updated Open Space and Recreation Plan

At the last meeting, the Board approved a letter of review regarding the subject plan, along with an updated ADA compliance policy. Further, I had already developed the ADA appendix for the Plan. All of these materials were provided to our Plan consultant and he is presently packaging these and other materials together to provide to the State for final approval of the Plan.

Recommendation: No further action is necessary.

(2) Strategic Planning Committee Mtg. and Formation of Economic Dev. Comm.

Our Town Planner hopes to bring the Strategic Planning Committee (SPC) back together in late-July or August to follow up on the formation of an Economic Development Committee (EDC) and to go over a reprioritized version of the Strategic Plan. The Board agreed at the last meeting that an EDC should be explored and the SPC can begin working on formulating a charge. Thereafter, the Selectmen could make appointments to the EDC on an ad-hoc basis. As noted below, the SPC will also have a chance to comment on the Town's new Community Compact application concerning economic development before the application is submitted to the State.

Recommendation: I will update the Board as necessary.

B. Computer Systems

(1) Preparation for Move of Server Room Circuits to New Breaker Panel

The server room in Town Hall is presently on the old Town Meeting stage. The stage area will be converted into a conference room as part of the ongoing project and the server room will be relocated to the area where the spiral staircase at the front of the building once was. In order to prepare a new breaker panel that will feed the new server room, circuits in the existing server room needed to be taken out of service briefly on June 22, 2016. I was present for the procedures and the electrician had prepared temporary power supplies that we moved all of our battery units over to, in order to keep all server room equipment live during the work. The air conditioning system for the server room is served by a different panel, so cooling was not an issue.

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

(2) Replacement of Redundant Power Supply, Server

The server for the Assessors' software in the Town Hall server room showed a power fault on one of the two, redundant power supplies. Although that server is an older model, I was able to locate a power supply and purchased two, since the other unit may fail soon. While that order was in transit, I took a power supply from a less critical, but identical server and allowed that server to run with just one power unit. I installed the new supply and both supplies are again working properly.

Recommendation: No further action is necessary. Total time – ½ hour.

(3) Installation of Police Training Program

I was asked by the Police Department to install a training program that could be made available to the officers at any computer terminal. As such, I remotely installed the program to the public safety server in Melrose and the necessary materials are available on all police virtual desktops.

Recommendation: No further action is necessary. Total time – ½ hour.

(4) Implementation of Various IT Audit Recommendations

As the Board may recall, I had been reviewing the potential for using an IT firm on the State Contract to help address various suggestions made by our financial auditor's IT division as part of the fiscal year 2015 audit. The Board asked me to also reach out to an IT firm that has provided free service and advice to the Town over the years and that firm recommended another firm, INS Services, Inc., to begin some of the most crucial work (such as network penetration testing and network security user training). Presently, I am scheduled for an initial call with the INS team in mid-July.

Recommendation: I will update the Board as necessary.

(5) Setup of VOIP Switches in Temporary Location

Later this year, we will move from copper phone lines to a cloud-based VOIP phone solution. In order to power the new phones, the switches need to have a power-over-ethernet capability (POE). I purchased two suitable switches (each will take half of the phone traffic), along with a single, identical backup switch should either of the main switches ever fail and to eventually help facilitate a stepwise migration to the renovated Town Hall. I have set up the switches, have connected them together, and have prepared for a connection from the switches to our Internet point of presence, all at our temporary facility. I have also ordered the necessary category 5 cables that will connect each phone in each office with the switch and I will run those cables as we get closer to the cutover. The whole system will simply be brought to the renovated Town Hall when it is time to move back in.

Recommendation: I will update the Board as necessary. Total time – 1 hour.

C. Personnel

(1) Safety Committee Meeting

I attended the subject meeting as a member of the Committee on June 30, 2016. The meeting featured a discussion regarding the various safety goals that the Committee plans to accomplish during the upcoming fiscal year. The main focus will be additional driver training for the fire, police, and public works departments.

Recommendation: No further action is necessary.

D. Procurement/Ongoing Projects

(1) Marketing and Representation of Southern Conomo Point Property Sales

At the last meeting, the Board entered into a contract with Village Realty to market and represent five southern Conomo Point properties that were not purchased by former tenants. The agent has begun to market and prepare the properties for showings and has already fielded some phone calls. For sale signage is clearly visible in the neighborhood and at each property.

Recommendation: I will update the Board as necessary.

(2) Town Hall/Library Renovation Project Coordination Meetings (*)

I attended the subject meetings on June 22 and June 29, 2016. Our project contractor has interior framing substantially complete and the elevator shaft is also nearing completion. The actual elevator is set for delivery near the end of August. Masonry work continues and the new firestop ceiling for the second floor offices is in place (a drop ceiling will actually be installed below that, for each office). Work on the HVAC system will begin soon. The Library Trustees have chosen paint colors and our architect worked with Rebecca Jones to recommend paint colors for the Town Hall portion of the building. I have shown all Town Hall workers those recommendations.

Recommendation: **Board discussion as necessary.**

(3) Masonry Change Order Request, Town Hall/Library Renovation Project(*)

The masons working on the project had to rebuild a building component that was not expected but also were able to avoid rebuilding another component that was called for (resulting in a credit for that portion of the work). The masons also were required to replace some brick corner components using custom fabrication.

Recommendation: **Board approval of this masonry change order.**

(4) Northern Conomo Point Public Access Design Update (*)

At the last meeting, the Board retained the services of the Copley-Wolff Design Group to design public waterfront access improvements at two locations in the northern portion of Conomo Point. To date, the firm's engineering contractor has begun survey work at the two sites so that an existing conditions plan can be developed. This work will include some exploratory digging with respect to the existing retaining wall at 153 Conomo Point Road. I will attend a Conservation Commission hearing regarding that exploratory work on July 19, 2016, along with our site engineering subcontractor. We expect that the designer will want to meet jointly with the Selectmen, the Conomo Point Planning Committee, the Planning Board, and perhaps the Conservation Commission during the week of September 5, 2016.

Thereafter, during the week of September 19, 2016, the designer will host a public forum for input concerning the project. He will use the two weeks in between to incorporate feedback from the joint board meeting. The same boards discussed above could be present at the public forum as well, along with perhaps the Strategic Planning Committee. The SPC and others hope to get input on other topics at other portions of the same forum – such as the status of the Youth Commission, the Centennial Grove Cottage, and the Personnel Board).

Also, at a recent Chamber of Commerce meeting, one member suggested that the Board consider reversing the direction of the one-way traffic in the northern area of the Point since that may facilitate vehicular uses of the new facilities better than the current direction of traffic. If that suggestion is to be considered further, it would be important to ask our designer to review its merits from the outset of the project.

***Recommendation:* Board discussion concerning progress to date, dates for the first two meetings, and consideration of the traffic direction suggestion.**

(5) Library Lighting Coordination Meeting, Potential Change Order (*)

At the last meeting, the Selectmen and the Board of Library Trustees agreed that the Library's specialized architect (Richard Smith), the general architect for the project (Ryan Foster of McGinley Kalsow), Library staff and officials, the Electrical Inspector, at least one Selectman, and myself should get together to discuss how the improvement of Library lighting may be addressed as part of the ongoing renovation project. Library lighting upgrades had been kept out of the scope of the project back in November of 2015 when the Selectmen had to manage the potential cost of the project, pre-bid. At that time, the Selectmen indicated that library lighting could be reconsidered at some later date, should funding allow.

The requested meeting occurred on June 29, 2016 and Selectman Doane and I attended, along with the others listed above. At that meeting, the group agreed

that it would be very difficult to afford a solution that would require the Library ceiling to be cut into in any major way to install new wiring. Instead, setting up the wiring plan to include mostly existing fixture wiring points (along with some slight relocations and limited new wiring) will allow any fixture replacement work to proceed at any time in the future. As such, our architect will work with Mr. Smith to develop a specification for the preferred wiring plan (along with some new power outlets and data jacks) so that our contractor can provide a price for that work. It is possible that the change order proposal will be available by meeting time for the Board's consideration.

Recommendation: Board discussion about the recommended course of action and consideration of the change order proposal, if available by meeting time.

(6) Library Built-in and Custom Furniture/Shelving Pieces (*)

I visited Salem High School along with two Library Trustees on June 22, 2016 to tour an office suite that had been outfitted with customized furniture. The visit was aimed at demonstrating how the refinishing of high quality furniture can provide custom approaches to non-standard spaces (like we have in the Library and in the Town Hall). At a recent meeting, however, the Trustees determined that, while several of the more standard furniture pieces should be sourced in this manner, they prefer to seek quotes from local craftsmen regarding three custom pieces (curved seating and curved desk for the new "turret" areas and a custom desk seating two Librarians). It is possible that this approach will require the Library to seek additional funding at the Fall Town Meeting.

In addition, the Library Trustees have discussed their needs for the wood and finish associated with the built-in pieces. Our architect is aware of their choice of oak wood (with cherry stain) with a laminate counter surface for the circulation desk and oak for the custom bookshelves. Our architect will review that request against what is required in the base contract with our General Contractor. It is possible that the work will be accommodated without change order but it is too early to know that for certain.

Recommendation: Board discussion as necessary.

(7) VOIP Phone System Contract (*)

I have worked with ShoreTel to prepare a final quotation for the new cloud-based, VOIP phone system that will be installed in the temporary Town Hall and then moved to the renovated Town Hall next year. The Board discussed the merits of this type of system at previous meetings and the vendor offered the Town a one-year contract at the monthly rates quoted in their original three-year quote for 17 total profiles. However, given that four of the profiles will not be needed until we move back to Town Hall, we will need to pay, at least in the short-term, slightly more per line. Also, although I had been told that ShoreTel was part of the State Contract, when I proceeded to verify those terms, the business office indicated

that this was not the case (a joint purchasing contract which we are not a participant in had been mistaken for the MA State Contract). The total value of the procurement will still allow the Town to purchase these services sole-source, however. The contract will obtain much more robust and disaster-recovery-ready phone service at just over \$23 per line per month (as opposed to the current State Contract Verizon Centrex cost per line of just over \$34). I have obtained the necessary switching equipment along with temporary patch cords for each phone to connect to the switch. We will be aiming for a September/October installation.

Recommendation: **Board approval of this order.**

(8) Change Order for Installation of Town Hall/Library Sprinkler Line (*)

As the Board may recall, the Town separately contracted for the installation of the subject sprinkler line and the bid price was \$19,240. However, the successful bidder found problems with the accuracy of the engineering plans after comparing those plans to actual conditions relayed to him from the Town, post-bid. In this type of situation, the contractor is entitled to a price adjustment. In this case, it is the difference between the water main being on the Town Hall side of the road versus having to go to its actual location, which is across the road (adding complexity, materials, and cost to the project). If the project had been bid with the water main location clearly across the street, the bid price would have been higher anyway. At the time of printing of this report, I am working with the contractor on what the change order price proposal will be and I am working to encumber fiscal year 2016 funds from our Town Property line item to fund the extra work without impacting the overall project budget.

Recommendation: **Board consideration of the subject change order.**

E. Insurance

(1) Facility Self-Inspection Checklists

I completed the subject checklists for the Temporary Town Hall and the Senior Center as part of the MIIA Rewards Program during the week of July 11, 2016. The lists are aimed at identifying safety hazards that need to be addressed. No hazards were identified. Housekeeping in the Senior Center has improved and surplus equipment and materials have either been put in storage or disposed of.

Recommendation: No further action is necessary.

F. Facilities

(1) Installation of Gas Line to Town Hall/Library

As reported previously, I had been working with National Grid and our General Contractor for the Town Hall/Library renovation project to coordinate the installation of a new gas line to the building. This new connection will serve the

building's new, high-efficiency gas baseboard heating system. Presently, National Grid has applied to the Department of Public Works for a street opening permit and plans to coordinate the actual line installation with our General Contractor within 4-6 weeks.

Recommendation: I will update the Board as necessary.

G. Fiscal/Budget

(1) Application for Community Compact for Economic Development (*)

At the last meeting, the Board supported the idea of applying to the State for a second Community Compact area of focus involving economic development. I have reviewed the State's description of suggested focus areas and best practices and the closest alignment appears to be under the State's heading "Preparing for Success". The best practice in this area is: "There is a demonstrated ability to partner with the private sector, non-profits, and public sector organizations in order to advance the housing and economic development vision and goals of the community as evidenced by the successful completion of public/private/non-profit project(s)."

The Town Planner and I plan to take a draft version of the Compact to the Strategic Planning Committee at the Committee's late-July or August meeting. Since the Committee will also be helping to form the Town's Economic Development Committee, it will be important to collect their input on the Compact.

Recommendation: **Board discussion regarding the language for the draft Compact.**

H. Complaints

No items.

I. Meetings Attended

(1) Cape Ann Chamber of Commerce Essex Division Meeting

I attended the subject meeting on June 22, 2016. I offered updates on a variety of Town projects and initiatives. The Chief of Police and Superintendent of Public Works were also present to update the group.

Recommendation: No further action is necessary.

J. Final Judgment

(1) Northern Conomo Point Wastewater Management District

DEP and Town Counsel have both approved the content of a proposed Wastewater Management District Regulation that the Town will administer when long-term leases are offered in the northern area. The Board of Health will now take steps to promulgate the Regulation and its enforcement will begin as of January 1, 2017.

Recommendation: I will update the Board as necessary.

K. Town Meeting, By-Laws, and Regulations

(1) Posting of New No Parking Signs at Town Landing

The new No Parking signs that prohibit parking along the museum side of the Landing have been posted by the Department of Public Works. The Police Department will now enforce those new rules.

Recommendation: No further action is necessary.

L. Legal Issues

(1) Quarterly Review of Executive Session Minutes

The Chairman has conducted her quarterly review of the Board's executive session minutes and did not find any minutes recommended for release.

Recommendation: No further action is necessary.

M. Grants

(1) Coastal Community Resilience Grant Final Report

I obtained the final report for the subject grant from the National Wildlife Federation and the Ipswich River Watershed Association during the week of June 27, 2016 and have filed the report with the Massachusetts Office of Coastal Zone Management (CZM). CZM has also received a copy of each of the required work products (including posters and brochures regarding the effects of sea level rise in six communities). I have worked to close out this grant program and final reimbursement of the Town is expected in the near future.

Recommendation: No further action is necessary.

(2) Downtown Parking Open House, MA Downtown Initiative Grant (*)

I attended the subject event along with Selectman Doane and the Town Planner on June 28, 2016. I had previously publicized the event via the Town website, the Town's e-mail system, and via the local media. Personnel from our grant-funded

consultant, Nelson/Nygaard, were on hand to review the firm's findings to date (including a parking inventory that the firm had taken) and to collect input from the public regarding parking problems and potential solutions for downtown Essex. The open house was very well received and several residents participated.

At the open house, a resident suggested that the parking survey that we are encouraging people to take should be advertised more widely, using the various churches, local businesses, and the Senior Center as additional distribution points. As such, I provided the survey link to the downtown churches and to our Council on Aging Director (who will also offer paper copies). The Essex Chamber of Commerce and the Merchants' Group are already promoting the survey through local businesses. Any business that is not a member was also invited to promote and participate. The survey may be found here: <https://www.surveymonkey.com/r/EssexParking>.

Other commentary was focused on the Town Landing. Suggestions included: a need to keep the museum store parking unobstructed by vehicles moving about with trailers; a question regarding whether non-residents should be allowed to launch boats at the Landing and, if so, whether the launch fee should be increased; whether launching should be limited by the size of the trailer or boat; and whether overflow parking could be directed to the school parking lot on weekends.

Further, the consultant covered a variety of important topics such as: clearly signing where parking is and is not allowed, including assignment of parking time limits for various areas; managing parking for the peak summer season versus the remainder of the year; continuing to explore the possibility of new public parking at the South Essex end of downtown; and re-evaluating crosswalk positioning.

Recommendation: Board discussion as necessary.

N. Emergency Planning

No items.

O. Other Items

(1) Town Administrator Leave

I was out of the office on vacation leave on June 20, June 27, and July 5-8, 2016.

(2) Independence Day Holiday

The office was closed on July 4, 2016, in observance of the subject holiday.

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