



## Town Administrator's Report Board of Selectmen's Meeting of October 29, 2012

Report covers from October 13, 2012 to October 26, 2012

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

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### A. Town Department Reports/Requests

No items.

### B. Computer Systems

#### (1) Cable I-Net and Internal Router Issues

The Cable I-Net link to the Water Filtration Plant was experiencing transmission problems during the week of October 8, 2012. I contacted Comcast and their technician found a problem with some equipment at the utility pole outside the Plant. The I-Net problem had also affected the operation of our internal router, which I was able to clear after much investigation and troubleshooting. The system is now working normally.

*Recommendation:* No further action is necessary. Total time – 3 hours.

#### (2) Town Website Improvement Recommendations (\*)

As previewed at the Board's meeting of October 15, 2012, Mr. Tom DeMeo had been working on some recommendations for organizing and improving the Town's web content. He has now delivered his recommendations for our review.

*Recommendation:* **Board discussion regarding implementing the various recommendations.**

#### (3) Support License Renewals, Backup and Antivirus Software

I have renewed a variety of backup and antivirus software licenses that require annual renewal each year at this time. I installed the necessary license keys. Other support renewals will be processed in the summer when other licenses come due.

*Recommendation:* No further action is necessary.

#### (4) Replacement of Uninterruptible Power Supply, Water Plant

The UPS unit protecting the sewer SCADA computer in the lab failed recently and I assisted the Sewer Department staff with the connection and configuration of a replacement unit.

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

### C. Personnel

No items.

### D. Procurement/Ongoing Projects

#### (1) Northern Conomo Point Planning and Design Contract

The Board received the recommendation of the Conomo Point Planning Committee at the last meeting with regard to designers that should receive final interviews for the subject contract. Both designers that submitted proposals were invited to make presentations at interviews at the Board's meeting of October 22, 2012. After the presentations, the Board, after hearing input from three members of the Conomo Point Planning Committee, determined that Brown Sardina should be awarded the contract. As such, I sent a draft contract to that firm the next day and the Board will be able to countersign the contract on or before October 29, 2012. The firm will then begin work in rapid fashion to keep pace with the tight schedule for the various forums and deliverables.

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

#### (2) Purchase of Used Aerial Fire Apparatus

The Selectmen signed the contract for the subject vehicle at the meeting of October 15, 2012 and I issued the Notice to Proceed to the dealer. The Fire Chief is presently working with the dealer to get the vehicle prepared and outfitted with several options that were offered as part of the bid.

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

#### (3) Downtown Boardwalk Feasibility Study

(\*)

At the last meeting, the Board agreed that the Town should pursue funding for the construction of the downtown boardwalk without adjacent floats at this time (since the Army Corps of Engineers has indicated that new floats and existing floats in the area represent encroachment into the Federal channel). As such, our engineering consultant will work with Salem State University to complete the study, showing both technical feasibility and economic benefit regarding the boardwalk. With a completed study and the necessary permits in hand, we can approach the Seaport Advisory Council for construction funding.

On a parallel track, in order to potentially have adjacent public floats and to be potentially eligible for Federal dredging funding in the future, it will be necessary to work to realign the Federal channel to avoid encroachments. I have begun a discussion of that process with Mr. Ed O'Donnell of the Army Corps of Engineers. Mr. O'Donnell has commented that the Town should begin by reviewing the existing Federal channel boundaries (using a plan that he directed

me to on the Corps' website) and then by scheduling a meeting for initial discussion.

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

(4) Sidewalk at Village Corner (\*)

I have been informed by Mass DOT that the agency will, in fact, be developing an improved design for the sidewalk at the Village Corner but that its actual implementation will not occur until the spring. The agency intends to reach out to both the Town and the abutting property owner to review design options so that a final solution may be chosen and prepared for bidding and spring implementation.

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

(5) Renewal of YMCA Summer Camp Contract (\*)

The YMCA has completed two seasons of summer camp as a contractor to the Town and all indications are that the camp continues to be well received by residents. The original procurement process allowed for up to three years of service before the contract is re-bid. As such, the Board is in a position to renew the contract for a third season. The YMCA would like to increase the 4-week program fee by \$10 and the 8-week program fee by \$25 over last season's rates.

*Recommendation:* **Board renewal of the summer camp contract with the YMCA for a third season, including the slightly-increased fee structure.**

## **E. Insurance**

(1) Contractual Liability Training

I attended a seminar offered by our insurer in Woburn on October 16, 2012 regarding best practices for properly transferring risk within contracts. The seminar featured a presentation by Attorney David O'Connor who specializes in insurance and risk transfer. The presentation was very informative and I will be working with our insurer to suggest how our insurer might offer sample contract language and specimen insurance documents to more effectively transfer municipal risk. The concepts that were discussed in the presentation could be condensed into useful guidance documents for communities.

*Recommendation:* No further action is necessary at this time.

## **F. Facilities**

(1) Installation of Fax Line for Fire Office

The Fire Department requested a new phone line for fire office faxing. I contacted the Centrex unit at Verizon and ordered the new line. The line has been

installed and the Fire Department will carry it to the desired location in the building.

*Recommendation:* No further action is necessary.

## **G. Fiscal/Budget**

### (1) Manchester Essex Regional School District Budget Planning (\*)

The Superintendent of the Regional School District has planned a series of meetings among District staff and officials and Town staff and officials from both communities to begin planning the FY14 District budget. The first meeting was held on October 17, 2012 and the next meeting is scheduled for November 29, 2012.

At the meeting of October 17, the District's Superintendent and Finance Director explained that, like the present budget, next year's budget will contain some small capital projects. The District would like to, over time, establish a regular maintenance budget that will be able to absorb these types of projects as they arise. The District will be looking at creative efficiencies with respect to how programs are presently run and how operations could be optimized and streamlined to lower costs. Savings realized from this approach will allow for some portion of other needs to be met without cost increases. The student population is still increasing but that trend is slowing somewhat. The District has also begun to consider options for future elementary school renovations and/or replacement.

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

### (2) USDA Rural Housing Repair and Rehabilitation Loans (\*)

The United States Department of Agriculture Rural Development Office provides low-interest loans for septic system upgrades to low-income individuals. This program may be helpful for eligible residents of Conomo Point who have to perform septic system upgrades.

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

## **H. Complaints**

No items.

## **I. Meetings Attended**

### (1) Regional Emergency Communications Center Meeting

I attended the subject meeting as a member of the Essex Regional Communications Center Finance Advisory Board on October 19, 2012. The

meeting featured a presentation of the Center's first operating and capital budgets, which is a requirement of the Intermunicipal Agreement among the various communities. The operations budget is still on track to deliver services at \$16.26 per capita and capital expenses will be low to start, since the Center is new. It is possible that the Essex RECC could become the State's fourth wireless 911 answering point, which would allow for even more funding and better resources. Additional staff would be hired to address that new wireless demand but the State would cover those costs by contract with the RECC. The new building is substantially complete and the Director is looking forward to assembling a hiring plan.

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

(2) Massachusetts Health Officers Association Annual Meeting

I attended the subject meeting in Springfield on October 24 and 25, 2012 in order to complete my annual continuing education requirements for my Registered Sanitarian, septic system inspector, and soil evaluator certifications. The meeting featured a variety of useful presentations relating to public health and the latest approved technologies for on-site wastewater treatment and disposal. Septic system upgrades at Conomo Point will likely require detailed exploration of advanced technology due to the poor site conditions in the area.

*Recommendation:* No further action is necessary.

**J. Final Judgment**

No items.

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

(1) Potential Revision of Sewer Use Regulations

The Board of Public Works was in attendance at the Board's meeting of October 15, 2012 to offer a public informational meeting regarding a variety of proposed changes to the Town's Sewer Use Regulations. The Board of Public Works and the Selectmen were in agreement regarding the substantive changes and recommended minor revision that could be promulgated by the Board of Public Works after the Special Town Meeting considers changes to the Sewer Bylaw. I have worked with the Superintendent of Public Works to incorporate all changes suggested to date and the Board of Public Work may make additional minor changes. If the bylaw changes pass at the Special Town Meeting on November 19, 2012, the Board of Public Works will likely promulgate final regulations in anticipation of approval of the bylaw by the Office of the Attorney General and a notice of the change will appear in the local paper.

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

## **L. Legal Issues**

### (1) Partial Release of Covenant, Southern Conomo Point Subdivision (\*)

The road construction work required as part of the Southern Conomo Point Subdivision approval has been completed and our engineering firm is working with its subcontractor to wrap up the installation of the required stone bounds to mark the roadway rights of way (most bounds have been installed and all work should be complete by early in the week of October 29, 2012). The Board of Health has provided a letter to the Planning Board approving the water and wastewater systems for all properties except a few. As such, on November 7, 2012, the Planning Board will consider making a partial release of the Covenant that required the above activities prior to sale of properties (I will attend that meeting). The partial release will actually include most properties and the few that will not be included can be released later, once water and wastewater issues have been substantiated by the Board of Health.

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

## **M. Grants**

No items.

## **N. Emergency Planning**

No items.

## **O. Other Items**

No items.

*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.*