



# Town of Barre

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## **TOWN ADMINISTRATOR'S REPORT**

**September 5, 2017**

### **New Town Website**

The agreement with GovOffice has been executed and the “First Year” funding for the project has been submitted to begin work. I have drafted a template site map which I have included in this packet. Once payment is received by GovOffice, we will begin collaborating on site development. We have received a few pictures so far from residents for the site but obviously we are looking for more. This will be key to ensuring we have an attractive website so I encourage residents to keep sending us your pictures of Barre. We are on track to launch the new site as scheduled.

### **License Permitting Software**

We have engaged Viewpoint in the switch over to the new permit tracking software. We have a meeting scheduled a meeting with departments who will be using the software to go over the system design and user functions incorporated into the system. We hope to still be on track to launch Viewpoint before permit renewals are sent out.

### **Public Safety Building Update**

On August 29<sup>th</sup> a Certificate of Occupancy was issued for the Public Safety Building and the building with the installation of the security system.

Unfortunately we are still in a stalemate with Charter over the scheduling of the fiber installation. Working through Rep Berthiaume’s Office, Charter requested that we provide copies of quotes produced to do the work, specifications on what work needed to be done, a check administered by the town to proceed with the work and a purchase order for the work to be done. This was all to be coordinated internally by our IT staff. I have not been provided any records that any of this has been provided. I have asked Adam Suzor if any of this was produced. On August 24<sup>th</sup> he stated that a quote has been produced and he gave the verbal go ahead to move forward with the project. He has yet to provide me with a copy of said quote.

At this point, I have no other option than to assume that we will need to start from scratch with the process of getting the fiber installation installed. I have reached out to representatives from Charter to ask how we can move forward with expediting the installation of this critical piece of infrastructure.

I will be meeting with Chief Rogowski, Chief Carbone and Adam to discuss this situation on Tuesday Morning.

### **IT Update**

I have issued an RFP for Managed IT Services with a due date of September 7<sup>th</sup>.

I have also scheduled a meeting with Dr. Maureen Marshall of Quabbin Schools to discuss the possibility of sharing IT services with their IT staff on Tuesday morning.

### **Community Compact Cabinet Best Practices Grant**

I have submitted Community Compact Grant Applications for the following practices:

- 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.
- 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.

I am awaiting review and a decision from the state. I will keep you updated.

### **Fire Department Job Descriptions**

Chief Rogowski and I are in the process of reviewing and drafting revised job descriptions to correspond with the new department command structure. While we have made significant progress on this task, we are not fully prepared to present them tonight. I hope to have these for your next meeting for review and approval.

### **Council on Aging Director**

I have accepted the resignation of Lester Paquin as Director of the Council on Aging effective August 28<sup>th</sup>. We have posted for an interim director with a due date of September 12<sup>th</sup>. I have asked the Council on Aging board to serve as search committee for the interim director and to present a candidate for consideration of the Selectboard for your September 18<sup>th</sup> meeting. Upon appointment of an interim director, the search process will begin for a permanent director. Until the appointment of an interim, volunteers from the Council on Aging have organized to ensure the Senior Center maintains normal daily operation.

### **Municipal Hearings Officer**

Building Commissioner Brianna Skowyra and Fire Chief Robert Rogowski have recommend that the board consider appointing a municipal hearings officer. Training is offered free by the Department of Fire Services at the Massachusetts Fire academy. Having a person designated into this position would allow both the Building Inspector

and Chief to issue both building and fire code citations for violations. Both Chief Rogowski and Commissioner Skowyra will be at the meeting to discuss this proposal.

### **Financial Update**

I have started the process of doing a financial analysis of where we stand as a community and recommendations on how we should proceed heading towards Special Town Meetings and development of the FY19 Budget. I have attached my preliminary analysis which includes recommended Free Cash and Stabilization balances along with a recommendation to establish a Capital Improvement Stabilization Fund to help address our capital needs. In the next week I will be meeting with the Capital Improvement Committee to begin the process of developing our FY19 Capital Improvement Strategy and discuss how we will address items that were slated to be part of the FY18 plan.

Part of my next step in this process will be to develop a financial forecast for the town. I am currently in the process of obtaining prior year tax collection and expense information to complete this report.

To this point, the following tasks have been completed by the financial team:

- Statement of Indebtedness has been completed and will be inputted to DLS Gateway this week
- Schedule of Outstanding Receivables
- Treasurer's Year End Cash Report
- Year End Reconciliation

### **Vacancies**

The following positions have been posted:

- Fire Department – Fire Inspector

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

We also have vacancies on the Finance Committee that we are looking to fill as soon as possible.