



Town Administrator's Report Board of Selectmen's Meeting of August 29, 2016

Report covers from August 13, 2016 to August 26, 2016

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

A. Town Department Reports/Requests

(1) Strategic Planning Committee Update and New Survey (*)

Chairman O'Donnell and I reported for the subject meeting, along with the Town Planner, on August 16, 2016. A quorum was not achieved and the parties present simply had an informal, round-table discussion relative to issues that will be of importance to the Strategic Planning Committee. Another attempt at a meeting to cover matters on the recent agenda will occur in October. SPC Chairman David Gabor suggested that I assist to work toward the Committee's goal of increased public participation in Town government by developing a short survey that would help understand areas of highest interest, potentially field new appointees, and determine why residents who are not serving choose not to get involved.

Recommendation: **Board discussion relative to finalizing and publicizing the survey.**

B. Computer Systems

(1) Configuration of Router for VOIP Phone Service

As the Board is aware, I have already wired the temporary Town Hall and installed specialized switches for Voice Over Internet Protocol (VOIP) phone service. The actual phones arrived and ShoreTel is in the process of planning for a port date (move of our numbers from Verizon to ShoreTel). That date has tentatively been set at September 7, 2016. One final step that was necessary was to bring in our firewall/router consultant from Edgewater Technology to help configure our router to optimize communications to and from our new phone network. Our consultant completed this work during the week of August 22, 2016 and I have set up all of the new phones at all employee workstations. I am presently working to train employees on the use of the system, which will include an optional "soft phone" software system that provides additional calling features. I have tested the soft phone and it does successfully send commands to our phones over the Internet.

Recommendation: I will update the Board as necessary. Total time – 5 hours.

(2) Delivery of Replacement Servers

At the last meeting, the Board approved the purchase of two new servers, to replace both our Primary Domain Controller (PDC) and the Assessors' application

server. I ordered the units from Dell during the week of August 15, 2016 and they are expected to arrive during the week of August 29, 2016.

Recommendation: I will update the Board as necessary.

(3) Cyber Security Analysis Proposal

(*)

As the Board is aware, cyber security consultant INS had reviewed our most recent Information/Technology portion of our financial audit to get a sense of what our auditor had recommended for system and protocol improvements. INS has now developed a specific proposal to begin working on those recommendations. The proposal includes an array of services but it is clear that we do not have ample funding to tackle all aspects of the proposal at once. INS has agreed that we should start with some basic, external penetration testing, since our auditor is very interested in that type of analysis. After that is completed, we can look at other services. I expect to have a price range for the external work by meeting time.

Recommendation: **Board approval of commencement of the external testing work.**

(4) Preparation for Relocation of Town Hall Communication Lines

As the Board is aware, the ongoing Town Hall/Library renovation project will include the movement of the server room from its current location on the old stage to area freed up by a former stairwell that will no longer be used. I walked the site with a Comcast technician, our Clerk of the Works, and our general contractor on August 26, 2016 and reviewed how a fiber optic line had to be rerouted, along with the physical movement of all of its termination equipment. Several coaxial lines will be moved as well. We established that the relocation project will occur on September 20, 2016. All Town personnel are aware of the planned outage and will plan work schedules and tasks accordingly.

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

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Town Hall/Library Renovation Project Weekly Construction Meetings

I attended weekly construction meetings on August 17 and 24, 2016. All subcontracted trades are presently making steady progress within the building and replacement of the building's exterior siding is moving along well. The elevator subcontractor is steadily assembling the various elevator components in the completed elevator shaft and a concerted effort is being made to complete the

plumbing/heating and fire protection rough-in work. Our general contractor is working to provide any miscellaneous framing or wall openings that may be needed by sub-trades in preparation for interior wall closure. Further, the new gas line has been installed by National Grid.

Recommendation: I will update the Board as necessary.

(2) Structural Wood Repair/Replacement Change Order, Town Hall (*)

During the course of the ongoing Town Hall/Library renovation project, our architect's subcontracted structural engineer has been inspecting various building members as items have been exposed and worked on. The engineer determined that some members were damaged and/or displayed rot, requiring shoring or replacement to occur. It is possible that a change order proposal for this required work will be recommended by our architect and our Project Manager by meeting time.

Recommendation: **Board consideration of the subject change order, if available by meeting time.**

(3) Change Order for Cosmetic Work on Existing Town Hall Baseboard Heat (*)

While the base bid for the Town Hall/Library renovation project carries new baseboard heat in all areas where baseboard heat did not exist previously, the bid does not carry replacing the baseboard registers in the four main offices on the second floor. The existing registers are functional and the existing covers can simply be painted, at a relatively low cost. However, the Board may wish to consider outright replacement of the covers, which would come at a higher cost. It is possible that a change order proposal for this required work will be recommended by our architect and our Project Manager by meeting time.

Recommendation: **Board consideration of the subject change order, if available by meeting time.**

(4) Change Order for Town Hall Third Floor Initial Additional Work Items (*)

At the last meeting, the Board agreed to authorize a change order with our project architect in the amount of \$29,850 to provide the design and oversight work necessary to complete the third floor area of Town Hall. The base bid for the construction project included finished offices in the area of the former balcony and only roughed-in areas for the future assembly hall and rear room (which will most likely become an employee break room). In order to avoid any delay claims associated with the base bid work, it will be necessary to issue incremental change orders to work toward the third-floor completion goal.

Presently, our architect is recommending: a) roughing in plumbing for a third-floor water fountain; b) roughing in pipes for third-floor baseboard heat; c) roughing in HVAC lines for third-floor split system cooling (with heat option);

and d) roughing in any required third-floor air intakes/exhausts. The design change order was taken from project contingency but the actual construction work may, for the near-term, be taken from the Ryder Trust Fund. The Fund can support any third-floor work that is necessary between now and the Fall Town Meeting, at which time the Board may need to seek additional project funds to complete that space, among other needs. Given that the items above have not yet been formally priced, and given that timing is tight, it may be necessary for the Board to authorize the Chairman to sign change orders for the items after recommendations from our architect and Project Manager.

***Recommendation:* Board authorization of the Chairman to sign change orders for the above items using the Ryder Trust Fund.**

(5) Potential Change Order for Renovation of Town Hall Exterior Post Lamps (*)
The two post lamps in front of Town Hall have not been used in many years and our contractor has confirmed that the lamps are wired. It would be possible to paint the posts and clean the lamps and connect them to the photocell that controls the portico lights. Tackling this project would provide a nice finish to the building's restored façade.

***Recommendation:* Board discussion relative to this potential future additional work.**

(5) Town Hall/Library Project Clerk of the Works Services End Date Planning(*)
At a certain point in the project, no additional, previously-concealed areas will be exposed by our contractor and all newly-concealed areas will be buttoned up. At that point, the need for a Clerk of the Works diminishes and our architect could inspect what will essentially be finish work from that point forward. I have begun to discuss the timing of the end of Clerk of the Works coverage with our Project Manager, NETCO.

Our present understanding is that these services should continue through the end of the calendar year. As we approach that time horizon, we will take stock of the project to determine whether any additional Clerk of the Works coverage will benefit the Town. The town will retain NETCO's administrative oversight services throughout the project, as required by the General Laws but dropping Clerk of the Works services will save as much as \$9,000 per month.

***Recommendation:* Board vote to authorize me to work with our architect and NETCO to terminate Clerk of the Works services at the appropriate time.**

(6)Change Order for Northern Conomo Point Improvement Project Permitting (*)
At the last meeting, I asked the Board if the subject of northern Conomo Point permitting could be discussed at the present meeting, given that it may be appropriate to ramp up our consultant's efforts in that area. While the base

contract for northern Conomo Point public access improvement design does carry a substantial permitting component, not all factors were known when that contract was signed. Now that our consultant has completed site survey and other investigative work at 153 Conomo Point Road, desired design elements must be compared to all necessary permitting processes.

As such, it would be beneficial for the engineering sub-consultant to develop a matrix that clearly defines the entire scope of necessary permitting. The sub-consultant could also make contact with every permit-granting agency on a preliminary basis to understand both the likelihood and the timeframe for each permit. If certain permits are not likely or will be very time-consuming, the Board could potentially tailor the project scope to either alter or eliminate certain design elements. Mill River Consulting has developed a scope of services for this exercise, which carries a change order cost through Copley Wolff of \$4,660. About \$4,000 of the necessary funding is available in unused project design funds and the remainder can come from the Conomo Point Property Management fund.

Recommendation: **Board approval of the design change order proposal.**

E. Insurance

(1) Meeting with Insurer Regarding Loss Control Analysis

I was invited by our insurer (MIIA) to participate in a meeting on August 16, 2016, along with municipal officials from other communities. We were asked to discuss and comment on a new Risk Management calibration report that MIIA will provide to members with information about their property & casualty, automobile, professional liability, and workers' compensation losses, cost drivers and benchmark comparisons. The group established that each of these one-page reports will be useful to compare a member's experience against the MIIA pool and against other communities of similar size and/or in a similar state region. MIIA will then work with each community to target lines of coverage that have experienced the highest losses with new training and risk mitigation strategies.

Recommendation: No further action is necessary.

F. Facilities

(1) Replacement of Former Memory Tree with Balsam Fir (*)

As the Board may recall, the large, overgrown evergreen formerly known as the "Memory Tree" was taken down as part of the Town Hall/Library renovation project. As requested by the Board, with funding that has been approved by Town Meeting, I had reserved a 10-12' balsam fir to serve as the new Memory Tree. Our landscaping contractor has indicated that October would be a suitable time to plant the new tree. However, our general contractor is concerned about damaging the tree and recommends that it not be planted until the spring, after the project is

completed. Given that the site will be off limits this December anyway due to the ongoing construction, there is no need to rush the tree onto the site. The Board may wish to discuss where the typical holiday activities will be held this coming season.

Recommendation: **Board discussion as necessary.**

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

(1) Preliminary List of Potential Article Topics for Fall Town Meeting (*)

I have developed a preliminary list of Fall Town Meeting article topics for the Board's initial review. The Fall Town Meeting will be held on November 14, 2016.

Recommendation: **Initial discussion regarding items for the Fall Town Meeting.**

L. Legal Issues

(1) Robbins Island and Southern Conomo Point Sales Update

Of the twelve properties offered for sale on Robbins Island, four sales have actually closed and two additional sales have been scheduled for closing (the Board is considering signature of additional deeds at the present meeting). We expect that the remaining transactions will be scheduled for closings soon.

Regarding southern Conomo Point Sales, all five properties are now under formal Purchase and Sale Agreements and we expect that closings will be scheduled soon.

Recommendation: I will update the Board as necessary.

M. Grants

No items.

N. Emergency Planning

No items.

O. Other Items

(1) Town Administrator Vacation Leave

I was out of the office on leave for a portion of the day on August 24, 2016.

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