



# Town of Wenham

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Selectmen / Town Administrator  
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## MEMORANDUM

TO: Board of Selectmen  
FROM: Peter Lombardi, Town Administrator  
RE: Town Administrator's Report  
DATE: November 15, 2016

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### **Personnel**

The Finance Director Screening Committee is in the process of conducting interviews and expects to provide their recommendations on finalists to the Selectmen within the next week. Public interviews will then take place at the next Board of Selectmen meeting. Our goal is still to have the new hire in place by sometime in January.

### **Capital Improvement Program**

Municipal Resources, Inc. has delivered their recommendations on a Capital Improvement Program and plan to make a presentation on their report to the Board of Selectmen in December. Funding requests for capital needs which have been included in the FY18 budget will be reviewed in detail as we work through the budget process over the next several months.

### **HR Policy Audit and Update**

The Town has applied for grant funding in two key priority projects this year and can expect responses within the next month or so on both. First, we submitted an application for funding through MIIA's Risk Management Grant Program for up to \$9,600 to complete a comprehensive audit of our personnel policies and practices. This project will allow us to implement best practices in human resource management and to update our employee handbook so that it is compliant with all current statutory requirements. There may be some very limited local match requirement if we are awarded this funding.

### **Open Space and Recreation Plan Technical Assistance**

The other pending application is a request to the MAPC for technical assistance (TA) to help in updating the Open Space and Recreation Plan and to support the work of that Committee. The funding for this year has not yet been released but is anticipated in the near future. This TA would consist of dedicated staff time from MAPC land use professionals who have done similar work in a number of other area communities. The feedback that we have received from those experiences has been positive. Although there is

no formal requirement, we may have to provide some local match which could be achieved via a CPA application this year for a modest amount that would be available next July.

### **FY18 Budget**

With the Town's preliminary budget now finalized, we will be meeting with Hamilton and School leadership on this Thursday night at 6:30PM to discuss budget drivers and fiscal challenges for FY18. The Selectmen will also be meeting with Town staff this Saturday starting at 8:30AM to review and discuss their initial budget submissions. Based on those dialogues and after the Superintendent releases his budget proposal in mid-December, we plan on making further revisions to the Administration Budget in late December before the Finance and Advisory Committee begins their own review process.