



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
June 11, 2015-July 8, 2015
Date: July 8, 2015

Economic Development Commission

On June 17th I attended the meeting of the Economic Development Commission. The major topic of discussion was the several 40B projects proposed for the Town.

Wrentham Elementary School – Third Grade visit to Town Hall

On June 17th and 18th the WES Third Graders visited Town Hall as one stop on the “Revolutionary Wrentham” visits to historic sites and saw samples of some of the records kept by the Town in the Clerk’s Office, the Selectmen’s Office, and the vault.

Solar Energy Credits

On June 22nd I met with two representatives of Citizens Energy which is developing a solar project and is offering solar energy credits for purchase by the Town. The arrangement is that the Town can purchase the credits for a discount below the electric rate and then use the credits at their full face value to cover its bills for energy supply. The Town has had other companies offer similar credit programs. I am in the process of evaluating this proposal.

Massachusetts Certified Public Purchasing Official Program

On June 23rd, 24th, and 25th, I attended a seminar at the Office of the Inspector General in Boston on Designing and Constructing Public Facilities. This is a requirement of my re-certification under the MCPPO program which qualifies me to act as the Town’s Chief Procurement Officer.

Alcohol License Fees

The present language of section 12.2 of the Board of Selectmen’s Policies and Procedures calls for the payment of the full annual fee for transfers of stock in a licensee and for the payment of 20% of the annual fee for changes of manager. In the case of an all alcohol license for a restaurant this is a fee of \$2250.00 for a transfer of stock and \$450.00 for a change of manager. These fees are very high, for comparison the fee schedule of the City of Boston for each of these activities would be \$470.00 and \$230.00 respectively. The Town has typically in the past not charged a local fee for the change of manager, but we recently had before the Board a transfer of licensee stock and another is before the Board tonight. I recommend to the Board that the fee for

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transfer of stock in a licensee be set at 20% of the full license fee and that fee for a change of manager not have a local fee, as the bulk of the work on the latter is done by the ABCC which charges \$200.00.

Recommended Action: That the Board vote to modify Section 12.2 of the Board of Selectmen's Policies and Procedures to set the fee for applications for approval of transfers of stock in a licensee at 20% of the annual license fee, the fee for transfer of a license to a new licensee at 100% of the annual license fee, and the fee for a change of manager at no charge.

Cemetery Fees

I am working with the Department of Public Works to revise the Cemetery Fees which apparently have not been revised since at least 2006. Attached is a draft of the proposed changes, which Superintendent Lavin is currently reviewing with DPW staff and local funeral directors. I expect to have a final proposal before the Board in August.

Council on Aging Building Use Fees

I have been discussing increasing the Building Use fees for the senior center with Council on Aging Director Janet Angelico. The proposal is to raise the fee to \$60.00 (for up to three hours) plus \$25.00 per hour for each additional hour; an increase from \$50.00 and \$10.00 respectively will be before the Board in August. We are still discussing certificate of insurance requirements.

Quarterly Donation Report

Attached is the quarterly donation report.

Recommended Action: That the Board vote to accept the several donations and authorize the indicated departments to expend the funds for the purpose specified by the donors.

WFK/amr

Attachments