



Town Administrator's Report Board of Selectmen's Meeting of December 5, 2011

Report covers from November 26, 2011 to December 2, 2011

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

A. Town Department Reports/Requests

(1) YMCA Programming at Essex Elementary School

At the last meeting, Selectman Coviello indicated that she would reach out to the School District regarding the potential for the YMCA to offer user-funded, on-site programming at the Essex Elementary School. The YMCA would like to offer a variety of programming and it is our understanding that parents would be receptive to what could be offered. Selectman Coviello is in the process of exploring this matter with the Superintendent.

Recommendation: I will update the Board as necessary.

B. Computer Systems

(1) Configuration of Melrose Datacenter for Receipt of Essex Data

I am working with IT professionals in the City of Melrose to begin moving data from Essex to Melrose over a new, dedicated tunnel. City staff has prepared their own environment for this task and we will begin data testing during the week of December 12, 2011.

In a related matter, I noticed via auditing that the Town's existing tunnel from Essex to our disaster recovery server in Manchester, NH had gone down. After discussing the issue with our technical consultant, we determined that the new LAN Integration Device had to be trained to only use a particular route when trying to reach Manchester. With the help of Melrose IT personnel, we were able to make that adjustment.

Recommendation: I will update the Board as necessary. Total time – 4 hours.

(2) Police/Fire Server Maintenance

I performed various maintenance tasks on the subject server after a regular audit turned up performance issues. I also created new accounts for a new part-time patrolman.

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

(3) Software Support Contract Renewals

I have ordered renewals for the software that controls our on-site file backups on five servers as well as renewals for a portion of our client antivirus installations.

Recommendation: No further action is necessary.

(4) Review of Contract for New Water/Sewer Billing Software

After Town Counsel completed his review of the subject draft contract, the Wastewater Clerk made the suggested changes and I added wording to fulfill all guidance provided by Counsel. The DPW has sent the revised contract back to the vendor, Softright, for review. Once the language is acceptable to both sides, the Superintendent of Public Works will sign the contract (DPW has contracting authority up to \$50,000).

Recommendation: No further action is necessary at this time.

C. Personnel

No items.

D. Procurement/Ongoing Projects

(1) Route 133 Project Wrap Up

(*)

At the last meeting, the Board reviewed several matters that had been raised regarding project features adjacent to the Catholic Church on Main Street. The Board learned that MassDOT was willing to address an uneven drop to the sidewalk at the church's back stairs. The Board also opted not to have a roadside planting strip in front of the church replaced with concrete. Regarding the uneven step from the church's front walkway to the sidewalk (due to the sidewalk being sloped uphill next to a level walkway), the Board suggested that the church paint caution lines or provide a caution sign. Comments had also been received regarding a crosswalk but the project designer had reviewed those issues and had indicated that the situation was in compliance.

Also, at the last meeting, the Board discussed a desire to work with the MassDOT to explore the re-alignment of pavement lines to allow for the as-designed shoulder width from Martin Street to the causeway bridge on the Essex Village side of Route 133. I discussed this matter with the Resident Engineer and he set up an additional meeting with his superior and with the contractor that Selectman O'Donnell and I will attend on December 6, 2011. Further, Selectmen O'Donnell, DPW Superintendent Paul Goodwin and I met with an abutter to the small Martin Street portion of the project to discuss storm water issues. The abutter is interested in dovetailing the State's work with some work that he would like to do in his parking lot and he needs permission to connect his work to the street over a small section of already paved and traveled Town property.

Recommendation: **Board discussion as necessary, including consideration of permission to change grading on Town property with new paving work.**

(2) Contract for Development of Northern Zoning and Subdivision (*)

At the last meeting, the Board authorized the finalization of a contract with the Horsley Witten Group to provide the necessary zoning and subdivision development for the northern area of Conomo Point. The Board also immediately released the first contract task, the development of the existing conditions plan, in an amount not to exceed \$21,000. The contract total will be just over \$59,000. I provided a contract to the vendor for signature that is based upon the contract for the southern area and I expect that back by meeting time.

Recommendation: **Board countersignature of the contract.**

(3) Planning Board Decision Regarding Southern Subdivision (*)

After the last meeting, I learned that the Planning Board meeting at which the southern Conomo Point subdivision plan decision may be rendered will be held December 7, 2011 (I had previously reported November 30, 2011). I contacted our consultant as requested by the Board to determine whether he needed to provide the Planning Board with any further information. Our consultant or his associate plans to attend the Planning Board meeting on the 7th.

Recommendation: **Board discussion as necessary.**

(4) Conomo Point Forum (*)

At the last meeting, the Board confirmed that it will hold a Conomo Point information and status public forum in January of 2012. A tentative date of January 23, 2012 was discussed at the meeting but scheduling conflicts have pointed to a date of January 17, 2012, at the school.

Recommendation: **Board discussion relative to the agenda and advertising strategy for the forum.**

E. Insurance

(1) Annual Insurance Inspections

A representative of our insurer visited various Town buildings on November 30, 2011 for our annual insurance inspections. Any items that he found during his visit will be reported back to the Town with a recommendation to correct within 30 days.

Recommendation: I will update the Board as necessary.

F. Facilities

(1) Gate at Road to Centennial Grove Cottage

At the last meeting, the Board asked me to arrange for the installation of a locking gate at the beginning of the road to the Centennial Grove Cottage. I am working

with the Superintendent of Public Works to locate a suitable contractor and I will be receiving quotations in the near future.

Recommendation: I will update the Board as necessary.

G. Fiscal/Budget

(1) Fiscal Year 2013 School District Budget Discussion (*)

I attended a follow-up budget discussion along with Selectman Coviello, Finance Committee Chairman Soulard, and Manchester and School District officials on December 1, 2011. The meeting featured an update regarding the various financial planning efforts of each of the three entities, including ongoing efforts regarding regionalization and development of internal efficiencies. The District will present its tentative FY13 budget on December 14, 2011 and the Selectmen are posted for attendance. The group will meet again on January 13, 2012, in preparation for a public school budget forum that will be held at the Essex Elementary School on January 24, 2012.

Recommendation: **Board discussion as necessary.**

(2) Revised Draft of FY13 Capital Planning Budget Update (*)

At the last meeting, the Board reviewed a preliminary version of the subject update. The Board indicated that I should obtain the costs of necessary interior upgrades within the existing Town Hall, which I have begun to do. The remainder of the plan will rely upon input from the Town Building Committee, which will meet after our Town Building Feasibility Study contractor provides the Town with its final report. That contractor is currently waiting for final comments from the Town.

Recommendation: **Board review of the revised document.**

(3) Compensated Absence Summary and Economic Factors Summary

Each year, our auditors ask me to prepare a summary of compensated absences (accrued vacation and sick time), by employee, at the end of the fiscal year. I prepared the summary for the present audit (FY11) and provided it to the auditor after the Town Accountant filled in the various rates of pay.

Also, I have developed this year's iteration of the Economic Factors and Next Year's Budgets and Rates summary. This portion of the audit summarizes basic financial facts and planning relevant to the overall financial environment.

Recommendation: No further action is necessary.

H. Complaints

No items.

I. Meetings Attended

No items.

J. Final Judgment

No items.

K. Town Meeting, By-Laws, and Regulations

(1) Revision of Training Requirements, Alcoholic Beverage Licensing (*)

Earlier in the year, the Board asked that I develop changes to the current training requirements found in the Town of Essex Alcoholic Beverage Licensing Regulations for review in December. I have developed the changes using the Board's suggestions.

Recommendation: **Board review and comment relative to the proposed changes.**

(2) Conomo Point Parking Signage (*)

At the last meeting, the Board asked that I work with the Superintendent of Public Works and his sign vendor to produce revised sign proofs for two of the three Conomo Point parking signs that are under review. The lettering at the bottom of the two signs in question needed to be enlarged. The vendor has accomplished that by slightly reducing the size of the other printing on the signs.

Recommendation: **Board review of the new proofs.**

L. Legal Issues

(1) Deadline for Signature of Bridge Leases (*)

The deadline for leaseholders to present the Town with executed bridge leases was November 30, 2011. Approximately 87% of the contracts offered will result in fully-executed bridge leases. Two additional extensions that are pending may bring that total to approximately 88%. Approximately 7% of the current leaseholders indicated in writing that they will not be signing bridge leases and the 5% remainder did not respond at all.

Recommendation: **Board discussion as necessary.**

(2) Issuance of Dog Warning Letter

At the last meeting, after a hearing, the Board decided to rescind a past order of the Dog Officer in favor of a warning letter regarding a particular incident. I developed and signed that letter on behalf of the Board based upon the Board's input at the meeting. The Board reserved the right to become involved again should the situation warrant.

Recommendation: No further action is necessary.

M. Grants

No items.

N. Emergency Planning

No items.

O. Other Items

No items.

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