



Town Administrator's Report Board of Selectmen's Meeting of November 3, 2014

Report covers from October 18, 2014 to October 31, 2014

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

A. Town Department Reports/Requests

No items.

B. Computer Systems

(1) Far-Site Data Protection Subscription

At the last meeting, the Board entered into a Memorandum of Understanding with the Community Software Consortium (CSC) to participate in a free subscription for far-site data backup using the Carbonite service (as part of a State grant). Once the CSC countersigns the MOU and authorizes access, I will be working with both City of Melrose and CSC staff to install the necessary software on our Melrose virtual servers and begin the nightly backup regimen.

Recommendation: No further action is necessary.

(2) Network Switch Failure, Water Filtration Plant

Power outages associated with the recent storm adversely affected an older network switch at the Water Filtration Plant. The switch was only intermittently working. I initially went to the Plant to perform some maintenance and wire routing cleanup. After reviewing the issue and isolating the problem, we utilized a small network hub to carry the traffic until a new switch could be installed.

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

(3) Equipment Replacement, Fire/Police Headquarters

A power supply for one of our routers serving the police/fire network displayed signs that it would soon fail. As such, I replaced the power supply with a new unit that I had on hand. While I was working in the building, I also assisted the police department with some printing issues that had recently surfaced.

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

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Future Federal Channel Encroachment Public Meeting (*)

Now that the draft Federal Channel encroachment evaluation letter and associated drawings have been completed, our engineer is ready to attend a public meeting to review his findings and to receive guidance on which option is preferable. In advance of that meeting, it may be beneficial for a small group of stakeholders to meet and go over our engineer's findings. Our engineer also plans to informally review his findings with the Army Corps of Engineers in advance, so subsequent meetings will be informed about what is reasonable to expect. Presently, our engineer is planning to attend the Selectmen's meeting of December 1, 2014, which will be held at the school (the Federal Channel portion of the meeting will begin at 8:00 p.m.). After the meeting, our engineer will prepare a proposed encroachment modification plan and will provide support to stakeholders and communicate on our behalf with the Army Corps of Engineers.

Recommendation: **Board discussion relative to the scheduling of the public forum.**

(2) Review and Ranking of Proposals for Owner's Project Manager Services (*)

As the Board may recall, the Town is required to hire an Owner's Project Manager (OPM) to oversee the next phase of potential Town Hall renovation, from the beginning to the end. We had solicited proposals from qualified OPM firms in early October and proposals were due on October 29, 2014. A total of six OPM firms submitted proposals and it is now the Board's task to review the proposals and choose the top three, assigning ranks of 1, 2, and 3. Once the Board arrives at the top-ranked proposal, the Chairman and I could begin negotiations relative to price.

The project will be broken down into two phases, with the cost of only the first phase under discussion at this time. In phase 1, the OPM firm will work between now and May to arrive at an accurate cost figure for the complete design, construction, project oversight, and continuing OPM services to renovate the exterior of Town Hall and to perform related improvements (such as the installation of an elevator and a sprinkler system). The OPM firm also has the option of working with an architectural firm that the Town would hire at a cost of less than \$10,000. The Annual Town Meeting can then consider a debt exclusion for the entire project, based upon the detailed cost estimate provided by the OPM firm.

Recommendation: **Board review and ranking of the proposals and authorization of the Chairman and me to enter into phase 1 price negotiations with the top-ranked firm.**

E. Insurance

No items.

F. Facilities

(1) Change Order for Miscellaneous Lighting and Fire Horns in Town Hall (*)

As part of the punch list and project closeout process, we identified a few minor items that need to be addressed via electrical change order. As noted above, the Fire Chief asked that an additional alarm horn be installed in each of the back stairwells. Also, it became apparent that the new approach to the Planning Board Office requires additional lighting and switching, for safety reasons. Further, for safety reasons, a light is necessary at the top of the basement stairs. The total of the change order is not yet known but will be relatively small.

Recommendation: Board authorization for me to sign the change order when it becomes available, after vetting by our architect.

(2) Continued Development of Cost Proposal for Town Hall End Wall Repair (*)

Our consulting engineer finished his bid-ready plans and specifications for the Town Hall end wall instability repair during the week of October 20, 2014. That information was given to our project contractor and the contractor is presently developing a cost proposal for a project change order that would make the necessary repair. Funding for that change order will be considered by the upcoming Fall Town Meeting on November 17, 2014 and the project may cost as much as \$100,000. Funding for the work has already been recommended by the Community Preservation Committee to come from the Community Preservation Fund. Our contractor will provide a price for just the structural work and a price that adds the repointing of the masonry wall. The Town may only desire to complete the structural work at this juncture, since the exterior renovation project that the Town Meeting will consider in May could pick that work up along with the masonry work for the three other sides of the building.

Recommendation: Board discussion as necessary.

(3) Winterization of Centennial Grove

The Department of Public Works has blown out the seasonal water line to the Grove and I arranged for our plumbing contractor to drain and winterize the plumbing at the Grove Cottage (completed October 27, 2014). The Selectmen's Assistant will manage the removal of the portable toilets as usual and the Department of Public Works will remove the float and dock.

Recommendation: No further action is necessary.

(4) Town Hall Generator Grant Update

The automatic transfer switch for the new Town Hall generator arrived during the week of October 27, 2014. The Department of Public Works assisted with getting the heavy device into the basement where our electrician will install it and the DPW will soon prepare the ground outside of Town Hall for the pre-cast generator pad that will be delivered with the generator. The DPW's work also includes the excavation of a trench that will contain the electrical conduits between the generator and the switch.

Recommendation: I will update the Board as necessary.

(5) Senior Center Lighting Replacement

Several light bulbs (lamps) that were not associated with the recent energy conservation retrofit have failed at the Senior Center. Some of the lamps were already efficient enough not to warrant replacement by the project and the conservation retrofit did not cover elevators, where some of the failed lamps are. As such, I am working with the Chairman of the Council on Aging to obtain the necessary replacements (specialized bulbs) from a vendor.

Recommendation: No further action is necessary.

G. Fiscal/Budget

(1) School District Budget Small Group Meeting (*)

I attended the subject meeting concerning planning for the FY16 Manchester Essex Regional School District Budget along with Selectman Coviello and Finance Committee Chairman Soulard on October 30, 2014. The meeting featured a discussion regarding the level of funding necessary for the District given that the use of reserves as in recent budget cycles will not be a viable option for this cycle. It is highly likely that an override will be necessary in both communities to correct for a structural deficit that has been introduced by markedly-increased enrollment in recent years.

Recommendation: **Board discussion as necessary.**

H. Complaints

No items.

I. Meetings Attended

(1) Massachusetts Health Officers' Association Annual Meeting

I attended the subject meeting in Hyannis on October 22 and 23, 2014. The meeting provides much insight into health-related municipal matters, including on-site wastewater issues and facilities networking with many State officials. The

various sessions are also eligible for continuing education credit for my Registered Sanitarian, Approved Soil Evaluator, and Approved System Inspector designations.

Recommendation: No further action is necessary.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Preliminary Review of Fall Town Meeting Motions (*)

I have developed preliminary motions for the Fall Town Meeting based upon the final warrant that was approved at the last meeting. A version of the warrant has been posted on line that contains links to useful resources.

Recommendation: **Board review and discussion of the preliminary motions.**

L. Legal Issues

No items.

M. Grants

(1) MIIA Loss Control and Risk Management Grant Vendor Contracts (*)

The Board approved applications for the subject grants from our insurer at the last meeting. We have since learned that both grants have been funded. The Loss Control grant (\$5,000) will provide HAZMAT training to DPW and Fire Department employees and the Risk Management Grant (\$10,000) will electronically map our water, sewer, and storm drain systems.

Recommendation: **Board authorization for me to sign the vendor contracts under the two grants, once the details have been worked out.**

N. Emergency Planning

No items.

O. Other Items

(1) Town Administrator Leave

I was out of the office on leave for a portion of the afternoon of October 28, 2014.

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