



Commonwealth of Massachusetts  
**Town of Wrentham**  
Board of Selectmen  
79 South Street, Wrentham, MA 02093

TEL: (508) 384-5400  
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Memorandum

To: Board of Selectmen  
From: Town Administrator  
Re: Town Administrator's Report  
November 25 – December 10, 2015  
Date: December 11, 2015

**Director of Planning and Development**

I have appointed John Charbonneau as Wrentham's new Director of Planning and Development. The Planning Board was notified of the appointment on November 25, 2015 and the Planning Board has taken no action, hence the appointment has taken effect pursuant to the Town Charter. Mr. Charbonneau will begin work on December 28, 2015 at an annual salary of \$70,000. I have copies of his resume available should you wish to see them.

**Building Commissioner**

I have appointed Nicholas J. Riccio as Wrentham's new Building Commissioner by my memorandum of December 8, 2015 which you have in your meeting packets. I have copies of his resume available should you wish to see them. I recommend that you vote to affirm my appointment pursuant to section 4.2 (a) (i) of the town charter. I have offered Mr. Riccio a starting salary of \$85,000. He is ready to start on December 28, 2015.

**Tax Levy for FY 2016**

The tax rate shift having been set on December 1, the Assessors have sent the commitment to the Finance Director on December 10. Tax bills will be issued in December.

**FEMA reimbursement for the winter storm of January 26-28, 2015**

Chief McMorro, Superintendent Lavin and I met with a FEMA representative on December 2. The town has made a new submittal of information as recommended by the FEMA representative. We are hopeful of receiving some reimbursement.

**Rice Field Restroom – Concession Building**

The designer selection committee and I met on December 2 to interview three designers who responded to the Town's request for qualifications. The firm of Clark and Green was selected. I am finalizing the contract with them and we have scheduled a kick off meeting for December 15.

**MIIA Safety Meeting**

On December 12 several department heads and I met with MIIA loss control representative Jeff Siena. We have scheduled a DOT training for CDL supervisors on January 20, 2016.

**Union Negotiations**

I will meet with the Wrentham Police Association on December 16 to begin contract negotiations.

**Budget FY 2017**

Departments have begun work on their budgets for the next fiscal year. I will shortly be issuing a budget schedule. I provided general instructions to departments at the staff meeting on December 10.

I anticipate that a major issue in the FY 2017 budget will be health insurance costs. I have obtained some Wrentham claims data through Group Benefit Strategies who manage the plans the Town purchases through the West Suburban Health Group. We have obtained information from Harvard Pilgrim and expect information from Tufts. Fallon has advised that they cannot provide claim information due to a HIPPA rule due to the small number of Wrentham subscribers who purchase their plans. Karen Jelloe and I have also gathered what information the Town has independently of the several insurers. MIIA is in the process of reviewing the information provided.