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Town of Middleborough
Massachusetts

ROBERT G. NUNES
Town Manager

CRANBERRY CAPITAL
OF THE WORLD



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TOWN MANAGER'S REPORT
DECEMBER 22, 2014

Attached please find correspondence from the Office of the Town Manager for your review:

- Town of Middleborough Presentation and FY16 Budget Calendar
- High Point Treatment Center Grant Proposal

Robert G. Nunes
Town Manager

Robert G. Nunes

From: Kathy Norris <KNorris@HPTC.ORG>
Sent: Tuesday, December 16, 2014 2:25 PM
To: Robert G. Nunes
Subject: High Point Treatment Center grant proposal
Attachments: 160222 - RFR Prevention.doc

Importance: High

Dear Mr. Nunes:

I just left you voice mail regarding a grant opportunity. Essentially the RFR is looking for a collaborative effort between 3-4 towns to do a community needs assessment on substance abuse and underage drinking. Based on the findings, **the group would come up with a strategic plan to combat substance abuse and underage drinking.** Towns would agree to **work together to implement policy.** We need representation from at least three in each community (could be town manager, schools, hospital, Board of Health...).

The grant is looking for strategic framework, which encompasses

Assessment
Capacity
Planning
Action
Evaluation

- It's a three-year grant (with funding up to \$100,000 per year) with the possibility of being extended two years. The focus is on social norms (i.e. the norm is not to abuse drugs/alcohol)

- All towns would sign an MOU agreeing to
 - Work together on policy
 - Introduce a survey by DPH in the middle/high school
 - Work on community education, with approval on promotional materials by DPH
 - Have someone from the town sit in on meetings

High Point will write the grant but is in the process of finalizing community partners. As High Point will have a presence in Middleborough soon with the new hospital, it made sense to reach out to the town. I apologize for the short notice; we recognize it will be a challenge, but if we can pull this off, what a great opportunity for all the communities involved. The grant is due Jan. 9, so you can see time is of the essence.

To aid in the process, if you are interested, I have attached a copy of the RFR.

We appreciate your time and consideration, and I will follow-up shortly. Thank-you,

-Kathy

Kathy Norris
Director of Community Relations

High Point Treatment Center
SEMCOA (Southeast Massachusetts Council on Addiction)
Southeast Family Services
Telephone: (774) 628-1007/Fax: (508) 997-0575
Visit us on the Web at www.hptc.org

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Team Middleborough Meeting

December 18th, 2014

Two Approaches to Budgeting

- A **top down budget** is a budget that is set without allowing the department head or staff to participate in the budget process.
- A **bottom up budget** is a system of budgeting in which staff have the opportunity to participate in setting their own budgets.

Team Approach to Budgeting

- We will engage in a bottom up budget process
- What does this mean for you?
 - Meet with your staff to discuss priorities for the department
 - It will foster a sense of collaboration
 - It will formalize the budget process

Advantages

- Increased motivation due to ownership of the budget
- Better Communication between divisions/departments
- Identify strengths and weaknesses
- Encourage and inspire staff to offer new ideas, suggestions and innovation
- Will establish an open communication policy between staff members and the department head
- Empower staff in decision making
- Promote emerging leaders

Things to Think About

- How can we promote transparency?
- What do we already do well?
- How can we do things better?
- How can we assess and define stakeholder satisfaction?
- How do we encourage innovation?
- How can we be creative?
- What else can we do to achieve our goals?
- How do we want to be perceived by the taxpayers?

Two Rules

- No idea is a bad idea
- Don't be afraid to take risks

Next Steps

- Meet with your team
- Listen to feedback
- Prepare budget
- Go to www.mass.gov/dls and click on Municipal Grants Finder
- Search for grants
- Assess capital needs
- Think long term

FY 16 BUDGET CALENDAR

Date	Task
December 18th	Meeting with Departments Heads to Review the Calendar, Process and Forms Distribution
January 9th	Department Budgets due to Town Manager
January 12th to 23rd	Town Manager Meets with Department Heads to Review Budget Requests
January 26th to 30th	Town Manager Reports back to Department Heads with FY16 Budget Recommendations
February 9th	Town Manager Presents FY16 Budget to Board of Selectmen and Finance Committee
February 16th to March 9th	Selectmen Meet with Department Heads to Review Budget Requests
March 4th (No Later Than)	Governor Baker Submits House 1 Budget
March 16th	Board of Selectmen Vote Final Approval on FY16 Budget
TBD	Review of Town Meeting Articles
TBD	Town Meeting