

Report of the Town Manager

February 25, 2013

1. Personnel Updates-

- a. **Planning Department Assistant Liz DeCoteau-** Part-time Planning Office Assistant Liz DeCoteau has resigned her position with us effective last week. As I reported last meeting regarding the resignation of the Planning Agent, for the interim period, until I have better budget clarity, I am not filling the position. As earlier reported, additionally, I have authorized two current town hall employees to work a few extra hours (non-overtime) to help reorganize the office and its systems.

Action Requested- None requested.

- b. **Animal Control-** The re-issued advertisement for the Regional Animal Control Services was published last week and we have a due date of this Monday, February 25, 2013 at 2:00pm. Accordingly, I should have something to report.

Action Requested- None requested.

2. Financial Updates-

- a. **FY 14 Budget-** Pursuant to the voted Town Meeting Calendar, all budget were submitted by February 14th and have been entered into the town's MUNIS program. We have exported the budget into excel for working purposes and work toward balance is underway with preliminary department head meeting coming up next week.

Action Requested- None requested.

3. Project Updates-

- a. **Solar Farm-** Sun Edison has re-engaged in the project. Mass DPU rolled out a System of Assurance program that requires projects to file an application to receive a net metering allocation under the legislative cap. This application has been filed for our project and has been approved by DPU. There is now a fee of \$6,300 due within 15 business days in order to hold that spot. Sun Edison's North East manager confirmed with me that they are submitting that payment.

Action Requested- None requested.

4. Miscellaneous Updates-

- a. **Municipal Electricity Aggregation Request for Proposals for Consulting Services-** We received two proposals for Municipal Aggregation Services. We are evaluating them and I expect to have reached a selection on or before your meeting.

Action Requested- None.

- b. **Fiber Optic Cable Project-** As per our new license agreement, Comcast construction and Lineman teams were in town last week to update/install the fiber lines for our PEG access channel. The project should be complete within a week.

Action Requested- None.