CCM-101

# City of Cambridge

R-32.

**IN CITY COUNCIL**

November 5, 2001

COUNCILLOR SULLIVAN
COUNCILLOR BORN
COUNCILLOR BRAUDE
COUNCILLOR DAVIS
COUNCILLOR DECKER
MAYOR GALLUCCIO
VICE MAYOR MAHER
COUNCILLOR REEVES
COUNCILLOR TOOMEY

WHEREAS: The International City/County Management Association presented Service Awards to 15 Massachusetts Municipal Managers at its conference held on September 23 - 26, 2001 in Utah; and

WHEREAS: Deputy City Manager Richard Rossi received an award for 30 years of municipal service; now therefore be it

RESOLVED: That this City Council go on record extending its congratulations to Richard Rossi for receiving the Service Award from the International City/County Management Association; and be it further

RESOLVED: That the City Clerk be and hereby is requested to forward a suitably engrossed copy of this resolution to Richard Rossi on behalf of the entire City Council.

In City Council November 5, 2001.
Adopted by the affirmative vote of nine members.
Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:- D. Margaret Drury

D. Margaret Drury
City Clerk

R.32

MS
all

Whereas: The International City/County Management Association presented Service Awards to 15 Massachusetts Municipal Managers at its conference held in Sept 23-26, 2001 in Utah; &

Whereas: Deputy City Manager Richard Rossi received an Award for 30 years of municipal service; now therefore be it

Resolved: That this CC go on record extending its congratulations to Richard Rossi for receiving the service award from the International City/County Management Association; & be it further

Resolved SOC to RR

MS

Congrats on ~~Alexis Rickard~~ & R Rossi
on being awarded Serv award
from County Mgment Assoc.

VV9

# TheBeacon

Vol. XXVII, No. 10 **A Publication of the Massachusetts Municipal Association • www.mma.org** November 2001


# First quarter state revenue numbers slump, cause concern

State tax receipts for the first quarter of fiscal 2002 were down $293 million, or 7.4 percent, from the first quarter of fiscal 2001, according to a report from the Department of Revenue. First quarter receipts totaled $3.66 billion, the DOR reported.

September revenue totaled $1.52 billion, down $223 million (12.8 percent) from September 2000. September marks the third straight month that state tax collections have fallen.

Legislative leaders, concerned about the revenue picture, had indicated that they were awaiting the first quarter report before moving ahead with negotiations on a fiscal 2002 state budget.

The revenue numbers reflect both the economic slowdown and the effect of the multi-year income tax rate cut enacted by voters last year.

"We had been pointing to September as an important month for tax collections," said Acting Revenue Commissioner Bernard F. Crowley Jr. "Even before the tragic events of Sept. 11, collections were not strong. We anticipated a slowdown after the terrorist attacks, but collections have not picked up yet. Revenues are down across the board."

September income tax collections totaled $848 million, a decrease of $138 million or 14 percent. Sales and use tax receipts totaled $269 million, down $38 million or 12.5 percent. Corporate tax collections were $140 million, a decrease of $72 million or 34 percent. Withholding tax collections were $577 million, down $78 million or 11.9 percent.

First quarter income tax collections totaled $2 billion, down $232 million or 10.3 percent from the first quarter last year. Income withholding collections totaled $1.74 billion, a decrease of $171 million or 9 percent. Sales and use tax collections were $928 million, down $19 million or 2 percent. Corporate collections for the first quarter of fiscal 2002 totaled $157 million, down $77 million or 33 percent.

– *Pam Kocher*

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# Globe editor Renee Loth to speak

Boston Globe editorial page editor Renee Loth will be the Friday evening dinner speaker during the MMA Annual Meeting on Jan. 11.

Loth, a frequent political commentator on local and national radio and TV programs, has covered politics for the Globe for 14 years, including two years as a staff writer for the Sunday magazine and three years with the Globe's State House bureau. She covered the 1992 presidential campaign, when she began the popular "Adwatch" column that analyzes television political ads.

Prior to coming to the Globe, Loth was an associate editor at New England Monthly magazine and a political reporter for the Boston Phoenix for five years. Her first job in journalism was as the editor of the biweekly East Boston Community News, a neighborhood advocacy newspaper.



*Renee Loth*

Loth, a resident of Boston, earned a degree in journalism from Boston University. She was a fellow at the Radcliffe Public Policy Institute for the 1999-2000 academic year. She received the Award for Excellence in Media from the National Women's Political Caucus.

– *John Ouellette*


***More MMA Annual Meeting News, see pages 5 and 6***

## 2001 MMA Board of Directors

The MMA Board of Directors holds regular meetings in Boston, followed by the regular meeting of the Local Government Advisory Committee with the governor. For information on the board's activities, contact Rose Robinson at (617) 426-7272.

**Executive Committee**

**Carl Valente,** MMA President
MMMA President
Town Manager, Weston

**Michael McGlynn,** MMA Vice President
Mayor, Medford

**Geoffrey Beckwith** (non-voting)
MMA Executive Director

**Heidi Churchill,** ATFC 1st Vice President
Finance Committee Chair, Easton

**Charles Cristello,** MMMA 1st Vice President
Town Administrator, Hingham

**Thomas Iacobucci,** MMCA President
Councillor, Amesbury

**David Kielson,** MSA President
Selectman, Chesterfield

**Edward Lambert,** MMaA 1st Vice President
Mayor, Fall River

**June Michaels,** ATFC President
Finance Committee Chair, Rockport

**Raphaela Rozanski,** MSA 1st Vice President
Selectman, Medway

**William Zaskey,** MMCA Vice President
Alderman, Chicopee

**Claire Freda,** MMA Immediate Past President
Councillor, Leominster

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**David Cressman** Town Manager, Tewksbury

**Gerald Doyle** Mayor, Pittsfield

**Carla Goodwin** Selectman, Easton

**William Hardin** Selectman, Easton

**Paul Harold** Councillor, Quincy

**Michael Jaillet** Town Administrator, Westwood

**William Keegan** Town Administrator, Seekonk

**Richard LaFond** Town Administrator, Carver

**Paul Leary** Councillor, Weymouth

**Robert Logan** Councillor, Waltham

**Charles Lyons** Selectman, Arlington

**James Malloy** Town Administrator, Sturbridge

**Thomas Menino** Mayor, Boston

**John Mitchell** Selectman, Brewster

**Joseph Montecalvo** Selectman, Northbridge

**Louise Moson** Alderman, Chicopee

**Frederick Murtagh** Councillor, Peabody

**William "Smitty" Pignatelli** Selectman, Lenox

**William Scanlon** Mayor, Beverly

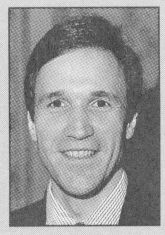
**Mary Whitney** Mayor, Fitchburg

**John Yunits** Mayor, Brockton


# EXECUTIVE DIRECTOR'S REPORT

## Responding to our emergency economy

**By Geoffrey Beckwith**



The tragic events of Sept. 11 reinforced a fundamental facet of America's governmental system. Cities and towns, municipal bodies and local leaders are absolutely crucial to the full functioning of the emergency preparedness and response systems that protect our citizens.

What is also clear is that the terrorist attacks forced a downward plunge in our already recession-bound regional economy. States and localities across the country are experiencing revenue declines that are much steeper than anticipated, transforming budget problems into budget crises.

These two realities – the need for cities and towns to be at the center of the review and enhancement of our nation's emergency planning and response capacity, and the dramatically declining financial resources that come with our shaky and uncertain fiscal future – will clearly cause fits for the those who prefer smooth and seamless policy making, budget writing, and administration.

The combination of these competing forces will make the next several years much more challenging than any period we have experienced in decades.

Regarding emergency planning and response, cities and towns and the state have had emergency plans in place for many years. Of course the genesis of these plans was civil defense, in anticipation of natural disasters and nuclear war. Communities have updated their plans over the years, but for many, greater weight will be given to the anticipation of domestic attacks and regional vulnerabilities.

Communities are beginning the process of reviewing their plans to ensure their capacity to anticipate and respond to modern warfare – acts of terrorism that have the broadest range possible, from bombs to bio-weapons to cyber-crimes. It is clear that this will require significant executive attention and huge financial resources. In many ways the work will never be completed, because more than simple planning is involved; we must constantly be on guard as well.

As "luck" would have it, these new challenges come at a time of increasing fiscal distress. Fortunately, several years ago, when states were experiencing fiscal largess, Massachusetts became a leader in putting money away for a rainy day. Available reserves now total $2.3 billion.

Budget-wise, it is pouring. State officials now estimate that the fiscal 2002 budgets passed by the House and Senate, each totaling $22.87 billion, are out of balance by $1.1 billion. This is because of revenue shortfalls caused by the economic downturn

*DIRECTOR, continued on 21*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We encourage readers to send their comments, story ideas, news items, and notices of upcoming events. To send us messages electronically, through Massachusetts Local Net or through the Local Net's link to the Internet, the Local Net address is: Beacon Editor. The Internet address is: beacon_editor@mma.org

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# State FY02 budget problems worsen

With the state revenue picture deteriorating steadily since the summer, state leaders are vowing to avoid the tax and spending mistakes made during the recession of the early 1990s that exacerbated the state budget crisis and delayed recovery.

After meeting in September with budget and finance officials who were in office during the last crisis, the governor's budget chief, Stephen Crosby, said it's important to identify budget problems early and to act quickly to fix them.

As The Beacon went to press, the Legislature still had not enacted a budget bill for fiscal 2002, which began on July 1, and there was no agreement on measures to stem the rising tide of red ink.

The gap between current revenues and the $22.9 billion spending plans approved by the House and Senate six months ago continues to grow, making the job of drafting a balanced budget plan more difficult for the governor and the Legislature.

In mid-October, Gov. Jane Swift estimated the gap between state revenues and state budget proposals at $1.1 billion, more than double the estimate of state officials just one month earlier.

As the gap has grown, the debate over how to close it has been expanded to include deeper budgets cuts, use of the state's substantial reserves (including part of the $1.7 billion stabilization fund and the $579 million escrow fund created from last year's surplus) and additional current revenues (including tobacco settlement funds), and a delay in implementation of the personal income tax cut approved by voters last year.

– *John Robertson*

# Dispute over Ch. 90 rules leads to inaction

A final fiscal 2001 deficiency budget bill signed by Gov. Jane Swift Sept. 21 did not include $50 million to support new fiscal 2002 Chapter 90 local road fund authorizations.

The appropriation had been approved in both the House and Senate versions of the budget bill, but there was reportedly disagreement over proposals to restrict how cities and towns may use spending authorizations.

Representatives of the construction and pavement industry have been pushing minimum use thresholds for spending authorizations targeted to road construction.

The House's final fiscal 2001 deficiency budget bill would have required at least 75 percent of Chapter 90 allocations to be expended on "actual road or bridge construction activities." The Senate has indicated support for a 90 percent minimum use threshold, which is, in essence, a 100 percent threshold for many smaller communities.

Also contributing to a lack of action on Chapter 90 is an industry push for a "use it or lose it" rule.

The House bill proposed to cap the time to expend authorizations at five years, with an opportunity to request an extension. Further, the House proposed that cities and towns report annually to the Legislature a list of Chapter 90 projects and detail how authorizations have been spent.

Section 34 of Chapter 90 of the General Laws authorizes cities and towns to use Chapter 90 authorizations for local road construction and other transportation-related purposes. The MMA supports maximum flexibility in the rules governing how cities and towns use authorizations and opposes any restrictions.

Information from the Massachusetts Highway Department suggests that only about 4 percent of Chapter 90 funds were expended on equipment in fiscal 2000, and about 3 percent were used for equipment in fiscal years 1992-96.

There are several reasons why local highway departments may require more than five years to fully use a spending authorization, including the need to save several years of authorizations in order to finance a large project.

– *Matthew G. Feher*

## Natick takes 'land area' approach to Chapter 40B

Chapter 40B, enacted more than 30 years ago to increase the supply of affordable housing in Massachusetts, provides two methods to determine the minimum level of units a municipality must have to meet the requirements of the law.

Natick has become the first town to use the General Land Area Minimum technique to meet its goal established by the Department of Housing and Community Development.

According to Section 20 of Chapter 40B, a community meets its requirement if affordable housing within a municipality is located on land totaling at least 1.5 percent of the developable land in the community that is zoned for residential and commercial/industrial use. Developable land includes all land that has no use restrictions.

According to a report done for the town, Natick used "the total land area considered open for development and the total acreage of parcels fully or partially committed to affordable housing." State, local and federally owned land, water bodies and certain wetlands, flood plains, conservation and open space parcels can be excluded for the purposes of this calculation.

The report calculated that affordable housing units in Natick are located on 137.4 acres, or 1.7 percent of its developable land, thus meeting the DHCD requirement. The necessary data was compiled using the town's GIS system as well as the town assessor's parcel database.

– *Marc Hymovitz*

# Senate passes affordable housing bill

**By Matthew G. Feher**

On Sept. 20, the Senate passed a redraft of an omnibus housing bill that was passed by the House in July.

The bill, S. 2119, and a Senate-passed $508.5 million housing bond bill, now go to a House-Senate conference committee.

Much of the debate on 49 amendments to S. 2119 focused on the counting of manufactured housing units and Section 8 vouchers toward a community's 10 percent Chapter 40B affordable housing goal.

The Senate adopted an amendment to add manufactured units with the requirement that the unit is affordable to those at or below 80 percent of area median income and that the cap on the amount of mobile homes to be counted be at 5 percent of the community's year-round housing stock.

The Senate did not adopt an amendment to count federal Section 8 vouchers toward a community's 10 percent goal.

The Senate rejected amendments, opposed by the MMA, that would have eliminated inclusionary zoning provisions from the bill. These provisions would allow a city or town to adopt local ordinances or bylaws requiring that 10 percent of units in developments of 10 or more units be made affordable.

The Senate adopted an amendment that would add additional MMA representation on a commission to study regulatory obstacles to affordable housing production.

The Senate addressed municipal cost burdens associated with housing production by proposing a municipal incentive grant program through new general appropriations and not through the reallocation of existing local aid, as has been proposed by the governor's office. This item was part of the Senate's fiscal 2002 state budget bill.

Senate language on changes to Chapter 40B mirrors provisions in the House bill. The Senate bill includes provisions to:

- Count Department of Mental Retardation/Department of Mental Health units, accessory apartments (restricted to low- and moderate-income tenants with a 15-year affordable use restriction), and locally subsidized housing units toward a community's 10 percent affordable housing goal
- Allow zoning boards of appeals to deny a comprehensive permit in communities that have increased their affordable housing stock by 2 percent in the previous year
- Allow units approved by comprehensive permit to count toward a town's affordable housing stock upon permit approval
- Provide a one-year "cooling

*HOUSING, continued on 17*

## MMA senior citizen tax abatement survey under way

About 40 percent of cities and towns responding to an MMA survey have adopted the new property tax abatement law that enables them to reduce tax bills for elderly taxpayers in return for work done for the municipality.

The 171 responding cities and towns are reporting almost 1,200 program participants and nearly $600,000 in local funds set aside to cover abatements.

The new abatement law (M.G.L. Ch. 59, Sect. 5K), enacted as part of the fiscal 2000 state budget bill, allows cities and towns at local option to provide abatements of up to $500 per year to taxpayers more than 60 years old in return for work.

The MMA survey, mailed to cities and towns in September, asked municipalities if they had adopted the abatement program and requested a copy of any rules and procedures that may have been adopted through bylaw, ordinance or otherwise.

The survey also asked for information on the number of participants, where they work, and the cost of the program.

Full results of the survey are scheduled to be released in November.

– *John Robertson*

# Domestic partners bill gets Senate OK

The Senate has once again passed and sent to the House a bill that would permit cities and towns at local option to provide health insurance benefits to the domestic partners of municipal employees.

The bill (S. 2120) comes in response to a Supreme Judicial Court ruling that held that cities and towns do not have the statutory authority to provide domestic partner benefits to municipal employees. At the time of the ruling, four communities were providing such benefits: Boston, Cambridge, Northampton and Brookline.

Under the provisions of the bill, in order for a public employee to provide health benefits for his or her domestic partner, the employee would have to certify the following to the city or town:

- That the employee or retiree and the partner reside in a common household and share financial responsibilities and expenses
- That both employee and the partner are at least 18 years of age and competent to enter into contracts
- That the employee or retiree and the partner are not related by blood closer than would bar marriage in Massachusetts
- That the employee or retiree and the partner are not married to any other person
- That the partners intend to reside together indefinitely as each other's sole and exclusive domestic partner
- That the partners are in a relationship of mutual support, caring and commitment

The bill faces an uncertain future in the House, which has not taken the bill up in recent years.

S. 2120 passed the Senate on a 36-2 vote.

– *David Baier*

# Melconian to speak at WEMO luncheon

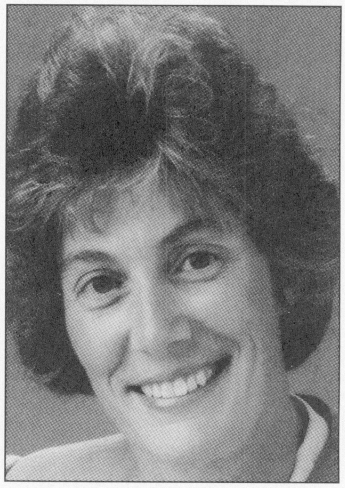
Senate Majority Leader Linda Melconian, the first woman to hold that position, will be the guest speaker during the annual luncheon of Women Elected Municipal Officials on Jan. 11 in Boston.

Melconian has served in the Senate since 1983, representing Springfield, Agawam, West Springfield and Chicopee.

She has fought for access to health care as "a right not a privilege" for all the citizens of Massachusetts. Her efforts are reflected in many of the health and insurance laws that have been enacted over the past two decades, including mandated early intervention services for infants, prescription drug benefits for patients with HIV, mandated pregnancy-related benefits for women, and reform of medical malpractice laws.

Melconian was one of the original proponents of the Senior Pharmacy Program, now the Prescription Advantage Plan, which provides prescription drug benefits for all senior citizens in the state. She also filed one of the original universal health care bills in 1988 and is now pushing to increase health care coverage for working adults and teens through an increase in the state tobacco tax.

The senator was the chief sponsor of last year's legislation safeguarding privacy and protecting citizens from discrimination on the basis of genetic information. She was a chief advocate of recent legislation allowing individuals to collect unemployment insurance when they are forced to leave their employment to escape domestic violence, and she annually hosts a golf tournament that has raised more than $240,000 for battered women shelters in Hampden County. She was also one of the creators of the Children's Trust Fund, established to coordinate state efforts to combat child abuse.



*Sen. Linda Melconian*

Melconian helped to create the Massachusetts Center for Telecommunications and Information Technology in Springfield and was integrally involved with the Community Reinvestment Act that dedicated almost $200 million to loans for community development.

Melconian has chaired the Senate Committee on Science and Technology and the Joint Committee on Insurance and served as assistant vice chair of the Senate Committee on Ways and Means.

She received her law degree from George Mason University, a master's degree from George Washington University, and a bachelor's degree from Mount Holyoke College. She was an assistant counsel to Thomas P. O'Neill Jr., former speaker of the U.S. House of Representatives, and a prosecutor for the Hampden County district attorney's office. ✹

# Annual Meeting workshops to cover range of topics

The 2002 MMA Annual Meeting & Trade Show features 27 workshops covering a wide range of key municipal issues.

The educational sessions offered this year are both current and essential. Annual Meeting "staples," such as municipal law and the Department of Revenue update, will be complemented by workshops that address hot topics and emerging issues in local government.

Topics include education finance and performance, Chapter 40B, conflict management, development and the environment, municipal Web sites, and health care.

Workshops will be held during three sessions: on Friday, Jan. 11, 2-3:30 p.m. and 4-5:15 p.m.; and on Saturday, Jan. 12, 2:15-3:45 p.m.

A complete listing of workshop descriptions and panelists will be available shortly on the MMA Web site (www.mma.org). A listing of workshop titles and panelists will be featured in the December issue of The Beacon. ✹

## MMA joins USA flag project

The MMA is among the sponsors of "United We Stand For America (USA): A Message of Hope from the Youth of Massachusetts."

USA is a Massachusetts-based project created for local children to honor those who lost their lives and to pay tribute to the heroic rescue and recovery workers.

Working with schools across the state, USA will help Bay State students create a visible sign of hope: a "larger than life" American flag. The flag will measure 65 feet by 125 feet and will be made up of individual pieces of six-by-six-inch fabric inscribed with students' messages of patriotism, peace, love and support for our country.

Nearly 600 educators and schools have signed up to participate, and 40,000 tiles of fabric have been distributed across the state. Once assembled, the flag will be displayed in Massachusetts before travelling to New York City, Washington D.C., and Shanksville, Penn., as an offering of support and encouragement from Massachusetts youth.

Flag tile assembly is scheduled to take place Nov. 1-19.

For more information, visit www.usa-americanflag.com. ✹

# Annual Meeting features expanded program

Local officials are urged to register now for the MMA's 23rd Annual Meeting & Trade Show, to be held Friday and Saturday, Jan. 11 and 12, in Boston.

Attendees who register for the Annual Meeting program by Dec. 3 will be able to take advantage of a reduced program registration rate.

The 2002 Annual Meeting & Trade Show offers new opportunities for networking, learning and sharing, including a Trade Show reception, the MMA's new interactive messaging center, and the MMA Member Lounge at the Trade Show.

Noted speakers highlight the program. Dr. Lowell Catlett, an economics professor at New Mexico State University, will deliver the keynote address on the trends and challenges facing local government due to economic and social changes. Senate Majority Leader Linda Melconian will be the WEMO luncheon speaker, and Renee Loth, editor of the Boston Globe's editorial page, will speak at the Friday night dinner. The closing session features Linda Wertheimer, host of the National Public Radio news magazine "All Things Considered."

The two-day event also includes workshops offered during three time slots, as well as the annual luncheon of Women Elected Municipal Officials, member organization meetings, the annual banquet and entertainment, and awards presentations.

The MMA's Annual Meeting is the largest annual gathering of municipal officials in the state. The 2001 Annual Meeting & Trade Show was attended by more than 1,000 local leaders and featured more than 170 exhibitors at the Trade Show.

This year's Annual Meeting offers an expanded Wellness Fair to be held on Friday and Saturday. This event gives attendees a chance to pick up some wellness tips, relax with a chair or hand massage, and participate in health screenings.

The 2002 Annual Meeting & Trade Show also features a new venue. The host hotel will be the Sheraton Boston, and the Trade Show will be held at the adjoining Hynes Convention Center.

The program and hotel registration forms can be

*ANNUAL MEETING, continued on 27*

# Pension costs to increase as market falls

City, town, and county pension systems have been hard hit by the precipitous decline in the stock market over the past 18 months – and especially since Sept. 11.

The effect of frightening stock market loses is the likelihood of higher pension appropriations for cities and towns. For some communities, pension appropriations could increase as much as 40 percent.

Since 1988 local and county pension systems have adopted funding schedules that put them on course to eliminate unfunded pension liability that had been accruing since 1946. Communities were given up to 40 years to pay off their unfunded liability.

The funding schedules consist of two parts: paying down the debt (the unfunded liability) and putting aside sufficient funds to cover the pension benefits earned by employees during the year (the so-called normal cost).

Communities that chose to pay off the debt aggressively and are now scheduled to eliminate their unfunded liability before the 2028 deadline will have greater flexibility in dealing with pension appropriation increases because they can extend their funding schedules without seeking legislative approval.

Communities that have maintained a schedule to pay off the debt by 2028 will have less flexibility because they can't extend their funding schedules without legislative approval.

The MMA will be working with the Public Employee Retirement Administration Commission and other interested parties to explore ways for cities and towns to address this issue in a responsible and efficient manner.

– *David Baier*

## Annual Meeting details available on mma.org

The MMA Web site (www.mma.org) is a source for the latest information about the MMA's 2002 Annual Meeting & Trade Show.

Recent postings include information about the lineup of well-known speakers and the eMMA communications center, as well as the Trade Show exhibitor contract.

Workshop descriptions and panelists will be posted shortly.

The 2002 MMA Annual Meeting & Trade Show area of the Web site offers the event schedule, downloadable program and hotel registration forms, information about and directions to the Sheraton Boston Hotel, and parking information.

Boston Attractions lists things to do and see while visiting the city, as well as descriptions of local restaurants within walking distance of the MMA Annual Meeting & Trade Show.

To access Annual Meeting information online, click on the 2002 MMA Annual Meeting & Trade Show information link on the MMA home page. ✹

## Are you ready for eMMA?

The MMA's 2002 Annual Meeting & Trade Show will feature a new electronic communications center to help conference participants get the most from their experience.

eMMA will feature a secure, on-site electronic message board, e-mail and Internet access, and online Annual Meeting evaluation forms. With eMMA, conference participants will be able to exchange messages with other attendees, find out the latest information about the conference, and view up-to-the-minute coverage on the MMA Web site. ✹

# Sending and receiving files on Local Net

**By Pam Kocher**

Massachusetts Local Net allows municipal officials to send and receive files that are attached to e-mail messages.

These files may include reports, spreadsheets, newsletters and pictures. For example, users can download City & Town, the newsletter of the Division of Local Services; notices of funding opportunities from the Federal Register and state agencies; reports from government agencies and professional associations; and spreadsheets with a variety of local fiscal data.

### PDFs

Many documents on Local Net and the Internet are in Portable Document Format. PDFs enable users to view and print documents with their original layout and graphics without the need for the software that created the documents (e.g., Word or Pagemaker). PDF files are widely used on the Internet because they enable users with different types of computer systems to view the same files the same way. When PDF files are printed, they have the same appearance as the "hard copy."

Local Net users can read and print these files by using the free Adobe Acrobat Reader program, available from the Local Net installation CD, the Software Downloads conference on Local Net, and the Adobe Web site (www.adobe.com).

Most spreadsheets available on Local Net are in Excel format. These files often have data broken down by municipality, and, by importing the files into spreadsheet programs, local officials can easily manipulate the data and compare their community to others.

### Downloading attachments

Messages with files attached to them have rectangular icons next to the name of the sender in the conference window and in the Attachments field of the message window. Users can also identify the size of the file before downloading.

To save an attachment:

1. Highlight the attachment in the Attachments field.
2. Choose Save Attachment from the File menu.
3. Choose the folder in which you want to save the file.

You can then open the attachment using the appropriate program, such as Excel, Word, or Acrobat Reader.

### Sending files

To attach a file to a message:

1. Create a new message.
2. Select Attach File from the File menu and choose the file.
3. Click Open. When the file transfer is complete, the file appears in the Attachments field of the message window.

As a shortcut, just drag a

*LOCAL NET, continued on 15*

# Recycling requirement could cost municipalities

Recycling benefits plans, which the Department of Environmental Protection says will change the role of the waste industry from providers of waste disposal services to providers of broader waste management services, may well result in increased costs for communities.

Contracts that many communities have with waste-to-energy facilities include provisions that allow the facility to pass on any increased costs due to a change in law or regulation. This means that recycling benefits plans have the potential to result in substantial cost increases for solid waste disposal for cities and towns.

The DEP's stated goal, expressed in its 2000 Solid Waste Master Plan, is to force facilities to reduce the quantity and toxicity of the solid waste they handle.

According to the master plan, the DEP will seek commitments from facilities that include the following:

- Analyses of the facility's waste composition to determine the baseline quantities of recyclables in the waste stream, and to identify opportunities for further reduction
- Actions the facility will take to decrease recyclables and hazardous products in its waste stream, with commitments and deadlines for reducing these materials in specific ways
- Documentation of progress toward meeting these goals and monitoring waste ban compliance through future waste composition analyses

The MMA maintains that mandating recycling benefits plans without additional state funding or increased requirements on commercial waste generators could place a substantial cost burden on municipalities. The MMA is urging the DEP to ensure a cost cap with any recycling benefits plan.

– *Marc Hymovitz*

# MMA holds fall Regional Update Meetings

The MMA is continuing its fall Regional Update Meetings to update members on the what's happening at the State House.

This year's meetings are focusing on legislative proposals that will have a significant impact on municipal finances and authority. As the state budget delay and fiscal uncertainty continues, municipalities will feel increasing pressure on their own budgets. The fall update meetings provide municipal leaders with information for dealing with the realities of fiscal 2002 and to begin planning for fiscal 2003.

There will be time for questions from members.

Sandwiches will be served at all meetings, which will be held on Thursdays, 6-7:30 p.m.

The following is the remaining meeting schedule:

- Nov. 15: Senior Center, Raynham
- Nov. 29: Charlton Town Hall

The agenda is as follows:

6-6:30 p.m.: Registration and networking

6:30-6:50 p.m.: Budget and finance update

6:50-7 p.m.: Q&A

7-7:20 p.m.: Housing and land use

7:20-7:30 p.m.: Q&A ✹

# MASS INNOVATIONS

BY KATIE CARROLL

## Newton participates in national solar initiative

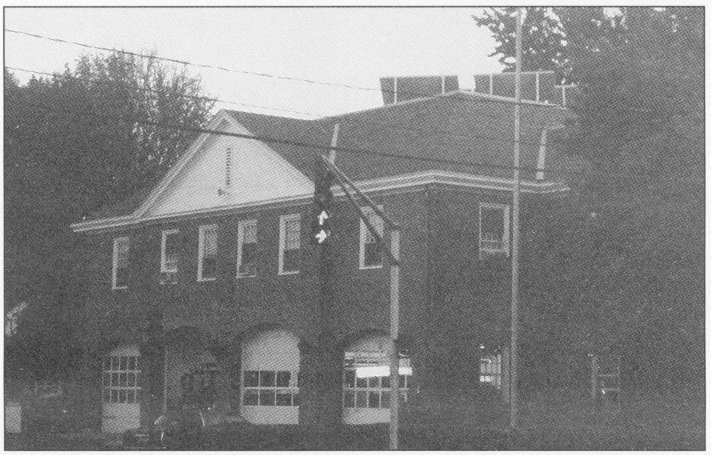
The city of Newton, along with private partners, has committed to a goal of installing 500 new solar energy systems on rooftops in the city by 2010. Newton is the only Massachusetts municipal partner in a U.S. Department of Energy program promoting solar energy.

The Million Solar Roofs Initiative was introduced in 1997 with a goal of having 1 million solar energy systems installed nationwide by 2010. The MSRI develops partnerships with state and local governments, utilities, builders, and other organizations that make a commitment to installing a substantial number of solar energy systems.

Newton became a partner in the project in June 2000. The city's focus is to educate consumers and professionals about the benefits of renewable solar energy as an alternative to fossil fuels, though the program does not provide funding for installation.

The city received a seed grant of $30,000 from the Department of Energy in 2000. Another grant of up to $45,000 from the Massachusetts Renewable Energy Trust Fund was announced on Oct. 1. This grant is intended to allow the city to aggregate individuals and businesses for the installation of solar water heating systems.

Newton's participation in the project is coordinated by the Newton Sunergy Program, a partnership between the city and non-governmental organizations. Information on the program is featured in an area of the city's Web site (www.ci.newton.ma.us/sunergy).



*A solar energy system is in place on the roof of the West Newton Fire Station.*

Partners in the Sunergy program include the city's Planning and Development Department, the Public Buildings Department, and the Newton public schools as well as the Newton Green Decade Coalition, the Newton-Needham Chamber of Commerce and the Newton Clergy Association.

The Mayor's Advisory Committee on the Newton Million Solar Roofs Partnership sets program priorities. The program is now concentrating its efforts on nine specific locations identified for solar energy systems. The short-term goal is to install solar energy systems in three nonprofit buildings, three businesses, and three residences in the city. (Solar installations will be worked into plans for municipal buildings as renovation needs arise.)

The first of these nine projects is the Newton Community Services Center, according to David Tannozzini, the city's electrical engineer and an advisory committee member.

Cost is a substantial barrier to solar energy systems. For solar water heating systems the cost recovery period is nine years; for solar electric systems the recovery time more than triples to 30 years, according to Katherine Gekas of the Newton Green Decade Coalition.

Information about the Sunergy program was sent out to residents in water bills, but for now the emphasis is not on encouraging residents to install solar energy systems because of the cost, according to Tannozzini. Programs to subsidize the installation cost of solar electric energy systems are expected to be announced soon by the Massachusetts Renewable Energy Trust Fund, he says. New incentives such as rebates and tax credits are expected to make solar energy systems more affordable.

More solar energy systems are expected to appear on rooftops throughout the Greater Boston area as a result of the efforts of Solar Boston, also a partner in the MSRI. Solar Boston has pledged to install 10,000 solar energy systems in the area by 2010. Details can be found on the organization's Web site (www.solarboston.org).

Solar Boston is assisting in the installation of solar energy systems at a community center in Boston and at Wellesley High School.

*For more information, call David Tannozzini at (617) 552-7008 or visit the Web sites cited above.*

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*This monthly column highlights some of the innovative approaches and strategies Massachusetts municipalities are using to deliver services and solve problems. If you know of a Mass Innovation that could be featured in this column, contact Katie Carroll at the MMA (phone: (800) 882-1498; fax: (617) 695-1314; e-mail: Katherine_Carroll@mma.org).*

## Scholarship applicants sought

The Massachusetts Municipal Management Association is offering the annual Gerry Whitlock Memorial Scholarship to a graduate student who meets the following requirements: currently enrolled in a graduate program that prepares students for careers in local government administration; baccalaureate degree or its equivalent; legal resident of Massachusetts; recommendation by the chair of the graduate program. Criteria for the scholarship include plans to pursue a career in local government, strength of past and present course work, undergraduate and graduate grade point averages, and work, volunteer or internship experience. The $1,000 award is paid directly to the successful candidate. Applications are due Friday, Dec. 6. For an application or for more information, call Member Services Specialist Denise Baker at the MMA. ✷

# Brenda Capello receives MMPA Skop Award

Waltham Personnel Director Brenda Capello was awarded the Massachusetts Municipal Personnel Association's 2001 Emil S. Skop Award during the association's 46th annual meeting held Sept. 14 in New Bedford.

The annual award is given in recognition of outstanding contributions made in the field of municipal human resources management.

Respected in Waltham and across the state, Capello has devoted almost her entire professional career to human resources management, having served the last 24 years as Waltham's personnel director. She was honored as a leader and a trailblazer in the field of public sector human resources management.

Capello has served as a chairperson of the MMPA and has been on its Board of Directors for a number of years.



*Waltham Personnel Director Brenda Capello (center) receives the Massachusetts Municipal Personnel Association's 2001 Skop Award from past winners Angela Natho (left), personnel director in New Bedford, and Joellen Daley, assistant town manager in Barnstable.*

Her human resources volunteer work is extensive, including chairmanships and board membership in many of Waltham's community and professional organizations, including the Deaconess/Waltham Hospital, Waltham West Suburban Chamber of Commerce, Waltham Partnership for Youth, Greater Waltham Association for Retarded Persons, Maristhill Nursing Home & Rehabilitation Center, and the Waltham Boys and Girls Club.

The MMPA thanked Capello for her many years of mentoring. Colleagues describe her as a resource and aide, readily available to help with solid and sound advice and direction. She was commended for her high ethical standards and professionalism.

Known as an expert in the technical responsibilities that define personnel management, Capello was also praised for developing innovative methods and progressive approaches to public sector human resources that have paved the way for many of her colleagues.

Emil Skop was one of the founding members of the MMPA and served as its first executive secretary. He is remembered for his efforts and dedication to the field of human resources.

– *Ellen Stoolmacher*

# What's smoke-free now? Cities, towns take action

**By D.J. Wilson**

In 1986, the U.S. surgeon general concluded that second-hand smoke causes cancer, respiratory illnesses and heart disease. Internal tobacco industry documents and peer-reviewed medical journal articles offer further proof of the dangers of second-hand smoke exposure.

In response to this health problem, local governments and the state of Massachusetts have instituted measures to reduce or eliminate second-hand smoke exposure in locations open to the public.

In 1997, Massachusetts banned smoking in the State House as well as in "...any building owned by the commonwealth or in any space occupied by a state agency or department of the commonwealth which is located in another building." No designated smoking areas or private office exceptions are provided.

A clear majority of cities and towns, through local regulation, have banned smoking in buildings owned, rented or leased by a municipality. Several of those regulations extend the smoking prohibition to vehicles owned, rented or leased by a municipality.

Public schools are commonly included in the local measure, found in the state's Education Reform Act of 1993, that prohibits "the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel." Local option may extend a similar smoking prohibition to private schools.

The Clean Indoor Air Act (M.G.L. Ch. 270, Sect. 22) prohibits smoking in supermarkets and any establishment that is a retail food outlet, including convenience stores. Similar wording is found in most local measures to allow for local enforcement and to eliminate the state law's exception permitting smoking in a completely enclosed private office.

Limiting or eliminating smoking in restaurants and stand-alone bars continues to be a contentious issue. The Clean Indoor Air Act contains weak requirements for restaurants and is silent on stand-alone bars. However, 168 cities and towns, including Boston, require that restaurants be smoke-free if they do not have a liquor license.

Further, 51 cities and towns require that all restaurants and stand-alone bars be smoke-free. Seventeen municipalities require restaurants to be smoke-free but exempt stand-alone bars. An additional 88 local measures guarantee a smoke-free dining experience for restaurant patrons by permitting smoking only in the bar area of the restaurant, and only if the bar meets certain additional conditions.

Thirty-seven other cities and towns have second-hand smoke regulations that exceed state law and vary in scope and/or regulatory standards. Eighty-six

*SMOKE-FREE, continued on 21*

# Anti-discrimination training discussed

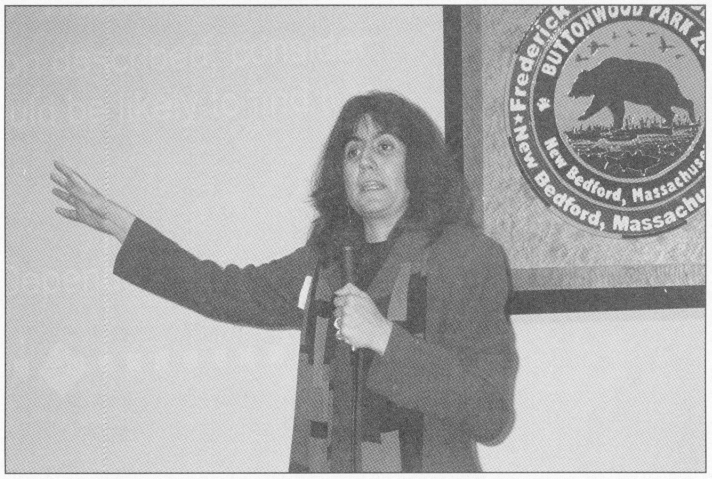
**By Ellen Stoolmacher**

Municipalities have a responsibility to provide anti-discrimination training, according to Rebecca Shuster, training director at the Massachusetts Commission Against Discrimination.

Shuster, the featured speaker at the Massachusetts Municipal Personnel Association's annual meeting on Sept. 14 in New Bedford, reviewed workplace civil rights law, emphasized community training needs, and described the MCAD/Massachusetts Continuing Legal Education Discrimination Prevention Train the Trainer program.

Shuster reminded attendees that employment conditions cannot be discriminatory based on age, color, physical or mental disability, gender, genetics, national origin or ancestry, race, religion, retaliation or sexual orientation. She noted that these conditions, outlined in state law (M.G.L. Ch. 151B), were stronger then federal civil rights law, which does not include sexual orientation or genetics.

Shuster said state law requires every employer to adopt a policy against sexual harassment and to provide a copy to each new employee when hired and annually to all employees. The MCAD provides model policies and informational posters for communities.




*Rebecca Shuster, training director at the Massachusetts Commission Against Discrimination, addresses discrimination prevention training during the Massachusetts Municipal Personnel Association's Annual Meeting.*

The MCAD encourages anti-discrimination training for new employees within one year of hiring and encourages similar training for new supervisory employees within one year of taking new responsibilities, Shuster said.

Shuster highlighted important areas to cover when establishing or enhancing anti-discrimination training, such as harassment prevention, disability accommodation, leave rights, diversity, and cultural competence.

Shuster encouraged human resources managers to tailor their training to the specific audience of municipal employees and to consider the needs of each audience. She said interactive training methods, such as case scenarios, role-plays, games or quizzes, and video displays, are most effective for retention.

Shuster recommended at least two hours per topic and 25 or fewer participants per session. She encouraged communities to repeat training for new employees and to hold shorter refresher sessions every one to three years, depending on staff turnover, transfer or promotion, frequency of information or formal complaints, or ongoing workplace assessment.

While communities can conduct training in-house, Shuster said there are also professionals who specialize in anti-discrimination training. When evaluating potential trainers, Shuster suggested that communities consider the following: the number and nature of the trainer's past training sessions, the trainer's interactive training strategies, the trainer's understanding of the municipal environment, and the trainer's ability to tailor the training session. Shuster noted that it is important to collaborate with the trainer to ensure the design matches the needs of employees.

For information on the MCAD/MCLE Discrimination Prevention Training program, call MCLE at (617) 350-7006. ✹

## Mailing labels available

The MMA sells mailing labels to members and non-members for one-time use. Labels are self-adhesive and can be categorized by name, professional title, community or zip code.

For more information, call MMA Database Manager Alexandra Gural at (617) 426-7272. ✹

# Hudson schools honored

The Hudson School District was named the only district winner in the 2001 National Schools of Character awards program in recognition of its exemplary work to encourage the social, ethical and academic development of its students through character education.

The annual awards program recognizes outstanding character education initiatives across the nation. The program is sponsored and administered by the Character Education Partnership.

Service learning is an important component of character development in the Hudson schools and involves every grade level, K-12. The district was able to systematize service learning with a grant from the Department of Education. Activities include collecting food and money for the local food pantry, adopting and helping to preserve wetlands as part of a year-long science study, learning about ethics, and making a commitment to community service.

The award, announced Sept. 10, includes a $2,000 incentive grant to serve as a role model and assistance provider for other schools and districts interested in character education. Awards were scheduled to be presented at the CEP's National Forum on Oct. 18 in Denver, Colo. ✹

# Building maintenance, Chapter 70 discussed

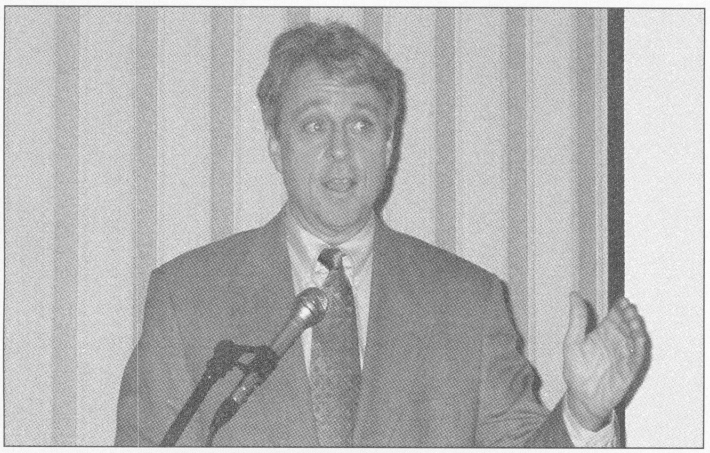
**By Katie Carroll**

Schools don't have to choose between paying teachers or maintaining buildings when a community consolidates the maintenance of all public buildings, according to Danvers Public Works Director Don DeHart.

Officials from the towns of Danvers and Needham discussed the advantages of consolidating municipal and school building maintenance during the Oct. 4 meeting of the Massachusetts Municipal Management Association in Sutton.

Danvers and Needham have taken different approaches but have achieved similar objectives, such as a more efficient use of resources, eliminating maintenance budget pressure for schools, and improved capital planning.

The maintenance of Danvers' 1 million square feet of public building space follows one approach, falls under one capital plan and is maintained by one building crew to achieve one consistent set of standards, according to Town Manager Wayne Marquis.



*Rep. Peter Larkin of Pittsfield, chair of the House Committee on Education, discusses the future of Chapter 70 at a meeting of the Massachusetts Municipal Management Association Oct. 4 in Sutton.*

"There is a sense of equity across the board for how buildings are maintained," he said.

In Danvers building maintenance is centralized under the Department of Public Works. Needham's approach is more decentralized. Building maintenance is managed by a building board and a building committee.

Danvers contracts with a private company for cleaning services. The key to success with contracted cleaners, Marquis said, is to provide good specifications and supervision by a town employee.

Custodians in Needham are encouraged to be highly visible and to follow a customer service approach to building maintenance, treating people in the buildings as their customers, says Mark LeFleur, director of municipal building maintenance.

### Chapter 70

Also at the meeting, Rep. Peter Larkin, chair of the House Committee on Education, and Catharine Hornby, staff to the Senate Committee on Ways and Means, discussed the future of Chapter 70.

With "tough choices coming forward," Larkin urged a collective effort among communities and encouraged local leaders to contact their legislators.

Hornby pointed out that the Chapter 70 amounts in the separate House and Senate budget proposals are closer than they have been in years.

"There was Chapter 70 before education reform and there needs to be Chapter 70 after ed reform," said Amherst Town Manager Barry Del Castilho.

Other local officials expressed concerns about inadequacies in the Chapter 70 distribution formula and its effects on specific communities. ✷

# Mayors participate in association with Canada

The Southeastern Massachusetts-Atlantic Canada Association is a program that brings together mayors, economic development officials and business leaders from Massachusetts and Atlantic Canada to improve communication, trade, commerce and tourism between the two regions.

The Sept. 26 meeting of the Massachusetts Mayors' Association featured a presentation on the association from Anthony Cicerone, SEMACA's executive director and a professor at Bridgewater State College.

Mayors from Brockton, Fall River, Gloucester, New Bedford, Plymouth, Quincy, Taunton and Weymouth participate in the program, along with mayors from the Canadian provinces of New Brunswick, Newfoundland, Nova Scotia and Prince Edward Island.

The program has opened new channels of communication, commercial opportunities, and new markets and contacts for small-business owners.

For information on SEMACA, contact Cicerone at (508) 531-2421 or cicerone@bridgew.edu. ✷



## School finance discussed

*Robert Costrell (left), research and development director for the Executive Office for Administration and Finance, discusses school finance during a meeting of the MMA's Revenue Sharing Task Force held Sept. 18 at the MMA. Costrell was accompanied by Carlo DeSantis (right), a member of his staff.*

# Members named to wireless siting group

A new group working on a policy for siting wireless facilities will be composed of a steering committee as well as four subgroups focused on specific issues.

The subgroups will address the technology needs of the wireless industry, research (to act as a liaison between the group and the researchers from the Donahue Institute), the viability of siting wireless facilities on state-owned land, and process and policy (looking at policies that have worked in other states and industries as potential models for the wireless industry in Massachusetts, including municipal technical assistance).

Each committee will include a mix of local, state and business representatives.

Beverly Mayor William Scanlon sits on the steering committee and serves as co-chair of the subgroup on process and policy. Also serving on the process and policy group is Reading Town Manager Peter Hechenbleikner.

The state lands subgroup includes Sutton Town Administrator Michael Boynton.

The technology and infrastructure subgroup includes Hudson Selectman Carl Leeber.

Belmont Town Administrator Mel Kleckner is co-chair of the research/fact finding subgroup. Also serving on that group is Marcy Crowley, chair of the MMA's Policy Committee on the Environment.

The Office of Consumer Affairs and Business Regulation established the wireless working group to craft a process and policy for siting wireless facilities in the state that is sensitive to local decision-making as well as the need to expand the state's wireless infrastructure to meet consumer needs.

The group held its first meeting Aug. 7 and met again Sept. 12 and Oct. 16.

– *Matthew G. Feher*

# Local officials sought for policy committees

Local officials interested in the development of positions and policies on local government issues in Massachusetts are invited to fill a limited number of positions available on MMA policy committees for 2002.

Most committees meet monthly or quarterly. Meetings are held during the day, usually at the MMA office. The work of committees varies, but it always includes pressing legislative issues.

Those with the interest and the time to serve on a policy committee are encouraged to fill out the form below and return it to the MMA by Jan. 1, or as soon as possible. The form includes space to list areas of interest and expertise so that a good match can be made between committee members and the work of the committee. ✹

**MMA POLICY COMMITTEES**
**Volunteer Information**

Name _____

Title _____

Municipality _____

Mailing address _____

E-mail _____

Daytime phone _____ Fax _____

Local government issue(s) you are interested in working on (please rank 1, 2, 3):

___ Budget and Finance
___ Personnel and Labor
___ Telecommunications
___ Others (please list) _____
___ Land Use
___ K-12 Education
___ Public Construction

Applicable background

_____

_____

_____

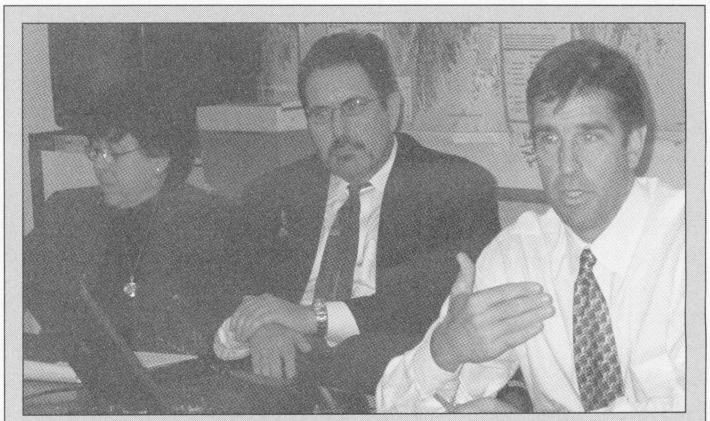
Please return this form by Jan. 1 to:
MMA POLICY COMMITTEES
c/o John Robertson
FAX to: (617) 695-1314
or mail to: Massachusetts Municipal Association,
60 Temple Place, Boston 02111

# Governor to host annual housing conference Nov. 15

Gov. Jane Swift will host the second annual Governor's Conference on Housing, "Success We Can Build On," on Thursday, Nov. 15, 8:30 a.m.-3:30 p.m., in Marlborough.

The event will feature nationally recognized speakers and prominent members of municipal government and the Massachusetts housing community.

The event will include workshops on topics such as local tools for housing planning and production, inclusionary zoning, local housing authority and community partnerships, and Chapter 40B development. Registration fee is $25. For information or to register, call (617) 742-0820. ✹



## Cleanup presentation

*Michael Hill (right), senior vice president of TRC Companies, provides an overview of the environmental cleanup company to officials from towns that the U.S. Environmental Protection Agency has determined to be "potentially responsible parties" for the cleanup of the Beede Superfund site in Plaistow, N.H. Also pictured is Westford Town Manager Steve Ledoux. The meeting, organized by a steering committee comprised of municipal officials from communities that have been identified as "potentially responsible parties," was held on Oct. 2 at the MMA.*

Tips & Topics from MIIA
Massachusetts Interlocal Insurance Association 800.882.1498

WELL AWARE

## Commit to quit

If you are a smoker, commit to quit on Nov. 15, the date of the Great American Smokeout sponsored by the American Cancer Society. If a loved one smokes, encourage him or her to quit too.

MIIA encourages all municipalities to participate in the Great American Smokeout by encouraging employees to quit.

Here's why some people quit smoking:

- Smoking makes me look older.
- I have the power to stop.
- It's never too late to quit.
- My family will be healthier and happier.
- I don't need a cigarette to feel confident.
- I don't want a heart attack.
- I'm wiser than that.
- My doctor bills will go down.
- Food will taste better.
- I will gain control of my life.
- I'll save money.
- My friend died of cancer.

The MIIA Health Benefits Trust's Well Aware Program can provide support and materials to MIIA members for smoking cessation programs and tobacco education.

*– Wendy Gammons, ext. 269*
*MIIA Wellness Coordinator*
*Wendy_Gammons@mma.org*

# Issues to consider in aftermath of tragedy

**By Paul Bockelman**

Tragic events like the recent terrorist attacks have left lasting images of public employees doing what is necessary in a time of critical need. In the aftermath, local leaders are refocusing energy on vital issues facing their communities, such as emergency response and planning.

In a risk management sense, MIIA members now have an additional exposure to factor into their risk management plans. Here are some issues to consider:

- The destruction that unfolded before our eyes and the fear of further attacks may create stress for municipal employees. People adapt and adjust to these kinds of events differently. Supervisors and employees need to know that they can access MIIA's Employee Assistance Program for counseling and other assistance.
- Prepare to accommodate leave for any reservists on your staff who may be called up for active military service. MIIA has prepared a legal opinion on employer responsibilities regarding health insurance for municipal employees called to service and their families.
- Evaluate your water, sewer, other physical plants and assets in terms of their potential attraction and vulnerability to local, national or international terrorist threat. (See Loss Control column, right.)
- Exercise community leadership that anticipates and seeks to prevent an escalation of local frustration aimed at certain ethnic groups. Take advantage of the MMA's "No Place for Hate" program.
- Be alert, but don't overreact.
- Consider updating your Y2K contingency plans to make sure your computer, financial and other systems are adequately backed up and that your essential business operations can continue.

MIIA will continue to evaluate potential impacts to our organization and on our members. MIIA's coverage will likely protect members against the consequences of most terrorist acts. But the insurance industry is being hit hard by recent events and significant premium increases can be anticipated for property, liability and workers' compensation reinsurance on next year's renewals. Insurance and reinsurance costs associated with recovery will be staggering; one estimate puts the numbers at between $50 billion and $70 billion.

*Paul Bockelman (ext. 252) is MIIA's Operations Manager.*

LOSS CONTROL

## Are you prepared?

In light of recent tragic attacks, it's wise to review local security and disaster plans.

A number of municipalities operate, or have within their borders, airports, municipal water supplies, water treatment facilities, and schools that should have security/disaster plans in place. For these facilities, minimum security procedures should include the following:

Access: Doors and gates to the facilities should be locked and only authorized personnel should be provided with keys or access codes. Keys must not be reproduced when an employee leaves or is transferred.

Security: Facilities should have regular police patrols. Police should patrol at least two to four times per shift. Emergency vehicles such as fire trucks and ambulances should be locked when unattended and not left in areas subject to vandalism and theft if possible.

Planning: It is important to have a detailed plan to address an emergency. All affected departments, not just public safety, must be involved in the planning process and be assigned specific responses.

*– Jeff Siena, ext. 259*
*MIIA Loss Control Manager*
*Jeff_Siena@mma.org*

# AROUND THE COMMONWEALTH

BY KATIE CARROLL

## Quincy

### City builds golf course with Big Dig fill

Just four years ago, the site of the 27-hole Quarry Hills Golf Course, now under construction, consisted of two dangerous quarries situated on 450 acres of undesirable public land. As a result of a public-private partnership between the city and developers, the golf course is now the largest public works project in the city's history, requiring 27 permits, 12 million tons of dirt, and 9,000 soil tests to date.

During the Sept. 26 meeting of the Massachusetts Mayors' Association, officials reported that the city has invested no money in the project and was paid more than $90 million by the Massachusetts Turnpike Authority to accept fill from the Big Dig. The funds were used for engineering, design, construction, and legal costs, as well as the establishment of a reserve account.

The golf course will be operated by a public-private association as a public facility with no memberships. Amenities will include a clubhouse with a function room and restaurant. The city estimates it will collect $1.5 million in taxes and revenue annually from the golf course and its accompanying facilities. The city expects to open 18 holes in mid-2002.



*Former Quincy Mayor Walter Hanlon II points to a model of the Quarry Hills Golf Course during a presentation at the Sept. 26 meeting of the Massachusetts Mayors' Association in Quincy.*

## Shutesbury

### Town foregoes fragrance in public

Officials in Shutesbury are taking a no-nonsense approach to scents in public meetings. The Franklin County community of 1,800 residents has declared public meetings and buildings, such as town hall and the library, to be "fragrance-free zones." Persons attending public meetings or entering public buildings are asked not to wear perfume, cologne or other artificial fragrances because these chemicals may have an adverse effect on some residents who suffer from multiple chemical sensitivity.

Fragrances became a concern for Town Administrator David Ames when he noticed that a few Shutesbury residents who wanted to be active in government had to leave public meetings because of reactions to chemicals in perfumes and colognes worn by others in the room. Ames became educated about multiple chemical sensitivity through training on the Americans with Disabilities Act and brought up the issue with the Board of Selectmen.

The town has approached the ban by raising awareness of the hazards perfumes cause for some residents and by asking people to be sensitive to that, but it will not bar entry to meetings for people wearing fragrances, Ames said.

Shutesbury is believed to be the first community in the state to institute a fragrance-free policy.

## Natick

### Army pays town for water plant

The town of Natick received a check for $3.1 million from the U.S. Army on Oct. 1. With this payment the town recovered about three-quarters of the cost of a water treatment plant built in 1997.

The town had to build the Springvale Water Treatment Plant to purify its water, according to Deputy Town Administrator Paul Cohen, but a major source of the contamination was Natick Labs, a research and development facility the Army operates in Natick. The contamination was discovered in the mid-1990s, and in 1994 Natick Labs was declared a Superfund site.

The resolution of the environmental contamination issue between the Army and the town took more than five years. The town did not pursue litigation, but worked extensively with special counsel to reach a memorandum of agreement with the Army that provided the funds to the town, Cohen said.

## Rochester

### New police station replaces trailer

Rochester's police force and dispatch crew will set up shop in the community's first official police station this month. For the past 13 years the police have been operating out of a trailer about one-fifth the size of the new 5,000-square-foot station.

The new building will also house the community's first jail cells. Until now, those arrested in Rochester were handcuffed to a park bench inside the trailer.

With the exception of one elementary school, the new police station is the town's first new municipal building in 109 years.

## North Adams

### Magazine revisits North Adams

Yankee magazine has revisited the city it is reported to have harshly dismissed in its 1996 New England Travel Guide, offering a more thoughtful view in its October 2001 issue. The feature article looks at the North Adams that author Joe Manning sees and has been inspired to write about in two novels and numerous poems.

North Adams first caught Manning's attention because of the Massachusetts Museum of Contemporary Art. But upon his first look at the city five years ago, the "strange and haunting beauty" of the city captivated him, according to Yankee. The article describes Manning's appreciation for the people of North Adams and his fascination with its abandoned tenements, railroad tracks, and the Hoosac Tunnel. Manning's novels about the city are "Steeples" and "Disappearing into North Adams." ✷

# Local Net

*continued from page 7*

file to the message window to attach it.

## What's New on Local Net?

Here is a sampling of some recent postings on Local Net. Check under "What's New this Week?" to keep updated.

- State Auditor Joseph DeNucci has certified $1.22 million for distribution to the state's cities and towns to cover expanded polling hour costs related to the upcoming 2002 September primary and November general elections. See the Local Government and Policy conference for more information on state aid for the polling mandate.
- The Division of Local Services will offer two more sessions of the seminar "GASB 34: A Guide to Implementation." See the Local Finance conference for dates and locations.
- A new publication from Scenic America gives communities tools and information to prepare a comprehensive overhead utility relocation plan, including options for reducing the visual impact of utilities, case studies, and federal, state, and local funding sources. Details are available in the Telecommunications and Technology conference.
- Reporting changes made to better reflect the performance of all students on the 2001 MCAS exam were highlighted by education officials at a media briefing Oct. 3. Information on the changes and their impact is available in the Schools conference.
- The U.S. Conference of Mayors collected the testimony of mayors from across the country, explaining their responses to the Sept. 11 terrorist attacks. Many cities and towns immediately reviewed their disaster and emergency plans and pledged to update their action plans. Links to the mayors' responses and resources to aid those who are charged with planning emergency responses are in the Public Safety conference.
- Massachusetts Division of Energy Resources has announced the Rebuild Massachusetts Initiative. The goal is to increase the community-wide incorporation of resource efficiency in buildings and distressed neighborhoods where other public investments are occurring for community development objectives, through local partnerships. Details on this new initiative can be found in the Planning and Community Development conference. ✹

United States Postal Service

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9. Full Names and Complete Mailing Addresses of Publisher, Editor, and Managing Editor *(Do not leave blank)*

Publisher *(Name and complete mailing address)*: Geoffrey C. Beckwith, Massachusetts Municipal Association, 60 Temple Place, Boston, MA 02111

Editor *(Name and complete mailing address)*: John Ouellette, Massachusetts Municipal Association, 60 Temple Place, Boston, MA 02111

Managing Editor *(Name and complete mailing address)*: N/A

10. Owner *(Do not leave blank. If the publication is owned by a corporation, give the name and address of the corporation immediately followed by the names and addresses of all stockholders owning or holding 1 percent or more of the total amount of stock. If not owned by a corporation, give the names and addresses of the individual owners. If owned by a partnership or other unincorporated firm, give its name and address as well as those of each individual owner. If the publication is published by a nonprofit organization, give its name and address.)*

| Full Name | Complete Mailing Address |
|---|---|
| Massachusetts Municipal Association | 60 Temple Place, Boston, MA 02111 |

Known Bondholders, Mortgagees, and Other Security Holders Owning or Holding 1 Percent or More of Total Amount of Bonds, Mortgages, or Other Securities. If none, check box → ☒ None

| Full Name | Complete Mailing Address |
|---|---|
| | |

Tax Status *(For completion by nonprofit organizations authorized to mail at nonprofit rates) (Check one)*

The purpose, function, and nonprofit status of this organization and the exempt status for federal income tax purposes:

☐ Has Not Changed During Preceding 12 Months

☐ Has Changed During Preceding 12 Months *(Publisher must submit explanation of change with this statement)*

Form 3526, September 1998 *(See Instructions on Reverse)*

| 13. Publication Title: The Beacon | 14. Issue Date for Circulation Data Below: October 2000-September 2001 | |
|---|---|---|
| 15. Extent and Nature of Circulation | Average No. Copies Each Issue During Preceding 12 Months | No. Copies of Single Issue Published Nearest to Filing Date |
| a. Total Number of Copies *(Net press run)* | 6,709 | 6,800 |
| b. Paid and/or Requested Circulation (1) Paid/Requested Outside-County Mail Subscriptions Stated on Form 3541. *(Include advertiser's proof and exchange copies)* | 160 | 160 |
| (2) Paid In-County Subscriptions *(Include advertiser's proof and exchange copies)* | 6,127 | 6,128 |
| (3) Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Non-USPS Paid Distribution | None | None |
| (4) Other Classes Mailed Through the USPS | None | None |
| c. Total Paid and/or Requested Circulation *[Sum of 15b. (1), (2),(3),and (4)]* | 6,287 | 6,288 |
| d. Free Distribution by Mail *(Samples, complimentary, and other free)* (1) Outside-County as Stated on Form 3541 | 116 | 116 |
| (2) In-County as Stated on Form 3541 | 20 | 20 |
| (3) Other Classes Mailed Through the USPS | | |
| e. Free Distribution Outside the Mail *(Carriers or other means)* | 36 | 36 |
| f. Total Free Distribution *(Sum of 15d. and 15e.)* | 172 | 172 |
| g. Total Distribution *(Sum of 15c. and 15f)* | 6,459 | 6,460 |
| h. Copies not Distributed | 250 | 340 |
| i. Total *(Sum of 15g. and h.)* | 6,709 | 6,800 |
| j. Percent Paid and/or Requested Circulation *(15c. divided by 15g. times 100)* | 9% | 9% |

16. Publication of Statement of Ownership
☐ Publication required. Will be printed in the November issue of this publication. ☐ Publication not required.

17. Signature and Title of Editor, Publisher, Business Manager, or Owner: Publisher/Executive Director — Date: 9/30/2001

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).

**Instructions to Publishers**

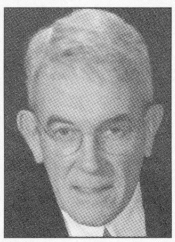
1. Complete and file one copy of this form with your postmaster annually on or before October 1. Keep a copy of the completed form for your records.
2. In cases where the stockholder or security holder is a trustee, include in items 10 and 11 the name of the person or corporation for whom the trustee is acting. Also include the names and addresses of individuals who are stockholders who own or hold 1 percent or more of the total amount of bonds, mortgages, or other securities of the publishing corporation. In item 11, if none, check the box. Use blank sheets if more space is required.
3. Be sure to furnish all circulation information called for in item 15. Free circulation must be shown in items 15d, e, and f.
4. Item 15h., Copies not Distributed, must include (1) newsstand copies originally stated on Form 3541, and returned to the publisher, (2) estimated returns from news agents, and (3), copies for office use, leftovers, spoiled, and all other copies not distributed.
5. If the publication had Periodicals authorization as a general or requester publication, this Statement of Ownership, Management, and Circulation must be published; it must be printed in any issue in October or, if the publication is not published during October, the first issue printed after October.
6. In item 16, indicate the date of the issue in which this Statement of Ownership will be published.
7. Item 17 must be signed.

***Failure to file or publish a statement of ownership may lead to suspension of Periodocals authorization.***

PS Form 3526, September 1998 *(Reverse)*

# PEOPLE

BY KATIE CARROLL

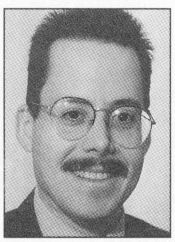

Cronin

Milton Town Administrator **John Cronin** will retire in January after more than four decades of service to the town. Cronin has held the position of town administrator for 33 years, and prior to that he has been a parks commissioner, a founding member of the Conservation Commission and a town meeting member in Milton. On Oct. 10 the Board of Selectmen held a tribute to Cronin on the town green followed by a dinner in his honor that was attended by more than 300 people. Cronin's successor will be **David Owen**, who is scheduled to begin work as town administrator on Nov. 5. Owen has been interim executive administrator in Douglas for the past six months.

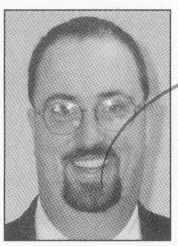
Gov. **Jane Swift** will present the Gene Rooney Outstanding Service Award to Needham Town Administrator **Kate Fitzpatrick** at the Commonwealth of Massachusetts 2001 Performance Recognition Dinner on Nov. 20 in Boston. This award recognizes excellence in human resources, development and training.

Hanson Board of Health member **John Diaz**, considered the oldest elected official in the state, passed away on Oct. 9 at age 92. He had been active in local government for 47 years, serving on a variety of committees.

Andover Selectmen Chair **Mary French**, 68, died Sept. 24, after more than 30 years of service to the town. The former special needs teacher retired from the school system in 1998 as administrator of pupil personnel. She was serving her first term as a selectman and was a long-time advocate for the environment and the acquisition of open space. French and her husband, Alan, who served as an Andover selectmen in the 1970s, had walked the entire Bay Circuit Trail. "Mary's loss is tragic for the town of Andover," said Town Manager Buzz Stapczynski. "She cared passionately about the town."


Sanguinet

On Oct. 8 **John Sanguinet** began work as the town administrator in Abington. Previously, he was the assistant to the mayor in Attleboro.


Henry

**James Henry** became the town coordinator in Templeton on Sept 10. Previously, he held the positions of municipal assistant in Leyden and administrative aide in Conway concurrently. **Elizabeth Johnson** is the new municipal assistant in Leyden, and **Andrea Llamas** is the new administrative aide in Conway.

**Kevin Donovan** became town administrator in Kingston on Oct. 22. Donovan has been town administrator in Rockland for eight years. He replaces **Patricia Whalen.**

On Oct. 1 West Stockbridge Administrative Assistant **Mark Webber** took on additional duties as part-time town administrator in Cheshire. Webber has been administrative assistant in West Stockbridge for four years, after serving as a selectman for seven years.


Tuffy

**John Tuffy** is the new director of business services at the Silver Lake Regional School District, effective Sept. 17. Tuffy is a Duxbury selectman and a former finance committee member. He serves on the Board of Directors for the Association of Town Finance Committees.

**Brian O'Connell**, Whitman's first town administrator, has announced that he will be leaving the position on Nov. 9 to become the director of administrative services for the Wachusett Regional School District. O'Connell has been town administrator in Whitman since February 2000.


Christie

**Pam Christie** joined the Massachusetts Interlocal Insurance Association as the staff accountant on Oct. 1. Previously she was employed by Aon, one of MIIA's third-party

## 15 managers honored

The International City/County Management Association presented Service Awards to 15 Massachusetts municipal managers during its annual conference, held Sept. 23-26 in Salt Lake City, Utah.

Ipswich Town Manager **George Howe**, Dracut Town Manager **Dennis Piendak**, and Cambridge Deputy City Manager **Richard Rossi** received awards for 30 years of service.

Awards for 25 years of service were presented to Scituate Town Administrator **Richard Agnew**, Marion Town Administrator **Julia Enroth-Whitlock**, Dedham Town Administrator **William Griffin**, Adams Town Administrator **James Leitch**, Dennis Town Administrator **Stephen Lombard**, and Bedford Town Administrator **Richard Reed**.

Recognized for 20 years of service were Ashland Town Manager **Dexter Blois**, Wareham Town Administrator **Michael Hartman**, Belmont Town Administrator **Melvin Kleckner**, Concord Assistant Town Manager **Douglas Meagher**, North Andover Town Manager **Mark Rees**, and **Paul Bockelman**, the former town administrator in Manchester-by-the-Sea and currently the operations manager for the Massachusetts Interlocal Insurance Association. ✷

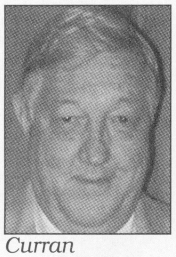
# PEOPLE


*Houston*

administrators. MIIA also welcomed **Cathia Houston** who began work as a customer service representative with the Health Benefits Trust on Oct. 15. She brings disability insurance experience to the position. Houston replaces **Dan Ryan**, who had been with the Health Benefits Trust for four years.

On Sept. 17 **Ray Santilli** assumed the newly created position of assistant town manager/human resources director in North Andover. Santilli has worked for the city of Cambridge for 22 years, primarily in the planning, budget and personnel department of the police department.

Holden firefighters **Timothy Howe** and **Paul Whitney** received the 2001 Fire and Life Safety Educator of the Year award from the state Department of Fire Services on Sept. 27.


*Curran*

Canton Town Counsel **Michael Curran** received the City Solicitors and Town Counsel Association's 2001 President Award recognizing his contribution to municipal law. Curran is a past president of the association and a member of the International Municipal Lawyers Association.

Two teams from the Southbridge Department of Public Works took first place in competitions at the Worcester County Highway Association Snow Rodeo on Sept. 27. **John Trahan** and **John Alicea** won the snowplow mounting event, and **John Leger** and **Rene Laporte** were the winners in the vintage truck category.

Wayland Police Chief **Gerry Galvin** retired on Sept. 19 after more than three decades on the Wayland police force. **Robert Irving** of the Cheshire, Conn. Police Department has been appointed as Galvin's successor. ✸

## Don Marquis receives highest ICMA award



The International City/County Management Association presented a Distinguished Service Award to former Arlington Town Manager Don Marquis at its annual conference held Sept. 23-26 in Salt Lake City, Utah.

The award honors Marquis for his contributions to the management profession and local government during his 40-year career. Marquis is the first Distinguished Service Award recipient from Massachusetts and only the second from the New England region.

The Distinguished Service Award is the highest award given to ICMA members. In his acceptance speech, Marquis said that a good combination for success is liking what you do in life and being lucky enough to be surrounded with competent people. ✸

## Housing

*continued from page 4*

off" period for developers

The Senate adopted an amendment that would allow a community to reject a 40B application if it has adopted a plan, approved by the Department of Housing and Community Development, to increase its affordable housing stock by at least 1 percent on an annual basis. The plan would have to include a mix of rental and homeownership opportunities for families, individuals, and the elderly; identify specific sites appropriately zoned for low- and moderate-income housing development; identify specific sites the community is willing to rezone for purposes of low- and moderate-income housing development; and identify sites for 40B applications. DHCD would certify, on an annual basis, whether a community is in compliance with the plan.

Under the Senate plan, in appeals before the state Housing Appeals Committee, a community could use as a defense that it has in place a comprehensive plan to develop affordable housing consistent with the needs of the community and that reasonable progress is being made in the implementation of that plan, which would have to be no shorter than five years nor more than 10.

The Senate bill would also streamline laws pertaining to foreclosure on tax-delinquent properties and create a local option that enables a community to enter into agreements with affordable housing developers to abate, subject to Department of Revenue approval, up to 75 percent of the outstanding property tax obligations and up to 100 percent of the outstanding interest and accrued penalties.

The proposal would authorize municipalities to protect low- and moderate-income tenants in so-called "expiring use" housing that is subsidized by, or with a mortgage insured by, the federal or state government.

The proposal would authorize cities and towns, with local approval, to create housing tax increment financing (TIF) zones, in which they may grant real estate tax exemptions for up to 20 years to developers of affordable housing. Municipalities may further designate urban center housing TIF zones, in which tax incentives may be used for residential or mixed income commercial uses. ✸

# MASSACHUSETTS MUNICIPAL ASSOCIATION
# 2002 Annual Meeting & Trade Show

**January 11-12, 2002**
**Sheraton Boston and Hynes Convention Center, Boston**

## PROGRAM REGISTRATION FORM

*Please fill out form* ***completely.***

_____
*Name (please print or type)*

_____
*Title*

_____
*Municipality, organization or other affiliation*

_____
*First name or nickname for badge*

_____
*Guest's name, if attending (include first name or nickname for badge)*

_____
*Street address*

_____
*City or town* *State* *ZIP code*

_____
*Daytime phone number* *Fax number*

_____
*E-mail address*

### ARE YOU A MEMBER OF:

- ☐ Association of Town Finance Committees
- ☐ Massachusetts Mayors' Association
- ☐ Massachusetts Municipal Councillors' Association
- ☐ Massachusetts Municipal Management Association
- ☐ Massachusetts Municipal Personnel Association
- ☐ Massachusetts Selectmen's Association
- ☐ Small Town Administrators of Massachusetts

*Please check one:*

### ADVANCE REGISTRATION *(Register by December 3, 2001)*

***Two-Day Program***

☐ Member.....$125 ☐ Nonmember.....$230

***One-Day Program***

☐ Member.....$90 ☐ Nonmember.....$160

Please choose one: ☐ Friday only ☐ Saturday only

### LATE REGISTRATION *(After December 3, 2001)*

***Two-Day Program***

☐ Member.....$155 ☐ Nonmember.....$295

***One-Day Program***

☐ Member.....$110 ☐ Nonmember.....$200

Please choose one: ☐ Friday only ☐ Saturday only

**Amount due for registration** (subtotal) $ _____

### EVENTS

*# of Tickets*

_____ Friday Dinner @ $39 per person $ _____

_____ Saturday Dinner @ $45 per person $ _____

_____ Women Elected Municipal Officials lunch (Friday) @ $25 per person $ _____

**Amount due for events** (subtotal) $ _____

_____ Payment enclosed

_____ Please invoice (add $5 invoice charge) $ _____

**TOTAL DUE** $ _____

*(Make check or money order payable to Massachusetts Municipal Association.)*

Your registration fee includes admission to the keynote address, all workshops, your member group business meeting, the trade show, awards reception and presidents' reception. Two weeks prior to the meeting you will receive a confirmation of your registration, directions and parking instructions, and other pertinent information.

**Refunds will be made in full for registration or meal tickets ONLY if you notify the MMA by a letter postmarked no later than December 17, 2001. Please use municipal letterhead to request a refund.**

***Hotel reservations must be made directly with the Sheraton Boston Hotel at (800) 325-3535.***

Please complete this form and mail it to:

**Annual Meeting, Massachusetts Municipal Association**
60 Temple Place, Boston, Massachusetts 02111
or fax to (617) 695-1314

**For up-to-date info, see www.mma.org** **(617) 426-7272** **(800) 882-1498**

For Office Use Only: Amount: _____ Check #: _____ Date: _____

# MASSACHUSETTS MUNICIPAL ASSOCIATION

# 2002 Annual Meeting & Trade Show

**Sheraton Boston Hotel  January 10, 11, 12, 2002**

## HOTEL ROOM RESERVATION FORM

The Sheraton Boston Hotel is the host hotel for the 2002 MMA Annual Meeting & Trade Show. All educational sessions plus the Friday and Saturday night banquets will be held at the Sheraton.

Located in Boston's Back Bay neighborhood, the Sheraton Boston is easily accessible from the Mass. Pike and public transportation. Just steps away from the hotel, guests will find world class restaurants, the Prudential Center Mall and Newbury Street. The hotel is connected to the Hynes Convention Center and registrants will find it simple to move from one building to the other via a direct passageway. The hotel recently completed a $73 million renovation, making it the largest hotel in New England.

The MMA has negotiated special room rates at the Sheraton Boston Hotel for all Annual Meeting participants. Use this form to register directly with the hotel, not the MMA. The following conditions apply:

- All reservations will be honored on a first-come, first-served basis and are subject to availability.
- Room reservations must be made by Dec. 18, 2001, to be eligible for the special MMA rates.
- A deposit of one night's accommodation plus tax (12.45%) for each room reserved must accompany each reservation.
- Cancellations must be made at least 72 hours before your stated arrival time.
- If you do not arrive on your stated arrival date, you will lose your deposit and the hotel will cancel the rest of your reservation.
- Hotel check-in is after 3 p.m.; check-out is by noon. Baggage storage space is available if you arrive before check-in time.

Please use a separate Hotel Reservation Form for each room you wish to reserve.

**I wish to reserve one room for (check one):**

☐ Single occupancy – $120 plus tax
☐ Double occupancy (2 people, 1 bed) – $131 plus tax
☐ Double occupancy (2 people, 2 beds) – $131 plus tax
☐ Triple occupancy (3 people; 2 beds plus 1 roll-away) – $151 plus tax

**For the following night(s) (check as many as apply):**

☐ Thursday, January 10
☐ Friday, January 11
☐ Saturday, January 12

☐ I would like to receive hospitality suite rental and catering information.
☐ I desire a handicapped accessible room.
☐ I prefer a non-smoking room.
☐ First night deposit enclosed.

☐ Charge my credit card.
☐ I will use this to settle my account ☐ Yes ☐ No

Credit Card type:
☐ AMEX ☐ Visa ☐ MC ☐ Diner's ☐ Discover

Credit Card # _____

Expiration Date _____

Cardholder's Signature _____

**I have enclosed a deposit of (circle one) $120 / $131 / $151 plus tax (12.45%) payable to Sheraton Boston Hotel.**

Name (please print) _____ Phone _____

Mailing Address _____

City/Town _____ State _____ Zip _____

Sharing room with _____

Arrival Date _____ Arrival Time _____ Departure Date _____

Signed _____ Date _____

☐ Please confirm my reservation.

For your special MMA room rate, please mail this form with deposit to:

**Sheraton Boston Hotel,** 39 Dalton St., Boston, MA 02199

**Phone: (800) 325-3535  Fax: (617) 236-6095**

*If you have needs that require special accommodations, please call the hotel reservations desk directly.*

# MMA Publications Order Form

The MMA and its member groups and affiliated organizations publish a number of periodicals, guidebooks and reference manuals related to municipal government in Massachusetts. This form may be used to order any of these regularly published materials. Member prices apply to local officials from MMA member communities. For more information, call the MMA at (800) 882-1498, or visit the MMA Web site (www.mma.org).

(Revised September 2001)

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**The Beacon** (1 year subscription, 11 issues)
Members: $18 Nonmembers: $36 (prices include postage) Quantity_____ Subtotal _____

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**Municipal Advocate** (1 year subscription, 4 issues plus Massachusetts Municipal Directory)
Members: $49 Nonmembers: $99 (plus $5 postage per subscription) Quantity_____ Subtotal _____

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**2001-2002 Massachusetts Municipal Directory**
Members: $49 Nonmembers: $99
Postage and handling: $4 for one; $1.50 for each additional Quantity_____ Subtotal _____

---

**Handbook for Massachusetts Selectmen** (revised 1998)
Member selectmen: $10 Other MMA members: $20 Nonmembers: $35
Postage and handling: $3.20 for first 2 copies; $1.10 for each additional Quantity_____ Subtotal _____

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**ATFC Finance Committee Handbook** (revised 2000)
Free for dues-paying ATFC members ATFC member community: $20 Nonmembers: $35
Postage and handling: $3.20 for first 2 copies; $1.10 for each additional Quantity_____ Subtotal _____

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**Mass Innovations: A Three-Year Compendium of Creative Municipal Programs**
Price: $3 Postage and handling: $2 per copy Quantity_____ Subtotal _____

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**MMPA 2001 Annual Benchmark Titles Salary Survey**
MMPA members: $30 Nonmember participants: $35 Nonparticipant, nonmember: $50
(prices include postage) Quantity_____ Subtotal _____

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**MMPA 2000 Comprehensive Public Works/Public Facilities Survey**
MMPA members who participated: $50 Non-MMPA members who participated: $55
MMPA members who did not participate: $55 Non-MMPA members who did not participate: $60
(prices include postage) Quantity_____ Subtotal _____

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**MMPA 2001 Police and Fire Compensation and Benefit Survey**

| | | | | |
|---|---|---|---|---|
| Single book: police OR fire (circle one) | MMPA members | Participant: $35 | Non-participant: $40 | |
| | Nonmembers | Participant: $40 | Non-participant: $60 | Quantity_____ Subtotal_____ |
| Both books: | MMPA members | Participant: $60 | Non-participant: $70 | |
| | Nonmembers | Participant: $70 | Non-participant: $110 | Quantity_____ Subtotal_____ |

---

☐ Payment enclosed ☐ Please invoice (add $5 charge) Invoice charge_____

**TOTAL** _____

Name and title _____

Organization _____

Mailing address _____

City, state and ZIP _____

Phone _____ Fax _____

**Return this form to: MMA Publications, 60 Temple Place, Boston, MA 02111, or fax to (617) 695-1314.**

For MMA use only: Date: Amount Received Check No.

# MUNICIPAL BULLETIN BOARD

## SEEKING INFORMATION

**PILOT AGREEMENTS** – The city of Northampton seeks examples of payment-in-lieu-of-taxes (PILOT) agreements between a community and tax-exempt properties such as colleges/universities, nonprofits (including human service providers), and health care facilities. Examples of what might be considered a model agreement in both substance and form would be appreciated. Please send information to John P. Musante, Finance Director, City Hall, 210 Main St., Northampton, MA 01060 or musante@city.northampton.ma.us. 9/01

**PERSONAL SERVICES CONTRACTS** – The town of Lexington seeks examples of personal services contracts between senior managers ("at will" department heads) and a municipality. The contracts are not exactly union contracts or the municipal executive's contract, but are similar to both. Please e-mail examples to kzeoli@ci.lexington.ma.us or mail them to Kelly Zeoli, Town Manager's Office, 1625 Mass. Ave., Lexington, MA 02420. 9/01

**TOWN ANNIVERSARIES** – The town of Petersham seeks information from towns (pop. under 3,000) that have celebrated or are celebrating major events. Please forward information on committee structure, events, budget, contact names and any other pertinent information to Petersham Town Secretary, 3 South Main St., PO Box 486, Petersham, MA 01366. 9/01

**SUMMER PLAYGROUND** – The town of Petersham seeks information on hiring a summer playground director, including contracts, programs to be available, field trips, age groups, cost, hours, and any other information that may prove helpful. Send to Petersham Town Secretary, 3 South Main St., PO Box 486, Petersham, MA 01366. 9/01

**LONG-RANGE PLANNING** – The town of Sandwich seeks samples of long-range planning models and processes that are being used by other communities. Please contact Don Leighton at (508) 888-7752 or dleighton54@aol.com. 9/01

**DRIVEWAY PERMITS** – The town of Ware seeks information regarding permits and regulations for driveways for new construction. Please send information to Ralph Brouillette, Building Inspector, Town of Ware, 126 Main St., Ware, MA 01082, or call (413) 967-9648, ext. 180. 9/01

**LAND VALUE ASSESSMENT** – The town of Rockport leases oceanside building lots (land only) on a town-owned beach where 150 cottages owned by individuals have been built. The town seeks information, guidelines, formulas, etc., from other communities for both assessing the land value and the methodology used for establishing a fair and equitable rent/lease fee for use of such parcels of land. Please send any information to Ed McCann, Interim Town Administrator, Rockport Town Hall, 34 Broadway, Rockport, MA 01966-1537, or call (978) 546-6786. 9/01

*Local officials may submit items for publication in the Bulletin Board, either Seeking Information or Offering Information, free of charge. Please limit submissions to 50 words. Send them to Jason Imbesi at the MMA (mail: 60 Temple Place, Boston, MA 02111; fax: (617) 695-1314; e-mail: editor@mma.org).*

## Executive director's report

*continued from page 2*

and the implementation of the income tax reduction passed in November 2000, and because of underfunded accounts, including at least $200 million in additional Medicaid-related expenditures that will be payable this year.

The governor has instituted a hiring freeze, restricted out-of-state travel, delayed consulting contracts, and is holding off on funding collective bargaining agreements that have not been executed. The Legislature is looking at reducing the fiscal 2002 budget by up to $500 million, and tapping into the stabilization fund to ease the need for further cuts. Most line items in the final fiscal 2002 budget will clearly settle on the lower number, and the governor has stated that everything is on the table in terms of her veto pen.

At this stage, education aid, public safety needs and local aid are still top priorities. Local officials must be diligent in communicating with their legislators on the need to prioritize local and school services that are so essential, and must be supportive of ways that legislators can protect these priorities and meet their concurrent obligation to the state's overall needs (steps that must be considered include delaying the implementation of the tax cut until revenues stabilize and relying on some tobacco settlement funds).

The bottom line is that the preservation of a strong local-state partnership during this process is essential.

The duality of this situation is mirrored in President George Bush's call to America to respond to this new era by returning to business as usual. The two do not conflict with each other. We must do both in order to prevail.

In terms of meeting the complex and costly challenges of leadership and preparedness in an era of terrorism, and balancing our budgets without harming core services, the solution is the same: we must do both. ✷

## Smoke-free

*continued from page 9*

percent of these local measures are health regulations.

In 1999, 79 percent of Massachusetts workers enjoyed a smoke-free workplace, a 26 percent increase from 1993.

While many worksite smoking bans are a business decision, an increasing number of local measures either ban smoking entirely in workplaces or require worksites that permit smoking to designate a separate smoking area. Typically, regulatory language is provided to exempt private homes except for those portions being used either as a child care facility or a health care office.

Enforcement of these measures is typically conducted by the board of health's tobacco control program. Currently, 308 cities and towns are served by such programs, which are funded through the Department of Public Health.

At the state level, a bill filed by Rep. Michael Cahill of Beverly (H. 3291) would require all work sites with one or more employees, including restaurants, to be smoke-free. A one-year grace period would be permitted for stand-alone bars.

Questions regarding smoking restrictions for public places or about measures in place for specific municipalities may be directed to D.J. Wilson at the MMA. ✷

# CLASSIFIED ADVERTISEMENTS

## EMPLOYMENT OPPORTUNITIES

**Town Administrator**
*Town of Rockland*
The town of Rockland (pop. 17,670, $38 million budget), located in northern Plymouth county, seeks a Town Administrator serving under a five-member Board of Selectmen. Responsibilities include collective bargaining, procurement, and fiscal and budgetary preparation and management. Qualifications: minimum of a bachelor's degree in public administration or a related field, and three to five years of progressively responsible experience in public administration required. Salary negotiable to $70,000. Please submit resume to Board of Selectmen, Town Hall, 242 Union St., Rockland, MA 02351. EOE. Applications open until filled.

**Assistant to the Mayor**
*City of Attleboro*
Administrative and professional work in assisting the mayor in planning and directing the activities of the department; all other related work as required. Performs responsible duties requiring considerable judgment in making decisions and in interpreting municipal policy. Confers with department heads and other officials in assembling data requested by the mayor and assists in the communication and distribution of such data. Coordinates special projects and provides advice and general management support to the mayor. Represents the mayor and the city at meetings of state, local and federal officials. Deals with citizen problems as requested; prepares official correspondence, forms, memoranda and other documents from rough drafts or verbal instructions. Master's degree in public administration or related field required; two years of professional experience in government preferred. Must have working knowledge of laws governing municipal administration in Massachusetts. Computer competence expected. Starting salary $50,130 per year. Please submit cover letter, resume and three professional references to Personnel Director, City of Attleboro, 77 Park St., Attleboro, MA 02703 no later than Nov. 15. AA/EOE

## Classified advertising rates and information

The Beacon accepts classified ads from units of government, public agencies, and individuals.

Classified advertising categories are: Employment Opportunities, Requests for Proposals, Situations Wanted, Services, and Items for Sale.

Only one job opening, request for proposals, or item for sale can be listed per ad. The MMA cannot assume responsibility for information or claims made in any advertisement.

**Employment advertising rates**

Employment classified ad rates include publication in The Beacon and on the MMA's Web site (www.mma.org), though a discount is available for those who request placement of an ad only in The Beacon or on the Web.
**Member rates:** $95 for first 100 words; $45 for each additional block of up to 50 words (Discount for one format only [print or Web]: $25 on first 100 words, $10 on each additional block of up to 50 words)
**Nonmember rates:** $145 for first 100 words; $70 for each additional block of up to 50 words (Discount for one format only [print or Web]: $40 on first 100 words, $15 on each additional block of up to 50 words)

**Other classified advertising rates**
(no Web placement)
**Member rates:** $70 for first 100 words; $35 for each additional block of up to 50 words
**Nonmember rates:** $105 for first 100 words; $55 for each additional block of up to 50 words

**Web ad guarantee**

The MMA will publish employment ads sent electronically – by e-mail or via our online form – on its Web site within two business days of when they are received. Ads sent by mail or fax will be posted within three business days of when they are received. For more information about Web advertising, see www.mma.org/jobs.

**Beacon deadlines and publication dates**

The Beacon is published on the first business day of each month, except in the summer, when a combined July-August issue is printed in mid-July.

The following is the upcoming schedule:

**December Beacon**
Ad deadline: Nov. 8
Publication date: Dec. 3

**January Beacon**
Ad deadline: Dec. 11
Publication date: Jan. 1

**February Beacon**
Ad deadline: Jan. 10
Publication date: Feb. 1

**Placing an ad**

If possible, ads should be e-mailed, preferably with the text placed in the body of the e-mail message, to beacon_ads@mma.org. Otherwise, they may be faxed to (617) 695-1314 or mailed to the MMA.

For more information, call Jason Imbesi at the MMA at (617) 426-7272.

**Missed the Beacon deadline for an employment ad? You can still get the word out – right away. See www.mma.org/jobs for details.**

**Town Accountant**
*Town of Westford*
The town of Westford Human Resources Office is seeking applicants for a full-time Town Accountant. Works under the administrative direction of the Town Manager and Finance Director and in close coordination with all town departments. The position is responsible for professional administrative and supervisory work involving technical and complex detail in the accounting and control of all town funds, disbursement, and financial records in accordance with Massachusetts General Laws, the Massachusetts Department of Revenue and bylaws of the town of Westford. Desired qualifications are bachelor's degree in accounting or related field, three to five years' progressively responsible experience in fund accounting or financial management, municipal accounting experience preferred or equivalent combination of education and experience. Requires thorough knowledge of principles and practices of municipal accounting, applicable provisions of the Massachusetts General Laws, and computer applications for accounting and finance. MUNIS experience and designation as a Massachusetts Certified Governmental Accountant a plus. Forward cover letter, resume and salary requirements by Nov. 30 to Human Resources, Town Hall, 55 Main St., Westford, MA 01886. EEO/AA employer.

**Economic Development Director**
*City of Attleboro*
The city of Attleboro (pop. 42,068, budget $89 million) is seeking an Economic Development Director to develop and implement the city's economic development strategy and to administer a comprehensive program to create jobs and expand the industrial and commercial tax base of the city. Director is responsible for recruiting businesses to Attleboro and facilitating the expansion of local companies within the city limits, implementing a marketing and promotional strategy on behalf of the city, and administering municipal economic development programs for the Attleboro Redevelopment Authority. Director works under the administrative direction of the City Planner and in accordance with policies established by the Mayor and Municipal Council of the city of Attleboro. Bachelor's degree in urban or regional planning, master's preferred, with five years' experience in economic or community development, or equivalent combination of education and experience required; direct experience in developing and administering comprehensive economic development programs and marketing strategies for economic growth on behalf of municipalities or other similar organizations; securing federal and state financial assistance; leveraging private investment and coordinating community-based resources preferred. Thorough knowledge of federal, state

# CLASSIFIED ADVERTISEMENTS

and local urban renewal planning and economic development required. Ability to communicate effectively orally and in writing and to implement programs in a professional manner is essential. Beginning salary is $55,143 per year. Please submit cover letter, resume and three professional references to Personnel Director, City of Attleboro, 77 Park St., Attleboro, MA 02703 no later than Dec. 1. AA/EOE

**City Auditor**
*City of Fall River*
The city of Fall River seeks a qualified candidate to perform duties as City Auditor, under the administrative direction of the Chief Financial Officer with the responsibilities as defined by the General Laws, city ordinances and GAAF UMAS standards. Professional accounting work of a supervisory and participatory nature with responsibility for maintaining financial records and supervising and controlling expenditures of all city funds. General duties and responsibilities: in supervisory capacity, performs a variety of complex and highly responsible duties ensuring that all municipal transactions conform to law and sound municipal accounting practice; oversees the maintenance of comprehensive accounting records for the city including cash books, general ledger for fund accounts, journal, classification ledgers and records of debts; ensures city compliance and submits reports required by state and federal agencies and by municipal financial laws. Supervises expenditures of all city funds; examines vouchers, department bills and patrols for accuracy and availability of funds before payment by the Chief Financial Officer. Education and experience: bachelor's degree with a major in accounting or business administration or CPA; master's degree in business or public administration desirable; six years of professional accounting experience, including two years' experience in the municipal field; or any equivalent combination of education and experience. A complete job description may be obtained in the Personnel and Training Office. Please submit your letter of intent and resume to Frank A. Sullivan, Director of Personnel and Training, One Government Center, Fall River, MA 02722.

**Chief of Police**
*Town of Cohasset*
Established and prosperous suburban community seeks experienced, proven, progressive police chief to lead a department that has 18 full-time sworn officers, five dispatchers, and a number of part-time special officers with a $1.6 million budget. Cohasset is an established community that offers a high quality of life; a balance of fine old and new homes in quiet, comfortable neighborhoods; and an historic village district. The department provides all traditional police services in a high-quality-of-service environment. The town is governed by a five member Board of Selectmen that appoints a Town Manager. The Town Manager is responsible for the day-to-day administration of the government and coordinates the efforts of all operating departments. The Chief of Police reports directly to the Town Manager and works closely with boards, committees and other administrative staff members. Duties include formation of departmental rules and regulations, annual budget, strategic planning, development and coordination of various community relations and crime prevention programs. Bachelor's degree in criminal justice, political science, public administration or related field desired. A minimum of five-seven years of progressively responsible management and/or supervisory experience as a chief, captain or other high command position required. Strong operations planning, supervision, community policing, budgeting, labor relations and interpersonal skills important. Salary commensurate with experience. Cover letter and resume should be sent by Nov. 15 to Mark W. Haddad, Town Manager, 41 Highland Ave., Cohasset, MA 02025. The town of Cohasset is an equal employment opportunity employer.

**Fiscal Services**
*City of Fall River*
In the City Treasurer's office and under the direction of the Director of Fiscal Services, the city of Fall River is seeking a qualified candidate to assist in the coordination, organization and preparation of the annual operating, capital budget and revenue forecast. Provide high-level administrative support to the CFO. Develops recommendations for changes in office procedure, reviews with department management, and oversees implementation. Perform varied duties that require judgment, tact and discretion dealing with the general public, other city departments and interpreting and applying laws and regulations concerning city finances. Assist in the cost analysis for contract negotiations. Access to confidential information of personal records, tax title accounts, payment records and contract negotiations. The candidate for this position should have considerable knowledge of local, state, and federal laws as they apply to the department and operations and a strong working knowledge of financial systems, accounting, and budget processes. Ability to communicate effectively with others orally and in writing. Establish and maintain harmonious relationships, pay attention to detail, process workload efficiently and accurately. Maintain confidential information, and work independently. A candidate for this position should have a bachelor's degree in accounting, or business administration and three to five years of relevant work experience or an equivalent combination of education and experience. The position is subject to City Council approval. Annual salary $45,000. Please submit your letter of intent and resume to the Director of Personnel and Training, Frank A. Sullivan, One Government Center, Fall River, MA 02722.

**Special Projects Manager**
*City of Fall River*
In the Department of Public Works and under the direction of the Director of Public Works, the city of Fall River is seeking a qualified candidate to coordinate, plan and direct activities of designated city and Department of Public Works projects to ensure that goals or objectives of projects are accomplished within prescribed time. Overall coordination and supervision of employees of numerous construction projects including design, development and bidding. Liaison between city staff, advisory committees, public agencies, funding agencies, community groups, media and the public. Establishes and arranges work plan and staffing for each phase of project. Ensures all necessary permits and compliance of any and all regulations. Education and experience, master's degree or equivalent in architecture, engineering or related field or minimum of 10 years' practical experience in the field is preferred. Excellent written and verbal communication skills required. Minimum of five years in contract administration, grant administration and construction management. Demonstrated successful experience in public construction process. Ability to coordinate multiple projects and agencies. Knowledge of basic accounting principles and budget management. $60,000-$70,000. A more detailed job description may be obtained in the Personnel and Training Department. Please forward letter of intent and resume to Frank A. Sullivan, Director of Personnel and Training, One Government Center, Fall River, MA 02722.

**Town Accountant**
*Town of Douglas*
The town of Douglas (pop. 7,200), a fast growing town in southern Worcester county, seeks qualified applicants for its first full-time Town Accountant. Desired qualifications are a bachelor's degree in accounting or related field, three years' responsible experience in accounting or financial management, with some municipal accounting experience required, or equivalent combination of education and experience. Requires thorough knowledge of principles and practices of municipal accounting, applicable provisions of the MGLs, and computer applications for accounting and finance. Salary negotiable DOQE. For job description or other information, call the Executive Administrator at (508) 476-4000. Submit letter of application, resume, and salary history to Board of Selectmen, Douglas Municipal Center, 29 Depot St., Douglas, MA 01516 or jobposting@douglasma.org by Nov. 8. AA/EOE

**Town Engineer**
*Town of Wakefield*
The town of Wakefield (pop. 24,000 and encompassing 7.5 square miles) seeks highly quali-

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fied applicants for the position of Town Engineer. The Town Engineer reports to the Director of Public Works and is directly responsible for the supervision of a five person engineering division, which coordinates all engineering functions for the town. The Town Engineer is responsible for the preparation of plans and specifications, monitoring construction projects, furnishing data and assisting all town boards and departments in engineering matters. BS in civil engineering and Massachusetts registered P.E. required. Five to 10 years' experience in public works infrastructure is preferred. Professional land surveyor registration is desirable. Salary negotiable, excellent benefits. Submit resumes and letter of interest, no later than Nov. 20 to Laurie Riley, Benefits Administrator, Town of Wakefield, Town Hall, 1 Lafayette St., Wakefield, MA 01880. EOE/AA

**Town Administrator**
*Town of Mashpee*
The town of Mashpee, a seashore community, is seeking qualified candidates for Town Administrator to manage a town with a year-round population of 13,000 and seasonal population of over 30,000, an annual $36-plus million operating and capital budget. Supervises, directs and is responsible for administering large projects and day-to-day activities. Candidates must have proven organizational development, communication and writing skills. Must have experience in conducting negotiations and in successful grant application and administration. Serves as Chief Procurement Officer. Applicants must have significant municipal administrative experience in a similar position, extensive experience working with the public and responding to customer service requests. Master's degree in public administration or similar qualifications and at least five years of responsible and practical work experience or any equivalent combination of education and experience. Send resume and cover letter to Personnel Department, 16 Great Neck Road North, Mashpee, MA 02649. Salary: low- to mid-$70s. Deadline for submission of applications is the close of the workday on Nov. 30. EOE/AA

**Director of Community and Economic Development**
*Town of Winchendon*
Are you a person with an extraordinary ability to define a positive vision for our town? Are you a person that has a high level of energy and commitment to see that the vision is realized? If so, please read on. The successful candidate will perform highly responsible work requiring significant initiative and independent judgment related to the economic and community development needs of the town of Winchendon. The position is appointed by and works under the general direction of the Town Manager. Applicants should have a bachelor's degree in planning, public administration or related field; experience in grant writing and administration, municipal planning or management; or an equivalent combination of education and experience. The current salary for the position is $54,000. Please submit a cover letter, resume and five professional references to James M. Kreidler Jr., Town Manager, 109 Front St., Winchendon, MA 01475 on or before Nov. 16. The town of Winchendon is an AA/EOE.

**Highway Supervisor**
*Town of Upton*
The town of Upton is seeking applicants for the position of Highway Supervisor. This is a working supervisory position requiring managerial, skilled hands-on work, as well as certain administrative duties related to highway responsibilities, which are briefly described below. The highway supervisor leads, assigns, directs, and participates with highway department personnel in the performance of their work. The person holding this position is expected to be available for "call-in" to handle snow and other town emergencies at all times ("24/7"). Applicants must be high school graduates or hold a GED equivalent, have a Mass. motor vehicle operator's license and a CDL (commercial driver's license) Class B, have a minimum of five years' experience in the area of public works with at least three years specifically in the field of road maintenance and repair operations. The successful candidate must have hands-on experience in snow removal operations, the ability to operate trucks, backhoes, graders, and loaders, and must hold and keep current the requisite licenses. Essential job functions encompass but are not limited to roads, drainage, signage, equipment maintenance, and administrative tasks, which are described in detail by the job description. Applications and job descriptions are available at the selectmen's office at 1 Main St., Upton, MA. Applications and resumes must be returned to the Personnel Coordinator, Town Hall, PO Box 479, 1 Main St., Upton, MA 01568 no later than Nov. 16 at 5 p.m. The town of Upton is an equal opportunity employer.

**Director of Public Works**
*Town of Milton*
The Board of Selectmen is seeking applications/resumes for the position of Director of Public Works. Substantial experience in public works management required. Registered land surveyor and registered professional engineer qualifications desired. Civil engineering, business studies and public administration credentials desired, or equivalent experience. Ability to manage $10 million budget. Duties include: management of a 40-plus person department, including engineering and planning, water and sewer systems, highway, solid waste and recycling, shade trees. Salary: $73,038 to $89,522. Send resumes to Annemarie Fagan, Assistant Town Administrator, Town Office Building, 525 Canton Avenue, Milton, MA 02186 by Friday, Nov. 16. Equal opportunity employer.

**Town Planner**
*Town of Eastham*
The town of Eastham is seeking a qualified individual to serve as town planner. BA or MA in planning or related field, two years' experience as a town planner, assistant or consultant. Excellent oral and written communication skills, and an ability to work with volunteer boards and committees. Experience and education will be considered. Night meetings required. Salary: mid-30s. Submit resume and letter of interest to Town Administrator, Town of Eastham, 2500 State Highway, Eastham, MA 02642 by Nov. 21. AA/EOE.

**Street and Sewer Foreman**
*City of Peabody*
The city of Peabody (pop. 50,000) seeks a motivated self-starter to lead its DPW Street and Sewer Division. This position oversees the maintenance of streets, sidewalks, sewer and drain system, minor construction projects, as well as emergency response for snow and ice control, flooding and other natural disasters. Supervises 18 full-time and some seasonal personnel and reports directly to Assistant DPW Director. Administers daily work assignments and activities, ensures jobs completed to standard, and ensures equipment receives preventive maintenance. Must have five years of demonstrated experience in supervision and construction, as well as knowledge of utility system O&M practices. Salary to $43,890 DOQ. Please send resume and cover letter to Personnel Director, City of Peabody, 24 Lowell Street, Peabody, MA 01960.

**Engineering CAD Operator/GIS Coordinator**
*Town of Wilmington*
The town of Wilmington is accepting qualified applications for the position of Engineering CAD Operator/GIS Coordinator. This position will be within the Engineering Division Office of the Department of Public Works. General duties and responsibilities include technical and analytical work in maintaining and upgrading the municipal geographic information system and editing system databases and providing technical support to professional engineers and others with a need for access to the system data and technology. Other responsibilities include creating and editing AutoCAD drawings for various public works projects and managing and updating the Engineering Division record plans and database files. 40 hrs/wk position; annual salary $36,256-$45,879 with competitive benefits. Bachelor's degree in civil engineering, geography, surveying, computer science or related fields with three years' experience required. Must have two years' experience with ARC/INFO, ARC VIEW, AutoCAD and database programs. Experience with GPS and surveying highly desirable. Please send application with cover letter and resume to

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Michael A. Caira, Town Manager, Wilmington Town Hall, 121 Glen Road, Wilmington, MA 01887-3597 by Nov. 21. AA/EOE

**Collector/Treasurer**
*Town of North Reading*
The town of North Reading is seeking a highly motivated, innovative and seasoned financial manager. The successful candidate will have a bachelor's degree in finance, accounting or a related field and/or five years' experience. Must have a minimum of five years of progressive responsibility, preferably in the public sector. The successful candidate will be certified by the Massachusetts Collectors' and Treasurers' Association or obtain such certification within three years. This position reports to the Finance Director. This position includes all of the duties of a Collector/Treasurer as specified in Mass. General Laws. In addition, this position also serves as Parking Clerk. This position will become vacant in February 2002. Salary range is $45,000-$57,000 depending on qualifications and experience. Resumes will be accepted until position is filled. Please send a cover letter and resume to Alyson Olsen, Human Resource Director, 235 North St., North Reading, MA 01864. EOE/AA

**Town Administrator**
*Town of Whitman*
The town of Whitman (pop. 13,700) seeks qualified applicants for the position of Town Administrator. The Town Administrator is the chief administrative officer, responsible to a five-member Board of Selectmen. Strong finance, budgeting, communication, management and administrative leadership, labor relations, law, grant writing, technology, teamwork and interpersonal skills are required. Preferred qualifications include, but are not limited to, a degree in public or business administration; three or more years of work experience in a managerial capacity in municipal government (Massachusetts government preferred), or equivalent background and experience. A complete job description can be obtained from the Office of the Board of Selectmen and Town Administrator, PO Box 426, Town Hall, 54 South Ave., Whitman, MA 02382. Phone: (781) 447-7601, fax: (781) 447-7307. Salary range $58,130-$73,130. Submit a cover letter and a resume by Fri., Nov. 9 at 4 p.m. to the office of the board, at the aforementioned address. No residency requirement. AA/EOE

**Senior Center Director**
*Town of Wrentham*
Position immediately available. Complete town benefits, 40 hrs/wk. Supervise small, permanent staff in brand new senior center building, serving approximately 1,100 seniors. BA in social work or related field preferred. Experience in initiating programs and activities, particularly with the elderly. Salary commensurate with experience. Written response only to PO Box 480, Wrentham, MA 02093.

**Water System Manger, Public Works**
*Town of West Springfield*
Full-time administrative position under the Director of Public Works. Duties include responsibility for planning, organizing, and directing the safe and efficient operation and maintenance of the town's water production and distribution system. Supervision is exercised directly over skilled and semi-skilled personnel. Successful candidate shall be responsible for compliance with the regulatory drinking water standards of governmental agencies, the quality of customer service provided, and the overall efficiency of the water system, both in terms of costs and daily operation. Qualifications: possession of an undergraduate degree, with at least eight years of experience with community water systems and operations, including at least three years in a responsible supervisory position. Registration at all times as an Operator of Drinking Water Supply facilities (Class III or IV in Massachusetts or equivalent) is required. Specialized undergraduate course work or other formal training in engineering, public or business administration, or in the sciences (environmental, biology, chemistry) is highly desired. In lieu of the above, any combination of training and experience that provides the equivalent knowledge, abilities and skills may be considered at the discretion of the town. Closing date for applications is Nov. 23. Salary range $959.29-$1,168.79 per week. Submit resume to Director of DPW, Jack Dowd, 26 Central St., West Springfield, MA 01089. Full copy of job description available. Phone: (413) 263-3242.

## REQUEST FOR PROPOSALS

**Town Counsel Services**
*Town of Upton*
The town of Upton is accepting proposals from qualified firms to provide legal services for a one-year term. While it is the intention of the Board of Selectmen to appoint a firm, an individual attorney shall be appointed by the firm as Town Counsel. The firm must be readily available to authorized boards, committees, commissions, and officers of the town through the Board of Selectmen and/or the administrative assistant to the Board of Selectmen. The successful firm will have many years of varied experience in the field of municipal and public law, including land use law, i.e., planning, zoning, environmental, and conservation. Also, municipal finance, town government structure and operation, conflict of interest, open meetings and public records law. The firm must have malpractice insurance with an appropriate amount of coverage. Please send proposals to the Board of Selectmen's Office, Town Hall, PO Box 479, 1 Main St., Upton, MA 01568. Proposals must be received by Nov. 16 at 5 p.m.

## SERVICES

**Compensation, Performance Management and Retirement Consulting**
Stone Consulting, Inc. provides large human resource consulting experience delivered in a customer-focused, cost-effective way. Our services include total compensation strategy, job classification/evaluation, compensation program design, variable pay, performance management systems, reward and recognition programs. We are a leading provider of actuarial consulting services for retirement systems and retiree health programs. We specialize in the public sector and provide services to cities and towns, counties, state and quasi-public agencies. Stone Consulting, Inc., 31 Marlyn Road, Medfield, MA 02052. Phone: (508) 359-9600; fax: (508) 359-0190; e-mail: info@stoneconsult.com.

**Proposal Writing Services**
Cataldo & Shapiro proposal writing and consultation offers 36 years of proposal writing experience, in addition to experience on the federal, state and local government levels. Successful grants obtained include: small cities community development block grants, MA Department of Education, MA Department of Public Health, U.S. Dept. of Health and Human Services, Norfolk County Economic Development grants, ISTEA, Highway Safety, HUD grants, U.S. Dept. of Education, and U.S. Centers for Disease Control, among others. Contact Carla Cataldo, Cataldo & Shapiro, PO Box 5207, Wayland, MA 01778. Phone: (508) 655-4473, fax: (508) 533-6847, e-mail: ccc@post.harvard.edu.

**Legal Services**
Deutsch Williams Brooks DeRensis & Holland, P.C. is available to provide legal services to government entities at the state, county, city, town or regional district level. Legal services available include procurement law, contracts, land use law, litigation, ethics, eminent domain, labor relations, civil rights and the like. Contact Bob Holland for labor matters and Paul DeRensis for other public law issues at (617) 951-2300.

**Labor Relations/Human Resources Consulting**
Gerard J. Hayes, with many years of broad local government labor relations/human resources experience, offers individualized consulting services to public employers. Services include labor contract negotiations; contract administration advice; grievance and internal complaint investigations; hearing officer assignments; HR program audits; new policy development and training; supervisory training and coaching; interim HR management; and special projects. For more information, or to discuss your needs, please contact Gerard J. Hayes, 49 Gorham Avenue, Brookline, MA 02445. Telephone: (617) 277-0002.

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**Town Counsel Services**
Pickett, Miyares & Harrington is dedicated to practicing law in the public interest and concentrates its practice in local government, land use, environmental and related areas of law. We provide a full range of municipal legal services, including consultation, advice, negotiation and litigation services in all courts of the commonwealth, as well as federal courts, and in adjudicatory proceedings before administrative agencies such as the Department of Environmental Protection, the Housing Appeals Committee, the Appellate Tax Board, the Energy Facility Siting Board, and the Division of Administrative Law Appeals. We devote a substantial portion of our attention to preventative maintenance and believe that proper legal advice helps to prevent problems before they arise. We are available to our municipal clients at all times, day and night, seven days a week, to answer questions that require immediate attention. We place great importance on giving personal, direct and responsive legal counsel to the municipalities that we serve. We offer small-firm rates, years of municipal law experience, the personal service of the firm's partners, diligent attention to our clients' interests, and consistently good humor. For an initial consultation, contact Judith Pickett, J. Raymond Miyares or Thomas Harrington at (617) 426-8330.

**Public Management Consultants**
MMA Consulting Group Inc. provides consulting services to cities, towns and other public agencies. We specialize in public safety/emergency response (police, fire, EMS), human resources (classification, compensation, recruitment, assessment centers, oral panels, policies and practices), public works (management and rate studies), organizational design, interlocal cooperation, financial management, and special projects. For information, contact Mark Morse, President, MMA Consulting Group Inc., 41 West St., Boston, MA 02111; (617) 426-8049; mmacg@aol.com.

**Town Counsel Services**
Kopelman and Paige is a municipal law firm. With offices in Boston, Worcester, Northampton and Pittsfield, we serve as town counsel to more than 100 towns throughout Massachusetts, from Provincetown to Williamstown, and as special counsel to another 90. For more than 30 years, we have devoted ourselves to municipal law and have become experts in the defense of all municipal trial matters. We have specialists in all areas of municipal law and maintain an environmental-land-use law department that is on the cutting edge of planning, zoning and conservation. Kopelman and Paige is highly sensitive to the limited legal services budgets of Massachusetts communities and thus has highly competitive billing rates to give your town the best quality legal counsel in the most cost-efficient manner. There is never a need for special counsel. Our breadth of experience keeps our cost per opinion to a minimum and enables us to service our clients quickly and efficiently, consistent with our commitment to excellence. For additional information on the legal services that Kopelman and Paige provides, please call Leonard Kopelman at (617) 556-0007, or toll-free at (800) 548-3522.

**Computer Consulting**
Systems Consulting Group Inc. provides independent computer-consulting services to local governments, school districts and nonprofits. This includes feasibility studies, strategic plans, procurement, and management reviews. We are specialists who have worked with more than 100 local governments in Massachusetts and across the United States. Please contact Sheldon S. Cohen, President, 60 Temple Place, Boston, MA 02111; (617) 426-1188.

**Municipal Management Consulting**
Bennett Associates is a national public management consulting firm specializing in comprehensive policy and technical assistance to cities and towns. We have served more than half of the commonwealth's communities, as well as state agencies that affect local government. Our professional reputation is based on the proven ability to work in complex governmental settings free from the constraints imposed by conflicting local and state pressures. Specifically, our services include form-of-government studies, charters, special acts, financial management including retrenchment planning and implementation, public works issues, regional consolidation of services, human resources ranging from executive recruitment to affirmative action, public safety issues, classification and compensation plans, human services, land use, growth management, and fair housing. For assistance, including a no-obligation visit to discuss your needs in detail, please call Dick Bennett at (781) 659-9950, ext. 12; fax: (781) 659-9969. Bennett Associates, 335 Washington St., Suite 12, Norwell, MA 02061-1900.

**Management Consulting**
DMG MAXIMUS is a national management consulting firm that provides high quality analytical services to the public sector. DMG MAXIMUS has conducted more than 10,000 analytical projects for more than 2,000 local and state government agencies. The firm's services include management, staffing and operations studies of every local government function, feasibility studies (regionalization and privatization), user fee and cost of service studies, human resources studies (classification and compensation, executive recruitment and training), fleet management and facilities' needs. Our staff and their expertise encompass police, fire, emergency medical, public works, utilities, planning and building, recreation, finance, and administrative functions. The DMG MAXIMUS approach is to use only experienced consultants, detailed analysis and implementation planning, and extensive client input and interaction. Our Northeast headquarters are in Waltham. For more information, please contact Richard Brady, Vice President, at (781) 392-1000. We are located at 800 South St., Suite 460, Waltham, MA 02452. EOE/AA

**GIS Mapping Services**
Chas. H. Sells, Inc. of Charlton, MA has provided aerial photography, GPS land survey, digital orthophotography and/or digital mapping for GIS and tax mapping programs to over 35 New England municipalities. The largest mapping firm in the region, we specialize in large scale (1"=40' and 1"=100') planimetric and topographic mapping. Looking at GIS and the desire to have accurate mapping information? Please call us to discuss your project. We will also assist you with developing mapping budgets based on your needs and future GIS applications. In addition, SELLS also provides quality mapping to support the planning and design of roads, bridges, water/sewer/CSO, brownfields development, bike/pedestrian paths, parks, etc. Mapping data is delivered in various formats including ARC/INFO, AutoCAD and MicroStation, to name a few. "Fall flying season is here!" Contact Scott W. Duncan, C.P. at (508) 248-1970 or sduncan@chash-sells.com for more information.

**MCAD Sexual Harassment Training Video**
A new, inexpensive sexual harassment training tool has been developed with the cooperation of MCAD. Hands Off!: The Massachusetts Sexual Harassment Prevention and Compliance Video is perfect for municipalities, DPW, police and fire departments, and school districts. This informative, entertaining video features dramatic vignettes along with interviews with the MCAD chairman and other officials. Purchase price is $95 (less than 15 employees) or $195 (15 or more employees). A special 10 percent discount will be given to MMA members. Contact Brumberg Publications at (617) 232-9811.

**Municipal Consulting Services**
Groux & Associates is a Massachusetts-based municipal consulting firm specializing in charter studies for charter commissions; reorganization plans; executive recruitment for key municipal positions; and interim management assignments. Groux & Associates has extensive experience in northeastern states including New York, New Jersey, Connecticut and Massachusetts. Available for on-site, no obligation visits to review your needs and our services. Contact: Thomas J. Groux, Groux and Associates, PO Box 395, North Chatham, MA 02650. Phone or fax (508) 945-3160. Email: tgroux@cape.com.

# CLASSIFIED ADVERTISEMENTS

**Municipal Financial Management, Fund Accounting and Tax Collection Software**
VADAR Systems, a Massachusetts-based corporation, is a highly specialized, national municipal software company, providing custom developed, PC-based, Windows-based, graphical financial management and tax collection systems to municipal, county and state governments throughout the United States. VADAR develops and supports specific product lines devoted to financial management applications, multiple fund accounting, property tax billing, utility billing and motor vehicle excise billing and collections. VADAR provides customized software applications to meet each client's individualized local and state requirements. For additional information about VADAR's state-of-the-art software suite, call us toll free at (877) 823-2700, or visit us on the Web (www.vadarsystems.com).

**Tax Title Legal Services**
Kopelman and Paige provides a full range of legal services for municipal treasurers and collectors in the tax title and Land Court practice areas. Our experienced tax title attorneys draft collection letters and payment agreements; prepare all instruments relative to tax takings and tax sales; draft all pleadings for Land Court foreclosure proceedings; and provide full representation of the town in Land Court actions. We encourage the exhaustion of all administrative collection procedures before commencing litigation. We have extensive experience in the Land Court, which is located only five minutes from our Boston office. The breadth of our experience and volume of work we perform in the tax-title area enables us to provide prompt, cost-effective service. For additional information on our tax-title services, please call Leonard Kopelman at (617) 556-0007, or toll-free at (800) 548-3522.

**Town Management Software**
GeoTMS (Geographic Town Management Systems) from DesLauriers & Associates has made its V1.a release loaded with features to automate municipal governments. Recently awarded the ESRI Innovative Solutions Award, GeoTMS is a modular software package serving building code enforcement; building, electrical and mechanical permits; conservation commission; and zoning board of appeals as well as the board of health, licensing and planning board. We've taken great care to develop a product that meets the day-to-day needs of municipal employees, as defined by actual users in some 30 New England test sites. For a free demonstration, call Steve Anderson at DesLauriers & Associates at (888) 443-6867.

**Mapping and GIS Development Services**
Founded in 1880, James W. Sewall Company provides comprehensive services in geographic information management for municipal government, utilities, and the natural resource industry. The largest and oldest mapping firm in the Northeast, Sewall has experience in GIS development and maintenance, utilities data management, and natural resource valuation. Our success on a range of projects is based on core technical expertise in aerial photography, surveying, photogrammetric mapping, cadastral mapping, software development, forestry, and engineering. Sewall is experienced in data acquisition for landbase development, aerial photography, airborne GPS, and field GPS for photogrammetric map control. With analytical and softcopy technology, we produce planimetric and topographic mapping and digital orthophotography. To assist in GIS development, we produce parcel, natural resource, and utilities infrastructure mapping in formats compatible with existing systems or convert legacy data from hardcopy sources. We also offer database design and data management services, including data warehousing, Internet mapping services, and user application development. For more information, contact: Gerald Thurlow or Gerard Reymore at (207) 827-4456. E-mail: gerrythurlow@jws.com or gerry.reymore@jws.com.

**Government Management Consulting**
The Government Consulting Group Inc. provides consulting services to state and local governments. We specialize in performance management (the Balanced Score Card), human resources (including classification, compensation, performance review and recruitment), information systems reviews, financial planning, organization and operations audits, interagency cooperation and infrastructure management. We have been consulting with Massachusetts and other New England local governments for the past six years. Contact Jared S.A. Clark, Government Consulting Group, 24B Hawthorne Village, Franklin, MA 02038-2696. Phone: (508) 533-7119; fax: (508) 533-5561; e-mail: jsaclark@govt-consulting-group.com; www.govt-consulting-group.com.

**Municipal Counsel Services**
Brackett & Lucas is an established municipal law firm providing expert legal services to a variety of public sector clients. Gary S. Brackett is the former city solicitor of Worcester and former town counsel of Watertown. He has served as president of the Massachusetts City Solicitors and Town Counsel Association and as chairman of the Municipal Law Committee of the Massachusetts Bar Association. Elaine M. Lucas is the former chief of litigation for the city of Worcester. She served as the chair of the Municipal Law Section of the Worcester County Bar Association. The partners have more than 30 years of experience representing cities and towns. With its wide range of municipal law experience, including litigation, land use, contracts and finance, the firm is able to serve its clients in a highly efficient and economical manner. For more information, please call Gary Brackett at (508) 799-9739, or write to 19 Cedar St., Worcester, MA 01609.

## Annual Meeting

*continued from page 6*

found in this issue of The Beacon, as well as on the MMA Web site (www.mma.org), which is regularly updated with the latest available information on the event.

Those planning to attend are urged to make hotel reservations early due to the high demand for hotel rooms in Boston. The host hotel has sold out during the MMA's Annual Meeting each of the last six years.

The MMA has negotiated a special room rate of $120 at the host hotel, but the number of rooms at this rate is limited, and these rooms are available on a first-come, first-served basis.

To make overnight accommodations, call the Sheraton Boston at (800) 325-3535 and identify yourself as an MMA Annual Meeting attendee to receive the special reduced rate.

Attendees who register with the MMA for the Annual Meeting program by Dec. 3 will receive the early registration rate of $125 for members and $230 for nonmembers for the two-day program or $90 for members and $160 for nonmembers for the one-day program.

After Dec. 3, the two-day registration rate will be $155 for members and $295 for nonmembers, and the one-day rate will be $110 for members and $200 for nonmembers.

Registrants are urged to return the program registration form with payment. No Annual Meeting registrations can be accepted over the phone.

Hotel reservation forms should be returned directly to the hotel.

For more information about the Annual Meeting, call Marisa Lutz; for more information about the Trade Show, call Linda Wilkes. Both can be reached at the MMA. ✸

# CALENDAR

## NOVEMBER

**3 Association of Town Finance Committees,** Annual Meeting, 8:30 a.m.-3 p.m., Hogan Campus Center, Holy Cross College, Worcester. Contact: MMA Member Services Specialist Denise Baker

**13 MMA Board of Directors,** 9:30 a.m.-12:45 p.m., Ashburton Cafe, McCormack Building, lower level, 1 Ashburton Place, Boston. Followed by Local Government Advisory Committee meeting, 1-2 p.m., State House, Boston. Contact: Rose Robinson at the MMA

**13 Massachusetts Municipal Councillors' Association,** Executive Committee, 2-3 p.m., State House, Boston. Contact: MMA Member Services Specialist Ellen Stoolmacher

**15 Governor's Conference on Housing,** "Success We Can Build On," 8:30 a.m.-3:30 p.m., Marlborough. Call: (617) 742-0820.

**15 MMA Regional Update Meeting,** 6-7:30 p.m., Senior Center, Raynham. Contact: MMA Legislative Assistant Matt Jones

**15-16 Massachusetts Municipal Management Association,** Fall Conference, University of Massachusetts, Amherst. Contact: MMA Member Services Specialist Denise Baker

**29 MMA Regional Update Meeting,** 6-7:30 p.m., Charlton Town Hall. Contact: MMA Legislative Assistant Matt Jones

## DECEMBER

**3 Association of Town Finance Committees,** Governing Board, 6 p.m.-9 p.m., location to be announced. Contact: MMA Member Services Specialist Denise Baker

**4-8 National League of Cities,** Congress of Cities, "Investing in Cities: The Key to America's Future," Atlanta. Call (888) 319-3864 or visit www.nlc.org.

**7 Massachusetts Municipal Personnel Association,** holiday gathering, Tiano's Restaurant, Worcester. Contact: MMA Member Services Specialist Ellen Stoolmacher

**12 Massachusetts Mayors' Association,** holiday meeting, 9:30 a.m.-1 p.m., Medford. Contact: MMA Member Services Specialist Denise Baker

**13 Massachusetts Municipal Management Association,** holiday gathering, Colonial Inn, Concord. Contact: MMA Member Services Specialist Denise Baker

## JANUARY

**11-12 Massachusetts Municipal Association,** Annual Meeting & Trade Show, Sheraton Boston Hotel/Hynes Convention Center, Boston. Contact: Conference and Meeting Coordinator Marisa Hendren Lutz

*To list an event of interest to municipal officials in the Beacon calendar, send information about the event, including date, location, sponsorship, cost, and whom to call for more information, to John Ouellette, publications editor, MMA, 60 Temple Place, Boston, MA 02111; fax: (617) 695-1314; e-mail: Beacon Editor (Local Net) or beacon_editor@mma.org.*

**For more information on MMA events, visit**

**www.mma.org**

**or call**

**(800) 882-1498**

**TheBeacon**
**Massachusetts Municipal Association**
Sixty Temple Place, Boston, MA 02111

**PERIODICALS CLASS POSTAGE PAID AT BOSTON**

MR. MICHAEL A. SULLIVAN
CITY COUNCILLOR
CITY OF CAMBRIDGE
795 MASSACHUSETTS AVE
CAMBRIDGE MA 02139-3201

Please check the address label on this newsletter. If any part of the address is incorrect, please cross it out, type or print the correction, and send the old label plus the correction to the MMA, Attention: Circulation Manager, 60 Temple Place, Boston, MA 02111.

CCM-101

# City of Cambridge

R-32.

**IN CITY COUNCIL**

November 5, 2001

COUNCILLOR SULLIVAN
COUNCILLOR BORN
COUNCILLOR BRAUDE
COUNCILLOR DAVIS
COUNCILLOR DECKER
MAYOR GALLUCCIO
VICE MAYOR MAHER
COUNCILLOR REEVES
COUNCILLOR TOOMEY

WHEREAS: The International City/County Management Association presented Service Awards to 15 Massachusetts Municipal Managers at its conference held on September 23 - 26, 2001 in Utah; and

WHEREAS: Deputy City Manager Richard Rossi received an award for 30 years of municipal service; now therefore be it

RESOLVED: That this City Council go on record extending its congratulations to Richard Rossi for receiving the Service Award from the International City/County Management Association; and be it further

RESOLVED: That the City Clerk be and hereby is requested to forward a suitably engrossed copy of this resolution to Richard Rossi on behalf of the entire City Council.

In City Council November 5, 2001.
Adopted by the affirmative vote of nine members.
Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:- D. Margaret Drury

D. Margaret Drury
City Clerk

1532R

**Resolution #32**

Congratulations to Richard Rossi
on his receipt of a Service Award
from the International City/County
Management Association.

**Councillor Sullivan and entire membership**

**In City Council November 5, 2001**

**ORDER ADOPTED**