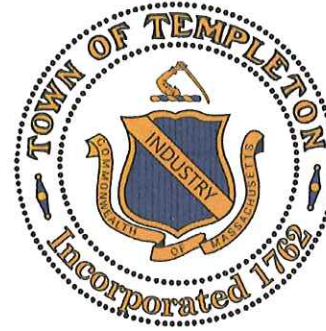


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator *Carter*
RE: MMA Conference
DATE: January 22, 2018
CC: N/A



I write to update you on the conference sessions I attended and materials I thought might be of interest (on file in the office) to you. In some instances, I had to collect the materials from one while I attended the second.

Inspire Engagement With a Citizens Academy: This is modeled on the Police and Fire Academies and covers all of Town government. Lexington w/30,000+/- population has been given for roughly 8 years now, covers 10 nights at 2 hrs each night and has about 25+/- participants. The Town Manager believes it has resulted in some new volunteers and energized staff (after initial resistance). Wenham is a population of roughly 5,000 persons and has offered their academy for only two years. They have had 15+/- participants and echoed the comments of Lexington. I continue to believe such an endeavor is worthwhile but would warn that our current backlog of projects – and some lower lying fruit such as mailings, reports, a web -do-over and the like – this may be a bit off in our future just yet.

Annual Labor Law Update: Materials Attached (conflict w/above)

Taming the OPEB Beast: No Materials; Prime point was to establish a funding approach (no matter how small) and to stick to it annually looking for long term solutions to this long-term problem. In conversation afterward, presenter thought our approach of a modest free cash contribution (annually) and pushing the enterprise funds to get fully funded at a faster pace was reasonable for now.

Softer Sell on Taxes: Materials Attached; Main focus was many people who pay their bills on-line bookmark the pay page and no longer go through a Town's web site. This vendor pushed the idea of cross promoting the web site by having continuing updates of news on the paying page to try to pull people back into your web site. This would have to be referred to uni-bank to get their reaction.

MMMA Association Meeting: Item of note is challenge of BoS doing evaluations now that it has been determined the individual input sheets – if used in a public meeting - are a public record and not part of a personnel file.

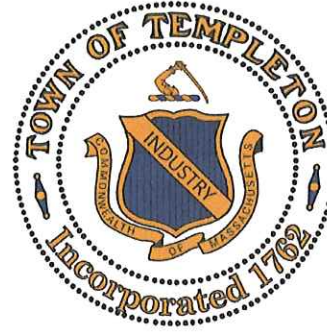
Employment Liability Practices: Highlights, upcoming Act to Establish Pay Equity MGL Ch 149 §105A effective July 1, 2018, Pregnant Workers Fairness Act effective April 1, 2018, need to expand our background checks to include SORI (Sex Offenders Registry Information) for certain jobs involving children and "... or another person for whom such inquirer has responsibility, care and custody." (CoA and Veterans Services perhaps)

Social Media Policies: Materials Attached (conflict w/above)

Vendors of Note: Met w/Bill Letsky and discussed need to upgrade web site to a mobile friendly platform and use that changeover as an opportunity to reset how we update, who updates and put some emphasis on continuing improvement.

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Holly Young, Assistant to the Town Administrator
RE: MMA Conference
DATE: January 22, 2018
CC: N/A



I am writing to update you on the conference I attended, the MMA Annual Conference. I attended with Selectman, Julie Richard, and DPW Assistant, Pam Rogers. This year, I was there “wearing two hats”; one to represent Athol as one of their Selectmen, and one to represent the Town of Templeton as I have been for the last 4 years. This was a definite cost savings for Templeton. I have met many people in the 4 years I attended that are great resources for our community. I always look for information that will help to improve areas of the Town’s government whether it be a human resource benefit, training for our employees, or products or services that could improve efficiency, or assist our staff.

For my Templeton portion of the MMA Conference:

I met a Veterans Services Director from Melrose, Alisha Reddin, whom is also the trainer throughout the state. I got her information to pass on to our Veterans Services Director for a couple of upcoming trainings as I know she is still new to the position. Ms. Reddin explained that the training they have is quite extensive and gives new directors the tools they need to do the job well and manage the stress of the position.

We attempted to go to the Social Media Workshop, however, it was full to capacity with people standing at the back of the room-it must have been an interesting workshop. I attended a workshop entitled **Not Just for Accountants: Know Your Chart of Accounts**. I learned a bit about municipal accounting practices and the Chart of Accounts that is something I need to work with as I do the Vendor Warrants for our office. Some of the terminology they used was a little more accounting related than I am, however, I came away with a new-found respect for those positions and some working knowledge of the accounts.

On the Trade Show floor, I approached a few MIIA representatives and saw our representative for the MIIA Well Aware EAP program, Mary Harrington. I discussed with Mary some ideas of a few health challenges that we may be doing with all of our employees who wish to participate. I did ask about the Fitbit Challenge as we had done that a couple years ago, however, they have not had all of the Towns they represent do that challenge yet, so it is not really an option for us again at this time. Mary gave me some ideas and I will be contacting her to discuss our options for challenges.

Between the workshops, meetings, and seeing people that I have met in past years at the conference; bumping into former colleagues who always seem to give me fresh ideas of how to improve things; connecting with the people I have email and phone correspondence with year round; and picking up bits and pieces of knowledge and information- this conference is irreplaceable as a resource to assist me and the others that attend in improving our efficiency, managing stress, and learning better ways to communicate with coworkers and residents; and provide an even better service to our communities.