



## Town Administrator's Report Board of Selectmen's Meeting of December 9, 2013

Report covers from November 30, 2013 to December 6, 2013

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

---

### A. Town Department Reports/Requests

No items.

### B. Computer Systems

#### (1) Optimization of Virtual Desktop Environment

Recent actions taken by the Melrose IT staff have greatly improved the user experience for our two, test virtual desktop users. However, some minor issues lingered and Melrose personnel came out to our site on December 6, 2013 to review the issues in person in order to better appreciate what was still needed in fine tuning. During the visit, Melrose personnel gained insight on what to work on next to make the system perform at the optimal level and will continue to try different solutions.

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

### C. Personnel

No items.

### D. Procurement/Ongoing Projects

#### (1) Promotion of Town Resources, Advantages, and Attractions (\*)

Now that the Town Meeting has voted to accept a State Statute that allows public funding to promote the Town and an appropriation of \$5,000 has been made, the Board needs to determine what the scope of services should be and how to procure those services.

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

#### (2) Central Conomo Point Definitive Subdivision Plan Change Order (\*)

Since our Central Conomo Point subdivision designer, Horsley Witten, provided design services for the original vision of a Northern Conomo Point Subdivision and then switched gears to accommodate the Central Conomo Point Subdivision concept, out of scope work was performed. As such, the firm has requested a change order in the amount of \$9,500 to account for the extra work, including anticipated work relative to the boundary between Town property and private property on Robbins Island. The change order will also accommodate the

placement of easement lines onto the subdivision plan after it is approved in order to offer our appraiser a complete picture of each property for appraisal purposes.

*Recommendation:* **Board approval of the requested change order.**

(3) Response to Planning Board's Memo Regarding Central CP Subdivision (\*)

At the last meeting, the Board briefly reviewed a memorandum from the Planning Board relative to certain options that board is offering and asked that I work with Town Counsel to prepare a reply. To that end, it appears that taking the Planning Board up on its offer to extend the decision date in order to work out a boundary issue with a private abutter is the best course of action.

*Recommendation:* **Board review and approval of correspondence to the Planning Board relative to a request for an extension to the decision deadline.**

(4) Kick Off Meeting for Federal Channel Encroachment Study

The major stakeholders for the subject study will meet with our engineering consultant in my office on December 12, 2013 to begin discussion on how the project will be approached and how stakeholders can provide valuable input.

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

(5) Request for Proposals for Summer Camp Services

At the last meeting, the Board approved my revisions to our original summer camp services RFP to create a new RFP for services for up to the next ten years. The RFP will be released on January 6, 2014 with a response deadline of January 21, 2014. It is possible that the Board could award a contract for these services by early February so that the successful contractor may prepare for the upcoming summer season.

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

## **E. Insurance**

(1) Monthly Pothole Log

I obtained the subject log from the DPW for the month of November during the week of December 2, 2013 and submitted it to our insurer as part of the MIA Rewards Program. One pothole had been reported but it was later discovered that the area in question was in the Town of Ipswich, near the Essex line.

*Recommendation:* No further action is necessary.

## F. Facilities

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

As noted previously, our architect had been working to prepare the necessary contract with the successful bidder (Classic Construction). However, bonds and insurance were not in order by meeting time on December 2 and the contract is expected to be ready for signature by meeting time.

**Recommendation: Board signature of the contract with Classic Construction, if available by meeting time, or vote to sign outside a meeting.**

### (2) Senior Center Alarm Repair

The Fire Department reported on December 4, 2013 that one of the hard-wired smoke detectors in the Senior Center was malfunctioning and causing a fault in the system. I contacted our alarm contractor and a technician replaced the faulty unit to return the system to its normal state.

*Recommendation:* No further action is necessary.

### (3) Preparation for Relocation of Servers and IT Equipment

In anticipation of the relocation of the various servers and other network devices that are presently in my office (when our contractor constructs a new server room on that stage), it is necessary to make certain preparations. Two separate Internet feeds and the Cable I-Net both presently terminate in my office. In order for me to relocate the devices into which those feeds enter, I am working with an electrician to provide two coaxial extensions (for the I-Net and Comcast Internet) and one copper pair (for DSL) extension. These extensions will be made ready to quickly couple to the existing terminators so that equipment can be de-coupled and then moved to the end of the new lines when the server room is done.

I will also have an additional category 5 cable run between the two locations as a redundancy feature (I have already run one connection that brings our Melrose connection – which is already in the server room area – to our existing network switch). Further, since all of our category 5 wiring from our various workstations terminates in a switch in my office, the electrician will provide a power outlet outside of and above my office so that no IT equipment needs to remain in my office after the construction work is completed. I have ordered an additional backup power supply to serve the relocated switch and a new switch to place in the new server room itself.

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

## **G. Fiscal/Budget**

### (1) Town Hall Exterior Renovation Cost Update Contract & FY15 Capital Plan(\*)

At the last meeting, the Board asked that I contact the original architect for the Town Hall exterior renovation designs to get an updated cost estimate relative to that project. The architect will provide by meeting time a quotation for that service. If the Board commissions that work, the results could be known in time to include the exterior elements portion of the necessary Town Hall repairs in the capital plan update.

*Recommendation:* **Board approval of the cost estimation update work and continued review of FY15 capital plan elements and sequencing.**

### (2) Preliminary Review of Fiscal Year 2015 Selectmen's Operating Budget (\*)

The Finance Committee has issued the annual call for operating budget requests for the upcoming fiscal year (FY2015). I have developed a preliminary package for the Board's review at this time.

*Recommendation:* **Board review of the preliminary fiscal year 2015 Selectmen's operating budget.**

### (3) Reimbursement for Regional Center Transitional Costs

To properly address some transitional needs relative to the new Regional Dispatch Center, it was necessary for the Town to temporarily pay for wireless cards for cruiser laptops, four land lines for phone traffic routing, and one high-speed Internet connection for dedicated communication with the Center's software and databases. Now that we are up and running, the Center will reimburse the Town for covering those costs in the past and will pay those costs going forward. The total reimbursement expected by the Town is about \$1,900.

*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**

No items.

## **L. Legal Issues**

### (1) Removal of Items from 138 and 153 Conomo Point Road

The housing court recently approved the purchase of a variety of personal property items from the houses on Town property at 138 and 153 Conomo Point Road. A family member got the approval of the court to pay the Estate for the privilege of removing various items. The bulk of the work occurred on December 5, 2013 when the purchaser assembled about one dozen helpers to locate and remove items of interest from the house at 138 Conomo Point Road. A representative from the Estate was present to record the entire event and the purchaser was required to remove boarding to gain entry and then to re-secure the boarding when work was completed. A Town police officer was on site for the entire event as well. The purchaser made separate arrangements with the Estate to gain entry into 153 Conomo Point Road at another time.

*Recommendation:* No further action is necessary.

## **M. Grants**

### (1) Seaport Bond Bill Grant Planning

At the last meeting, the Board agreed that I should provide the Long Term Planning Committee with a summary of the ideas that the public offered at the October wrap-up session for the Town Landing design project (which I have done). The Board also agreed that any construction design work associated with the Town Landing should be incorporated into the next phase of Seaport funding. I will work with our State legislators to better understand when the Seaport program will again be equipped to consider new projects.

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

## **N. Emergency Planning**

No items.

## **O. Other Items**

No items.

*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.*