



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
Date: May 14, 2015

Telephone System

BETCO is in Town Hall installing the new telephone system on May 14th and 15th.

Union Negotiations

I met with the Clerical Union and Public Works Union on May 4th. I met with Derek Stark, Clerical Union President, on May 11th in regard to the dispatchers.

FY 2016 Budget

I attended meetings of the Finance Committee on May 4th and 11th. The King Philip Regional School District has been invited to have representatives attend the May 18th meeting to present information on the KPHS turf field project.

The Capital Budget Planning Committee met on May 13th and voted to recommend that the town borrow \$450,000 for capital needs in addition to the capital spending from free cash and the water retained earnings. A copy of the summary is attached.

Personnel Board

I attended a meeting of the Personnel Board on May 6th. The Board voted to recommend the town meeting several changes in the Personnel By-Laws to conform the language in regard to appointing authority used in the By-Law to the terms of the new Town Charter.

General By-Law Review Committee

I met with Michael Carroll, Chair of the Committee and with Town Clerk Cindy Thompson on May 7th in regard to proposed by-law amendments. I have prepared a separate memo to the Board with my concerns about some of the changes to be presented as technical corrections to conform to the new Town Charter.

Assessors – Hiring of new Data Collector

The Town Appraiser, the Board of Assessors and I interview three finalists for the position of data collector in the Assessors' Office. I authorized Town Appraiser Sanford Genna to make a conditional offer of employment to the top candidate and I have been advised that the offer was accepted. A background check and health exam will be scheduled.

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Administrative Assistant (Board of Selectmen / Licensing Clerk)

I have appointed Ms. Adriana Robles to the position left vacant by the promotion of Ms. Langlois to Executive Assistant to the Town Administrator.

Procurement

Bids for emergency electrical repair work were opened on May 13th; three bids were received and are currently being reviewed.

I have awarded bids advertised through SERG (Southeast Regional Group) for paper, office supplies, and water chemicals.

WFK/amr

Attachments