



# Town of Wenham

Town Hall  
138 Main Street  
Wenham, MA 01984

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Selectmen / Town Administrator  
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## MEMORANDUM

TO: Selectmen  
FROM: Peter Lombardi, Town Administrator  
RE: Town Administrator's Report  
DATE: August 5, 2015

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### **Personnel**

The Town is in the process of conducting interviews for the full-time Administrative Assistant position that works under the general direction of the DPW Director and Water Superintendent, provides clerical support to the Highway Department, Water Department, Building and Grounds, Cemetery Department, and Tree Warden, and performs special projects as assigned. We received well over 100 applications for this position and hope to have it filled by September at the latest.

### **Welcome Packet**

The Town Clerk, Dianne Bucco, and I have begun working with the Town's Department Heads to create a welcome packet for new residents that will provide them with information regarding services that are offered by the Town. Once completed, this information will be posted on the Town's website. This project, similar to the Department Profiles that will be appearing in the Chronicle on a monthly basis starting later in August, is an attempt to reach out to the community in a new and different way to let them know what local resources are available to them. My thanks to Dianne for initially suggesting this idea, which was raised as a best practice at the New England Municipal Clerks Institute that she attended in July, and for taking the lead thus far.

### **Veterans Memorial Committee**

The Committee has been working on a revised scope of work for the second phase of this project and is planning to issue revised bid documents either early in September for a mid-fall completion or later this winter for a mid-spring closeout. This next phase will include the installation of granite curbing, stonedust walkways, and granite bollards. Whether this phase is completed this fall or next spring, the final landscaping and bench installation is scheduled for next spring.