



Town Administrator's Report Board of Selectmen's Meeting of Nov. 18, 2013

Report covers from November 2, 2013 to November 15, 2013

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

A. Town Department Reports/Requests

(1) Discussion Relative to Digital Parcel Mapping with Assessors' Consultant

I met with Lead Assessor Richard Cairns and personnel from Cartographic Associates to discuss the status of the multi-year effort that has been unfolding relative to the provision of digital parcel maps. That effort is coming to a close (map delivery is scheduled for September of 2014) and it is imperative that the Town maintain the data so that the digital maps will always be accurate as parcel lines change. It is likely that the Assessors will be moving to a vendor-hosted assessment software platform in close proximity in time to the delivery of the final digital maps and associated, on-line digital map viewer. As such, I will work with the Assessors and both the assessment software vendor and the mapping vendor to produce and maintain a well-coordinated and useful product. The most likely scenario will be a link from the on-line Assessors' data (which is available now) to the new on-line map viewer and vice-versa.

Recommendation: I will update the Board as necessary.

B. Computer Systems

(1) Migration of Test Users to Virtual Desktops

On November 4, 2013, I migrated the Selectmen's Assistant to the new virtual desktop environment hosted by the City of Melrose. After three successive attempts with support from City personnel, all settings for her desktop on her desktop computer's hard drive were copied over successfully and she has begun working within the new environment on an everyday basis. Several attempts were required to understand the proper settings on both sides of the link and everything we learned has been memorialized in standard protocols for future migrations. Prior to this first migration, I participated in a conference call with Melrose personnel and learned how to configure the small n-computing thin client device that establishes and maintains the connection to Melrose. I also learned how to use the updated version of the software that performs the copy-over routine.

The Selectmen's Assistant reports that the virtual environment is working well for all of her usual functions and we are presently working to optimize screen resolution. I migrated a second user on November 14, 2013 so we can have the benefit of additional daily testing. The two "test" users will utilize the new environment for a period of months so that we can assess its stability and function before we decide to migrate others. If we do decide to proceed after the test

phase, we will wait until the Town Hall is served by a new backup generator that is anticipated via a Federal grant. This first migration was critical since it allowed us to determine the protocols and procedures that produce a successful migration (which will translate to single-attempt migrations in the future).

Recommendation: I will update the Board as necessary. Total time – 6 hours.

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Reconstruction of Village Corner Sidewalk

As the Board may recall, we had been working with the MassDOT and with the owner of the Village Restaurant property to redesign a section of sidewalk along the end of Martin Street abutting that property. The redesign was produced in accordance with the owner's engineer and we have received word from the State that the actual reconstruction will commence during the week of November 18, 2013.

Recommendation: I will update the Board as necessary.

E. Insurance

No items.

F. Facilities

(1) Northern Conomo Point Citizens' Design Forum (*)

The Conomo Point Planning Committee hosted the subject forum on November 16, 2013. The forum featured Northern Conomo Point land use presentations from five individuals and allowed for group discussion among all attendees.

Recommendation: **Board discussion as necessary.**

G. Fiscal/Budget

(1) Preliminary Review of FY15 Capital Budget Request (*)

The Finance Committee released the annual call for capital budget requests from all departments on October 24, 2013. I provided preliminary drafts of the Board's capital proposal at the last meeting.

Recommendation: **Board guidance relative to the further development of this request.**

H. Complaints

No items.

I. Meetings Attended

(1) Senior Citizen TRIAD Meeting

I attended the subject meeting hosted by the Chief of Police on November 12, 2013. TRIAD is a group that regularly meets to keep senior citizens updated on happenings in the community. The program featured a presentation from the Fire Chief about getting and staying prepared for storms and other natural disasters.

Recommendation: No further action is necessary.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Zoning Bylaw Public Hearing, Medical Marijuana

I attended the subject hearing on November 6, 2013 relative to a zoning bylaw proposal on the warrant for the November 18, 2013 Special Town Meeting, along with Chairman Jones and Selectman Gould-Coviello. The proposal seeks to add to the list of uses requiring a Special Permit any Medical Marijuana Treatment Center or Registered Marijuana Dispensary. A wide variety of viewpoints were expressed including support for the bylaw from individuals in the industry.

Recommendation: No further action is necessary.

(2) Central Conomo Point Definitive Subdivision Plan Public Hearing (*)

I attended the subject hearing along with Chairman Jones and Selectman Gould-Coviello on November 6, 2013. Personnel from the Horsley Witten Group presented the Plan to the Planning Board and reviewed several alternatives for emergency vehicle turnaround on Robbins Island. The Planning Board decided to make a decision on the application at a later date, after boundary concerns from a private abutter on Robbins Island are further discussed.

Recommendation: **Board discussion as necessary.**

(3) Final Special Town Meeting Motions (*)

I have prepared final motions for the Special Town Meeting based upon the Board's guidance from the last meeting.

Recommendation: **Board discussion as necessary.**

L. Legal Issues

No items.

M. Grants

(1) FEMA Hazard Mitigation Grant, Emergency Generator

As the Board may recall, a site visit associated with the subject grant was to be conducted some weeks ago by Massachusetts Emergency Management Agency (MEMA) and Federal Emergency Management Agency (FEMA) officials in the last phase of approval for a grant for an emergency generator for the Town Hall/Library. That site visit had been postponed by the Federal shutdown but was rescheduled for and held on November 13, 2013. The officials from MEMA and FEMA reviewed our overall setup and site layout and receipt of the grant (applied for in March of 2013) looks very positive. The timeframe for a potential final award is late January or early February.

Recommendation: I will update the Board as necessary.

(2) MIIA Loss Control Grant

Our insurer has awarded us a \$5,000 grant for a work zone safety trailer with equipment, for use by the DPW. I have placed the order for the trailer and our insurer will pay the invoice directly upon delivery to the DPW.

Recommendation: No further action is necessary.

N. Emergency Planning

(1) Cape Ann Emergency Planning Team Monthly Meeting

I attended the subject meeting on November 7, 2013 in Rockport. The meeting included an abbreviated discussion of ongoing initiatives and featured a training session by the Department of Public Health relative to Emergency Dispensing Site (EDS) setup and operation. An EDS is used when a deadly disease or terrorist action requires mass medication or immunization. The four Cape Ann communities benefitted tremendously from this overview and will be working toward a drill of this nature in the future.

Recommendation: No further action is necessary.

(2) Agility Disaster Response Resource Training

As reported previously, our insurer has made the services of Agility Disaster Response available to all of its covered communities. This service provides access to generators, mobile office space, satellite phone, and Internet connectivity on very short notice, in the event of an emergency or disaster. I participated in a

webinar offered by Agility on November 12, 2013 aimed at orienting municipal officials to the service and how to access its benefits should the need ever arise.

Recommendation: No further action is necessary.

O. Other Items

(1) Essex Citizenship Award

(*)

At the last meeting, I explained how the Town of Manchester provides a graduating high school senior with a Citizenship Award each year and how the School District had asked if Essex could consider a similar award. The Board asked me to learn about the nomination and selection process and I obtained information from the Manchester Town Administrator for the Board's consideration. A committee that considers the various scholarships at the high school also provides the name of the nominee for the Citizenship Award, along with a brief description as to why the nominee is deserving.

***Recommendation:* Board review of the nomination process and award and adoption of a similar process for use in Essex.**

(2) Veterans' Day Holiday

The Town Offices were closed on November 11, 2013, 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.