



Commonwealth of Massachusetts
Town of Wrentham
Board of Selectmen
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INTEROFFICE MEMORANDUM

To: Board of Selectmen
From: William Ketcham, Town Administrator
Re: Town Administrator's Report
April 16 – 30, 2015
Date: April 30, 2015

FY 2016 Budget

I met with the Library Trustees about their concerns with the Library budget on April 17th. These were subsequently discussed with the Board and the Finance Committee on April 21st and have now been resolved.

I met with the Finance Committee on April 27th for a general discussion of the budget. The Committee will meet on May 4th to discuss the recommendations of the Capital Budget Planning Committee. The Finance Committee meetings on May 4th, 11th, 18th, and 25th have also been posted as Selectmen's meetings so that all Board members may attend if they wish.

Telephone System

Betco completed the installation of a VOIP system at the Wrentham Elementary School last week. Comcast installed increased internet capacity at Town Hall on April 29th in preparation for the VOIP system. I am meeting with Betco on May 1st.

Procurements

The RFP for Cleaning Services was due on April 27th. Seven proposals were received. The proposals are now being reviewed and references are being called.

Storm-water

A first meeting was held on April 17th between the Town's Public Works, Planning and Health Departments and the Charles River Watershed Association who will be doing a study of the Town's storm-water situation under a grant.

Personnel

Effective April 27th Nancy Langlois has been appointed as Executive Assistant to the Town Administrator. The position of Administrative Assistant (Board of Selectmen – Licensing Clerk) has been posted internally on April 24th and advertised in the local newspaper on April 29th. Eight resumes have been received to date.

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Labor Negotiations

I met with the Clerical Union and the Public Works Union on April 29th and will meet with them again on May 4th. I will update the Board further in Executive Session.

Request to Reduce Water Charges

The agenda contains two requests from homeowners for the reduction of charges billed to them by the Water Division. These come to the Board of Selectmen in your capacity as the Board of Water Commissioner and the policy making body for the services provided to the public by the Water Enterprise Fund.

Ms. Jomides' situation involves a Water Department employee coming to her home at night to deal with a frozen interior pipe. She was charged the 4 hour minimum overtime.

Mr. Kehrmeier's case involved frozen exterior lines. His e-mail, which you have, clearly indicates his side of the question.

The Water Division has been asked to provide responses to both issues which derive from the extremely harsh winter. Attached is the Water Division's policy on water services and an informational letter to homeowners on frozen pipes.

The questions for the Board are:

- To what extent should Water Division employees be performing work on customer service lines (the policy on water services appears to divide responsibility at the curb box, but practice has been to send employees into customer homes)?
- Should customers be billed for work on:
 - Customer service lines
 - On mains
- Was the work in question performed on a customer service line or on a main?
- What rate should a customer be charged:
 - Actual Town cost
 - A reduced rate
 - Nothing

The costs really remain the same regardless of which option is chosen, but any cost not charged to an individual customer is in fact being charged to all the customers so this needs to be thought of as what charges are proper to the system in general and what are proper to an individual customer.

WFK/nal

Attachments