



Commonwealth of Massachusetts
Town of Wrentham
Board of Selectmen
79 South Street, Wrentham, MA 02093

TEL: (508) 384-5400
FAX: (508) 384-5403

INTEROFFICE MEMORANDUM

To: Board of Selectmen
From: William Ketcham, Town Administrator
Re: Town Administrator's Report, January 1 – 29, 2015
Date: January 29, 2015

Capital Budget Planning Committee

The Committee met on January 12, 2015 and has thus far, heard presentations by Finance, Public Works, Fire and Recreation. On February 9th, the Committee will hear presentations from Police and Schools.

Regional Dispatch

The MECC Board of Directors met on January 20th and 29th to discuss the job description of Executive Director, the negotiation of a lease with the town of Norfolk and budget development for FY16.

On January 6th, I had a telephone conversation with State 911 Director, Frank Pozniak who expressed his continued support for the project. The Town received approximately \$17,000 in reimbursements in December 2014. I received an explanation from the E911 Department on January 26th that a Budget Modification was necessary to pay reimbursements for the RDK Engineering contracted work. This is being sent in.

General By-Law Review Committee

On January 13th, I met with Michael Carroll to discuss by-law amendments necessitated by the new charter.

Personnel Board

The Personnel Board met on January 14, 2015. The Board approved a recommendation for changes to the salary schedule based upon the Collins Center Salary Study. A draft copy is attached. The Board is continuing work on a final draft of the job descriptions, but has completed a preliminary review. The Board recommended some job title changes which are

incorporated in the attached salary schedule, including the use of the title, IT Director, rather than IT Manager, and Administrative Assistant rather than Secretary.

Information Technology

Resumes for the IT Director will be distributed to the Search Committee by the end of the week.

I met with MX Consulting, Darrell True, Chief Anderson, Chief McMorrow, Superintendent Lavin, and the Town HVAC contractor, Terry Talkington to discuss the HVAC backup for the town's four server rooms. Only one (on the second floor of the police station), has any backup cooling. Secondary cooling, as a backup to the building HVAC, was established as a goal for all town server rooms with the feasibility of using mechanical ventilation in each server room.

I am currently working to resolve an issue which developed from the setting up of a mutual backup system using servers at the Police Department and Public Works Department. Darrell True designed the system using a Water Division backup device, a Police backup device and a Barracuda backup system. The problem arose when Water needed to access its backup and were told that only Darrell could have access to the system due to the presence of Police data on both servers. MX Consulting should be allowed to access these backups, as should Water and Public Works personnel, to retrieve their own data. I am moving Public Works to an independent system and looking at ways to resolve the water fund investment of \$6,000 in a system which is not usable for Water fund purposes, or in the alternative, a way for the system to work as originally intended to the benefit the Water fund as well as the Police.

Telephone System

The committee met on January 21st and reviewed the current line system, extension number assignments, and departmental needs. Conference calls with BETCO and Comcast were held on January 15th and scheduled on January 30th.

Union Negotiations

I met with the Public Works Union and the Clerical Union on January 15th. The January 27th meetings were cancelled due to the snowstorm and we will meet again on February 12th.

Massachusetts Municipal Association

I attended the MMA Conference in Boston on January 23-24 and attended training sessions on Personnel Interviews and investigations and on Other Post-Employment Benefits (OPEB) discussing how private industry and other communicates are acting to reduce these costs.

Blizzard of 2015

Public Works employees worked throughout the storm keeping town roads open and passable. Work was greatly assisted by the public complying with the governor's travel ban and with the town's ban of on-street parking. Police, Fire and Emergency Management volunteers were on duty to respond as needed. Public Works will work several days after the storm to clear sidewalks and remove snow piles from intersections. Wrentham did not have any widespread power outages.

SALARIED POSITIONS - ANNUAL SALARY RANGES						
		current Minimum	current Maximum	recommended Minimum	recommended Maximum	
A	Town Administrator	85000	105000	100000	150000	
B	Finance Director	70000	95000	85000	125000	
B	Superintendent of Public Works	75000	95000	85000	125000	
B	Police Chief*	75000	95000	85000	125000	
B	Fire Chief	75000	95000	85000	125000	
C	Building Commissioner	55000	75000	65000	95000	
C	IT Director	70000	85000	65000	95000	
C	Town Accountant	52500	80000	65000	95000	
C	Town Planner	45700	90000	65000	95000	
C	Police Lieutenant*	68000	78000	65000	95000	
C	Deputy Police Chief*			65000	95000	
C	Assistant Superintendent of Public Works	70000	85000	65000	95000	
D	Town Appraiser	50000	65000	55000	80000	
D	Director of Council on Aging	40000	55000	55000	80000	
D	Library Director	45000	61500	55000	80000	
D	Recreation Director	45000	61500	55000	80000	
	*not including education incentive					
HOURLY EMPLOYEES - HOURLY RANGES						
E	Executive Assistant to Town Administrator	16.42	24.63	\$25.00	\$32.50	
E	Assistant Appraiser			\$25.00	\$32.50	
E	Conservation Agent	20.00	33.00	\$25.00	\$32.50	
E	IT Systems Administrator	18.91	26.34	\$25.00	\$32.50	
F	Assistant Recreation Director	12.60	none	\$20.00	\$26.00	
F	Administrative Assistant to Town Administrator (Licensing & Select Board)	14.00	20.00	\$20.00	\$26.00	
G	Data Collector	13.68	21.89	\$18.00	\$23.40	
G	Administrative Assistant (Regulatory Boards)	10.00	17.41	\$18.00	\$23.40	
G	Administrative Assistant (Chief of Police)	18.20	21.07	\$18.00	\$23.40	
H	Department Secretary	10.00	15.55	\$15.00	\$19.50	
I	Department Clerk			\$10.00	\$15.00	