



Town Administrator's Report Board of Selectmen's Meeting of October 5, 2015

Report covers from September 26, 2015 to October 2, 2015

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

A. Town Department Reports/Requests

(1) Strategic Planning Committee Meeting

I attended the subject meeting on September 29, 2015 along with Chairman O'Donnell and Town Planner Matt Coogan. The Committee members had individually developed additional goals and measures since the last meeting and all of that information was discussed at the meeting, bringing the Strategic Plan into much closer focus. Presently, individual members are working on final development of each of nine primary focus areas and will report to the Committee at the next meeting.

Recommendation: I will update the Board as necessary.

B. Computer Systems

(1) Public Safety Computer User Migration Update

I have now completed the migration of all police and fire department computer users to the new, virtual desktop platform hosted by the City of Melrose. As such, all departments are now using the new standard, achieving the goal of "by wire" information technology for the Town government, with the many benefits that model presents.

Recommendation: No further action is necessary. Total time – 7.5 hours.

(2) Virtual Desktop Server Zero-Client Software Failure

After approximately two years of continuous service from our non-public safety virtual desktop server in Melrose, the software that manages the connections from our zero-client devices failed (on September 29, 2015). After investigating the problem, Melrose personnel had to remove and reinstall the software and the problem was corrected. During the zero-client downtime episode, we were able to connect to Melrose desktops using full PC's, as a useful workaround.

Recommendation: No further action is necessary. Total time – 4 hours.

C. Personnel

(1) Employee and Volunteer of the Year Nominations (*)

The deadline for nominations for employee and volunteer of the year was September 30, 2015. We received one employee of the year nomination and two volunteer of the year nominations (for the same person). In addition, I have determined that one employee is eligible for a 20-year service award (22 years) and five employees are eligible for 25-year service awards (ranging from 25 to 27 years).

Recommendation: **Board discussion relative to planning the next steps regarding these anticipated awards.**

D. Procurement/Ongoing Projects

(1) Quotations for Moving Services, Town Hall and Library

In addition to the quotations that the Library department has solicited on its own, I have solicited quotations from three different moving companies (one of which is on the State Contract) for the moving of all building contents (excepting the basement) from 30 Martin Street to 74 Martin Street (Town Hall) and 245 Western Avenue (Library). A representative of one company has already toured the building to prepare a quote and representatives of at least two other companies will tour the building during the coming week.

Recommendation: I will update the Board as necessary.

E. Insurance

No items.

F. Facilities

(1) Potential Removal of Evergreen Trees at Town Hall/Library (*)

At the last meeting, the Board agreed that the two evergreen trees in front of Town Hall should be removed as part of the Town Hall/Library renovation project. One of the trees serves as the Memory Tree and will be used for that ceremony one final time, this coming December. After that, a public hearing will be held and the trees could potentially be removed in the spring. Per the Board's request, I have priced out the purchase and installation of a 10-12 foot balsam fir tree to serve as the new Memory Tree in December of 2016. The cost will be approximately \$1,200, installed and I have added an article to the draft Fall Town Meeting Warrant for this cost and for the cost of removal of the two, existing trees (an additional \$2,000).

Recommendation: **Board discussion as necessary.**

(2) Internal Telephone Wiring, Temporary Town Hall Quarters

I met with an internal telephone wiring contractor on September 28, 2015 at the temporary Town Hall quarters at 74 Martin Street. I provided him with information regarding each expected phone connection relative to the various offices that exist in the building. He will begin to test internal connections to each jack so that we are prepared to properly wire each line when Verizon eventually brings twelve phone lines representing the various Town Hall offices over to the temporary building.

Recommendation: I will update the Board as necessary.

(3) Recommendation for Decorative Street Lamps (*)

At the last meeting, the Board discussed possibly adding to the Fall Town Meeting Warrant an article for decorative street lamps for the causeway. I had reviewed an example of a lamp used in a Maine coastal community, which is grid-powered (as opposed to solar plus grid). The Board suggested that I consult with Landscape Architect James Heroux about a recommended style for use in our setting, along with an estimated price range. Mr. Heroux put me in touch with a lighting supplier who is knowledgeable on this topic.

Presently, it is my understanding that a grid-only fixture may cost between \$3,000 and \$5,000, plus installation that may vary from one to one and one half times the material costs. Adding a solar capability to a grid fixture will cost between \$6,000 and \$7,000 per fixture, just for the solar add-on. Depending on the solar unit selected, the pole itself may need to be upgraded (for weight and wind considerations), at an additional cost. I also reviewed the plan showing the location of all of the possible lighting locations and found numerous possible locations.

Recommendation: **Board discussion relative to how many locations should initially be used for lamp installations if the Board is interested in proceeding and whether a solar capability is desired.**

(4) Memorial Park Restroom Fall Hours

The restrooms at Memorial Park will be open from 8:30 a.m. until 5:00 p.m. (as opposed to 8:00 p.m.) from October 1 – 31, 2015. The restrooms will close for the season as of November 1, 2015. I have updated the Town Custodian and the Chief of Police concerning these hours.

Recommendation: No further action is necessary.

(5) Additional Investigation of Folsom Pavilion State of Repair (*)

Chairman O'Donnell and I will meet with a local contractor at the Folsom Pavilion on October 5, 2015. This return site visit will be aimed at determining which other features of the aging pavilion would need to be repaired even after a

potential structural fix was made. It may cost far more to renovate the existing structure rather than altering it by using the existing floor system and potentially adding a completely new superstructure using posts and a new roof system. We will have additional information by meeting time.

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) Continued Review of Draft Fall Town Meeting Warrant (*)

I have continued to revise the Draft Fall Town Meeting Warrant pursuant to the Board's guidance from the last meeting. The Board will consider signing the warrant at the next meeting, on October 19, 2015.

Recommendation: **Board review and discussion relative to the draft warrant.**

L. Legal Issues

No items.

M. Grants

(1) Great Marsh Resiliency Project Conference Call

I participated in the subject call on October 1, 2015, along with Chairman O'Donnell, and others. The call featured an update regarding the Great Marsh Coastal Resiliency Project and how that project will dovetail with the Massachusetts Coastal Zone Management grant related to the same topic.

Recommendation: No further action is necessary.

N. Emergency Planning

(1) Cape Ann Emergency Planning Team Meeting

I attended the subject meeting on October 1, 2015 in Rockport, along with other Essex officials. The meeting featured a discussion regarding the need for additional, hands-on drills in areas such as sheltering and for HAZMAT response training. The next meeting will be held in November.

Recommendation: No further action is necessary.

O. Other Items

No items.

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