



# Town of Barre

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## **TOWN ADMINISTRATOR'S REPORT**

**August 7, 2017**

### **CORI Procedure**

On July 20<sup>th</sup>, Selectmen Urban and I met with members of the Barre Youth Commission to discuss concerns that they had regarding the practice of requiring CORI checks for any individual interested in volunteering for the Commission. It was determined at that time that the town's current policy, which was drafted from the model CJIS policy, did not provide enough guidance to determine who should be required to apply for a CORI check.

In response, I have drafted the attached CORI Procedure for your consideration as a guiding document as to when an individual must comply with the standing CORI policy and the procedure which will be conducted by the Administrator's office.

### **Pre-Disaster Mitigation Plan – Request for Appointments**

CMRPC will be assisting the town in developing Barre's Hazard Mitigation Plan Update. Updates to the Hazard Mitigation Plan are required every five years and allow the town to retain its eligibility to seek federal disaster mitigation funding and assistance from FEMA during a federally declared disaster. In order to update this plan, we are required to appoint a Local Hazard Mitigation Planning Team. I am requesting the following individuals be appointed to this team:

- Fire Chief/ Emergency Management Director - Robert Rogowski
- Police Chief - John Carbone
- DPW Director - Jason Pimintal
- RRECC Director - Michael Moriarty
- Town Administrator - Andrew Golas
- Building Commissioner - Brianna Skowrya
- Animal Control Officer - Laura Pease
- Planning Board Member - Dennis Flemming

The team will meet three times to perform a Kickoff Meeting; Identify Critical Infrastructure and Hazards; and Develop the Mitigation Strategy. Once the plan is developed CMRPC will present the plan to you prior to it being sent to MEMA and FEMA for their approval, and again for final adoption once approval has been obtained.

## **DPW Union Contract**

The DPW Union Contract will be available for your approval at your Monday meeting. I am awaiting the final draft from Labor Counsel.

## **Appointment of Local Building Inspector – Robert Legare**

At your July 17<sup>th</sup> Selectmen's Meeting, the Board approved the acceptance of the Regional Building Commissioner and Local Inspector agreement. The MOU creates the position of Local Inspector under the authority of the Building Commissioner. It was assumed during this meeting that this position would be taken on by the individual who serves as building inspector for the other three towns under this agreement.

Since the automatic appointment of the local inspector was not clearly defined in the final agreement between the towns, I am requesting that the Board formally appoint Robert Legare as Local Building Inspector under this agreement.

## **Request for Appointment – Part Time Assistant Accountant – Kelly Garlock**

On July 11, 2017, the position of Part Time Assistant Accountant was posted with an application deadline of Wednesday, July 26<sup>th</sup>. The duties of this position include 10 hours every other week for warrant processing.

The Town received five applicants for the position. I jointly reviewed the applicants with Town Accountant Jean Joel. Based on our review of the applicants' credentials and personal interview, I am recommending Kelly Garlock be appointed to the position of Part Time Assistant Accountant. I have attached a copy of Ms. Garlock's resume for your consideration.

## **Public Records Policy**

At the July 18<sup>th</sup> Department Heads meeting, Town Clerk, Ellen Glidden noted that that town was non-compliant with the updated public records law because the town had not adopted a Public Records Management Policy. I have worked with Ms. Glidden to draft a Public Records Management Policy which I have attached for your consideration.

## **New Town Website**

One of my top priorities when accepting this position was to improve the transparency of our government and to make it easier for our residents to access the services we provide. The first step in doing that is improving our image on the web.

I am in the process of soliciting quotes for website hosts and design services. I believe we will be able to perform this with a design budget of \$5,000 and annual maintenance costs of approximately \$2,000.

I am requesting authorization from the select board to move forward in engaging a website vendor for services in an effort to have a new website launched by December.

## **Town Administrator Request for Outside Employment as per Contract**

As you know, outside of my duties as Town Administrator, I also serve as Lieutenant of the Bondsville Fire Department in Palmer. Since my contract with the Town of Barre requires I obtain approval from the Select board for any outside employment, I am requesting your formal approval to continue serving in this capacity.

## **Amend Revolving Fund Amount for Technology Fee**

Since before my tenure with the Town, the various boards and commissions have been looking for a replacement software for the Permit Tracking System GeoTMS, which was bought out by Accella and has discontinued support. The intention of the boards is to use funds from the Technology Fee Revolving Fund authorized under Chapter 44 Section 53 E ½ to pay for the upgrade. The total cost of the software came in at \$24,300.00; \$14,000 in "one time" costs and \$10,300 in annual recurring costs. Upon review, there are two issues that must be addressed before the town is able to move forward with the procurement of this software.

At the Annual Town Meeting, the passage of the revolving fund authorization capped the expense from the account at \$10,000 annually. In order to raise the cap and expend additional funding from this account, a vote of the Select Board would be necessary.

Additionally, the total fund balance of the Technology Fee Revolving Account is \$17,094.98, leaving a \$7,205 deficit which would need to be covered by the IT Budget.

Here is a breakdown of how the fund has generated fees since its inception in FY15:

	FY15	FY16	FY17
Revenue	\$ 3,692.39	\$ 8,196.47	\$ 10,830.55
Expense	\$ 1,795.07	\$ 3,829.36	\$ 0 -
Balance	\$ 1,897.32	\$ 6,264.43	\$ 17,094.98

The large jump in fee collection was partially due to the "one time" Large Scale Solar projects so unfortunately, it does not appear that at the current rate, the technology fee revolving account would be able to fully support the cost of the permitting software. The Board may want to consider revising the fee schedule if you decide it is in the best interest of the town to move forward with this proposal.

## **Status of IMA for IT with Rutland**

I had an opportunity to meet with Margaret Nartowicz to discuss the status of the Regional IT agreement between the Towns of Barre, Rutland and the RRECC. We both feel that it is in our best interest to continue the IMA, although, given the scope of services needed to serve the two communities, the agreement should be redrafted to move from a "Regional IT Director" to a "Regional Contracted IT Service."

Moving to this format would allow the towns to hire one firm with staff in place to handle any issues that may occur 24 hours a day, 365 days a year without worrying about our infrastructure going un-managed due to vacations or sick time for one individual.

Additionally, contracting through a managed IT Service reduces the town's cost of providing employee benefits.

In drafting a new agreement between the communities, Margaret has contacted CMRPC to assist us in modifying the current agreement and to draft an RFP for a managed IT service contractor.

As far as agreements which are currently in place, the Town of Barre has entered into an agreement with SuzorIT for a period of one month while Rutland has executed an agreement with SuzorIT which is in place until June 30, 2018.

In order to do our due diligence in working with Rutland and CMRPC to draft a new agreement, develop an RFP, review proposals and issue a contract, we would be best served in modifying our agreement with SuzorIT to match Rutland's.

I had previously requested Adam provide a proposal to extend the current agreement to three months to allow us an opportunity to make a plan to move forward. At this time, I am requesting the Select Board extend the contract currently in force with SuzorIT for a period of two additional months in order to establish a long term IT strategy for our community.

### **USDA Compliance Report**

On July 24<sup>th</sup>, we received a notice from USDA that following a compliance review which was conducted on June 19<sup>th</sup>, the Town of Barre was in non-compliance due to outstanding materials which had not been submitted to them for their evaluation. On August 1<sup>st</sup>, all outstanding documents were submitted to the USDA and the Town is now in full compliance with their review.

### **Public Safety Building**

On Monday, July 31<sup>st</sup>, Chief Carbone and I met with General Contractor BJ Puchalski and OPM Steve Kirby to discuss some of the warrantee issues and concerns that we had with the public safety building. A majority of the issues noted had been address or will be followed up on by Mr. Puchalski.

The installation of the Fire Alarm Panel was scheduled to be done on Wednesday, August 2<sup>nd</sup> with monitoring to be contracted through Houston Security Systems, Inc. Upon completion, the final Fire Inspection and Building Inspection will be conducted and a Certificate of Occupancy should be issued.

The final aspect of the project that is holding up the official opening of the building is the installation of the fiber data line. On August 2<sup>nd</sup> I contacted Charter Communications Governmental Affairs's Representative, Anna Lucy to request an update on the scheduling of the installation and stressed the importance of getting a firm installation date scheduled. As of the issuance of this report, I have not heard back from Ms. Lucy, but I will update the Board as I obtain additional information from Charter.

## **Invitation for Bid-Public Safety Building Vehicle Exhaust System**

Article 1 of the March 28, 2017 Special Town Meeting approved an amendment to raise and appropriate an additional \$211,000.00 for costs associated with the completion of the Public Safety Complex. \$20,000 of said appropriation had been budgeted for a vehicle exhaust system. I have developed an Invitation for Bids for the exhaust system in conjunction with Chief Rogowski. We will schedule the IFB for release on August 14<sup>th</sup> and a bid due date of September 20<sup>th</sup>.

## **Green Communities Grant**

CMRPC had assisted the Town in applying for the competitive Green Communities Grant program back in March 2017. The Town was awarded \$116,199 for LED Lighting upgrades in all in Town buildings. The work will be contracted through Energy Conservation Incorporated (ECI) who performed the pro bono energy audit for the town in preparation for the grant and is an approved vendor under the National Grid Project Expeditor Program.

I will be meeting with representatives from CMRPC and National Grid on Tuesday at 2pm. We are pushing to complete this project before December so that we will be eligible for the 2018 Green Communities Grant program.

## **Complete Streets Program**

CMRPC had assisted the town with establishing a Complete Streets Prioritization Plan under Tier 2 of the Complete Streets Program administered by MassDOT. The Completed Prioritization Plan was submitted to the town for review on July 26<sup>th</sup> and has been submitted to MassDOT for their consideration. If approved, the town will be eligible for up to \$400,000 in project funding.

## **Financial Review**

In order to give myself a better understanding of the town's current indebtedness for FY18 and a base for developing the FY19 budget, I established the attached worksheet based on the available debt service schedules from the Accounting office. I attempted to identify the funding sources for each loan, although, this assessment was only based off the type of loan and not necessarily past practice as recommended by the Finance Committee. I look forward to working with all parties in the establishment of our FY19 budget.