



## **Report of the Town Manager**

### **April 25, 2016**

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#### **1. Financial Updates-**

- a. Donna Allard met with Eric Kinsherf on Wednesday and has reconciled cash through March. Donna also met with the School Business Office to review their grant funds. Many of their grant funds are in a deficit position currently. The Business Office has indicated they need to transfer funds into grant funds and seek reimbursement in others that will address those deficits. Donna emphasized the importance of eliminating the deficit balances prior to year end.

#### **2. Personnel Updates-**

- a. The Town Accountant Search Committee met on Wednesday to review the resumes received for the position. The Committee has asked me to set up interviews during the week of April 25<sup>th</sup>.
- b. I received an e-mail from Library Director Brian Tata who has provided a note from his doctor that he will be applying for permanent disability through the Retirement System. I am working with the Library Trustees to address the open Director position on a temporary basis at this time.

#### **3. Project Updates-**

- a. Police Chief David Walsh and I met with John Kerney, Head of Winchendon School, and Glenn Hunt, Trustee Chair to discuss the police station project. The Winchendon School has generously offered to donate \$30,000 over a three year period toward the cost of the project. Chief Walsh and I are meeting with the architect on Monday and we will make a recommendation to Mr. Kerney about how we suggest the donation be spent.
- b. The bid opening for the Police Station generator was held on Tuesday. Eleven organizations requested bid documents but unfortunately no one submitted a bid. The Town will now reach out to generator vendors to negotiate prices for the type of generator needed.
- c. The Fire Station roof project began this week. The contractor found some problems with the remaining materials under the original rubber roof membrane. An engineer from Tighe and Bond, the contractor, and I met Wednesday and walked around the roof to discuss the additional repairs needed. The roofing contractor and engineer will finalize the additional scope of work along with its additional cost and submit the proposal to me in the near future. I anticipate the additional cost to be in the \$10,000 range. My intention is to request those funds from the Finance Committee's reserve fund.

#### **4. Miscellaneous Updates**

- a. The Public Works Department advertised and accepted sealed bids on eight vehicles and seven pieces of miscellaneous equipment. All of the vehicles were not roadworthy in their current condition and some had not been used for five years. All fifteen items sold for a variety of prices. The total amount received was \$8,465.

- b. The Health Fair was held on Thursday, April 14<sup>th</sup> for current and former employees to gather information and make decisions on the health plans offered through the GIC. The day was busy and very productive. I have not heard of any complaints. Donna Spellman and her staff along with Margaret Giacobone did a great job organizing the event.
- c. The Cumberland Farms traffic study was delivered to the Town this week along with the Town's traffic consultant.
- d. The total daily amount of water used in Winchendon remains 95,000 gallons less after the repair that was made at the corner of Benjamin Street and Main Street in March.
- e. I met with members of the Robinson Broadhurst Trust on Tuesday to discuss the funding requests submitted by the Town for their consideration. The members seemed pleased that the small operational items requested in the past had been significantly reduced and the Town had begun to include needed operational items in the Town's budget.