

Memorandum

Office of the
Board of Selectmen and Town Administrator

TO: Honorable Board of Selectmen
FROM: Jill R. Myers, Town Administrator
DATE : August 27, 2009
SUBJECT: Town Administrator's Report for the BOS Meeting of September 1, 2009

Owner's Project Manager (OPM) for the Senior Center Building Committee (SCBC): We received 13 responses. Submittals were reviewed by the SCBC. The SCBC has invited three respondents to interview next week for recommendation to the Town Administrator/Chief Procurement Officer.

Wind Turbine Design and Procurement Grant: The Green Energy Committee met with invited designers/wind consultants on 8/27. The selection of the project designer for the Turbine project is now exempt from the procurement law as of 7/1/09 as it is considered a public works project. Interviews were held with three designers/consultants from a list of potential wind consultants provided by the MA Technology Collaborative (MTC). It is anticipated that the selected designer will secure permits, prepare construction bid specifications, and assist with the next level of grant funding.

Road Construction Project Meetings: Superintendent Basler and I have met with Mass Highway engineers as well as the Town's engineers (SEA) to monitor progress and costs for the Rte 27 project. We had a pre-construction meeting with the engineers and contractor on 8/27 relating to the Rte 106 drainage project set to begin on or before 10/1.

RFP for Cellular Communications on the Pembroke Street Water Tank: The RFP will be advertised on 9/1. Since the solicitation is for the lease of Real Property, it is necessary to advertise twice in the newspaper and post it in the Central Register for thirty days prior to the opening of proposals. There are currently three carriers under contract for that location and there are four remaining sites available. Proposals are due on 10/2 at 11:00 a.m.

RFQ for Design Services has been issued for the next phase of work on the Frederic C. Adams Heritage Center: The scope is to refine conceptual plans for universal access to include an elevator and upgrade systems, including sustainable heating and cooling. Proposals are due back 9/23 at 11:00 a.m. Funding for the design and construction was approved at the Annual Town Meeting from the Community Preservation Fund.

Temporary Sign Placement on Town-owned Property Policy: I had queried other towns for sample policies, and it appears that some have a Town message board for that purpose, or

prohibit any non-Town sponsored temporary event signs, or delegate the approval to the Building Commissioner. Such temporary signs are not included in Town sign bylaws. The Town of Marshfield BOS delegated approval to the Building Commissioner. They allow signs in four designated areas that are no greater than two feet by three feet, can be put up/displayed one week prior to the event, and must be removed by 12noon the day after the final date of the event. I think that such practice resembles our approval of signs which begins with an application to the Building Department. A policy can be drafted with direction needed by the BOS for the following:

- BOS approval or delegate approval;
- Allow for any non-Town sponsored events to advertise or limit it to non-profits;
- Select locations – additional restrictions may be included such as non-disturb areas (Townhouse grass) and insurance requirements, etc.; and
- Determine appropriate size for a sign or banner

The agenda for 9/1 includes a request by a non-profit to place a temporary banner at certain locations as had been approved in previous years. The Inspector of Buildings will be present at the meeting.

DOR Financial Management Review: A Financial Management Review is a (FREE) study of a municipality's financial operations and condition to determine its strengths and weaknesses. The DOR Local Services assistance team performs financial management reviews and provides other consultant-type services related to municipal financial practices at no cost. A full financial management review typically involves interviews with administrators, finance officers, selectmen, finance and capital improvement committee members. The list may expand depending on the financial activities of the town. They review a wide range of municipal documents including submissions to DOR and examine financial practices and procedures, policies to guide decisions and look to ensure that financial checks and balances are in place. They also examine how the structure of government impacts operations, review the technology condition of the town, and generally seek ways to create efficiencies in government. The process ends, usually within two months, with a written financial management report which includes their observations, conclusions and recommendations for improving government fiscal operations. The Division can also provide follow-up training with municipal staff.

I have had the benefit of such review in two former towns - during difficult financial times in 2002 and with implementing a new charter in 2006. It is not labor intensive or disruptive to Town operations. To read previously issued reports, I suggest you visit the DOR website at www.mass.gov/dls. Click on Financial Management Assistance, then Published Financial Management Reports.

I respectfully request that the BOS vote to request a Financial Management Review. A letter will then be forwarded to the DOR Deputy Commissioner and Director of Municipal Affairs, Robert Nunes. It is anticipated that the team can start in late January 2010.

Should you have any questions regarding the foregoing, please do not hesitate to contact me. Thank you!