



Town Administrator's Report Board of Selectmen's Meeting of Sept. 26, 2016

Report covers from September 10, 2016 to September 23, 2016

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

A. Town Department Reports/Requests

(1) Town Building Committee Meeting Update (*)

I attended the subject meeting on September 19, 2016 along with Chairman O'Donnell, who is also Chairman of the Building Committee. A total of eight individuals who were either past members of the Building Committee, the Public Safety Committee, or both have expressed interest in the next chapter of the Building Committee's work.

At the meeting, the group focused on whether the present site of the Town's public safety building could be used for a new building by either expanding the footprint of the current building or constructing a new building next to the current one (possibly also moving Shepard Memorial Drive). The Committee has recommended that the Selectmen seek an appropriation from the Town Meeting to have an engineer study possible siting options in the area between the Town Hall and the far side of the existing public safety building. I have confirmed with Town Counsel that we can procure the engineer under the auspices of the Chapter 30B exemption for engineering services and we can hence use a firm we are comfortable with, sole-source. One option would be to get a proposal from Reinhardt Associates, since we have worked with that firm in the past.

Recommendation: Board discussion relative to getting a cost proposal for the needed engineering study (so we have a figure for the Fall Town Meeting).

B. Computer Systems

(1) Cutover to New Server Room in Town Hall

Our general contractor for the Town Hall/Library renovation project completed the new server room during the week of September 12, 2016. All equipment and communications lines needed to be cut over to the new room to allow for the demolition of the old room on the stage (the stage is becoming a large conference room). On September 20, 2016, all communication lines were taken down for a planned outage (all departments had notice weeks in advance). During the approximately three-hour outage, a Comcast crew relocated two coaxial communication lines and one fiber optic communication line while I dismantled all of our switches, routers, servers, and associated wiring and set everything back up in the new room. All systems came back up well and the new server room is fully operational.

Recommendation: No further action is necessary. Total time – 7 hours.

(2) Setup, Configuration, and Deployment of Replacement Servers

As the Board may recall, I had purchased two new servers, to replace the Town's Primary Domain Controller (PDC) and the Assessors' application server (both of which were over six years old). During the week of September 19, 2016 I began the configuration of the Assessors' application server. I have set up the server in the temporary Town Hall and I have installed some necessary precursor software before the vendor (Patriot Properties) performs an installation of the tax assessment software (known as AssessPro). After the unit is completely configured (currently being scheduled with the vendor), I can simply transport it to 30 Martin Street to swap it out for the old unit in that is running at the new server room there. I will work on the replacement of the other server, the PDC, after the Assessors' server replacement is complete.

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

(3) Commencement of Network Security Testing and Training

At the last meeting, the Board agreed that we should contract with INS to conduct external network penetration testing. In addition, the Board agreed that users' reactions to simulated threats should also be tested. Subsequently, I have worked to finalize the contract language with INS and I expect that the company will be underway within the next few weeks.

Recommendation: I will update the Board as necessary.

C. Personnel

(1) Safety Committee Meeting

I attempted to attend the subject meeting as a member of the Committee on September 22, 2016. The Committee lacked a quorum, so the meeting was cancelled. The next meeting will occur in December.

Recommendation: No further action is necessary.

D. Procurement/Ongoing Projects

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

I attended the subject meetings on September 14 and 21, 2016. Our general contractor is presently focusing on hanging blue board and wall board, completing the rough-in process with various subcontracted trades, plaster repair and replacement, and continuing with exterior siding replacement. The new server room was placed into operation as of September 20, 2016 (see item B1) and the contractor has already demolished the old space. We have learned that the four bathrooms that are planning for the building (two on the first floor and two on the

second floor) are sufficient to meet plumbing code even with the completion of the meeting hall on the third floor.

Recommendation: I will update the Board as necessary.

(2) Town Hall Exterior Light Post/Lamp Restoration Change Order (*)

At the last meeting, the Board agreed with our architect that the two, exterior light posts and lamps in front of Town Hall should be restored as part of the ongoing project. Our general contractor is expected to propose a price by meeting time to repaint the posts, clean up the lamps, and wire them to the photocell that controls the light under the portico.

Recommendation: **Board consideration of the light/lamp restoration change order, if available by meeting time.**

(3) Change Orders Associated with Finishing Third Floor of Town Hall

At the last meeting, the Board authorized the Chairman to sign off on any rough-in and otherwise pressing change orders necessary to keep pace with work necessary for the eventual third-floor finish work. To date, no such needs have arisen. Our architect has provided our general contractor with additional design details and we should expect the need for the Chairman to approve certain items soon.

Recommendation: I will update the Board as necessary.

(4) General Contractor Change Order Proposal for Library Custom Furniture (*)

As the Board may recall, we are pricing various Library pieces such as Librarian desks and custom-curved seating and computer stations as stand-alone furniture pieces via our General Contractor and via local craftsmen. We expect by meeting time to receive a price proposal from our General Contractor for this work. The Board of Library Trustees may also have pricing from local craftsmen available at the present meeting. Further, we will include these pieces in the general furniture bid when that bid is released, later this fall. All three of the options may be compared once we have all of the information.

Recommendation: **Board discussion relative to the custom Library pieces, if the contractor's price and local craftsmen price proposals are available by meeting time.**

(5) Replacement of Old Town Hall Bubbler (*)

Presently, the base bid for the project includes a new water bubbler, with bottle filler, for the second floor, and just a relocation of the existing, first-floor bubbler to the second floor. The existing unit is very old and it is possible, for less than \$1,000, to replace the unit with one matching the first-floor new unit (without the bottle filler).

Recommendation: Board discussion relative to replacing the old bubbler unit, if a price proposal is available by meeting time.

(6) Miscellaneous Plumbing and Bathroom Cabinet Change Order Proposal (*)

It is necessary to install a cabinet in the new, first-floor bathroom to conceal the new, point of use water heater (for aesthetics) and our general contractor is working on pricing that work. Also, some miscellaneous plumbing needs not included in the base bid have arisen, with pricing also forthcoming.

Recommendation: Board consideration of these change order proposals, if available by meeting time.

(7) Proposed Change in Office Wall Color Choice, Town Clerk (*)

Colors for the various offices in Town Hall were selected while the Town Clerk was away on maternity leave. Now that she has returned, she has reviewed the proposed paint color and would like to request a change to a different color. Given the fact that the Town Clerk will be separated from the other Town Hall offices, it is important to make her work environment as accommodating as possible.

Recommendation: Board consideration of the request for a different paint color in the Office of the Town Clerk.

(8) Change Order for Elevator Keyed Access to Town Hall Basement (*)

The elevator that is being installed in Town Hall did not get ordered with an option to lock out access to the basement. This is a necessary feature, since the general public will not be allowed in that area. Our general contractor is pricing this option and we expect to have that information by meeting time.

Recommendation: Board consideration of the change order for keyed basement access from the elevator, if available by meeting time.

(9) Coordination of Elevator Emergency Telephone Programming

I had already arranged for the installation of a dedicated telephone line for new elevator in Town Hall. Presently, I am working with the elevator vendor and our fire alarm monitoring company to coordinate the proper programming of the phone's auto-dialer and the eventual monitoring of that signal. The system will be operational within the next several weeks.

Recommendation: No further action is necessary.

(10) Contract for Provision of Heating Fuel, Fire and Police Headquarters (*)

As the Board may recall, I have solicited quotes each new heating season for the provision of heating fuel for the Town Hall/Library and the Fire/Police

Headquarters. This year, since the Town Hall/Library will be switching to natural gas, quotes were only solicited for the Fire/Police Headquarters. We received a total of two quotations and the apparent low offeror is Old Yankee Fuel, Inc., with a price of 28 cents above the low daily Boston wholesale price as published in the Journal of Commerce.

Recommendation: **Board vote to award the contract to Old Yankee Fuel, Inc.**

(11) Quarterly Affirmative Marketing Program Reports

I have completed the subject reports for the period ending September 30, 2016 in my capacity as the Town's Affirmative Marketing Construction Officer (AMCO). The reports are intended to detail the Town's use of woman or minority-owned businesses on State-funded projects. No such utilization occurred this quarter and I will soon file the reports with the State.

Recommendation: No further action is necessary.

E. Insurance

No items.

F. Facilities

(1) Potential Municipal Fiber Optic Network, Cable Contract Renewal (*)

The Town had relied on a now-outdated institutional network (I-Net) to interconnect computer networks in Town buildings for over 15 years. However, after that network's capabilities had been outpaced by growing technological needs, the Town moved to a model using Comcast hi-speed Internet drops (which carry monthly fees). As we approach the renewal of the franchise agreement with Comcast, it may be possible to receive grant funds that would allow for the construction of a private, fiber optic network for municipal needs that would also allow Cape Ann TV to provide live programming from the school and from Town Hall. Presently, the Cape Ann Regional Cable Advisory Committee is exploring this possibility and it may become part of the renewal discussion. We are presently awaiting cost estimates regarding the construction of the system and the annual cost to maintain.

Recommendation: **Board discussion as necessary.**

G. Fiscal/Budget

(1) Initial School District Budget Planning Meeting

I attended a meeting of Essex, Manchester, and School District officials on September 23, 2016 along with Selectman Coviello. As is the case each year, officials begin meeting very early to review major budget drivers for the

upcoming fiscal year. The District expects a “carry-forward” modest budget increase again this year, as anticipated. The Manchester Memorial building replacement project is in the feasibility stage and the towns will likely be asked to consider design and construction funding for the chosen alternative at the annual town meetings in the spring of 2019. Planning for the Essex Elementary renovation or replacement will not begin until probably fiscal year 2022 or 2023. The group plans to continue to meet regularly, throughout the budget development season.

Recommendation: I will update the Board as necessary.

H. Complaints

No items.

I. Meetings Attended

(1) Northeast Coastal Coalition Meeting

I attended the subject meeting along with Chairman O’Donnell, Harbormaster Silva, and Deputy Harbormaster Fialho on September 23, 2016. The Coalition meets from time to time to coordinate the prospect of regional dredging efforts. One major issue is the southern sand drift that is taking sand from areas that need sand to remain intact (such as Plumb Island) and is filling in navigable channels to the south. Each of the communities present was asked to speak briefly concerning the local state of dredging preparedness and planning and I provided the perspective for Essex.

Recommendation: I will update the Board as necessary.

(2) Library Trustees Public Update Meetings

The Board of Library Trustees hosted two public update meetings on September 19, 2016 related to the overall design, progress, and funding of the various improvements to be made to the Library as part of the ongoing Town Hall/Library renovation project. Selectman Doane and I attended the morning meeting at 10:00 a.m. and Selectman Coviello attended the evening meeting at 7:00 p.m. Library Trustee Jen Mayer made the presentations and we were available to answer questions that the public had.

Recommendation: No further action is necessary.

J. Final Judgment

(1) Department of Environmental Protection Consent Decree Quarterly Report(*)

I have assembled the Quarterly Report to the DEP for the period ending September 30, 2016. The report features a discussion regarding the ongoing southern and Robbins Island property sales.

Recommendation: **Board vote to transmit the report.**

K. Town Meeting, By-Laws, and Regulations

(1) Review of Preliminary Fall Town Meeting Warrant (*)

At the last meeting, the Board reviewed in detail a preliminary list of Fall Town Meeting article topics. I have now developed a preliminary draft of the Fall Town Meeting Warrant per the Board's guidance. The Fall Town Meeting will be held on November 14, 2016 and the warrant is scheduled for signature at the Board's October 17, 2016 meeting.

Recommendation: **Discussion relative to the Preliminary Fall Town Meeting Warrant.**

L. Legal Issues

(1) Review of Existing Environmental Info, Allen Properties, Southern Ave. (*)

As the Board may recall, the Essex County Greenbelt had agreed to conduct, at its own cost, without obligation on the part of the Town, a review of the existing environmental information concerning the Allen properties at the beginning of Southern Avenue. Greenbelt's consultant has now completed that review and has summarized the existing information and has identified gaps that would require further environmental testing and analysis. Presently, it appears that a plan needs to be put in place to fund and perform additional testing (possibly with grants) before the Board can recommend to the Town how to proceed in an informed fashion.

Recommendation: **Board discussion relative to the recent report and next steps.**

M. Grants

(1) Downtown Boardwalk Feasibility Study Grant Quarterly Report

I have completed the subject report and will provide it to the State in the near future. The project is still in a holding pattern since additional design work and potential construction will be funded via State borrowing that has not yet been released by the Governor.

Recommendation: No further action is necessary at this time.

N. Emergency Planning

(1) Regional Dispatch Center Monthly Meeting

I presided over the monthly joint meeting of the various Regional Dispatch Center advisory boards as Chairman of the Executive Advisory Board on September 16, 2016. The meeting featured a discussion regarding how to make the Center more financially solvent in the coming years. The largest contribution to that goal will likely be to adopt additional national standards and perhaps reduce the number of radio frequencies that must be monitored. Communities entered the Center with many custom services being offered. However, as the Center matures, operations and protocols must be standardized and consolidated.

Recommendation: No further action is necessary.

O. Other Items

(1) Interview Concerning Role of Great Marsh Regarding Coastal Resiliency

Ms. Patricia Murphy of the US Fish & Wildlife Service Office of Public Affairs interviewed me on September 19, 2016 regarding the Town's ongoing involvement in coastal resiliency planning. Specifically, Ms. Murphy was interested in how the Town views the marsh itself as green infrastructure that can help mitigate the effects of future sea level rise and climate change. During the interview, I recounted the Town's involvement with these topics, beginning with our relationship with the National Wildlife Federation and moving up through our most recent dealings with the Army Corps of Engineers. Ms. Murphy will post some portions of our conversation in a blog that she writes.

Recommendation: No further action is necessary.

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