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Town of Middleborough

Massachusetts

Town Manager

508-947-0928
FAX 508-946-2320

TOWN MANAGER'S REPORT
NOVEMBER 19, 2012

Attached please find correspondence from the office of the Town Manager for your review. Thank you.

Charles J. Cristello
Town Manager

MEMORANDUM

To: **All Department Heads**

From: **Charles J. Cristello, Town Manager**

Date: **November 13, 2012**

Subject: ***Instructions for FY 2014 Budget Development***

OVERVIEW

The Commonwealth added $300 million to the rainy day fund last year. However, state revenues for FY 13 are running $256 million behind projections through the end of October. Recent news reports suggest that Massachusetts would lose $1 billion from sequestration should Congress and the President fail to come up with an alternative plan to reduce the federal deficit by the end of this year. Even an alternative plan could result in cuts in federal support that could severely impact the state budget and local aid. Assuming that the federal government does not drive us off the 'fiscal cliff' and tank the economy we should have a good idea about the magnitude of any budget deficit after the Governor announces his proposed budget and MIIA gives us their health insurance rates for next year, both of which will occur by the end of January. In order to establish an accurate baseline of expenses, I am asking you to begin the budget process by preparing a level-funded budget for FY14 based on your approved FY2013 budget, minus capital or other one-time expenditures. I may be asking you for another budget in early February if there is a budget gap. I am again suggesting that you all look at ways to increase revenues to mitigate any further reductions in your departments.

Please submit your budget requests electronically in complete and final form by **Friday, November 30, 2012.** Please call me with any questions or clarifications. In order to assist you in meeting the November 30 deadline, I have scheduled to review budgets in individual meetings with the department heads and administrators on November 19 and 20, as per the attached schedule. Please call Caroline LaCroix as soon as possible if you have a conflict with the time of your appointment.

The budget process this year has been re-designed to allow you to submit the Budget Worksheet electronically using the Town's financial software. Some of you are already familiar with the ACS/Xerox software while others of you are not. Tara Pirraglia will walk you through what you or your staff needs to know to fill out the worksheet from your computer beginning on Monday, November 19th.

With this memo I have included an Excel file with the Compensation Worksheet, a Request for New Funding Form, and Special Funds Worksheet, attached. You open the document, fill out the information as explained below, save the document and send it back to me as an email. I suggest saving and/or printing a copy of the document for your records. **I will assume that by receiving this email back from you that you have completed filling out the Budget Worksheet on the ACS/Xerox system.**

1) The "Budget Worksheet" will now be filled out on the ACS/Xerox financial software. There are two columns for you to fill out. The "2014 Requested" column must total no more than the 2013 budget total approved by Town Meeting, plus any scheduled step raises. There are no cost of living raises to account for at this time.

   Capital outlay and other one-time expenses must be deducted from your request. Similarly, any decrease in personnel expense caused by hiring a new employee at a lower step will also reduce your "2014 Requested" total.

   The "2014 Additional" column should be filled out if you are requesting any additional funding for FY2013. This column should correspond to the information on any "Request for New Funding" forms you submit. **Do not add this column to the "2014 Requested" column.**

2) The "Compensation Worksheet" (Sheet 1 of the Excel file) asks you to identify salaries and other types of pay by employee and grouped by account number so that the sub-totals on the worksheet tie back to the amounts entered on the "Budget Worksheet". I have enclosed an example form last year to assist you in filling it out. ****Please make a point of filling out the classification title and grade/step columns on this form for verification purposes. For part-time positions, please indicate the number of hours next to the name or title of the employee.****

3) A "Request for New Funding" form (Sheet 2 of the Excel file) should be completed for funding requests reflected in the "2014 Additional" column. The 'justification' section should fully explain the need for the funding and the benefits that will be realized. I have also attached a complete example of this form. **Please consolidate requests on a single form whenever possible.**

4) The "Special Funds Worksheet" (Sheet 3 of the Excel file) requires that you report on the projected FY 2014 activity of all funds over $10,000 used by your department that are not accounted for in Article 2. These include, but are not limited to, capital project funds, special revenue funds, revolving funds, trust funds, grants, and continuing appropriations from a special article. Enter the beginning balance for FY2013 to indicate the size of the fund. List each source of funds that you anticipate in FY2014 on the revenue side. Each expenditure or major category of expenditure that you expect, i.e. personnel, supplies, travel, etc., should be identified on the expenditure side. Please see the attached example.

5) I also ask that you submit any articles that you want to appear on the Annual Town Meeting warrant with your budget submittals. They do not have to be in article form at this time. An email describing the intent of the article or articles will suffice.

Please feel free to contact me if you have any questions.

Thank you in advance for your cooperation.

We should discuss this when we meet next week. Since we already decided to look into a new treasurer package maybe we should look at this a little harder and, if it looks promising, sign on as a co-applicant.

Charlie

From: Davies, David [mailto:daviesd@dor.state.ma.us]
Sent: Thursday, November 01, 2012 2:00 PM
To: Charles Cristello
Subject: DLS - Cloud Municipal Financial System

To: Charles Cristello, Town Manager, Middleborough
Municipal Advisory Committee
Cloud-based Integrated Municipal Financial System

From: David L. Davies, IT Director

Date: November 1, 2012

RE: Project Status & Round 2 Community Innovation Challenge (CIC) Grants

Because of your previous interest, I want to update you on this project and set the stage for more involvement if applicants are successful in round 2 of the Community Innovation Challenge grants.

As you may recall, Royalston (and the Community Software Consortium) applied for round 1 funds to build a .NET SQLServer-based collection/billing system to be an open source/public license program available in the "cloud".
(Along with terminal emulation versions of its CAMA and Personal Property valuation programs.) This project is on schedule (completion Dec 31st) and on budget, with all versions in active testing over the Internet. We anticipate up to six communities will beta test beginning with quarterly billing in June.

Phase II will be development of an integrated cloud municipal accounting program, starting with general ledger and payables. We had hoped for wide-ranging input on requirements, but it took us many months to track down the principal user of Hanover's former system (that we propose to use as a foundation) and arrange for her to spend significant time explaining the functionality of the modules. She and the program's author have committed to assisting this overall effort. This debriefing was accomplished recently, and we now have a better handle on the hours it will take to enhance and convert to .NET and SQLServer. We're also writing up user documentation as a result. Next week, we'll meet with a community interested in being the primary applicant for the CIC grant to fund this development, due November 30th, and be the first test user. We'd like to know of other communities interested in being co-applicants and committed to beta testing the resulting application. As we were taken step by step through the Hanover accounting system, we came away impressed by the controls and many supported functions. We also have clarified a number of enhancements and database changes necessary to meet the expectations of other communities (e.g. one-button generation of a Schedule A upload file that the DOR can accept through Gateway). We will also be obtaining modules for payroll and treasury vouchers to integrate these functions with accounting. If the round 2 grant is successful with awards announced in January, we will have several months to finalize requirements for general ledger and accounts payable. It is at that stage that your expertise might be especially valuable and when attending a meeting(s) might be a worthwhile use of your time.

An overall design principle is to allow "plug & play" use of any, some, or all of the modules, allowing for import and export of standard Excel, text, or XML files from and to other systems, i.e. if another system can produce or accept a prescribed formatted file any system we design should allow for its use. Use of one or some modules shouldn't require use of all, even though we'll aim at maximum integration for those communities who choose all.

We've toured the new State Data Center in Springfield and will be evaluating hosting options there as well as elsewhere.

As this opportunity develops, I will try to keep you up to date.

****
This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager at postmaster at dor.state.ma.us.
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massDOT

Massachusetts Department of Transportation

MassDOT – Your Vision, Our Future: A Transportation Conversation

The Massachusetts Department of Transportation (MassDOT) will hold a series of statewide discussions this fall to engage the public in a conversation about the transportation system they want and what we need to do to achieve that vision. The purpose of these meetings is to hear from customers and residents in order to generate ideas and help prioritize agency initiatives now and in the future. Please join Secretary Richard A. Davey and other Commonwealth leaders in this important discussion that will shape our transportation system for future generations.

Public Information Meetings have been scheduled for the following dates and locations:

September 27, 2012 6-8 PM
Springfield Technical Community College
One Armory Square, Building 2
Scibelli Hall Theater
Springfield, MA 01105

October 2, 2012 5:30-7:30 PM
Worcester City Hall
Levi Lincoln Room-3rd Floor
455 Main Street Worcester, MA 01605

October 4, 2012 6 -8 PM
Pittsfield Public Library
(Berkshire Athenaeum)
Auditorium
One Wendell Avenue
Pittsfield, MA 01201

October 10, 2012 6-8 PM
UMass Amherst
Campus Center -Room 168 C
1 Campus Center Way
Amherst, MA 01003

October 16, 2012 5:30 - 7:30 PM
Fitchburg Public Library
Auditorium
610 Main Street
Fitchburg, MA 01420

October 17, 2012 6-8 PM
Middlesex Community College
Federal Building- Assembly Room
50 Kearney Square
Lowell, Massachusetts 01852

October 23, 2012 6:45-8:45 PM
Haverhill Public Library
Auditorium
99 Main Street
Haverhill, MA 01830

October, 25, 2012 6-8 PM
Cape Cod Regional Transit Authority
1st Floor Conference Room
215 Iyannough Road
Hyannis, MA 02601

October 30, 2012 6-8 PM
The Conference Center at Massasoit
770 Crescent Street
Brockton, MA 02301

November 1, 2012 6-8 PM
Corson Maritime Learning Center,
2nd floor
33 William Street
New Bedford, MA 02740

November 8, 2012 6-8 PM
Quincy High School Auditorium
100 Coddington Street
Quincy, MA 02169

November 14, 2012 6-8 PM
Memorial Building -Nevins Hall
150 Concord Street
Framingham MA, 01701

November 15, 2012 5:30-7:30 PM
Mattapan Branch Library
Community Room
1350 Blue Hill Avenue
Mattapan, MA 02126

November 27, 2012 6-8 PM
McGlynn Middle School Auditorium
3002 Mystic Valley Pkwy
Medford, MA 02155

November 29, 2012 6-8 PM
Massachusetts Transportation Building
Conference Rooms 1,2,3
10 Park Plaza
Boston, MA 02116

These locations are accessible to people with disabilities. MassDOT provides reasonable accommodations and/or language assistance free of charge upon request (including but not limited to interpreters in American Sign Language and languages other than English, open or closed captioning for videos, assistive listening devices and alternate material formats, such as audio tapes, Braille and large print), as available. For accommodation or language assistance, please contact MassDOT's Chief Diversity and Civil Rights Officer by phone (617 973-7171), TTD/TTY (617-973-7715), fax (617-973-7311) or by email (MassDOT.CivilRights@dot.state.ma.us). Requests should be made as soon as possible prior to the meeting, and for additional services including sign-language, CART or language translation or interpretation, requests should be made at least ten (10) business days before the meeting.

Charles Cristello

From: Charles Cristello
Sent: Thursday, November 15, 2012 3:59 PM
To: 'michael.jackman@mail.house.gov'
Subject: FW: Middleborough Rotary Project Advisory Committee Meeting - November 2012

Michael,

Here is the meeting I described today on the phone. I will also try to find some background information to send prior to the meeting.

Look forward to working with you and Congressman Keating.

Charles J. Cristello
Town Manager

From: McNeill, E. Ryan (DOT) [mailto:e.ryan.mcneill@state.ma.us]
Sent: Wednesday, November 07, 2012 12:50 PM
To: McNaughton, Gary; Brian Giovanoni; cgiacchetto@comcast.net; Gary Kroll; Lincoln Andrews; Neil Rosenthal; Walsh, Kevin M (DOT); Haznar, Pamela (DOT); pmission@srpedd.org; jhadfield@srpedd.org; Paul, Andrew (DOT); Boudreau, Neil (DOT); Stathopoulos, Haralampos (DOT); Heather Ostertog; Britland, Ethan (DOT); Patel, Hasmukh (DOT); Ruth Geoffroy; Lincoln Andrews; Charles Cristello
Cc: Foley, Trish (DOT)
Subject: Middleborough Rotary Project Advisory Committee Meeting - November 2012

Hi All,

The next Middleborough Rotary Advisory Committee meeting will be held on Friday November 30th at 10 AM at the Middleborough Town Hall. The intent of this meeting is to present both the McMahon and MassDOT alternatives at the same time and in a similar light so that the Town has the information that you need to be able to make a decision which, if either or both, alternative it supports. I'm hopeful that the Town and MassDOT support the same alternative. If we do, we will proceed towards developing that alternative through environmental, preliminary, and final design.

Thanks,
Ryan

PLEASE NOTE THAT MY PHONE NUMBER HAS CHANGED. MY NEW NUMBER IS 857-368-8808.

E. Ryan McNeill | Senior Project Manager | Massachusetts Department of Transportation - Highway Division
10 Park Plaza Suite 4260 Boston MA 02116 | phone 857-368-8808 | fax 857-368-0609 | email e.ryan.mcneill@state.ma.us | web site www.mass.gov/massDOT

The Commonwealth of Massachusetts

DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

October 24, 2012

Charles J. Cristello, Town Manager
Town of Middleborough
10 Nickerson Ave.
Middleborough, MA 02346

Dear Town Manager Cristello,

Thank you for submitting an application for consideration during the 2012 MassWorks Infrastructure Program funding round.

During this funding round, the Executive Office of Housing and Economic Development (EOHED) received 130 applications totaling over $323 million in funding requests. EOHED and our partner agencies were pleased to find that a great number of applications met both our minimum readiness standard and were consistent with our MassWorks Infrastructure Program spending goals. Therefore, we selected those projects that were most ready and most closely aligned with our priorities. I regret to inform you that we are unable to fund the Everett Square/Center Street Improvement Project at this time.

The next MassWorks Infrastructure Program Grant Round will be held in September 2013. I recommend you review the MassWorks Infrastructure Program guidelines and consider ways to increase the project readiness or consistency with our spending goals. If you plan to re-submit your application for consideration during the 2013 MassWorks Infrastructure Program round please note that all of the information from the 2012 application will be saved and available for you to revise in the online application system. We hope that this will simplify the reapplication process for 2013. In addition, you will have the opportunity to initiate, complete, and submit a new application if you wish to do so.

MassWorks Infrastructure Program staff will be available to set up a call or a meeting to discuss the results of the application review with you or your staff upon your request. If you require additional information, please feel free to contact the MassWorks Infrastructure Program at 617-788-3649 or by email at MassWorks@state.ma.us.

Sincerely,

Gregory Bialecki
Secretary, Housing &
Economic Development

TOWN OF MIDDLEBOROUGH

TOWN MANAGER PERFORMANCE EVALUATION INSTRUMENT

Purpose: The purpose of evaluating the Town Manager is to look at the performance of the Town Manager over the past year. It is an opportunity for a better understanding of, and greater appreciation for the expectations of both the Board of Selectmen and the Town Manager. It also serves as a forum to mutually discuss the Board-Manager relationship. While this is an annual evaluation, individual members of the Board are encouraged to communicate frequently throughout the year with the Town Manager.

Format: There are no perfect evaluation tools. However, the evaluation should be a thoughtful, effective, sensitive, and positive process. This evaluation consists of several categories that the Town Manager is involved with or has responsibility for. Following each statement you are asked to indicate your assessment on the following scale:

Exceeds Requirements (3)

This rating describes performance which consistently meets and/or exceeds requirements of the Board of Selectmen and Town Manager Act and reflects a thorough and efficient effort.

Meets Requirements (2)

This rating indicates fulfillment of the job requirements of the Board of Selectmen and Town Manager Act.

Does Not Meet Requirements (1)

This rating indicates marginal fulfillment of requirements the Board of Selectmen and Town Manager Act and shows a need for significant improvement.

Each statement in each category also allows space for comments. You are encouraged to make comments on each item and provide feedback. For ratings of "1", please provide a suggested corrective action plan in each category so rated. The more feedback, the greater the opportunity for meaningful discussion and mutual understanding.

Process: The Board chairman will then take each member's evaluation and prepare a composite evaluation report and narrative statement. The Board chairman and another designated member would then meet with the Town Manager to discuss the composite rating.

I. BOARD COMMUNICATIONS

_____ 1. The Town Manager maintains effective communications with members of the Board.
_____ 2. The Town Manager is readily available to the Board, either personally or through staff.
_____ 3. The Manager is responsive to suggestions and requests by members of the Board.
_____ 4. The Manager effectively implements Board-adopted goals and objectives.
_____ 5. The Manager plans and organizes materials and presentations for the Board in a clear, concise, and comprehensive manner.
_____ 6. The Manager responds equally to the Chairman and each member of the Board and implements directives of the Board as a whole rather than those of any one member.
_____ 7. The Manager assists the Board in setting short-term and long-term goals for the Town.

Comments _____
_____
_____

II. COMMUNITY RELATIONS

_____ 1. The Manager effectively communicates Board policies and directives to the public.
_____ 2. The Manager works with the news media to inform the media about Town activities.
_____ 3. The Manager effectively works with outside agencies and other units of local, state, or federal government.
_____ 4. The Manager is responsive to citizen complaints or suggestions, and handles them in a proper and timely manner.
_____ 5. The Manager attempts to ensure that an attitude and feeling of helpfulness, courtesy, and sensitivity to the public exists in the organization
_____ 6. The Manager participates appropriately in community and civic activities.
_____ 7. The general attitude of the community toward the Manager is positive.

Comments _____
_____
_____

III. LEADERSHIP ABILITY

_____ 1. The Manager's actions exhibit expertise and professionalism.
_____ 2. The Manager is skillful in defining situations and problems for the Board and the organization.
_____ 3. The Manager knows when to act and when to defer action.
_____ 4. The Manager displays flexibility in his leadership style.
_____ 5. The Manager has the capability and willingness to make hard choices/decisions when required or necessary.
_____ 6. The Manager accepts full responsibility and accountability for decisions and actions of subordinates.

Comments _____
_____
_____

IV. MANAGERIAL EFFECTIVENESS

_____ 1. The Manager appears to delegate authority responsibly to department heads and supervisors.
_____ 2. The Manager is knowledgeable of Town and State laws and ordinances and others that affect municipal operations and carries out those laws effectively.
_____ 3. The Manager explores alternatives and presents recommendations to the Board.
_____ 4. The Manager displays a clear understanding of the Town's financial resources in order to make sound decisions on prioritizing public spending.
_____ 5. The Manager recommends a balanced budget that is consistent with adopted Board goals and objectives.
_____ 6. The Manager is effective in recruiting, selecting, directing, and developing staff members who report to him.

Comments _____
_____
_____

V. PERSONAL AND PROFESSIONAL TRAITS

_____ 1. The Manager is willing to adapt to changes when required.
_____ 2. The Manager is well able to separate his professional and personal lives.
_____ 3. The Manager maintains personal integrity and his actions and decisions reflect moral and ethical standards.
_____ 4. The Manager is viewed positively by others inside and outside the organization.
_____ 5. The Manager is energetic and willing to spend whatever time it takes to do a good job. Exhibits good mental and physical stamina
_____ 6. The Manager tries to understand the values, attitudes and goals of others.
_____ 7. The Manager is unbiased in his decision-making and presents rational viewpoints based on facts and qualified opinions.

Comments _____

_____

_____

VI. GENERAL COMMENTS

1. Please identify constructive changes you would like to see the Manager make regarding leadership style, interpersonal relations, community relations, or managerial effectiveness.
2. Please identify any questions or issues to which you would like the Manager to respond, which may or may not be related to his work performance.
3. Please indicate any areas of work performance you would like to address in future evaluations of the Town Manager.
4. In addition to the requirements set forth in the preceding sections, are there other requirements you have of the Manager either as an individual member of the Board or the Board as a whole.

Comments _____

_____

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_____

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_____

TOWN MANAGER'S SELF-EVALUATION

This form is to be completed by the Town Manager, indicating what he believes to be his major accomplishments over the past year, and areas in which he believes he needs to improve.

_____
Town Manager

_____
Date