



## Town Administrator's Report Board of Selectmen's Meeting of Dec. 27, 2010

Report covers from December 11, 2010 to December 24, 2010

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

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### A. Town Department Reports/Requests

#### (1) Quarterly Department Head/Chairs Meeting

At the last meeting, the Board agreed a representative of the tennis court fundraising group, a member of the Long Term Planning Committee (regarding pocket parks), and the Town Clerk and Dog Officer should be invited to make presentations at the next quarterly department heads/chairs meeting that will take place on January 24, 2011 at 7:30 p.m. at the Senior Center. I contacted each of those groups and I have learned that a representative of the tennis court group will attend, the Town Clerk will attend for the dog summary (Dog Officer will be on vacation), and a representative of the Long Term Planning Committee will likely attend as well.

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

### B. Computer Systems

#### (1) Police Computer Maintenance

Various police officers had trouble logging on to one of the police terminals at the end of the week of December 6, 2010. I reviewed the situation and found that the hard drive was filled to capacity. I was able to delete files that had been copied over from user accounts on the old police domain when the new domain was created and freed up enough space for continued operation. The computer in question is being replaced when I install the new systems at that location.

*Recommendation:* No further action is necessary. Total time – ½ hour.

#### (2) Police Cable I-Net Modem

The power supply for the subject modem (which is responsible for inter-building communication) failed during the week of December 13, 2010. I contacted Comcast and received a replacement power supply and an additional spare for the future. The system is again functioning properly.

*Recommendation:* No further action is necessary. Total time – ½ hour.

#### (3) Client Computer Migrations

I have continued to install new desktop PC's and migrate users. I have now migrated the Assessors' office, which required extra time to coordinate the migration of the Vision database client software with the software vendor using a

special virtual machine mode in Windows. The vendor had not installed its software on many systems with our configuration since our equipment is so new. I have also migrated the Town Accountant and the Conservation Commission (also used by the Building Inspector and his clerk). The Conservation Commission Clerk will continue to log onto the old terminal until the conservation permitting software vendor provides me with instructions on how to migrate that software onto the new platform. I have prepared the new police officers' terminal to migrate accounts, which will take quite some time since many officers use one terminal and each will need to be migrated and configured separately. Thus far, I have migrated six officers to the new system. Some officers will be migrated to the second officers' terminal (which is not part of the recent computer purchase since it is a relatively new system).

*Recommendation:* I will update the Board as necessary. Total time – 18.5 hours.

(4) Annual Burning Permit Database Archiving

At the request of the Fire Chief, I archived the data for the 2010 burning permit season and revised the burning permit form expiration date to May 1, 2011. The system is now ready to accept new burning permit data as of January, 2011.

*Recommendation:* No further action is necessary.

## C. Personnel

(1) Calendar Year 2010 Evaluation Form

The Board asked that I revise the subject blank form to include text boxes for evaluative comments to be entered into electronically. I have made those changes and have distributed the revised, blank form to the Board members.

*Recommendation:* No further action is necessary.

(2) Calendar Year 2011 Goals (\*)

At the last meeting, I provided draft goals for the upcoming calendar year to the Board.

*Recommendation:* **Board discussion relative to those goals.**

(3) Personnel Board and Youth Commission Annual Reports (\*)

I have completed drafts of the subject reports to be included in the Town Annual Report.

*Recommendation:* **Board review and approval of the reports in the Board's capacity as Personnel Board and Youth Commission.**

## **D. Procurement/Ongoing Projects**

### (1) Summer Camp Contract Request for Proposals (\*)

At the last meeting, the Board asked that I develop a Request for Proposals from non-profit organizations potentially interested in offering a summer camp program at the Centennial Grove this coming summer. I have developed such a document for the Board's review. If this type of arrangement is eventually entered into, it will be necessary to formulate a strategy to close out a \$3,411 gap in the FY11 Youth Enterprise Fund after all expense, revenue, and Youth free cash are considered.

**Recommendation: Board discussion regarding the draft RFP and the Youth Enterprise Fund.**

### (2) Pocket Park Planning Review Meeting (\*)

At the last meeting, the Board agreed that the formal review meeting for the subject project should occur on January 12, 2011 if that date could be accommodated by the Long Term Planning Committee. We have since confirmed that the 12<sup>th</sup> will work and the meeting will be held at 7:00 p.m. in the Essex Fire Station on that date. The meeting will have the benefit of comments tendered to our consultants by the Long Term Planning Committee back on December 8, 2010 and any new LTPC comments that will be generated by then. I also provided a copy of the December 8<sup>th</sup> presentation to the Board so you may review and generate your own comments for January 12<sup>th</sup> as well. Further, ancillary issues such as future lighting plans and future plantings will likely be discussed on the 12<sup>th</sup>. We have invited the Open Space Committee to attend or send a representative, as requested.

**Recommendation: Board discussion relative to comments to be made on January 12.**

### (3) Village Corner Pocket Park (\*)

Bob Coviello of the Merchants' Group, the Chamber, and the Long Term Planning Committee recently indicated that a variety of potential plans exists for the Village Corner. He recommended further Board discussion regarding this topic, with stakeholders present, in the future to arrive at a final design choice (since the final construction season begins in the spring).

**Recommendation: Board discussion at the present meeting and potential follow-up discussion with all stakeholders at the January 12, 2011 pocket park planning meeting.**

(4) Eighth Biweekly Route 133 Construction Update

I provided the business community with the subject update on December 20, 2010. The report did not change substantially from the previous report since the contractor has essentially wrapped up operations for the winter.

*Recommendation:* No further action is necessary.

(5) Town Building Feasibility Study Update

To date, our Town Building Feasibility Study consultant has completed a review of space needs for the Town Hall and is presently working on similar reviews for the Library, the Fire Department, and the Police Department. It is likely that the Town Building Committee will meet again on January 18, 2011 to have the consultant present the summaries for review and discussion (rounding out Phase 1 of the project).

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

**E. Insurance**

No items.

**F. Facilities**

(1) Fishing Dock

At the last meeting, the Board agreed that a local donor should proceed, if he is able, to provide the Town with a maintenance-free dock to replace the old fishing dock at the Centennial Grove. I contacted the potential donor to thank him for the offer and connected him with an organization that might be willing to help pay for the necessary materials. I have learned that the donor is planning to proceed and will construct the 8' x 20' dock over the coming winter.

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

(2) Downtown Parking Area

At the last meeting, the Board asked me to contact the owner of a vacant parking lot on the causeway to get a sense of what short-term and long-term license, lease, or purchase terms might entail. The parking lot may, at the very least, allow for alternate parking during the final and most disruptive year of the Route 133 Reconstruction project. I have not yet heard back from the owner.

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

(3) Conomo Point Mind Mapping Exercise

(\*)

At the last meeting, the Board reviewed a "mind map" that I had produced as requested using software known as FreeMind based upon the decisions that have

been made to date. The Board and others present also conducted a new exercise aimed at generating a broader, conceptual mind map for the Point. Subsequently, I added that content to the mind map that I had created and produced a new mind map that exclusively had the broad concepts. I provided my original and revised maps to the group and provided the new base map after Chairman Randall reviewed it and created his own set of linked maps, each expanding on the broad map.

***Recommendation:* Board discussion with the group relative to the present status of the maps (paper copies of all maps will be available at the meeting).**

(4) Conomo Point Procedures Calendar (\*)

The next milestone on the subject calendar is the negotiation of draft bridge leases for the southern section of the Point. The July 8, 2010 letter to the tenants discussed various provisions that will likely be contained in any bridge lease and I have included those in the mind map discussed above. At this juncture, I could work with Counsel to include those provisions, plus any other provisions that the Board is interested in pursuing, to develop a preliminary draft of a potential bridge lease.

***Recommendation:* Board discussion relative to next steps for the draft bridge lease.**

(5) Town Hall Clock Winding Automation

The various components for the subject automation project had been ordered by our contractor and he had been awaiting their arrival. The components have now arrived and our contractor has begun the process of installing them (work began during the week of December 13, 2010). Our contractor will continue to install the new system and we will work with our electrician to provide power to the system once it has been completely installed.

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

## **G. Fiscal/Budget**

(1) Draft FY12 Selectmen's Operating Budget (\*)

The Town Accountant released the annual call for operating budgets during the week of December 13, 2010. The Board's operating budget request for FY12 is due back to the Accountant by January 11, 2011 (along with the capital budget request that the Board has already reviewed). I have developed a preliminary draft of the Board's FY12 operating budget. Since the Board also serves as the Youth Commission and the Board plans to contract out to direct-pay vendors or solicit volunteers for youth services, I have shown the Youth Enterprise Fund as closing out as of June 30, 2010. A total of \$3,411 in General Fund free cash or other

revenue will be necessary to close out the Fund after all Youth free cash is utilized.

***Recommendation: Preliminary Board review of the FY12 operating budget, including a discussion of the Youth Enterprise Fund.***

(2) Further Review of School District Tentative Budget (\*)

The Board had the opportunity to attend a hearing regarding the subject Tentative Budget on December 15, 2010. Officials from the Town of Manchester were also present.

***Recommendation: Further Board discussion regarding the School District budget as necessary.***

(3) Potential Fiscal Assistance for Downtown Businesses

At the last meeting, I reviewed the Board's past involvement with our Senator and our Representative relative to potential financial assistance to downtown businesses impacted by the ongoing Route 133 Reconstruction project. A summit was coordinated in the past and low-interest loans were offered but the business community is interested in grant and no-interest loans as well. The Board asked that I help coordinate a follow-up meeting to investigate these possibilities further. To date, I have reached out to the Representative's Office as the lead and I am awaiting further information.

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

## **H. Complaints**

(1) Residency of Shellfisherman Contested (\*)

The Board received a complaint that a particular commercial shellfisherman no longer resides in the Town of Essex.

***Recommendation: Board discussion as to whether to investigate the allegation now versus investigating when the new proof of residency requirements are applied in March.***

## **I. Meetings Attended**

No items.

## J. Final Judgment

### (1) Quarterly Report

(\*)

I have produced the Quarterly Report due to the Department of Environmental Protection January 1, 2011. The report includes the end-of-lease procedures update that has been sent to the tenants.

*Recommendation:* **Board approval to transmit the report.**

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

### (1) Renewal of Request for Determination of Applicability

(\*)

The Board filed an RDA with the Essex Conservation Commission back in July of 2007 asking for a determination regarding ongoing channel maintenance clearing in the Alewife Brook (in order to facilitate unobstructed alewife runs on an annual basis). The former document has expired and I have prepared a new application to renew the determination so that maintenance activities can occur as usual.

*Recommendation:* **Board vote to sign and submit the application.**

### (2) Draft Revisions to Proposed Southern Conomo Point Zoning District

(\*)

The Planning Board reviewed the version of the Southern Conomo Point Zoning District Bylaw that had been proposed for (but not added to) the Annual Town Meeting warrant in the spring of 2010. The Planning Board has suggested revisions and is interested in feedback from the Selectmen and the Conomo Point Planning Committee since they will soon be scheduling the requisite public hearing on the matter. The Planning Committee has deferred to the Planning Board's comments so long as reviews by our planning consultant and Town Counsel do not raise any substantive issues. At the Board's meeting of December 20, 2010, the Board asked that I forward the revised draft on to our planning consultant and to Town Counsel for review and commentary (which I have done).

*Recommendation:* **Board review and discussion regarding the draft revisions.**

### (3) Preliminary List of Annual Town Meeting Topics

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I have developed a prioritized, preliminary list of topics that the Board may wish to consider for the Annual Town Meeting to be held on May 2, 2011.

*Recommendation:* **Board review and discussion of this preliminary document.**

## L. Legal Issues

No items.

## **M. Grants**

No items.

## **N. Emergency Planning**

### (1) Execution of Reverse 911 Contract

Town Counsel worked out final contract language with our Reverse 911 public notification contractor, Code Red, at the end of the week of December 20, 2010 and the contract has been signed. We are in the process of setting the system up with the vendor.

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

## **O. Other Items**

### (1) Christmas Holiday

The office was closed on December 24, 2010, in observance of the subject holiday.

### (2) Town Administrator Leave

I was out of the office on vacation leave for a portion of the afternoons of December 15 and 21 and a portion of the morning of December 22, 2010.

*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.*