



Town Administrator's Report Board of Selectmen's Meeting of Nov. 17, 2014

Report covers from November 1, 2014 to November 14, 2014

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

A. Town Department Reports/Requests

(1) West Gloucester Cell Tower Review

At the last meeting, I informed the Board that a citizen had provided a photograph taken from Clammers' Beach of a balloon used to simulate the height of a proposed cell tower. Town Planner Matt Coogan was at the meeting and indicated that he would look into the matter. Subsequently, he learned that the test was part of a variance application that would be soon be afforded a public hearing by the City.

Recommendation: No further action is necessary.

(2) Appointment of Bicentennial Committee Members (*)

After extensive advertisement, a total of eight individuals have expressed interest in serving on a new Bicentennial Committee to help prepare for the Town's bicentennial year coming up in 2019.

Recommendation: **Board discussion relative to the appointment of these interested parties to the Committee and the establishment of the total number of seats.**

(3) Cape Ann Regional Cable Advisory Committee Meeting

The Cape Ann Regional Cable Advisory Committee met for the first time on November 13, 2014 in Gloucester. The Committee had been set up to meet previously but the necessary posting had not been put in place. At this first meeting, Attorney William Hewig from Kopelman and Paige generally reviewed the ascertainment process with the Committee members and provided insight on current issues in cable contract negotiation. Mr. Barry O'Brien is the Town's representative to the Committee.

Recommendation: I will update the Board as necessary.

B. Computer Systems

(1) Renewal of Antivirus and Server Backup Software

Each year at this time, several of our antivirus client licenses and our server backup software licenses come up for renewal. I have ordered and installed the necessary license renewals. Next year, it is possible that we will be using a

different scheme, since we plan to migrate clients to the virtual server in Melrose after our emergency generator is installed.

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

(2) Maintenance of Police Department Computer System

Recent storms and a lightning strike at the Regional Dispatch Center likely had much to do with a recent malfunction of the software that allows police to connect to the Center. One police client system was experiencing connectivity problems for certain users. As such, after taking some basic actions recommended by the software vendor and the Regional Dispatch Center staff, I reinstalled the software altogether and that corrected the problem.

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

(3) Replacement of Oldest Police Computer System

I was recently able to recondition and configure a Windows 7 computer system that came off line in Town Hall and have set up the system in the Police Station to replace the oldest police system (which was running Windows XP). The system in question is actually the system spoken of in item 3, above, which even though properly working, was experiencing chronically slow performance. After installing the requisite software and beginning to move user accounts from the old machine to the new machine, users of that work area are pleased with the improvement. I will migrate additional users in the coming weeks.

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

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Change Order Proposal for Town Hall East End Structural Work (*)

Our construction contractor has completed his proposal for the necessary structural work concerning the east end of the Town Hall and has proposed a price of \$88,823.55 for just the structural steel and associated work and a price of \$98,623.55 if the masonry work is to also be addressed at this time. Given that the masonry can be addressed later, when the entire exterior of the Town Hall is addressed, the steel-only option seems prudent at this time.

Recommendation: **Board discussion relative to the proposal, with the understanding that the masonry work may be included in a future project.**

(2) Contract for Owner's Project Manager Services (*)

As the Board may recall, NETCO Construction Project Managers, Inc. was ranked as the top Owner's Project Manager (OPM) firm as part of a recent Request for Qualifications. After checking references on the firm, I found that past and present clients with similar projects to our proposed Town Hall exterior renovation project were well pleased with the firm's performance. As such, as authorized by the Board, I requested a two-part cost proposal from the firm. Both parts will be subject to Town Meeting appropriation (part 1 on November 17 and part 2 at the Annual Town Meeting in May). At this point, I recommend a part 1 price (includes services between December and next May to arrive at a project cost figure for Town Meeting to vote on) not to exceed \$57,500, based upon a recent letter from the firm. NETCO is not interested in the Town hiring a separate architect to assist with part 1 of their scope (the firm will use its own subcontractors) and, as such, that article at the Town Meeting can be indefinitely postponed. Should the part 1 work be funded by the Town Meeting, I will work with the Chairman and NETCO to finalize the cost (which may be lower, depending on subcontractor pricing) and to prepare the contract for signature.

***Recommendation:* Board vote to sign the contract with NETCO for part 1 services outside of a meeting after funding has been secured.**

(3) Preliminary Review of Federal Channel Report by Marina Owners

Selectman O'Donnell and I met with two of the three marina owners on November 12, 2014 to review our engineer's draft report concerning options for eliminating encroachments to the Federal Channel. The report will be reviewed in a public meeting on December 1, 2014 at 8:00 p.m. at the school and the marina meeting was intended to collect input from the owners in advance of the public meeting. Generally, all parties hope to keep working with Senator Tarr relative to future potential dredging funds since he has championed this issue on a regional basis for some time now.

Recommendation: I will update the Board as necessary.

(4) Public Auction of Three Southern Conomo Point Properties

As of the printing of this report, the Town was preparing to go to public auction for three properties in southern Conomo Point which former tenants were not interested in purchasing. Each auction had a reserve of the value of the land from Tyburski Appraisal Corporation's appraisal that had been performed in the past for the southern sales. The Board will discuss the results of the auctions, which may include the countersignature of purchase and sale agreements at the present meeting.

Recommendation: The Board will discuss this matter under an item on the posted agenda.

E. Insurance

(1) Monthly Pothole Log

I obtained the pothole log for the month of October from the DPW during the week of November 3, 2014 and provided it to our insurer as part of the MIIA Rewards Program. No potholes were reported in October.

Recommendation: No further action is necessary.

(2) Annual Commencement of Pipe Freeze-up Inspection Program

As the Board may recall, our insurer recommends and provides a premium credit for weekend building checks during the colder months to ensure that pipes are not in danger of freezing. I have provided the necessary tracking forms to the Chief of Police for the Town Hall, Fire/Police Station, and Senior Center and to the Superintendent of Public Works for the Water Plant and the DPW barn. Various personnel will check the buildings throughout the winter.

Recommendation: No further action is necessary at this time.

F. Facilities

(1) Seasonal Closure of Memorial Park Restrooms

The Memorial Park restrooms are now closed for the season. The restrooms will re-open as of April 1, 2015.

Recommendation: No further action is necessary.

(2) Annual Steam Boiler Inspections

Each year, the Town is required to pay the Massachusetts Department of Public Safety for a boiler certificate for both the Town Hall steam boiler and the Fire/Police Headquarters steam boiler. The present certificates expire as of January and I have therefore contacted our insurer, since the insurance inspector is required to make an inspection at each location and then prompt the State to bill us for new certificates.

Recommendation: No further action is necessary.

(3) Annual Fire Extinguisher Inspections/Maintenance

The Selectmen's Assistant will be in contact with our fire extinguisher vendor to inspect all of our extinguishers and replace any units that are beyond their present expiration date. This work will likely occur during December.

Recommendation: No further action is necessary.

(4) Generator Installation Update

The DPW prepared the ground for the new generator on November 5, 2014 by digging out unsuitable topsoil and installing two feet of crushed stone. The DPW also dug the trench for the conduit between the Town Hall and the generator. Our electrician ran the necessary underground conduit and cut power to Town Hall to splice the automatic transfer switch into the building's electrical system during the week of November 10, 2014. We expect delivery of the generator either just before or just after Thanksgiving.

Recommendation: I will update the Board as necessary.

G. Fiscal/Budget

(1) Department of Revenue Financial Management Review (*)

At the last meeting, the Board reviewed correspondence from a resident asking whether the Town would invite the Department of Revenue's Division of Local Services (DLS) to conduct a Financial Management Review. The Board asked that I collect input on that process from the Finance Committee, the Town Accountant, and the Treasurer. The prevailing thought is that such a review will be valuable and that a February or March timeframe will be optimal. I contacted the appropriate person at DLS and have learned that the Division may have the ability to conduct the review near that timeframe.

Recommendation: **Board vote to authorize the review in a timeframe that avoids various departments' most busy times.**

H. Complaints

No items.

I. Meetings Attended

No items.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Review of Final Proposed Town Meeting Motions (*)

I have finalized the proposed motions for the Fall Town Meeting that will occur after the present meeting, in accordance with the Board's guidance from the last meeting.

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

L. Legal Issues

No items.

M. Grants

(1) Potential Application for District Local Technical Assistance Grant (*)

Town Planner Matt Coogan has suggested that the Town apply for a \$20,000 District Local Technical Assistance (DLTA) Grant to assist the Town with the strategic planning concept that the Selectmen have been discussing. The application is a two-page letter that explains the Town's needs and how the project would advance local and State goals.

Recommendation: **Board discussion relative to authorizing an application.**

N. Emergency Planning

No items.

O. Other Items

(1) Town Administrator Leave

I was out of the office on leave all day on November 5, 2014.

(2) Veterans' Day Holiday

The office was closed on November 11, 2014 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.