



Town Administrator's Report Board of Selectmen's Meeting of July 29, 2013

Report covers from July 13, 2013 to July 26, 2013

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

A. Town Department Reports/Requests

(1) Planning Bd. Review of Central Conomo Point Preliminary Subdiv. Plan (*)

I presented the Preliminary Central Conomo Point Subdivision Plan to the Planning Board on July 17, 2013. The Planning Board asked several questions and asked me to provide them with limited additional information prior to their official vote on the matter (expected August 7, 2013). I provided the requested information and it is my understanding that several points will be raised by the Board in their approval document as a guide to issues that will require deliberation during the Definite Plan process this coming fall. Overall, the Planning Board was receptive to the Plan and it interested in collecting input from the various Town departments during the Definitive Plan process.

Recommendation: **Board discussion as necessary.**

B. Computer Systems

(1) Connection of Desktop PC's to Regional Dispatch Center

Personnel in the Sheriff's Department have been working with personnel at the Criminal Justice Information System (CJIS) Department to prepare the CJIS network for traffic between Essex office PC's and the software programs at the Regional Dispatch Center. Officers previously only had access to the Center over mobile laptop connections in the cruisers but we had been waiting for the desktop option to be prepared. After that process was complete, I was able to establish a connection using one desktop PC that officers could use to test the system before we moved on to installing it on other computers. Unfortunately, the existing CJIS connection was too slow for efficient use of the software.

As such, CJIS offered to install a new network interface card in their equipment that will use the Town's own broadband connection to create a secure tunnel between Essex and Middleton. To accomplish this connection, it was necessary for me to work with Comcast to have additional static IP addresses added to the router that connects our camera system with Middleton. Once the CJIS equipment is provisioned and installed in Essex, we will be able to test our connection over a much faster network.

Recommendation: I will update the Board as necessary. *Total time – 3 hours.*

C. Personnel

(1) Formation of Public Safety Committee (*)

At the last meeting, the Board acknowledged the receipt of two statements of interest for the new Public Safety Committee. The Board asked that I contact the Gloucester Times to request a write-up on the topic and Board members were going to continue to encourage residents to serve.

Recommendation: **Board discussion relative to the current status of the applicant pool.**

D. Procurement/Ongoing Projects

(1) Town Hall/Library Improvement Project Design Update (*)

Our project designer visited my office on July 15, 2013 with a set of 95% design plans for a final review. Together, we reviewed the plans against the most recent list of design guidance notes that I had provided to our designer after consultation with the Board. I found the plans to be complete and only minor revisions were necessary to work out some small details. Our designer should have a final cost estimate and draft schedule available by meeting time and will then package the final plans for bidding during the month of August.

Recommendation: **Board review of the final cost estimate and draft schedule if available by meeting time.**

(2) Essex River Federal Channel Encroachment Study Proposal (*)

As requested, the engineering firm that is conducting the work on the proposed Riverwalk has provided us with a proposal to conduct an encroachment study in the Essex River. The proposal includes the development of an existing site conditions plan, an encroachment evaluation, and modification plan that would recommend how to eliminate the encroachments. This type of plan and the implementation of its recommendations will be necessary to eliminate Federal Channel encroachments and be eligible for Federal dredging funding in the future.

Recommendation: **Board review and discussion relative to the subject proposal.**

E. Insurance

No items.

F. Facilities

(1) Public Restroom Availability

(*)

Now that the Essex dispatch center is no longer staffed, according to both the Chief of Police and the Fire Chief, it is not possible to allow visitors to use the restrooms at the Fire Station (since the restrooms are in a restricted area that would require monitoring). Also, the public restrooms adjacent to the municipal parking lot are not currently open during the off-season due to concerns about the potential to freeze pipes, especially since use of the facility would likely be very infrequent. As such, a year-round public restroom option is presently not available.

***Recommendation:* Board discussion relative to whether the schedule for the Memorial Park restrooms should be adjusted.**

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

(1) Merrimac River Beach Alliance Meeting (MRBA)

(*)

Selectman O'Donnell attended a regular meeting of the MRBA on July 19, 2013. The MRBA is a consortium of communities interested in promoting both dredging for navigation and beach nourishment since much of the material that settles in channels is washed away from beaches.

***Recommendation:* Report from Selectman O'Donnell regarding the MRBA's current initiatives and activities.**

(2) Regional Dispatch Center Monthly Meetings

I attended a meeting of the Essex Regional Communications Center Finance Advisory Board (FAB) and the Communities of Interest Subcommittee on July 19, 2013. I am a member of both bodies. At the FAB meeting, the Center's Director updated the group regarding operations to date (since both Essex and Wenham have already cut over to the Center) and regarding a variety of challenges encountered (including routing of business calls back to Essex and the connection of desktop PCs to the Center's software resources). We will use these experiences to inform the other four communities about the proper process as we approach those cutovers. At the Communities of Interest meeting, we continued to work on

an application that will be used to evaluate the needs and state of readiness for any other community that approaches the Center to join in the future.

Recommendation: I will update the Board as necessary.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

No items.

L. Legal Issues

(1) Completion of Deposition, Pratt and Walker Cases

Counsel for the Pratt and Walker Plaintiffs completed taking my deposition on July 17, 2013. The Pratt case is scheduled for trial beginning August 19, 2013 and the Walker case is scheduled for trial beginning September 9, 2013.

Recommendation: No further action is necessary at this time.

M. Grants

(1) Finalization of Scope for MDI Grant

(*)

At the last meeting, the Board agreed on several key components that should be included in the scope of services for the recently-awarded Massachusetts Downtown Initiative (MDI) grant. I presented these items to key stakeholders, the consultants that will be providing the services, and with personnel from the Department of Housing and Community Development (DHCD) and we were able to develop a draft final package.

Recommendation: **Board review and approval of the draft final scope package.**

N. Emergency Planning

No items.

O. Other Items

(1) Town Administrator Leave

I was out of the office on vacation leave for the entire week of July 22, 2013.

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