



## Town Administrator's Report Board of Selectmen's Meeting of December 2, 2013

Report covers from November 16, 2013 to November 29, 2013

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

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### A. Town Department Reports/Requests

#### (1) Next Steps for Town Landing Improvement Design Process (\*)

The Long Term Planning Committee (LTPC) met during the week of November 11, 2013 to discuss the recent final presentation from Icon Architects relative to conceptual plans to improve the Town Landing and its environs. The LTPC would like to explore obtaining a quotation from an engineering firm to take the desired elements from the conceptual stage to a construction-ready design. It is possible that the Town could fund that type of work or that the Seaport Advisory Council could fund the work for an eventual combination of this new design with the boardwalk design, with construction funding eventually sought for the entire scope. The LTPC was also interested in the memorialization of the various comments that were registered by the public at the final presentation forum.

**Recommendation: Board discussion relative to the potential solicitation of a quotation and the documentation of the recent public commentary.**

#### (2) Central Conomo Point Definitive Subdivision Update (\*)

As the Board may recall, a private property owner on Robbins Island had questioned the property line determined by our surveyor during the Definitive Subdivision Plan hearing. The Planning Board has asked that the Selectmen provide evidence of that matter being settled by December 18, 2013, among other options.

**Recommendation: Board discussion as necessary.**

### B. Computer Systems

#### (1) Continued Optimization of Virtual Desktops for Test Users

Two full-time employees continue to use the new virtual desktop environment provided by the City of Melrose and a variety of user experience items have been identified. Each time a user notices something that is not equivalent to the experience offered by a native PC, I provide that feedback to Melrose personnel in an effort to make adjustments. Recently, Melrose personnel decided to rebuild the virtual server from scratch, in an effort to improve the quality of the experience (the original server build was created with a template). The rebuilt server solved many of the minor issues that had been reported and the user experience was greatly enhanced. Some issues linger and we will continue to work on those during this test phase.

*Recommendation:* I will update the Board as necessary.

(2) Rotation of Firewall/Router Appliances

As the Board may recall, we had purchased a backup firewall/router appliance for failover in the event of the failure of our primary unit. This backup or secondary unit is identical to the original unit and is newer. The primary unit will reach the end of its support life in January of 2014 and it was therefore necessary to swap the roles of the two units. With the help of our vendor, I have rotated the units and the newer unit is now our primary unit with full support. The older unit is now the secondary unit and will remain in service as a backup for the foreseeable future. Should it ever fail, we would need to purchase a new backup unit.

*Recommendation:* No further action is necessary. Total time – 2.5 hours.

**C. Personnel**

(1) Safety Committee Meeting

The next Safety Committee meeting will occur on December 18, 2013. I have placed a draft agenda in the Board's reading file.

*Recommendation:* I will update the Board as necessary.

**D. Procurement/Ongoing Projects**

(1) Reconstruction of the Village Corner Sidewalk

Reconstruction work commenced on November 19, 2013 on a short section of sidewalk between the end of Martin Street and the Essex Post Office. The reconstruction project went very smoothly and work was completed within the same week. This work represented the last remaining item associated with the Route 133 Reconstruction Project.

*Recommendation:* No further action is necessary.

(2) Contract for Engineering Services, Federal Channel Encroachment (\*)

A recent Town Meeting vote allows the Board to retain the services of an engineering firm to study the status of encroachments into the Federal Channel of the Essex River and to develop a plan to eliminate them using several possible strategies. As the Board may recall, we had already obtained a proposal from Vine Associates for this work and I have prepared a contract for the necessary services. A portion of the project will not be possible until the spring, when the various ramps, docks, and floats have been re-deployed by the Town's three marinas and various private residences and establishments. However, bathymetric survey work can begin at any time.

**Recommendation: Board countersignature of a contract with Vine Associates to for the Federal Channel encroachment study work.**

(3) Request for Proposals for Summer Camp Services (\*)

Now that the Town Meeting has voted to allow a contract for the provision of summer camp services for a period longer than three years, I have tailored our previous Request for Proposals to again seek proposals from interested vendors (the three-year contract with the YMCA for these services ended after the summer of 2013). Since we already had a well-developed RFP, I used our existing document as a template and provided for an initial, three-year term, with the possibility of additional terms, up to a maximum contract duration of ten years. I am prepared to finalize the procurement schedule and release the RFP in January.

**Recommendation: Board discussion relative to the release of a new RFP and any particular requirements that should be added.**

**E. Insurance**

No items.

**F. Facilities**

(1) Town Hall/Library Health and Safety Improvement Project Contract (\*)

Now that Town Meeting has voted to add funding to the project budget, we are able to move forward with the subject project. Our architect has worked to prepare the necessary contract with the successful bidder (Classic Construction) and the contract is expected to be ready for signature by meeting time.

**Recommendation: Board signature of the contract with Classic Construction.**

(2) Senior Center Elevator Malfunction

Senior Center personnel reported an elevator malfunction in the building on November 18, 2013. I visited the machine room and contacted the service company, which suggested that I press a particular reset button. That action did not fix the problem and the service company was not comfortable recommending any other strategies over the phone. As such, the service company arrived the following morning to address the issue. The recent installation of the generator for the building had re-ordered the rotation of the three power phases and the elevator pump will only run with a certain phase rotation. The elevator technician swapped two of the phases at the panel and the problem was corrected.

**Recommendation:** No further action is necessary.

## G. Fiscal/Budget

### (1) Manchester Essex Regional School District Budget Planning Meeting (\*)

Selectman Gould-Coviello, Finance Committee Chairman Soulard, and I met with officials from Manchester and the District on November 25, 2013 to continue budget discussions for fiscal year 2015. The meeting featured a broad presentation by District personnel relative to anticipated revenue and expense issues and challenges. The meeting also allowed input from both communities relative to how municipal issues will affect the capacity of each town to fund both operating and future capital needs of the District.

*Recommendation:* **Board discussion as necessary.**

### (2) Continued 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 prior meetings and the Board asked at the last meeting that I combine the construction element of the proposed new public safety building with the design element, in fiscal year 2015.

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

### (3) Fiscal Year 2013 Audit

Our auditor has begun the audit of fiscal year 2013 and has requested several updates from the Town Hall staff. I will soon provide an update relative to the "Economic Factors and Next Year's Budgets and Rates Section" as well as an updated accounting of accrued sick and vacation leave for all applicable employees. Our office has also provided copies of both collective bargaining agreements and data relative to Conomo Point sales, leases, and special situations.

*Recommendation:* No further action is necessary at this time.

## H. Complaints

No items.

## I. Meetings Attended

### (1) Cape Ann Chamber of Commerce Essex Division Meeting

I attended the subject meeting on November 21, 2013 and updated the group on a variety of Town projects and initiatives, including recent decisions made at the November 18, 2013 Special Town Meeting.

*Recommendation:* No further action is necessary.

(2) Informal Department Heads Meeting

I hosted the subject meeting in my office on November 21, 2013. The meeting featured a discussion regarding the various decisions that had just been made by the Special Town Meeting, especially the plans to proceed with Town Hall improvements. I will continue to host these meetings from time to time.

*Recommendation:* No further action is necessary.

**J. Final Judgment**

No items.

**K. Town Meeting, By-Laws, and Regulations**

No items.

**L. Legal Issues**

(1) Review of Potential Restrictive Covenant and/or Easement

In 2007, the Town Meeting authorized the Board of Selectmen to accept a restrictive covenant at 23-27 Centennial Grove Road (Map 8, Lot 50), in connection with the potential further development of the property. The Town Meeting had earlier that year authorized an access easement for access to the property, over Town property, from Centennial Grove Road. The project was discussed at various stages by the Board of Selectmen and the Planning Board and, in March of 2012, the Selectmen's minutes indicate that the Selectmen would await the comment period for a potential subdivision to register comments and potentially execute the two instruments. Recently, the applicants approached the Planning Board for an Approval Not Required (ANR) vote to create the lot. The Planning Board is presently considering the matter further.

*Recommendation:* Board discussion in executive session.

**M. Grants**

No items.

**N. Emergency Planning**

No items.

**O. Other Items**

(1) Thanksgiving Day Holiday

The office was closed on November 28 and November 29, 2013, in observance of the subject holiday.

*This report is available at [www.essexma.org](http://www.essexma.org) on the morning after any regularly scheduled Essex Board of Selectmen's Meeting.*