



Town Administrator's Report Board of Selectmen's Meeting of August 10, 2015

Report covers from July 25, 2015 to August 7, 2015

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

A. Town Department Reports/Requests

(1) Memorial Park Survey and Master Plan (*)

As the Board may recall, a group that had been interested in commissioning a survey and master plan for Memorial Park had gotten off to a slow start after the project was funded at \$30,000 in November of 2014. I met with James Witham and Robert Coviello during the week of July 27, 2015 and we agreed that a good first step might be to simply hire a surveyor to produce a plan of Memorial Park that includes topographic information and all modern features. This plan could serve as the basis for developing the Master Plan in the hands of our Town Planner and/or a contracted landscape architect. I could begin the process by working with a surveyor to get a quotation for the survey and then determine through the Superintendent of Public Works whether the Board of Public Works is willing to commission that work.

Recommendation: Board discussion regarding potentially starting the planning process with the development of a survey plan.

B. Computer Systems

(1) Migration of Additional Police Department Employees to Virtual Desktop

Now that the testing of the public safety virtual desktop system has been completed, I have begun to migrate additional police department employees to the virtual desktop platform in Melrose. Thus far, I have migrated the Police/Fire Clerk and the Sergeant to the platform (joining the two police Detectives – who had served as initial test users). I will continue with migrations until all police and fire users are on the new platform.

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

(2) Purchase of Routers for Temporary Town Hall Quarters

I have ordered two (redundant for failover) routers to connect our temporary Town Hall quarters at 74 Martin Street with our communications room at Town Hall (30 Martin Street) during our temporary tenancy. After our tenancy begins in September, I will set up an Internet connection with Comcast and will work with our networking expert to tie the temporary facility into our network.

Recommendation: I will update the Board as necessary.

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Town Hall/Library Building Project Summit (*)

Town Hall/Library renovation designer McGinley Kalsow & Associates hosted a “summit” of all building users on July 28, 2015. The summit was aimed at understanding the needs of all building occupants so that the upcoming design process can best address those needs. Using guidance from the group, our designer will now produce a set of plans and the group will meet again on August 25, 2015. After final consensus is reached, the firm will have a clear direction on how their final design work should proceed.

Recommendation: I will update the Board as necessary.

E. Insurance

No items.

F. Facilities

(1) Securing of 153 Conomo Point Road

At the last meeting, the Board voted to hire a contractor to board up the structure at 153 Conomo Point Road. Our contractor took this action on July 30, 2015.

Recommendation: No further action is necessary.

(2) Lease of 74 Martin Street for Temporary Town Hall Quarters

At the last meeting, the Board came to lease terms with the owner of 74 Martin Street. The Town will lease the lower level of the structure at that property for temporary Town Hall quarters during 2016 (with the right to move office equipment in and use for meetings as of this coming September). I provided the form of lease developed by Town Counsel to the property owner and the Board countersigned the lease on July 29, 2015 after he agreed to its terms and signed it. I am presently discussing plans for the necessary insurance coverage with our insurer.

Recommendation: No further action is necessary at this time.

(3) Lease of 99 John Wise Avenue for Temporary Library Quarters (*)

At the last meeting, the Board agreed, in a similar fashion to the Town Hall temporary quarters, that the subject building fulfilled the unique requirements of the Board of Library Trustees for temporary Library quarters. The owner of the

building (formerly the White Elephant Annex) was engaged in discussion regarding lease terms at the time of printing of this report.

Recommendation: Board vote to countersign a lease with the building owner, at or outside this meeting, should the parties come to terms.

(4) Evaluation of Folsom Pavilion Structural Integrity (*)

At the last meeting, the Board considered a quotation to replace the cracked and settled concrete handicapped ramp to the Folsom Pavilion. However, before that project can go forward, it is also necessary to assess the overall structural integrity of the Pavilion, since the Building Inspector had also commented that he saw signs of settling of the entire structure. Selectman O'Donnell has since visited the Pavilion and will be able to share her assessment with the Board at the present meeting.

Recommendation: Board discussion as necessary.

(5) Options for Future Management of Centennial Grove (*)

At the last meeting, it was evident that the Grove could be managed in several different ways going forward to ensure that its recreational capacity is not exceeded and that Town residents always have adequate access. I have now summarized the various ideas that the Board is interested in exploring and have developed a proposed, revised set of regulations that could set up the area as a "resident-only" area, if desired. Also, I have reviewed with National Grid one option involving wiring of security cameras.

Recommendation: Board discussion relative to the various options, including both a short-term (remainder of this season) and a long-term (starting next season) plan.

G. Fiscal/Budget

No items.

H. Complaints

No items.

I. Meetings Attended

(1) Regional Dispatch Center Monthly Meetings and 911 Grant (*)

I chaired meetings of the Essex Regional Emergency Communications Center Finance Advisory Board (FAB) and the Executive Board (EB) on July 31, 2015. The FAB meeting featured discussions regarding how the governing structure of the Center might be simplified and how an annual audit might be commissioned

and paid for. In addition, the Center's new Director updated the Board regarding his overall assessment of operations and administration. The Center's Financial Director presented a mechanism for the Center to get additional 911 grant funding by offsetting and reducing each community's monthly Cherry Sheet assessment in FY16. The EB meeting featured discussions regarding potential pooled grant funding and a potential protocol for reviewing unique support requests from members.

Recommendation: Board vote to authorize the Chairman to sign any necessary grant paperwork to take advantage of the Cherry Sheet offset grant.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

No items.

L. Legal Issues

No items.

M. Grants

No items.

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 August 3, 2015.

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