



Town Administrator's Report Board of Selectmen's Meeting of January 24, 2011

Report covers from January 8, 2011 to January 21, 2011

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

A. Town Department Reports/Requests

(1) Plumbing & Gas Permit Log

At the last meeting, the Board discussed the Building Inspector's inquiry as to how he could better track recently-issued electrical and plumbing & gas permits as he reviews and approves building permit applications and completions. The Selectmen's Assistant already provides the Building Inspector with an electrical permit log and I have worked with the Board of Health Clerk to provide the Building Inspector with a similar log for plumbing & gas permits.

Recommendation: No further action is necessary.

B. Computer Systems

(1) Dog License Management Software

At the request of the Dog Officer, I have inquired with the Superintendent of the North Shore Regional Vocational School District as to whether a student in the high school computer science program might be able to develop dog license management software for use by the Dog Officer and Town Clerk. The Superintendent is currently searching for a suitable student to potentially offer this service.

Recommendation: I will update the Board as necessary.

(2) Client Computer Migrations

I continued to migrate users to new client computers and the new server at the Water Filtration Plant during the weeks of January 10 and January 17, 2011. During this time, the Assistant Superintendent's system, the Wastewater Technician's system, the laboratory system, the water billing system, and the Superintendent's system were migrated. The completion of Water Filtration Plant migrations also allowed me to take the old file server off line.

Recommendation: I will update the Board as necessary. Total time – 10 hours.

(3) Taxpayer Assessors' Database Terminal Upgrade

Due to the recent replacement of both of the staff terminals in the Assessors' Office, I was able to replace the public terminal on the Assessors' counter (about ten years old) with one of the old staff terminals (about five years old). I worked with our vendor to attach the existing Vision and Oracle software to a static

instance of the database on the server. The newer system runs faster than the old one and will be easier to update annually.

Recommendation: No further action is necessary. Total time – 2 hours.

C. Personnel

(1) Minor Revision to Contract

At the last meeting, the Board initialed a change to the AFSCME collective bargaining agreement regarding the effective dates for rates of pay for a single job title. The effective dates for all other job titles had been updated from the old contract but this particular title's date ranges had not been updated, inadvertently.

Recommendation: No further action is necessary.

(2) Treasurer/Collector's Accomplishments (*)

I had distributed to the Board individually a list of accomplishments of the Treasurer/Collector that she had prepared in review of the past year. The Board may wish to assign a liaison to discuss these matters further with her. Former Selectman Lynch had served in that capacity in the past.

Recommendation: **Potential assignment of a Board liaison.**

D. Procurement/Ongoing Projects

(1) Town Building Feasibility Study, Phase 1 (*)

The Town Building Committee was to meeting on January 18, 2011 to discuss the space estimates for each building/department that were provided by our consultant during the week of January 10, 2011. Due to inclement weather, that meeting has been rescheduled for January 31, 2011. Our consultant has also suggested that various additional surveys and/or geotechnical investigation may be necessary in the future as the study unfolds.

Recommendation: **Board discussion relative to recommendations made thus far.**

(2) Tenth Biweekly Report, Route 133 Reconstruction Project

I issued the subject report on January 18, 2011. The report did not change from the previous report since we are presently still in the winter shutdown.

Recommendation: No further action is necessary.

(3) Affirmative Marketing Program Quarterly Report

I filed the subject report with the State in my capacity as the Town's Affirmative Marketing Construction Officer (AMCO) during the week of January 17, 2011.

The report details the utilization of women and minority-owned business entities on projects involving State funding. No such utilization occurred over the past quarter since no such projects are ongoing.

Recommendation: No further action is necessary.

(4) Summer Camp RFP Facility Site Visit (*)

I conducted the subject site visit on January 20, 2011. One potential vendor attended the site visit and indicated that they were planning to submit a proposal by the February 14, 2011 deadline. Several questions were raised that require Board input.

Recommendation: **Board discussion relative to the various questions.**

E. Insurance

(1) Freeze-up Prevention Checklists

I completed the subject checklists for various Town buildings during the week of January 17, 2011. The lists are intended recognize any factors that may contributed to frozen pipe problems. I forwarded the documents to our insurer as part of the MIIA Rewards Program.

Recommendation: No further action is necessary.

(2) Building Self-Inspection Forms

I completed the subject forms for the Senior Center and Town Hall during the week of January 17, 2011. The forms are intended to recognize safety risks in Town buildings on a quarterly basis. Results of inspections are discussed at each quarterly Safety Committee meeting.

Recommendation: No further action is necessary.

F. Facilities

(1) Conomo Point Mind Mapping (*)

The various stakeholders reviewed the first round of mind maps at the last meeting and various suggestions for changes were made. I incorporated those changes and received feedback from Town Counsel and others, which was also incorporated. I produced a revised set of maps for the present meeting.

Recommendation: **Further discussion regarding the maps at the present meeting.**

(3) Fire Alarm Testing

Our fire alarm testing contractor performed alarm testing at Town Hall, the DPW barn, and the Water Filtration Plant on January 19, 2011. All systems checked out with no problems. However, the DPW barn system would not reset properly, potentially indicating a fault in the system. After cutting and restoring power to the system, the Superintendent of Public Works was able to restore the system to normal operation. The Senior Center is under contract for annual testing and maintenance with another company.

Recommendation: No further action is necessary.

(4) Annual State Elevator Inspection

The subject inspection of the Senior Center elevator took place on January 19, 2011 with our elevator contractor and our fire alarm contractor present. The elevator passed inspection.

Recommendation: No further action is necessary.

G. Fiscal/Budget

(1) FY12 Selectmen's Budget Package

(*)

At the last meeting, the Board approved the FY12 Selectmen's budget request package and asked that I get more information from the Building Inspector regarding the number of hours per week that he usually works. I have learned that he works 6-8 hours per week, depending on whether a Planning Board meeting is scheduled for a given week. This schedule translates to \$21.52-\$28.70 per hour based upon an annual stipend of \$8,954. The Assistant Building Inspector, who works only sporadically, makes 10% of the Building Inspector's stipend (\$895 per year).

Recommendation: **Board discussion regarding a potential request to increase the Building Inspector's and/or his assistant's compensation.**

(2) Compensated Absence Summary

Each year, our Auditor reviews the level of accrued sick and vacation time aggregated across all employees at the end of the fiscal year. I have generated the necessary summary and backup data documents and have provided those materials to the Auditor.

Recommendation: No further action is necessary.

H. Complaints

No items.

I. Meetings Attended

(1) Massachusetts Municipal Association Annual Meeting

I attended the subject meeting along with Chairman Randall in Boston from January 21-23, 2011. The meeting featured a variety of presentations and workshops and a municipal trade show that were all very useful and applicable to the current overall state of municipal affairs. The meeting is also an excellent networking opportunity.

Recommendation: No further action is necessary.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Preliminary Draft of Annual Town Meeting Warrant (*)

I have developed the subject document based upon the Board's guidance to date. I have learned that the School District will not be in a position to provide numbers relative to the de-authorization of excess construction debt this year. I will track this issue for the Annual Town Meeting of 2012.

Recommendation: **Board review of this preliminary draft.**

L. Legal Issues

(1) Transfer of Conomo Point Leasehold

At the last meeting, the Board agreed to transfer a particular Conomo Point leasehold to the husband of a late leaseholder provided that the new lessee sign a notarized statement signifying that he is aware of the current status of the lease and the procedures to be followed at the lease's termination. I put together such a disclosure (which included the July and December letters to the tenants as attachments) and the Conomo Point Commissioners' Clerk forwarded it to the prospective lessee after review by Town Counsel. The Board will countersign the transfer once signed and notarized by the heir.

Recommendation: No further action is necessary.

M. Grants

(1) Consortium for Sustainable Communities Grant Program

At the last meeting, the Board agreed that the Town should stay engaged in the subject grant program which may hold the potential for funding in the future. The Board authorized me to return a form that agreed with the management and

governing structure of the Consortium. If opportunities arise that would be beneficial to Essex, I will bring those to the attention of the Board. The Consortium exists to implement *MetroFuture: Making a Greater Boston Region*, the Metropolitan Area Planning Council's comprehensive plan for sustainable and equitable development.

Recommendation: I will update the Board as necessary.

(2) MEMA Emergency Management Performance Grant

The subject grant was offered to the Town but it requires a 100% local match. At the suggestion of the Police Chief, I inquired as to whether our recent purchase of the Code Red system could qualify as the match – and it can. As such, I am working with the two chiefs to determine what type of emergency management equipment they could use and we will apply for that (we have \$3,000). Grants can be pooled among municipalities but recent discussion of this concept via the Cape Ann Emergency Planning Team indicates that individual communities plan to utilize funding on their own.

Recommendation: I will update the Board as necessary.

N. Emergency Planning

(1) Code Red Emergency Notification System Training

Our emergency notification vendor, Code Red, provided web-based training to the Chief of Police, the Fire Chief, the Board of Health Administrator, the Superintendent of Public Works, and myself on January 10, 2011. The trainer reviewed all of the various program features and we are in the process of asking staff members to enter data for internal notification needs. Residents and businesses can continue to enter their own notification preferences by going to the Code Red logo at the Town's homepage (www.essexma.org).

We are ready to use the system if an emergency situation or other important circumstance should present itself. I have worked on several processes in an effort to refine our capabilities. For example, I have provided all department heads and various officials and employees with a link for them to enter their contact information should we need to communicate with them in an emergency (internal communication). The various department heads will group the employees into logical calling groups. Also, I set up a specific e-mail address for use with our new system which allows the system to work but will not be monitored. If anyone does send e-mail to that address, the system will reply to them and inform them that the address is not monitored and that they should contact 911 if they have an emergency. Further, I launched a test message on January 11, 2011 so that our vendor could monitor call rates and throttle the system to best match the telephone switching capabilities in our area.

I have configured my own system for use with our vendor's mapping feature and will assist other users with the same process. I have written to MassGIS regarding the provision of the best flood map data layers for import into the mapping function included with Code Red. Once I have the data, I can upload it to our system and general flood zones will show on the map. We can use mapping tools to highlight areas of risk and only call the residents in those areas if we know of a specific flooding threat. Each user has instructions on how to configure their own workstation for use of the mapping feature.

At the last meeting, the Board decided that the voice (phone call) aspect of the public side of the system will be utilized for emergencies and important notifications only (such as water main breaks, important detours, scheduled maintenance, and flu clinics). Other events can still be advertised and promoted, but with the e-mail and text aspects. Of course, the internal side of the system can be used by departments to communicate in any way desired.

Recommendation: No further action is necessary at this time.

(2) Reimbursement for Call Firefighter Time, Ice Storm Drill

Reimbursement has been offered for time spent by call firefighters to attend the October, 2010 ice storm drill. I completed the necessary paperwork and backup along with the Treasurer and we have submitted a request for 28 hours (7 hours times 4 firefighters).

Recommendation: No further action is necessary.

(3) January 12 Snowstorm

The Town weathered the subject storm fairly well and I was in communication with major department heads throughout the event. We received a variety of updates from the State level and shared that information with appropriate officials. The Chairman declared a State of Emergency from midday on January 12 to noon on January 13, 2011.

Recommendation: No further action is necessary.

O. Other Items

(1) Town Administrator Leave

I was out of the office on vacation leave on January 14, 2011.

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