



## Report of the Town Manager

June 12, 2017

---

### 1. Financial Updates-

- a. The Accounting Department has closed the month of May. Finances through eleven months of the year remain strong.
- b. The Tax Collector has collected 95% of the 2017 real estate taxes through May 31<sup>st</sup>. In addition, collections of \$322,533 have been made on prior year taxes not in tax title.

### 2. Personnel Updates-

- a. Linda Daigle and I have been interviewing candidates to fill the Administrative Assistant position in the Town Manager's Office. I anticipate making an offer to a candidate no later than next week.
- b. Public Works filled a vacant Public Works Operator 1 position by hiring Brian Hart. Public Works currently has an opening in the Water Department.
- c. Planning has hired a college intern by the name of Jordan Comeau for the month of June to assist in developing a strategy for redevelopment. The following is what will be researched:
  1. Exiting Conditions
    - a. Primary
      - i. Commercial Development
      - ii. Market Trends
    - b. Secondary
      - i. Vacant Parcels
      - ii. Aesthetics
      - iii. Traffic Flow
      - iv. Land Use
  2. Focus Area
    - a. Primary
      - i. Economic Redevelopment
      - ii. Local Open Space and Amenities
    - b. Secondary
      - i. Aesthetics
      - ii. Land Use and Zoning
      - iii. Circulation

### 3. Project Updates-

- a. Work on Walnut Street has begun. Public Works received approval from the Planning Board to remove two trees on Walnut Street that conflict with the final plans. Work is expected to be completed in August.
- b. I am awaiting a contract from Jacunski Humes Architects, LLC for architectural services for the police sally port. Jacunski Humes is the architect on the courthouse renovation project. The hope is to have construction begin this fall and the project be near completion by the end of the calendar year.
- c. The High Street Bridge repairs will begin in late June and be completed and bridge reopened by Labor Day.
- d. At the request of Senator Gobi and Representative Zlotnik DPW Director Al Gallant is reviewing the Whitney Pond Dam construction budget in an attempt to break the project into two phases. The hope is if the price of the first phase drops from the budget to complete all of the project the Governor may approve the bond to fund the first phase of the project.
- e. Work on the Library accessibility project has begun. The contractor has begun to deliver equipment to the site in preparation of the beginning of construction.
- f. The Town has filed an application with Green Communities to pursue the following recommended energy conservation projects. A decision on whether all of the projects will be funded is expected back in late June.

<b>Building</b>	<b>Project Description</b>	<b>Projected Annual Cost Savings</b>	<b>Total Project Cost</b>	<b>Green Comm. Grant Funding</b>	<b>Utility Incentives</b>	<b>Town Contribution</b>
Town Hall	Lighting	\$ 6,120	\$ 70,336	\$ 49,716	\$ 20,620	
Town Hall	Weatherization	\$ 342	\$ 2,763	\$ 2,763		
Beals Library	Lighting	\$ 1,730	\$ 22,279	\$ 18,749	\$ 3,530	
Beals Library	Weatherization	\$ 392	\$ 2,843	\$ 2,843		
Senior Center	Lighting	\$ 2,236	\$ 39,451	\$ 32,331	\$ 7,120	
Senior Center	Weatherization	\$ 306	\$ 3,805	\$ 3,805		
Murdock Middle/HS	Baseline BAS	\$ 14,744	\$ 54,753	\$ 53,553	\$ 1,200	
Fire Station	Programable Therm.	\$ 1,297	\$ 3,551	\$ 3,551		
Fire Station	Lighting	\$ 2,138	\$ 19,774	\$ 8,934	\$ 5,020	\$ 5,820
<b>Total Anticipated Savings/Project Costs</b>		<b>\$ 29,305</b>	<b>\$ 219,555</b>	<b>\$ 176,245</b>	<b>\$ 37,490</b>	<b>\$ 5,820</b>

### 4. Miscellaneous Updates –

- a. I met with Fox 25 on the Zip Trip broadcast location. Fox 25 has approved the Legion Park location. I will be working with representatives from Fox 25 in preparation of their broadcast.
- b. The Tax Collector currently has thirteen properties in Land Court. It is anticipated that an auction will be held in FY18 for some of those properties.
- c. Al Gallant, Tracy Murphy and I have been meeting with engineering consultants in preparation of filing a Complete Streets Infrastructure Grant in October. Annual grants of up to \$400,000 are awarded for traffic and safety improvements along with bicycle, pedestrian and transit facilities projects. I anticipate this year's application to request the construction of ADA

compliant sidewalks on Central Street from downtown to the High School and Grove Street from School to Central Streets.

