

Impacts to the Selectmen / Town Manager budget

I know that I have articulated to the committee the impact if you reduce the budget as you have recommended.

For the record, the impact would be:

Elimination of the Assistant Town Manager. Duties performed by this position include

- Assists in preparing the budget and budget documents.
- Conducts training seminars to municipal employees regarding the Town's policy against harassment and discrimination.
- Responsible for negotiating with the clerical and library collective bargaining units and hears grievances.
- Functions as the parking clerk hearing all parking hearings and making judgments on tickets accordingly.
- Facilitates the process of all businesses that require a license by the Board of Selectmen by meeting with each applicant assisting them in meeting all requirements necessary when a licensee requests to make a change to their existing license (change of location, change of manager, change in hours, etc.) including advertising, abutter notification, and inspections by inspectional departments before the licensee appears before the Board of Selectmen, and approval of the ABCC when necessary.
- Certified to conduct criminal history checks on all applicants requesting to do business in the Town.
- Internal Notary Public performing this service to Boards in the Town
- Assembles Board of Selectmen Meeting packet and distributes to the Board and produces the minutes and follows through on votes taken.
- Coordinates Department Head Meetings and attendance at MIIA seminars with department heads.

- Member of the Board of Directors for Southeastern Regional Services Group, which is a group representative of 18 communities procuring DPW paper and office supplies, and meets monthly.
- Reviews with our insurance carrier our liability coverage for property, general liability, public officials, school board, and workers' compensation insurance. Reviews loss run statements and stop loss procedures throughout the year with the insurance carrier, resulting in reduced premiums.
- Responsible for town-wide insurance claims for accidents, theft, damage to town owned structures; town-wide workers compensation claims, and resident complaints of pot holes, mail boxes being knocked down, etc. through our insurance carrier, ensuring claims are paid out in a timely fashion. Ensures that new vehicles, buildings, etc. are added to our statement of values.
- Member of the Insurance Advisory committee, Safety committee, and most recently, the Green committee. Former member of the Middle School Site Selection Committee and Town representative to School negotiating team.
- Mitigates resident's complaints and provides information and ongoing communication with residents via telephone or in person.
- Compiles the Annual Town Report.
- Compiles the Special and Annual Town Meeting Warrants.
- Represents the Town of Abington at MIIA seminars resulting in a ten percent savings on our insurance premium.
- Assists in compilation and publication of the Combined Annual Financial Report

If this position is eliminated, the office would now consist of the full-time Town Manager and one part-time clerk who will only provide 15 hours of administrative support each week, and the aforementioned duties would either not be performed or shifted to the Town Manager, who, in addition to the customary duties of a municipal manager, serves as the Fence Viewer, IT and telecommunications systems administrator. Furthermore, duties that the Town Manager presently performs, such as participation in the regional health insurance purchasing group, would have to cease, causing the town to lose gains made in this area.

In addition, this office provides direct support to other departments in areas such as code enforcement, resident issues/complaints and personnel management. As you are aware, the Building Inspector's office will see a decrease in staff – their ability to handle code enforcement will be severely limited.

Direct financial impacts would be:

1. Increase in insurance costs due to non participation in reward and loss prevention programs
2. Increase in workers compensation costs due to reduced loss prevention and claims management

Inevitable impacts would be:

1. Increased exposure to the town for harassment related claims, due to lack of training.
2. Decreased bond rating, due to the failure to publish the CAFR
3. Lost opportunities for savings at the regional purchasing consortium and regional health insurance consortium
4. Delays in mitigating resident issues, license processing, personnel matters
5. Inability to assist in code enforcement
6. Increased IT support costs

Furthermore, the reduction of \$90,000 would require a reduction in the expense budget of approximately \$5000 – to recover this we would cancel membership in the Massachusetts Municipal Personnel Association (further losing resources), and would cease attendance at many training and educational opportunities.