



Report of the Town Manager

December 3, 2018

1. Financial Updates-

- a. MIIA sent a letter offering the Town to remain with MIIA for its property/liability insurance needs at no increased premiums for FY20 and FY21 with the exception of building values or the number and value of vehicles. This offer will reduce the amount of the typical increase seen annually. I have accepted the offer.
- b. Tracy Murphy and I met with a representative from MASS Development regarding grant opportunities for expenses related to demolishing of unsafe, abandoned buildings. There is an item on tonight's agenda seeking the Board's support of submitting a grant requesting MASS Development fund the cost of removal of the demolished building debris as well as funding any Brownfield cleanup costs. The application is due December 14th.
- c. The Accounting Department has upgraded MUNIS to Version 11.3.

2. Personnel Updates-

- a. There are no personnel updates this week.

3. Project Updates-

- a. The demolition of the property at 283 Lincoln Avenue Extension is being planned for the week of December 10th. In addition to the property at 283 Lincoln Ave., we are planning to demolish the Town owned property next door at 275 Lincoln Ave. Extension as well. That property is in the same overall condition as the 283 Lincoln Ave. property. An exterminator will begin their work the week of December 3rd on both properties. I have informed the abutters of the anticipated timeframe of the demolition.
- b. Acting Superintendent Joan Landers, School Business Manager Rich Ikonnon, Town Accountant Joanne Goguen and I met with representatives from the Abrams Group for a project wrap up meeting regarding the End of Year Reporting and Chart of Accounts. In summary, better utilization of the segments within existing chart of accounts will address the challenges in completing the End of Year Report and will address the School Department's desire to provide more complete financial information.
- c. The Town received two bids to manage the Wastewater Department. The two firms were interviewed during the week of November 19th. The town engineering consultants from Wright Pierce, Al Gallant and I are recommending entering into a contract with Veolia, the same company that is managing the Ashburnham/Winchendon water plant. Attached to this report is a summary from the engineering consultant. I originally expected to have a

contract for your consideration this evening but legal review has delayed that until your December 17th meeting. Veolia's bid will increase the overall wastewater budget by \$7,000. However, Al and I are confident that Veolia will find at least that amount is operational savings once they begin managing the plant.

4. Miscellaneous Updates –

- a. The Library Trustees will be attending the Board's December 17th meeting to discuss how the remaining funds from the library accessibility project should be used. There is approximately \$185,000 of remaining funds.
- b. I have distributed the FY20 CIP documents to Department Heads for them to submit their requests. Their requests are due back to me on December 20th. I will be attending a meeting of the Capital Planning Committee on Monday, December 3rd to determine their CIP review schedule.
- c. Health insurance information from MIIA has been shared with Town employees to allow them to become familiar with the insurance that will be offered beginning July 1st. I shared a copy of what was distributed with the Interim School Superintendent who will share that information with her staff.