



Town Administrator's Report Board of Selectmen's Meeting of Nov. 16, 2015

Report covers from October 31, 2015 to November 13, 2015

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

A. Town Department Reports/Requests

(1) Seasonal Storage of Items on High Marsh

At the last meeting, the Board agreed that the Conservation Commission should consider its stance regarding the seasonal storage of items on the high marsh. Items could range from canoes and kayaks, to docks and gangways, to large houseboats. It is possible that storage of some items can be accomplished without damage or concern, whereas other items may cause environmental issues. I asked the Conservation Agent to bring this matter up with the Commission so that a policy can be worked out in time for next season.

Recommendation: I will update the Board as necessary.

B. Computer Systems

(1) Discontinued Use of Server, After Failure

As the Board is aware, our recent shifting of resources to the virtual platform in Melrose is enabling us to avoid the periodic replacement of servers and client systems. We have continued to run three domain controller servers from our previous arrangement with an eye toward discontinuing the use of two of them in the future. Recently, the server at the Fire/Police Station failed and caused a communication issue with client computers in that building. However, since we are running the necessary windows network resources on other servers, the solution was to simply not repair the broken server and to point the client computers to the two other servers that are still fully functional. Eventually, our plan is to even turn off the server in the Water Filtration Plant in favor of a Windows Active Directory replication server in Melrose (leaving one server in Town Hall and the other in Melrose, for redundancy). The broken server still does have some value, since it matches the models we are using in other areas and may be able to provide parts, if needed.

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

(2) Support and Monitoring for Essex Visual Budget Website

At the last meeting, a member of the Finance Committee asked if the vendor that is hosting our on-line visual budget tool at www.essexvisualbudget.org had any website traffic data that could be shared. I inquired and learned that the tracking module for the site had been set to an administrative URL by our vendor – so the public traffic had not been tracked. Our vendor has corrected that issue and we

will be able to view tracking data after a history is built up in the coming months. Also, I had discussed the update of the site (from FY15 to FY16 data) after the tax rate has been set in November or December. Our vendor has indicated that our initial support contract is valid for two years from inception of the project (approximately March, 2017). After that, we will be presented with options for continued site hosting and technical support. I plan to work with the Town Accountant to complete the update at the appropriate time (also see item G1, below).

Recommendation: No further action is necessary.

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Moving Contract for Library (*)

At the last meeting, the Board agreed that National Library Relocations was the lowest responsive bidder with respect to moving the Library to its temporary quarters on Western Avenue and moving back to 30 Martin Street when renovations are complete. The moving company has provided the Librarian with a standard contract for services, along with adequate proof of insurance.

Recommendation: **Board vote to sign the contract for Library moving services.**

(2) Moving Contract for Town Offices

At the last meeting, the Board agreed that ABC Moving & Storage, an Allied-affiliated company on the State Contract was a suitable choice for moving the Town offices to temporary quarters at 74 Martin Street and moving back when renovations are complete. The company is on the State Contract and has supplied me with a certificate of insurance. We have scheduled the move to occur during the week of January 11, 2016 and I have issued a Notice to Proceed, under the auspices of the State Contract. We will be provided with instructions for labeling boxes and furniture so that it all ends up in either our active use area or at our storage area.

Recommendation: I will update the Board as necessary.

(3) Town Hall/Library Renovation Update and Design Change Order (*)

I met with our Project Manager, our architects, and Chairman O'Donnell on November 4, 2015 and again with our Project Manager and architects on November 10, 2015. The construction document phase of plan preparation is well-advanced presently and we have been provided with some preliminary cost

estimate information. At this point, our architect needs to have input regarding: a) the final ordering of the various bid alternates; b) a design change order that will allow for the bidding of certain alternates so we can get the benefit of market pricing; c) a design change order that will allow the hiring of an historic paint expert to assist the Historical Commission with various stain and paint colors; and d) a proposal by the Library Trustees to replace the existing lighting fixtures.

Also, we have established a tentative timeline for the bid process to proceed along: Advertisement in the Central Register 12/9 or 12/16/15; Plans and Specs Available to Bidders 12/16/15; Site Walk for all Filed Sub-bid and General Bidders 12/21/15 (guided) and 1/11/16 (self-guided); Filed Sub-bid Deadline 1/6/2016; General Bid Deadline 1/20/16; Selectmen's Signature of Contract 1/25/16; and Contractor Takes Over the Building 2/1/16.

***Recommendation:* Board consideration of the change orders and discussion of the other items as necessary.**

(4) Town Hall/Library Water Service Specifications

I met with an engineer working on the Town Hall/Library renovation project along with the Superintendent and Assistant Superintendent of Public Works on November 4, 2015. The topic was the finalization of how the building will be served for the sprinkler system and the domestic water system. Originally, our engineer had specified a new, six-inch pipe from the main for our sprinkler system. However, since the main in our area is only an eight-inch pipe, our engineer was able to review the situation and determined that a four-inch main would be sufficient. Also, we determined that the existing, domestic water line will be sufficient to meet the future needs of the building. It is likely that the water line work will not occur until next year, since scheduling the work before road openings are prohibited (before Thanksgiving) is not feasible.

Recommendation: I will update the Board as necessary.

E. Insurance

(1) Monthly Pothole Log

I obtained the subject log for the month of October from the DPW and provided it to our insurer as part of the MIIA Rewards Program. No potholes were reported during October.

Recommendation: No further action is necessary.

F. Facilities

(1) Cooperative Effort for Renovation of Folsom Pavilion

I met with the new Executive Director of the Ipswich YMCA, Chris Bevilacqua, on November 5, 2015. We discussed how the YMCA is already working in the community, primarily via Summer Camp Dory. We also discussed how the YMCA may be able to partner with the Town and others to renovate the Folsom Pavilion in the future. Mr. Bevilacqua will be speaking with the School District, the Housing Authority, the Board of Health, and the Council on Aging about how his organization might be able to provide support and programs in other areas.

Recommendation: No further action is necessary.

(2) Annual Fire Extinguisher Inspections

The Selectmen's Assistant has arranged with our fire extinguisher contractor to have the extinguishers in the various Town buildings inspected and maintained as necessary during November or December.

Recommendation: No further action is necessary.

(3) Signage for Temporary Library and Town Offices

I have begun to work with the Superintendent of Public Works regarding the production of temporary signage that will guide the public to our temporary Town Hall (at 74 Martin Street) during the Town Hall/Library renovation process. The Librarian has already worked separately with the Superintendent on temporary Library signage (245 Western Avenue).

Recommendation: No further action is necessary.

(4) Removal of Evergreens in Front of Town Hall/Library (*)

As discussed by the Board and with other groups in Town, our architect has recommended the removal of the two evergreen trees that are in front of the building. The trees have become overgrown and their removal will better feature the building once renovation has been completed. I have contacted the Superintendent of Public Works, who is also the Town Tree Warden, and he will arrange for the necessary hearing in December, in conjunction with our office. Actual removal can take place in January (after the Memory Tree event but before the construction contractor takes over the site).

Recommendation: **Board discussion relative to the preferred timing of the necessary public hearing.**

G. Fiscal/Budget

(1) Fiscal Year Update of Essex Visual Budget

As the Board may recall, Essex maintains a visual representation of our annual operating budget that helps articulate how tax money is spent from a different perspective. Once the fiscal year 2016 tax rate has been set, we plan to work with our vendor to update the on-line model (at www.essexvisualbudget.org) and a public reminder about this resource will appear on the Fall Town Meeting Monetary Summary sheet.

Recommendation: No further action is necessary.

H. Complaints

No items.

I. Meetings Attended

(1) Great Marsh Symposium

I attended the subject symposium in Essex on November 12, 2015, along with Chairman O'Donnell and Harbormaster Peter Silva. The symposium was aimed at summarizing all of the various research efforts and planning work that is presently taking place in the Great Marsh from Salisbury down to Gloucester. As the Board is aware, much planning work is presently focused on resiliency planning in order to identify and prepare for storms of increasing intensity and sea level rise. Of particular interest is how our local planning efforts are aligning with cautionary predictions of the global scientific community.

Recommendation: No further action is necessary.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Final Town Meeting Motions

(*)

I have developed final motions for the Fall Town Meeting per the Board's guidance at the last meeting.

Recommendation: **Board review of the final motions.**

L. Legal Issues

No items.

M. Grants

(1) Second Phase of MIIA Risk Management Grant Work

As the Board may recall, through our insurance company (MIIA), we have received two rounds of risk management grant funding (\$10,000 each) for the mapping of our water, sewer, and drain lines. The entire first round and about half of the second round funding was used to actually locate these various lines and associated features in the field, using GPS. The remainder of this second round of funding will allow our contractor to scan tie cards and other important notes on file at the DPW into our on-line mapping system, so that those resources will be available instantly as authorized personnel view the maps. I met with our mapping contractor and the Superintendent of Public Works on November 4, 2015 to review the work process for the next phase.

Recommendation: I will update the Board as necessary.

(2) Mass in Motion – Cape Ann Coordination Meeting

As the Board may recall, we have been participating in the subject grant program that encourages healthy lifestyles in our region. I attended a regular coordination meeting for the grant on November 10, 2015 in Gloucester, along with the Board of Health Administrator. The meeting featured a discussion regarding how farmers' markets and locally-sourced school lunch programs can be better integrated in to our communities, among other topics.

Recommendation: No further action is necessary.

N. Emergency Planning

(1) Cape Ann Emergency Planning Team Monthly Meeting

I attended the subject meeting on November 5, 2015 in Gloucester, along with other Essex officials. The meeting featured a presentation regarding a tabletop sheltering exercise that the Team completed in the past. Many recommendations came from that exercise and the Team has decided to steadily take on and address them, from least to most complex.

Recommendation: I will update the Board as necessary.

O. Other Items

(1) Offer of Donation of Parcel of Land

At the last meeting, I explained to the Board that a property owner had offered to donate a certain parcel of land to the Town. However, some question exists as to the actual location of that parcel. I contacted the owner and have not heard back to date.

Recommendation: I will update the Board as necessary.

(2) Veterans' Day Holiday

The office was closed on November 11, 2015, 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.