



Town of Barre

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TOWN ADMINISTRATOR'S REPORT

August 21, 2017

CORI Procedure

Attached is a revised draft of the CORI Procedure from the version presented at the August 7th Selectboard Meeting. This version includes language which includes the standards which trigger the need for a CORI check to be done. The CORI Procedure was disseminated to department heads for comment. Comments were included into the policy.

New Town Website

At the previous Selectboard meeting, the board discussed the potential for developing a new town website. At that time, concerns were brought up that the town had already paid for a website to be developed that we never received.

According to our records, the Town of Barre produced a \$500 deposit to Adam Cutler of Motionless Visions to perform website development for the town. I reached out to Mr. Cutler and he provided the attached agreement from April 27, 2016 for development of both the Town of Rutland and Town of Barre websites for a total of \$3,750 (\$1,875 per community). He indicated that due to the time it has taken to get to this point, he would absolve the remaining amount due if we decided to not move forward.

I met with Mr. Cutler on Thursday, August 18th to review the website as developed to this point to see if there is a potential to utilize this platform or if we should start from scratch.

These are the cost options for the town based on the quotes I have received from municipal website vendors.

Website Pricing Proposals			
Company	Start Up Cost	Annual Cost	3 Year Contract Cost
Gov Office	\$0.00	\$3,995.00	\$11,985.00
CivicPlus	\$8,997.00	\$3,000.00	\$17,997.00
Virtual TH	\$6,000.00	\$2,750.00	\$14,250.00

At this point, I am still awaiting a final cost breakdown on what the annual cost would be to the town to maintain the hosting of the site on the proposed platform from Mr. Cutler. I

would also like to sit down with various departments to see if they believe the proposed format is acceptable before making a final recommendation how to proceed.

License Permitting Software

At the previous Selectboard meeting, I presented the proposal for moving from the GeoTMS Software to the Viewpoint Software for permit tracking and collection.

Upon review of the remaining surplus in the IT Budget from FY17 and looking at anticipated expenses in the FY18 Budget, I am proposing we take the following action to move forward:

- Encumber the remaining FY17 IT Expense Total
- Fund all one-time costs from FY17 IT Expense Encumbrance
- Fund all annual maintenance costs from the IT Revolving Account

This plan will have minimal to no impact on the FY18 IT Budget and will not require the Selectboard to increase the spending authorization to the revolving fund. Additionally, we are in discussions with viewpoint to reduce their software costs to avoid any necessary change to our permit fee structure.

Industrial Tower Request to Add Verizon

We are in receipt of a request from Industrial Communications to add Verizon Wireless as a carrier on their tower located in Barre. In accordance with their agreement with the town, a vote of the Board of Selectmen is required.

Public Safety Building Update

The installation of the Fire Alarm System is scheduled to be done on Tuesday, August 22nd as per Priority Fire & Security Representative David Gallant. Upon completion, the final Fire Inspection and Building Inspection will be conducted and a Certificate of Occupancy will be issued.

I have been in contact with both the Charter Governmental Affairs Rep and State Rep. Berthiaume's office regarding the installation of the fiber data line. On Thursday, August 17th, I received communication back that there has been miscommunication between the Town and Charter regarding proceeding with the scheduling. It has been cleared up by Rep. Berthiaume that all communication regarding the fiber installation will go through my office. I am awaiting a direct call from Charter at this time.

Community Compact Cabinet Best Practices Grant

On August 15th, the Community Compact Cabinet program released the application period for their Best Practices Program. Previously, the town has applied for and has been awarded grants for the following best practice programs:

- Barre Capital Improvement Plan (FY16)
- Barre Business Continuity Plan (FY16)

I would like to move forward with applying for a Best Practices Grant for FY18 in one of the following categories based on conversations I have had with various individuals and personal opinion:

- Develop, document and implement Financial Policies and Practices including reserve levels, capital financing, and use of Free Cash. Such policies should identify the responsible parties and procedural steps necessary to carrying out the directed strategy or action.
- Review and evaluate Financial Management Structure to ensure that the structure and reporting relationships of the community's finance offices support accountability and a cohesive financial team process.
- Create an Economic Development Plan that engages diverse stakeholders, leverages local and regional economic strengths and assets, encourages innovation and entrepreneurship, and/or promotes workforce development planning and implementation.
- Engage in an Economic Development Self-Assessment exercise to identify strengths, weaknesses, and areas of opportunity

I look forward to discussing the proposed best practices with the selectboard to decide which practice to pursue.

Financial Update

I have provided a calendar for all members of the finance team in order to stay on top of mandatory state reporting deadlines based on financial best practices provided by the Division of Local Services. I hope to use this as a tool for assigning accountability to meeting our deadlines and assure that free cash is certified in a timely manner and state controlled funds are released on time.

Vacancies

The following positions have been posted:

- Water Department - Assistant Chief Water Operator
- Fire Department – Fire Inspector
- Police Department – Police Officer

A copy of each job posting and job description is available at the Town Administrator's Office.