



Report of the Town Manager

January 13, 2020

1. Financial Updates-

- a. The winning bidder of the 8 Front Street property closed on the property at the end of December. The winning bid was \$22,000
- b. Bid documents for the sale of the Poland and Streeter Schools were advertised on the Town website, Facebook page and the Central Register. Responses are due at 11:00 a.m. on February 10th. The bid documents specifically require the property can only be redeveloped for long term veteran housing.
- c. Winchendon was notified that the FY19 approved Chapter 90 supplemental budget will provide an additional \$45,816, which represents a 10% increase in the original FY19 funding amount.

2. Personnel Updates-

- a. Lindsay Kuchta will be leaving her position as Administrative Assistant in the Town Manager's Office on February 27th. I would like to thank Lindsay for her hard work and dedication during her time with the Town. Lindsay's smiling face and ability to work with the public will be missed. If anyone has an interest in applying for the Administrative Assistant position please visit the Town website at townofwinchendon.com for information. Applications will be accepted until Wednesday, January 15th at noon.

3. Project Updates-

- a. Field work will begin during the week of January 13th on the design of the Winchendon Community Park.

4. Miscellaneous Updates –

- a. Winchendon was recently awarded a Community Compact Grant in the amount of \$35,000 to implement a document management system. A document management system (DMS) is used to track, manage and store documents and reduce paper. This system will enable the Town to capture forms by saving copies of the documents as images, and to store the image files in a central repository improving security and allowing for quick retrieval.
- b. An additional \$200,000 for repairs to the Whitney Pond Dam has been included in the state supplemental budget that is awaiting the Governor's signature.