



Town Administrator's Report Board of Selectmen's Meeting of September 9, 2013

Report covers from August 24, 2013 to September 6, 2013

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

A. Town Department Reports/Requests

No items.

B. Computer Systems

(1) High-Speed Connection to Middleton Dispatch and Logging Software

As the Board may recall, personnel at the new Regional Dispatch Center were working on a new, high-speed connection to both the Computer Aided Dispatch (CAD) and Records Management System (RMS) software that are housed at the new Center. For the time-being, a system has been worked out using a secure, wireless router that is dedicated to this connection and we have one desktop computer terminal up and running (I assisted with this process on August 27, 2013). We are waiting to see whether this system or some other system will be used on a permanent basis. Once we know the final solution, additional desktop system connections in the Police Department will be made operational. In the meantime, officers are training on the system, are reporting any apparent bugs, and are making suggestions regarding the system's format and operation.

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

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Surplus Goods Sale and Junk/Debris Removal

Various surplus items in Town Hall were offered for public sale on September 4, 2013 after prison work teams helped to get saleable items out of the building for public display. The sale went very well and most items either sold or, if not bid upon, were claimed by the public after being declared junk. Work teams continued to dispose of non-saleable junk and debris and the Department of Public Works will take all metal items and will sell that material as scrap. The Town Hall basement is entirely clear and the stage area has been cleared and rearranged to allow for the construction of the new server room.

Recommendation: No further action is necessary.

(2) Construction Bids for Town Hall/Library Improvements

Bids for the subject construction project were to be opened on September 5, 2013. However, since it was apparent that the aggregate cost of the lowest qualified filed sub-bids would result in insufficient project funds, and since questions were identified regarding bid specifications for one sub-trade and bid restrictions were invoked by bidders for another sub-trade, the general bid deadline was extended until September 24, 2013. This action afforded time for filed sub-bidders to provide the Town with new sub-bids due on September 18, 2013.

Recommendation: I will update the Board as necessary.

(3) Annual Request for Heating Oil Supply Quotations

I released the subject annual request to potential vendors on September 3, 2013. Quotations are due by 2:00 p.m. on September 19, 2013.

Recommendation: I will update the Board as necessary.

E. Insurance

No items.

F. Facilities

(1) Regional Dispatch Center Update

The Chief of Police and I met with the Director of the new Regional Dispatch Center, Mr. Tom Dubas, on August 26, 2013 to review progress on a variety of transitional issues that require attention. Specifically, we discussed the need for the new Center to assume the cost of four new phone lines necessary for call forwarding and for four new air cards that facilitate cruiser laptop communication. We also discussed the need to understand the permanent plan for police station lobby audio/video communication with the Center and for connectivity between police department desktop computers and the Center.

Recommendation: I will update the Board 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) Potential Medical Marijuana Facility Moratorium Bylaw

As the Board may recall, the Planning Board was in the process of considering whether it would be able to accommodate the public hearing process necessary to consider the subject bylaw in November. The Planning Board Chair has asked the Selectmen to attend an upcoming meeting so that the two boards can discuss the proposal. The meeting is scheduled for September 18, 2013.

Recommendation: I will update the Board as necessary.

L. Legal Issues

(1) Conomo Point Litigation

I spent considerable time during the week of August 26, 2013 preparing for and attending court sessions at Newburyport Superior Court relative to the conclusion of the Pratt, et al. portion of the active Conomo Point litigation. That case is now in the hands of the judge for a decision. The second portion of the litigation, the Walker, et al. case, will commence on Tuesday, October 1, 2013 and is expected to continue for that entire week.

Recommendation: I will update the Board as necessary.

M. Grants

(1) Massachusetts Downtown Initiative Grant Update (*)

Our consultant on the subject grant has considered input received at the preliminary meeting and specific input from the Board through Selectman O'Donnell. The Board will host a second, evening public forum during September to present a revised approach that draws upon the input from the first forum and guidance from the Board.

Recommendation: **Board discussion as necessary.**

N. Emergency Planning

No items.

O. Other Items

(1) Solar Power Hosting Credits/Installations

At the last meeting, the Board agreed that I should investigate the potential for the Town to receive solar power hosting credits for potentially partnering with private industry as allowed by a recent change in law. I contacted another Town Administrator who has had much experience with the various solar power initiatives in the State and I also contacted staff from the Massachusetts Department of Energy Resources (DOER). I am presently awaiting a call back.

I also heard back from staff working for PowerOptions, which is a private vendor that assisted Endicott College with the construction of a solar carport. As the Board may recall, I had made contact in the past to inquire as to whether the vendor would be interested in exploring a similar project in Essex. PowerOptions is presently reviewing potential public sites in Essex from an engineering perspective and will be commenting in the future as to whether anything appears feasible.

Recommendation: Board discussion as necessary.

(2) Town Administrator Leave

I was out of the office on vacation leave on August 30, 2013.

(3) Labor Day Holiday

The office was closed on September 2, 2013, 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.