



Town Administrator's Report Board of Selectmen's Meeting of Nov. 16, 2009

Report covers from November 7, 2009 to November 13, 2009

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

A. Town Department Reports/Requests

(1) Long Term Planning Committee Prioritization Assistance

At the last meeting, the Board agreed that the Long Term Planning Committee should start to organize and prioritize the steps necessary to begin implementation of the Village Initiative Plan. Funding for a professional planner will be sought in the spring but the LTPC is interested in beginning to organize its implementation strategy right away. As such, the Board asked me to seek from consulting planner Carolyn Britt a cost estimate for some basic prioritization of the LTPC's proposed work elements, especially in light of the Route 133 Reconstruction Project that is presently underway.

I met with Ms. Britt and she indicated that she would be happy to put together a cost proposal for the above work. She will include prioritization as well as potential funding source identification in her scope of work.

Recommendation: I will update the Board as necessary.

B. Computer Systems

(1) Police/Fire Network Setup

I have continued to configure the new server for the police and fire network. A variety of small tasks and custom configurations have been required to optimize the performance of the new system for its users. I also installed the Fire Department's database on the new server and pointed the client to the new source.

Recommendation: Total time – 7.5 hours.

(2) New Council on Aging Computer

The Council on Aging has been utilizing an older model computer and an upgrade is now necessary. Funds are available between the Council's usual annual State grant and the fund that allows for furnishing of the Senior Center. I have specified and ordered the new system for the Council...

Recommendation: I will update the Board as necessary. Total time – 0.5 hours.

C. Personnel

(1) Conflict of Interest Law Requirements

The Selectmen's Assistant and I have continued to assemble the necessary materials that will be used to inform all employees about recent changes to the ethics law and new obligations that have been imposed. We will use a combination of e-mail and US Mail to disseminate the materials and we will track the necessary replies on behalf of the Town Clerk. All materials must be disseminated by December 28, 2009.

Recommendation: No further action is necessary at this time.

(2) Long Term Planning Committee Membership

At the last meeting, the Board asked that I discuss with Conservation Commission Chairman Wally Bruce whether he was able to continue serving on the LTPC versus perhaps another Conservation Commission member. Mr. Bruce discussed the Commission's LTPC representation with the Commission and no other member is presently able to serve. As such, Mr. Bruce will attend the meetings.

Recommendation: No further action is necessary.

D. Procurement/Ongoing Projects

(1) Northern Conomo Point Planning Study (*)

The Special Town Meeting approved \$25,000 in funding for a recreational and residential planning study on November 9, 2009. As such, discussion is necessary regarding the scope of the work and the procurement process and schedule.

Recommendation: **Board discussion relative to the next steps.**

(2) Completion of Southern Conomo Point Subdivision Project (*)

Since the recent Special Town Meeting approved additional funding for the completion of the subject project, it would be useful to discuss the next steps. I have informed the firm about the funding approval and have spoken briefly to the principal.

Recommendation: **Board discussion relative to the next steps.**

(3) Assessors' Maps Update Project (*)

The recent Special Town Meeting approved \$25,000 in funding for the first phase of a project that will completely update the Assessors' maps using state-of-the-art technology. The Assessors have developed a scope of work with our mapping firm and a contract for the first phase of work has been prepared for the Selectmen's signature. The value of the contract is \$24,950 and is presently under review by Town Counsel.

Recommendation: **Board approval and signature of the mapping contract if available by meeting time and potential authorization to sign outside a meeting, if necessary.**

E. Insurance

No items.

F. Facilities

(1) Centennial Grove Restoration Update

Carpentry and grounds crews have been working steadily relative to restoring the Grove Cottage and its environs. I visited the site on November 9, 2009 and work was well underway. I provided the site foreman with a copy of the agreed-to punch list items and he will continue to implement those elements.

Recommendation: I will update the Board as necessary.

(2) Monitoring of Centennial Grove

(*)

Now that the Centennial Grove has benefitted from several major improvements, it would be useful to discuss how the facility should be monitored.

Recommendation: **Board discussion in executive session.**

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) Initial Annual Town Meeting and FY11 Budget Planning

(*)

I have begun to pull together a list of items that could potentially be considered for the May, 2010 Annual Town Meeting and for the FY11 General and Capital

budgets. I have also received from the Town Accountant a draft schedule of events relative to Town Meeting and budget planning.

Recommendation: **Preliminary Board discussion relative to these topics.**

L. Legal Issues

(1) Chapter 61A Waiver of Purchase Paperwork (*)

Back in July, the Board waived the Town's option on certain Chapter 61 property that was being sold to a private party. The sale is proceeding and the attorney involved with that transaction noticed that additional deed description information should be included in the Town's waiver letter. As such, I developed a revised letter with the additional information and the Chairman has signed the letter before a notary.

Recommendation: **Board vote to ratify the Chairman's action and to transmit the revised letter.**

M. Grants

(1) Massachusetts Downtown Initiative (MDI) Grant Program

At the last meeting, the Board approved the application to the subject program along with a letter of support. The application has been prepared by consulting planner Carolyn Britt on behalf of the Town and it seeks planning funds relative the improvement of the Town Landing and its environs. I provided Ms. Britt with the necessary paperwork during the week of November 9, 2009 and she will file the grant application in advance of the November 20, 2009 deadline.

Recommendation: I will update the Board as necessary.

N. Emergency Planning

No items.

O. Other Items

(1) Veterans' Day Holiday

The office was closed on November 11, 2009 in observance of the subject holiday.

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