



## Town Administrator's Report Board of Selectmen's Meeting of October 31, 2016

Report covers from October 15, 2016 to October 28, 2016

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

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### A. Town Department Reports/Requests

#### (1) Notice of Intent for Public Waterfront Access Improvements

Consulting engineer Dan Ottenheimer submitted to the Conservation Commission on October 18, 2016 a complete Notice of Intent (NOI) relative to the proposed waterfront public access improvement work at 138 and 153 Conomo Point Road. He also provided the required abutter notice, which I mailed to individuals in the area of the project as a courtesy (State rules do not actually generate any formal "abutters" since no separately-owned property is within 100 feet of either project site). The public hearing for the NOI will be held on November 1, 2016 and Mr. Ottenheimer, Landscape Architect James Heroux, Town Counsel, and I will be in attendance. We have also posted the Board for attendance at the hearing.

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

#### (2) Application for Special Permits, Public Waterfront Access Improvements

On October 17, 2016, Landscape Architect James Heroux provided me with the necessary plans to complete the Town's application for two types of special permits relative to the proposed waterfront public access improvement work at 138 and 153 Conomo Point Road. I had already developed the application form with Town Counsel and I had received the Assessors' certification on a comprehensive abutters list. The complete application was officially received by the Town Clerk on the same date. The Planning Board conducted a completeness review of the application on October 19, 2016 and no issues were raised.

The public hearing for the Special Permits will be held November 16, 2016 and Mr. Heroux, Town Counsel, and I will be in attendance. We have also posted the Board for attendance at the hearing.

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

### B. Computer Systems

#### (1) Assessors' Tax Maps/Geographic Information System On-line

The Assessors' database and the new, on-line Assessors' tax map/GIS application went on line at the end of the week of October 10, 2016. The application is accessible from the Town's website and provides a very useful tool for reviewing property boundaries in relation to many other GIS layers.

*Recommendation:* No further action is necessary.

(2) Major Update for Police Records Management System

The vendor for the police records management system (Spillman) that interfaces with the Regional Dispatch Center released a major program update, known as “Flex” on October 17, 2016. The update required that the client-side software on all Police Department workstations be uninstalled and the full Flex client be installed in its place. I worked with Detective Ryan Davis to perform the necessary operations and the new system is up and running.

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

(3) Preparation for Fiscal Year 2016 Information/Technology Audit

As is the case each year, our financial auditor conducts a separate review of the Town’s information/technology infrastructure and policies, since this area always has the potential to adversely affect the Town’s financial position. I participated in an initial call with our auditor on October 18, 2016 and will provide them with any other requested information as the process unfolds.

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

(4) Replacement of Assessors’ Database Server

As the Board may recall, I had configured a brand-new server to transition the Assessors’ database over to. I worked with the software vendor during the week of October 17, 2016 to move the database onto the new server and I then physically moved the new server into the Town Hall server room and took the old server off line. We replaced the old server since the vendor for the Assessors’ software does not yet have a good vendor-hosted solution.

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

(5) Setup and Configuration of Replacement Domain Controller Server

As the Board may recall, I had acquired a new server to replace the present Windows domain controller in the server room in Town Hall. Now that the Assessors’ server replacement process is complete, I have begun the work necessary to set up and configure this new domain controller replacement. Thus far, I have worked with a network expert from Edgewater Technology to promote the server to a domain controller within the domain. I will eventually take the older server off line and physically move the new server into place.

*Recommendation:* I will update the Board as necessary. Total time – 2 hours.

(6) Replacement of Town Administrator Computer System

I use a laptop computer for both in the office and at home/on travel. The present system is about seven years old and it has begun to experience problems that

require it to be replaced. As such, I am presently working to purchase a replacement unit using the State Contract.

*Recommendation:* No further action is necessary.

(7) Renewal of Code Red Public Notification System

Our annual Code Red contract was set to expire on December 28, 2016. As in past years, our vendor provided us with a renewal opportunity for next year, at the same rate (which never increases as long as the Town keeps the service). I approved and submitted the renewal.

*Recommendation:* No further action is necessary.

**C. Personnel**

No items.

**D. Procurement/Ongoing Projects**

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

I attended the subject meeting on October 19, 2016. The general contractor is continuing focusing efforts on completing exterior work such as siding, trim, and roofing before winter sets in. New windows have been installed in the Town Clerk's office as an example for our architect to review before any other windows are installed. During inclement weather, crews will continue to work on final preparation for additional plaster work and the new rear staircase.

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

(2) Heat Pipe, Wiring, Third Floor, and HVAC Slab Possible Change Orders (\*)

Our architect and our General Contractor are investigating the possible need for change orders relative to a variety of items:

- (a) It would be advantageous to re-route a section of heating system piping to avoid having to install a soffit within the second-floor conference room.
- (b) It is possible that a run of old knob and tube wiring is still active within the building, which must be removed in order to meet code and basic fire prevention recommendations. That work is not optional and will proceed on a time and materials basis.
- (c) We have received pricing and time extension requirements from our General Contractor relative to the added project component of finishing the third floor (\$421,198 and 12 additional weeks).
- (d) The HVAC condenser slab that was constructed in phase one of the renovation process (by others) has settled slightly and is being assessed for the need to replace it.

Additional information will be available by meeting time.

***Recommendation:* Board discussion as necessary, with the potential need to approve new change orders.**

(3) Potential Additional Funds for Town Hall/Library Renovation Project (\*)

As we approach the Fall Town Meeting, which includes an article to possibly add funding to the Town Hall/Library Renovation project, it is necessary to review a variety of figures including: a) funds remaining in contingency fund; b) funds remaining in the Ryder Trust; c) funds remaining in project categories, such as owner's costs, temporary facility rental, etc.; d) funds required to complete the 3<sup>rd</sup> floor (expansion of original scope); e) funds required for misc. change orders not yet approved; f) funds for additional quantities of work not in the architect's original estimates; g) funds for carrying costs through the month of May, and h) funds required to accomplish desired additional work. Some of the costs in items d-h are only estimates at this time and it will be necessary to assess the figures again prior to Town Meeting. A breakdown follows:

- a. Funds in Contingency Fund as of October 18, 2016 - **\$200,919.30**
- b. Funds in Ryder Trust Fund as of October 31, 2016 - **\$172,575.18**
- c. Funds in Various Other Project Categories as of October 18, 2016: **\$63,600.40**
  1. Office rent, moving, storage, utilities, etc. - \$39,033.49
  2. Hazmat remediation and insurance - \$24,063.13
  3. Misc. owner's costs - \$503.78
- d. Funds required to complete the third floor: **(\$421,198) confirmed figure**
- e. Funds required for pending change orders: **(\$5,000) estimate**
- f. Funds required for additional quantity work: **(\$42,303)**
  1. Additional plaster replacement quantity work – (\$15,303) conf. figure
  2. Additional exterior trim replacement quantity work – (\$4,000) conf.
  3. Control valves at baseboard – (\$10,000) confirmed figure
  4. Plaster bullnose – (\$3,000) confirmed figure
  5. Replace knob and tube wiring – (\$10,000) confirmed figure
- g. Funds required for additional carrying costs: **(\$10,750) net estimate**
  1. Temporary facility rental: (\$16,000) confirmed figure
  2. Utilities at temporary facilities: (\$4,000) confirmed figure
  3. Temporary storage trailers: (\$750) confirmed figure
  4. Builder's Risk insurance: (\$8,000) estimate
  5. Credit to discontinue Clerk of the Works at 11/30/16: \$18,000 estimate
- h. Funds required for desired additional work: **(\$47,800)**
  1. Replace foundations of exterior post lights – (\$6,500) confirmed figure
  2. Clean and restore third-floor chandelier – (\$5,300) confirmed figure
  3. Affixed display cabinets in 3<sup>rd</sup>-floor meeting hall – (\$16,000) estimate
  4. Replacement of Library Lighting Fixtures – (\$20,000) estimate

Total uncommitted funds (items a, b, and c): \$437,094.88

Total necessary new funds (items d-h): (\$527,051)

Total deficit: (\$89,956.12)

Allowance for additional unforeseen items: \$60,000

**Total Needed from Fall Town Meeting: \$149,956.12**

**Recommendation: Carry \$150,000 in the motion for the capital project at the Fall Town Mtg., and vote to begin 3<sup>rd</sup> floor work, up to the Ryder Trust limit, for now.**

(4) Potential Additional Funds, Town Hall/Library Renovation Fixtures/Furnishings(\*)

As we approach the Fall Town Meeting, which includes an article to possibly add funding to the Town Hall/Library Renovation fixtures and furnishings budget, it is necessary to review a variety of figures including: a) the result of the general furniture bid (due on November 9, 2016); b) final cost of new library shelving (currently understood to be \$15,000); c) cost for window blinds (to be determined); d) cost for floor mats and runners; and e) cost for items needed as a result of the third floor finishing decision such as: chairs for the meeting hall, sound system (\$15,000), video projection system/screen (\$10,000), podium, bistro table/chairs for employee kitchen, and any other miscellaneous costs.

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

(5) Pricing for Replacement of Library Lighting Fixtures (\*)

The Board of Library Trustees is working to obtain an industry estimate for the installation of new lighting fixtures in the Library. For discussion purposes, I have carried a figure in the capital project budget above of \$20,000. Also, now that we have pricing for the third-floor work, we are working to obtain pricing for the Library lighting fixture replacement work via our General Contractor, as an additional change order.

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

**E. Insurance**

No items.

**F. Facilities**

(1) Annual Fire Extinguisher Inspection and Replacement

We have made arrangements for our fire extinguisher vendor to inspect fire extinguishers in various Town buildings and this inspection and replacement work will occur during the week of October 31, 2016.

*Recommendation:* No further action is necessary.

**G. Fiscal/Budget**

No items.

**H. Complaints**

No items.

## **I. Meetings Attended**

### (1) Massachusetts Health Officers' Association Annual Conference

I attended the subject conference in Hyannis on October 26 and 27, 2016. The conference allows me to stay current with training requirements for my System Inspector, Soil Evaluator, and Registered Sanitarian licenses and provides an excellent track on disaster preparedness. The conference includes a trade show and the opportunity to network with other municipal officials.

*Recommendation:* No further action is necessary.

## **J. Final Judgment**

### (1) Dismissal of Essex Final Judgment

As discussed with the Board at the last meeting, Town Counsel is preparing to write to the Office of the Attorney General to close the Essex Final Judgment, since the Town has performed all of its obligations. The Final Judgment was first entered into in 1996, when the Department of Environmental Protection demonstrated evidence of pollution to coastal waters from on-site wastewater disposal systems.

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

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

### (1) Draft Motions for Fall Town Meeting

(\*)

I have developed draft motions for the Fall Town Meeting that will take place on November 14, 2016.

*Recommendation:* **Board discussion relative to the draft Fall Town Meeting motions.**

## **L. Legal Issues**

No items.

## **M. Grants**

No items.

## **N. Emergency Planning**

### (1) Regional Dispatch Center Monthly Meeting

I presided over a joint meeting of the various advisory boards for the Regional Dispatch Center in Middleton as Chairman of the Executive Board on October 21,

2016. The meeting featured a decision to work with the existing records management and dispatch software to improve it going forward and a discussion relative to how many potential changes in operations may proceed after a new Sheriff is elected on November 8, 2016.

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

## **O. Other Items**

### (1) Promotion of Need for Service on Volunteer Boards and Commissions (\*)

At the last meeting, the Board received public comment regarding the need to renew efforts to educate and attract potential volunteers for service in local government. The Board will also be reviewing a letter at the present meeting that was written on the same topic. After the last meeting, the party who made the initial public comment also recommended reaching out through the School District, to better reach younger adult residents (parents) as well.

The Strategic Planning Committee (SPC) will be meeting on November 9, 2016 to review a survey that the Board already reviewed and approved. The survey is very brief and asks potential volunteers which areas they are most interested in and, if not able/willing to volunteer, why not.

Once the SPC approves the final version of the survey, it will be distributed electronically via the Town Website, the Town Clerk's Facebook page and the Town's e-mail notification system. The electronic version of the survey will be accomplished using a special survey tool that our website vendor offers. Paper copies will also be available in various locations such as Town Hall, the Library, and the Senior Center and each paper copy will also provide information on where to find the on-line version. The survey will be announced at the Fall Town Meeting and during the Town-wide notification message I will send by telephone just prior to the Fall Town Meeting. On November 4, 2016, I will be meeting with School District officials and will ask how the District might help announce the availability of the survey to school parents. Those interested in taking the survey should check the Town's website at [www.essexma.org](http://www.essexma.org) after November 9, 2016.

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

*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.*