



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 October 15<sup>th</sup> – 29<sup>th</sup>, 2015

Date: October 29, 2015

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**Rice Field Building**

The time to respond to the RFQ for design services has been extended until November 13<sup>th</sup>. The town has received 15 requests for copies of the RFQ. No designers attended the scheduled site visit on October 21<sup>st</sup>.

**Administrative Assistant / Licensing Clerk Position**

Two internal candidates expressed interest in the position. Interviews were held on October 19<sup>th</sup>. Lisa Pacella, currently the Administrative Assistant for the Planning / Zoning Boards was selected and has accepted the offer of the position. The current holder of the position Adriana Robles has been able to stay on with us for a few extra weeks to enable us to develop a smooth transition and to allow time to fill the vacancy in the Planning office.

**Planning Office**

Ads have been placed on the MMA website and the Planner list serve for the Planner position. The Administrative Assistant position has also been posted internally for 7 days as required by the Clerical union contract. I have prepared for the action of the Town Meeting on November 9<sup>th</sup> a by-law creating a department of Planning and Development and a request to fund the position of Director of Planning and Development and the Administrative Assistant position as full time positions. I have spoken with or e-mailed the chairs of the Planning Board, Conservation Commission, Zoning Board of Appeals and Board of Health to seek their participation in the search process for a Director. The town has received three resumes for the Planner position and four resumes for the Administrative Assistant position.

**Clerical Union Negotiations**

I have met with the Clerical union on October 26<sup>th</sup> and October 29<sup>th</sup>.

#### **40 B Projects**

The Town has received a technical assistance grant from the Mass Housing Partnership which will fund the services of our consultant Judi Barrett of RKG Associates up to \$13,500.

The proposed project for the Green Street area has submitted a revised plan application with Mass Housing and the town has been asked to submit comments next week. Town Planner Paige Duncan is working with town departments to prepare comments on the revised plan.

#### **David Brown Way**

Public Works has been working on the flooding problem on David Brown Way. Superintendent Michael Lavin obtained information from former Superintendent Everett Skinner indicating that drainage existed capable of carrying the storm water which collects in the roadway. After digging several exploratory holes Public Works employees located pipes which were not connected to the two existing concrete catch basin structures. One structure has now been connected to the drainage system and Public Works will observe how well it performs in the next rain storm. Locating and connecting the pre-existing drainage to the concrete catch basin structure involved extensive work by both highway and water division employees under the supervision of Highway Supervisor Ron Lilja.

WFK/amr