

The Franklin Regional Council of Governments provides a variety of services and programming to the municipalities of Franklin County and to the greater Franklin County region. The FRCOG's 2016 Annual Report, which will be available in April of 2017 and on [www.frcog.org](http://www.frcog.org) shortly thereafter, will highlight our work over the past year. Specific services to the Town of Leverett in 2016 included:

#### **Administration and Special Projects**

- Staff worked with members of the Selectboard, Finance Committee and with the Town Administrator to develop wide-ranging Town financial policies as part of the Baker-Polito Community Compact Program. By formally accepting the policies, the Town has earned points toward future state grant opportunities.

#### **Collective Bidding & Purchasing Program**

- Leverett contracted with the FRCOG to receive cooperative bid pricing for up to 24 different Highway Products and Services. Total estimated highway needs for FY17 is \$182,571.
- Leverett participated in the Dog Tags and Licenses collective bid program.

#### **Franklin County Cooperative Inspection Program**

- Staff issued 97 building permits, 76 electrical permits & 47 plumbing/gas permits for Leverett in 2016. Eight (8) Certificates of Inspection were issued.

#### **Planning and Development Department**

- Staff updated the Community Development Strategy for the Town's CDBG application.
- Staff reviewed a 2016 Green Communities Annual Report prepared by the Town Administrator to ensure compliance with the Green Communities Program. The report was submitted by the Town to DOER.
- Staff explored the feasibility of fixed route transit service for the towns of Leverett, New Salem, Shutesbury, and Wendell.
- Staff provided a walkability workshop in partnership with Mass in Motion and Walk Boston that was hosted at the Northfield Town Hall and attended by a Leverett Council on Aging member.

#### **Regional Preparedness Program**

- Staff conducted quarterly contact drills and a site notification drill to test the *Leverett Emergency Dispensing Site Plan*.
- Staff presented to the Board of Health information about the statewide plan in case of a potential outbreak of Highly Pathogenic Avian Influenza, and the emergency response roles for local officials should an outbreak occur.

#### **Town Accounting Program**

- Staff produced biweekly vendor warrants, and provided monthly budget reports to all officials and department heads.
- At year end, staff completed Free Cash certification, and Schedule A was submitted. In addition, staff provided assistance in completing the Recap for tax rate submission.

- Customized reports for committees and departments were developed and distributed.
- Staff assisted with the annual audit.
- All accounting data was accessible over a secure internet connection to a server at the FRCOG office. Staff completed backups daily and there was no unscheduled down time.

### **Workshops & Training**

The following list represents the FRCOG workshops and training sessions that Leverett public officials, staff, and residents attended and the number in attendance.

#### **Cooperative Public Health Service**

Food Systems — 1

#### **Municipal Official Continuing Education Series**

Public Water & Wastewater System Basics — 2

Municipal Law — 1

Selectboard 101 — 1

Public Records Law — 2

#### **Partnership for Youth**

Community Facility Use Agreement — 1

#### **Planning, Conservation, and Development**

Community Development Block Grants — 1

Mass In Motion: Walkability — 1

#### **Regional Emergency Preparedness**

Multiple Casualty Incident Exercise — 3

Emergency Preparedness for People with Access and Functional Needs — 1

Sudden Unaffiliated Volunteers — 1

Intro to Public Health Emergency Preparedness Capabilities — 1

Let's Make a Plan — 7

#### **Western Regional Homeland Security Advisory Council**

Active Shooter Symposium — 1