



Town Administrator's Report Board of Selectmen's Meeting of November 5, 2012

Report covers from October 27, 2012 to November 2, 2012

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

A. Town Department Reports/Requests

No items.

B. Computer Systems

(1) Hurricane-Related IT Problems

Power surges associated with the recent hurricane caused multiple IT problems within Town Hall. A network switch failed (which I replaced with a spare), an uninterruptible power supply (UPS) battery failed when challenged during the outage (which I replaced with a spare), and our main firewall/router device experienced a disk drive problem upon restart. Regarding the firewall/router device, I contacted our vendor and they shipped us a new device overnight in accordance with our hardware care agreement. In the meantime, I was able to get our previous firewall/router device (which I had stored for a situation such as this) to provide rudimentary e-mail and Internet service using only our DSL connection. When the new unit arrived, I worked with the vendor to configure it using a backup file that I had stored in advance. I then purchased a new spare switch and a new spare battery.

Relative to future failure of the firewall/router, I have ordered a second unit that will run in tandem under the device's "high availability" option and any one failed unit will automatically fail over to the other unit and keep the system running normally until a replacement can be delivered, installed, and configured. I will work with our vendor in the near future to install and configure this second device upon its arrival.

Recommendation: No further action is necessary at this time. Total time – 6 hours.

(2) Completion of CJIS Platform Migration

As noted previously, I had been working with the Police Department to migrate the Criminal Justice Information System (CJIS) from a State-supported computer terminal (which the State is discontinuing) to the Town's computer terminal used by our dispatchers. The officer in charge of CJIS for the Department had confirmed connectivity after I had installed the program and had tested the system using his credentials. During the week of October 29, 2012, I made the new system's startup icon available to all personnel using that terminal and tested connectivity using CJIS-dedicated authentication credentials on our

firewall/router. The icon successfully brought a general user to the CJIS long prompt. The CJIS system officer will work with each dispatcher to provide necessary CJIS logon credentials and any user-specific desktop configuration assistance (the new system went into use November 3, 2012).

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

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Comparison of Possible Building Materials for Boardwalk (*)

The design engineer for the downtown boardwalk project has provided a comparison of the possible building materials that could be used to construct the structure in the future, using additional Seaport Bond Bill funding. He desires input from the Town at this point so he can finalize design and permitting and can dovetail his final products with the economic analysis that is being finalized by Salem State University.

Recommendation: **Board discussion relative to guidance for our engineer's continuing design work.**

E. Insurance

(1) Monthly Pothole Log

I obtained the pothole log for the month of October from the DPW. No potholes were reported during the month and I provided our insurer with a copy of the log as part of the MIIA Rewards Program.

Recommendation: No further action is necessary.

F. Facilities

(1) Town Hall/Library Project Guidance (*)

At the last meeting, the Board reviewed preliminary estimates of the Town Hall/Library basement dewatering task based upon both an exterior drain method (\$301,000) and an interior drain method (\$237,000). The Board agreed that the interior method should be pursued and indicated that our consultant should begin design work based upon that choice. Also, the Board reviewed a preliminary building code and ADA code analysis by our architect and agreed that design work regarding a new Town Hall entry vestibule should begin.

Recommendation: Board discussion as necessary should new information be available by meeting time.

(2) Annual Fire Extinguisher Inspection

The Selectmen's Assistant has contacted our fire extinguisher maintenance vendor and has asked the company to come out to inspect/replace/recharge extinguishers as necessary in the various Town buildings. That work will likely be completed in the coming month.

Recommendation: No further action is necessary.

(3) Freeze-up Prevention Checklists

Now that we are moving into the colder weather months, I have begun to again complete a freeze-up prevention checklist for each of the various Town buildings. The checklists are aimed at finding conditions that could potentially lead to frozen pipes and damage. I did not find any unusual conditions this months and I have provided the checklists to our insurer as part of the MIIA Rewards Program.

Recommendation: No further action is necessary.

G. Fiscal/Budget

(1) Draft Fiscal Year 2014 Capital Budget Update (*)

The Finance Committee has released its annual call for capital project and expense updates. As such, I have developed a draft of that document for the Board's preliminary review.

Recommendation: Preliminary Board review of the FY14 capital budget document.

H. Complaints

No items.

I. Meetings Attended

No items.

J. Final Judgment

(1) Potential Funding Assistance for Septic System Upgrades

At the last meeting, I described to the Board a program offered by the USDA Rural Development Service that may offer low-cost financing for septic system upgrades to qualifying residents of the Town. Per the Board's request, I have posted information about that program and contact information for the program

manager under the Conomo Point Reference Materials link on the homepage of the Town website. The Board of Health Administrator will also post the link on the Board of Health page.

Recommendation: No further action is necessary.

K. Town Meeting, By-Laws, and Regulations

(1) Draft Special Town Meeting Motions

(*)

I have developed draft motions for the upcoming Special Town Meeting to be held on November 19, 2012.

Recommendation: **Preliminary Board discussion regarding the draft motions.**

L. Legal Issues

No items.

M. Grants

No items.

N. Emergency Planning

(1) Hurricane Sandy Preparation and Response

The outer limits of Hurricane Sandy passed through the Town primarily on October 29, 2012 and the Selectmen's meeting for that evening was postponed until November 1, 2012. The Chairman declared a State of Emergency as of 6:00 p.m. on October 28, 2012 and lifted that status as of 6:00 p.m. on November 1, 2012. The Essex Causeway flooded twice and numerous trees were toppled, many causing electrical outages. In general, the Town fared very well during the storm event. I dealt with some IT infrastructure issues as noted in Section B, above.

Recommendation: No further action is necessary.

O. Other Items

(1) Town Administrator Leave

I was out of the office on leave for a portion of the afternoon of October 31, 2012.

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