




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 July 10-August 13, 2015
Date: August 13, 2015

40 B Projects

Town Planner Paige Duncan and I accompanied by other Town staff and Board members attended the Mass Housing site visits at Wrentham Preserve (Green Street) on July 27th and Eaglebrook (Franklin Street) on August 12th. The Technical Review Committee met on July 30th with the developers of Wrentham Preserve (Green Street). Ms. Duncan and I met on August 10th with the developers of Rosegate (Madison Street); this project is expected to be approved by Mass Housing shortly and to make their application for a comprehensive permit to the Town, Zoning Board of Appeals shortly thereafter. Rosegate will be seeking, with the Town's cooperation, a MassWorks grant to improve the water system serving that section of the Town.

In order to begin to prepare the Zoning Board for dealing with up to three 40B projects at the same time, Ms. Duncan and I brought Town Counsel George Hall and our 40B consultant Judi Barrett to the Zoning Board for a training session on August 12th. Ms. Duncan was also successful in obtaining Mass Housing's agreement to fund Ms. Barrett's services for the August 12th meeting, and in scheduling a meeting between the Town and Mass Housing for August 19th.

I have spoken to Zoning Board Chairman Greg Sexton and Town Planner Paige Duncan and both are very concerned about the minimal staff time funded to support the Zoning Board in this process. Presently the ZBA has only 8 hours per week of Clerical time. I suggested using the funds budgeted under Central Services for "part time clerks" to supplement the salary lines for the ZBA/Planning Administrative Assistant Lisa Pacella and the BOS Administrative Assistant Adriana Robles to provide an additional 9 working hours each. This would cost the town the additional benefits in going over the 19 hour per week ceiling, but I feel it would be significantly more effective to increase the hours of employees having working knowledge of the Town rather than hiring the part-time clerks originally contemplated. The increased salary cost would be approximately \$18,000 which would leave \$11,000 out of the amount budgeted to hire additional part time staff.

Recommended Action: That the Board approve the increase in working hours so as to enable the Town to deal with the 40B influx.

Strategic Planning

Departments were asked to submit goals for the Board to consider in establishing a strategic plan. The process was discussed at the staff meeting on August 13th, 2015. Boards and Committees will receive some additional time to respond. I have asked that submission be made by Wednesday August 19th. Departments were assigned to communicate with the several Boards and Committees. Responses were received from the Town Administrator, Board of Health, Public Health Nurses, Wrentham Elementary School, Police, Inspections, Town Clerk, Assessors, Council on Aging, Information Technology, Town Planner, and Conservation Commission. I expect to receive the Fire Departments when Chief McMorrow returns from vacation next week.

Purchasing Policy

I have implemented the suggestions of the Inspector General's Office and revoked the several obsolete delegations of purchasing authority. I am crafting new delegations with requirements for staff training in purchasing laws. This will achieve more central control through pre-approval of expenditures.

Records Management

I am proceeding with an inventory of stored records in the Town Hall basement and Clerk's closet which will indicate what to dispose of and how to properly store and maintain the records. I have hired King Information Systems, Inc which recently performed a similar project in North Attleboro to do an evaluation at a cost of \$2,020 and prepare a proposal for a capital project for consideration for the November Town Meeting.

Fire Truck

The Town will shortly be seeking bids for the refurbishing of Engine 3, a 1994 Pierce Sabre Fire Truck. While it is out of service Chief McMorrow has obtained the loan of a truck from the Town of Sharon.

Wampum House

The Historical Commission, using donated funds, will shortly undertake repair work on the Wampum House replacing deteriorated sills and reconstructing historic windows. The house is undergoing a series of restoration work as funding permits.

Knuckup Hill Tower

Verizon has filed with the Planning Board for permits for the construction of a communications tower on Knuckup Hill. This was the subject of the RFP issued by the Town and it will include space for town radio communications. The Planning Board hearing is on September 2, 2015 at 7:30 p.m.

Insured Property List

I am currently reviewing with departments the Town's insured property lists with departments in order to remove property no longer in use by the Town and to confirm that all items needed to be listed are properly listed.

Street Acceptance Procedures

Town Planner Paige Duncan and Public Works Superintendent Michael Lavin have recommended changes in the Board's procedures for Street Acceptance. A draft of the changes is attached for your consideration and review. I will place this on the Board's next agenda, September 1st, for discussion and vote.

WFK/amr

Attachments