



Report of the Town Manager

December 18, 2017

1. Financial Updates-

- a. The Tax Collector's Office recently placed liens on past due water and sewer accounts. The liens totaled \$24,474.55 for 39 accounts. In 2016 the lien total was \$249,234.35 on 221 accounts. The shutoff policy adopted by the Selectmen has made a significant difference in the collection rate which has also improved cash flow. This year's liens were for accounts that had medical issues and accounts that are unpaid and have been shut off.
- b. The Accounting Department has upgraded the MUNIS software from Version 9.3 to Version 11.1. Another upgrade will occur in early 2018 to Version 11.3 which will provide MUNIS support until April 2020. There are no cost for the upgrades other than employee time.
- c. I have been working on the Five Year Financial Forecast and am planning on presenting to the Board in January. I will also be starting the FY19 Capital Improvement Plan and issuing Department Heads budget documents and instructions shortly after the January 1st.

2. Personnel Updates-

- a. Police Officer Brian Wightman has recently resigned. Chief Walsh will be following the Civil Service process to fill the position.
- b. Assistant Town Accountant Joanne Goguen has been hired by the Winchendon School Department to process the school payroll. This opportunity came about when the Assistant School Business Administrator resigned. Superintendent Haddad, Business Administrator Rich Ikonin, Town Accountant Bill Schlosstein and I met to review the options of processing payroll and agreed that there would be more continuity and a budgetary savings to have the Town process the School Department payroll.

3. Project Updates-

- a. The lighting upgrade project at the Town Offices has been completed. All lights have been upgraded to LED lighting. Motion sensors have also been installed to turn off lights in parts of the building automatically. Lighting at the Fire Department is currently being upgraded to LED.
- b. The Library will be closed on Friday, December 21st to allow the building project contractor to spray insulation.
- c. Public Works attended a meeting regarding the Royalston Road North bridge project. Demolition of the current bridge is scheduled to begin this winter. The temporary bridge to be installed this winter but the state requires asphalt to be installed around the entrance of both sides of the bridge which could delay the opening. A request to use millings instead of asphalt will be made to the State which will allow the temporary bridge to be opened in the late winter. If asphalt is required, the temporary bridge would not open until late spring. I will draft a letter from the

Board Chair requesting millings to be used so the bridge can be opened as quickly as possible if necessary. The anticipated completion date is March 2020.

- d. Tracy Murphy completed and submitted an ADA accessibility grant for the library project. The amount of the grant request is \$250,000. Tracy expects an answer by the end of January.
- e. The rehabilitation project of both water tanks is now complete. On December 14th the state approved the repairs so the High Street tank could be refilled.

4. Miscellaneous Updates –

- a. The property tax rate has been set at \$17.35 per thousand. Tax bills will be generated and mailed prior to December 31st.
- b. The Robinson-Broadhurst Foundation grant applications were due to me on December 14th. I won't receive the School Departments request until next week. Once I have a complete list of funding requests, I will forward it to the Board.