



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 October 30th-November 12, 2015

Date: November 12, 2015

485 Washington Street

The Technical Review Committee met on November 3rd with a potential developer of this property to discuss potential issues. The developer is exploring the possibility of hotel or retail uses.

MEMA Conference

On November 4th, I attended the Massachusetts Emergency Management Conference in Worcester on Effective Leadership During a Crisis.

Planning & Development

I met with Planning Board Chairman Michael McKnight on November 9th to discuss the transitions in the office of the Town Planner and Administrative Assistant. The position of Administrative Assistant has now been offered to Virginia Stuart, who has accepted. A start date will be in late November. The present Administrative Assistant Lisa Pacella will be moving to the Selectmen's Office as Administrative Assistant / Licensing Clerk. She will assist in the training of Ms. Stuart which will begin with the Planning Board meeting on November 18th. Ms. Pacella is being trained by Ms. Robles to take over responsibilities in the Selectmen's office in December.

I have formed a search committee to interview candidates for the Planning and Development Director position. The members are Gregg McCombs from the Planning Board, Deana Reardon from the Conservation Commission, Charles Woodhams Jr. from the Economic Development Commission, Dr. Brian Kelly from the Board of Health, and Deb Torchia and Joseph Botaish from the Board of Selectmen. I will be contacting the candidates to schedule interviews.

Building Commissioner

On November 10th I received the resignation of our Building Commissioner Robert Blackman, who has accepted a position with the Town of Mansfield. I have posted the position and advertised it on the MMA website.