



## Town Administrator's Report Board of Selectmen's Meeting of January 10, 2011

Report covers from December 25, 2010 to January 7, 2011

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

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### A. Town Department Reports/Requests

#### (1) Request for Determination of Applicability (RDA)

At the last meeting, the Board approved the subject RDA application to the Conservation Commission for the renewal of the ability to clear the channel of the Alewife Brook of debris and obstructions on an annual basis. The Commission's Clerk has received the application and it will be processed by the Commission once the required advertising has been completed.

*Recommendation:* I will update the Board as necessary.

### B. Computer Systems

#### (1) Client Computer Migrations

I continued to migrate users to new client computer systems within the Police Department during the weeks of December 27, 2010 and January 3, 2011. The older of the two officers' workstations had 12 officers working from it. Half of those officers were migrated to the newly-purchased system and the other half were migrated to a fairly-new, existing system. Subsequently, I migrated the Police/Fire Clerk and the Police Chief to new client systems and I migrated the network printer for the office.

I have also migrated the dispatchers' client computer in the Emergency Center to a new system and have prepared the new Water Filtration Plant network sever for migration to new clients on the Town's common domain. Thus far at the Plant, I have migrated the Wastewater Clerk's existing, newer-model client and user files to the new server and have migrated the DPW Clerk to a new client, along with migration of user files to the new server. I will continue to work in the DPW, which will include the migration of three different proprietary software programs.

*Recommendation:* I will update the Board as necessary. Total time – 11.5 hours.

#### (2) RevenueSense Update

Our accounting software vendor released an update for its RevenueSense product in mid-December. I downloaded and installed the update during the week of December 27, 2010 and performed the necessary database maintenance activities.

*Recommendation:* No further action is necessary. Total time – ½ hour.

### (3) BudgetSense Update

Our accounting software vendor released an update for its BudgetSense product during the week of January 3, 2011. I downloaded and installed the update and performed the necessary database maintenance activities.

*Recommendation:* No further action is necessary. Total time – ½ hour.

### (4) Miscellaneous Client Configurations

I assisted the Police Sergeant with the configuration of his laptop to be able to access the Internet and files when he has it present at work. I also assisted the Town Accountant with the installation of an older program used to keep track of fixed assets by utilizing the Windows XP mode that was pre-installed on her new client desktop computer.

*Recommendation:* No further action is necessary. Total time – 1 hour.

### (5) New Library Printer

I assisted the Librarian with the setup and configuration of a new color printer for use by Library patrons. I also discussed with the Librarian her plans to utilize two of the Town's retired client computers for additional workstations that I can retrofit for wireless Internet and printing when she reorganizes the space in the near future.

*Recommendation:* No further action is necessary. Total time – ½ hour.

## **C. Personnel**

### (1) Town Administrator Calendar Year 2011 Goals

At the last meeting, the Board indicated that my goals for calendar year 2011 be finalized after Selectman O'Donnell completes her review. Selectman O'Donnell will either indicate to me that she has no proposed changes or will propose changes for discussion at a Board meeting.

*Recommendation:* I will update the Board as necessary.

### (2) Annual Motor Vehicle Records Checks

Each year at this time, at the recommendation of our insurer, I ask the Chief of Police conducts Motor Vehicle Records (MVR) checks on all Town employees who commonly drive Town vehicles. The Chief determines that each employee still holds a valid license and that no pattern of dangerous driving has emerged. He is presently conducting the checks for this year.

*Recommendation:* No further action is necessary unless the MVR checks turn up unexpected issues.

(3) Health Insurance Portability and Accountability Act Training

Town Counsel will be offering training to complement the Board's recent revision and adoption of HIPAA-related policies. Training will be offered on two levels, one for covered entities (certain departments), and another for all departments, to cover more general topics. I have reached out to all departments regarding scheduling and the training has been scheduled for 9:00 a.m. on February 10, 2011.

*Recommendation:* I will update the Board as necessary.

(4) Chief of Police Annual Review, New Goals, and Successor Contract

Pursuant to the Chief's contract, the Selectmen perform the review of his past year's accomplishments and set new calendar year goals during the month of January. Also, since the Chief's current contract expires June 30, 2011, the Board should consider engaging in contract negotiations for a successor contract. The Chairman has arranged for the Chief to attend the Selectmen's meeting of January 24, 2011 to discuss these items.

*Recommendation:* I will update the Board as necessary.

(5) OccHealth Connect Semi-Annual Report

I completed and filed the subject report with our insurer during the week of January 3, 2011. OccHealth Connect is a program that our insurer uses to allow each municipality to affiliate with a specific provider of occupational health services. I file reports twice per year regarding the number of workers' compensation cases (none this period) and pre-employment drug and medical screens (6 this period).

*Recommendation:* No further action is necessary.

**D. Procurement/Ongoing Projects**

(1) Ninth Biweekly Route 133 Construction Update

I provided the business community with the subject update on January 3, 2011. The report did not change substantially from the previous report since the contractor has essentially wrapped up operations for the winter.

*Recommendation:* No further action is necessary.

(2) Village Corner Pocket Park Options

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At the last meeting, the Board asked that I pass along to the owner of the Village Restaurant, via Mr. Robert Coviello of the Merchants' Group, several points related to the subject pocket park. Specifically, the Board stated that time is of the essence regarding the suggestion of other ideas; there is no guarantee that the State will approve any new ideas; and that the area will be all grass if no other

option is selected and approved. I passed those comments along and Mr. Coviello has suggested that a meeting take place to further discuss the various options.

***Recommendation:* Board discussion relative to a potential meeting. It is possible that this topic could be discussed at the joint meeting of January 12, 2011 with the Long Term Planning Committee.**

(3) Pocket Park Draft Design Package

The Board will meet jointly with the Long Term Planning Committee and our design consultant on January 12, 2011 to go over comments on the draft pocket park design package. Comments on the package were due to the LTPC chairman by January 5, 2011 and I did not receive anything further to pass along to him.

*Recommendation:* No further action is necessary.

(4) Summer Camp Request for Proposals

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At the last meeting, the Board approved the subject RFP in concept, subject to review and approval by Town Counsel. Counsel completed his review during the week of December 27, 2010 and I revised the document per his suggestions. We reached agreement about the final draft during the week of January 3, 2011 and the RFP will be released on January 10, 2011 per the following schedule:

local posting on January 10, 2011; advertisement in the local paper on January 10 and January 17, 2011; advertisement in the *Goods and Services Bulletin* on January 10, 2011; advertisement in the *Central Register* on January 12, 2011; site visit on January 20, 2011; questions due on January 27, 2011; response to questions by February 3, 2011; proposals due February 14, 2011; proposal review February 15-28, 2011; interviews, as needed; contractor selection February 28, 2011; contract execution by March 7, 2011

The RFP process was used since it is necessary to qualitatively analyze the various offerors' proposals (which will contain unique ideas and concepts) rather than simply accepting the best price.

***Recommendation:* Board discussion relative to the RFP process and associated milestones.**

(5) Anticipated Utility Pole Move Schedule

I have been in contact with National Grid about the need to conduct all of the routine pole moves this winter and the need to establish easements with private parties concerning the permanent "seawall" pole moves. National Grid is conducting some re-design work and expects to have a subcontractor begin routine pole move work by early February with a three to four week duration. Also, the utility will be providing me with the necessary easement documents in

the near future so that I can present those proposals to the abutters involved with the permanent pole moves.

*Recommendation:* I will update the Board as necessary.

## **E. Insurance**

### (1) Monthly Pothole Log

I obtained a copy of the December pothole log and provided it to our insurer as part of the MIIA Rewards Program. No potholes were reported during the month of December.

*Recommendation:* No further action is necessary.

## **F. Facilities**

### (1) Downtown Parking Area

At the last meeting, I explained that I had contacted the owner of a vacant parking lot on the causeway to get a sense of what short-term and long-term license, lease, or purchase terms might entail. The parking lot may, at the very least, allow for alternate parking during the final and most disruptive year of the Route 133 Reconstruction project. Just prior to the last meeting, the property owner replied to my inquiry and indicated that she would put together some potential terms for a short-term license and a long-term lease (but that she was not interested in a sale at this time) – which I also passed along to the Board. I have not received further correspondence to date.

*Recommendation:* I will update the Board as necessary.

### (2) Potential Subdivision of Property North of Robbins Island Road (\*)

At the last meeting, I had indicated that Horsley Witten had developed a draft proposal for the subdivision of the property at Conomo Point north of Robbins Island Road. The Board asked that I distribute that draft to the various Conomo Point stakeholders with the caveat that it was done for planning and discussion purposes only. I distributed the draft proposal during the week of December 27, 2010.

*Recommendation:* **Board discussion as necessary.**

### (3) Mind Mapping and Draft Bridge Lease (\*)

The subject two items were tabled at the last meeting due to inclement weather. Chairman Randall's draft mind maps were distributed electronically in the past and paper copies are available at the present meeting. I have been working with Town Counsel regarding the draft bridge lease.

*Recommendation:* **Board discussion regarding these topics with the various stakeholders.**

(4) Annual Fire Alarm Testing

I contacted our fire alarm testing contractor during the week of January 3, 2011 to set up testing for the Town Hall, Water Plant, and DPW barn. The Senior Center is under contract with another contractor. The inspector is presently working to schedule a testing date.

*Recommendation:* I will update the Board as necessary.

**G. Fiscal/Budget**

(1) Fiscal Year 2012 Selectmen's Budget Package (\*)

I have finalized the Selectmen's operating and capital budget request documents based upon the Board's guidance at past meetings. The Building Inspector has suggested several potential operational changes that would affect the budget which may be phased in over time.

*Recommendation:* **Final Board review and approval of the package for submission to the Finance Committee, including discussion of the Building Inspector's ideas.**

**H. Complaints**

(1) Shellfisherman Residency Complaint (\*)

At the last meeting, the Board requested that I obtain additional information regarding the stated residence of a shellfisherman as part of the investigation of a complaint. I have obtained that information.

*Recommendation:* **Board discussion as necessary.**

**I. Meetings Attended**

No items.

**J. Final Judgment**

No items.

**K. Town Meeting, By-Laws, and Regulations**

(1) Proposed Changes to Draft Southern Conomo Point Zoning District (\*)

As requested by the Board, both Town Counsel and our Planning Consultant reviewed the Planning Board's recently-proposed changes to the subject Zoning

District Bylaw. Both provided comments and the Planning Board will review and provide final comments at its meeting of January 19, 2011.

*Recommendation:* **Board review of the comments on the draft bylaw to date.**

(2) Draft List of Topics for Annual Town Meeting (\*)

At the last meeting, I presented the Board with the subject draft list. I have provided a copy to the Finance Committee as the Board had requested.

*Recommendation:* **Additional discussion relative to this preliminary document.**

## **L. Legal Issues**

(1) Extension of Prisoner Lockup Agreement (\*)

Effective July 1, 2010, Essex entered into a new prisoner lockup agreement with the Town of Manchester, for a six-month period. The half-year contract was chosen to allow the Chief of Police to explore potential cost savings. However, he has not been able to identify other options to date and requires additional time.

*Recommendation:* **Board approval of the subject extension.**

## **M. Grants**

(1) Future Street Lighting

Planning Consultant Carolyn Britt has provided me with additional information on a grant that might be able to assist with the purchase of lantern-type street lighting for the causeway area in the future. The program is known as the Transportation Enhancement Grant Program and the application for the upcoming funding round will be released in the near future. Once we have that package, we can determine if this type of project will be eligible for the coming round and whether there are match requirements at the State level that will be met.

*Recommendation:* I will update the Board as necessary.

(2) Clean Air and Mobility Grant Program (\*)

Mr. Pat Gardner of Southern Avenue has organized interested parties from both Essex and Manchester around the prospect of funding for the development of four-foot shoulders on either side of Southern Avenue (and School Street in Manchester) for safe walking and biking on that roadway. It is possible that the shoulders could be created simply by re-striping the roadway with new painted lines. The roadway is a critical link between the two towns and the group is interested in promoting funding around the shared transportation interest with respect to our Regional School District. At this point, the group is only asking each town for a letter of support and may consider private fundraising in order to

complete the required design work (design is not covered by the grant). This effort would proceed in a similar fashion to the tennis court project that has been undertaken by another group.

*Recommendation:* Board review and approval of an initial letter of support.

## **N. Emergency Planning**

### (1) Setup of Code Red Emergency Notification System

The Town is now under contract with Code Red for Reverse 911 Emergency Notification services and we have brought the system on line with the help of our contractor. Department heads are presently becoming oriented with the use of the system and we have scheduled formal system training for the Chief of Police, the Fire Chief, the Board of Health Administrator, the Superintendent of Public Works, and myself for January 10, 2011. The Code Red registration logo has been placed on the Town's homepage at [www.essexma.org](http://www.essexma.org) and residents are encouraged to sign up for the service so that they can customize their contact preferences (i.e. enter unlisted numbers, cell numbers, e-mail addresses, business numbers, etc.).

*Recommendation:* I will update the Board as necessary.

### (3) "Hotwash" for Recent Blizzard

I will meet with various key department heads in the near future to conduct an informal "hotwash" regarding the Town's response to the recent blizzard. This meeting will provide the opportunity to refine plans and discuss resources that are expected to come on line soon (such as the new generator at the elementary school).

*Recommendation:* I will update the Board as necessary.

## **O. Other Items**

### (1) New Year's Holiday

The office was closed on December 31, 2010 in observance of the subject holiday.

*This report is available at [www.essexma.org](http://www.essexma.org) on the morning after any regularly scheduled Essex Board of Selectmen's Meeting.*