



Report of the Town Manager

January 11, 2016

1. Financial Updates-

- a. FY17 Budget** – Included in your Board packet was a memo requesting the Board's guidance on priorities for the FY17 budget. I will be sending out the budget instructions to Department Heads later this week once the Board has identified their goals for the budget.

I will have a draft STM/ATM and FY17 budget calendar for your consideration and approval at your January 25th meeting.

2. Personnel Updates- None at this time

3. Project Updates-

- a. Police Station-** Routine construction meetings have begun to take place. Substantial completion is anticipated around July 15th. The municipal parking lot behind the station has been closed as planned for DPW to begin to make improvements to the parking lot.
- b. Fire Station Roof-** The repairs to the Fire Station roof have been postponed due to the cold weather. The contractor will complete the roof project in the spring once temperatures are at an appropriate temperature.
- c. Library Accessibility Project-** I have provided the Library Trustees a Request for Qualifications (RFQ) that they can use for their accessibility project. I will work with the Library Trustees to coordinate the publication of the RFQ.

4. Miscellaneous Updates

- a. I met with Al Gallant to discuss a number of services that Public Works currently provides and the corresponding charges to perform those services. Below are some of the items we would like to present to the Board when the research has been completed:
 - a. Massachusetts state laws, as of 2010, states property owners need to clean sidewalks along their property frontage. Most towns have a policy in place that gives the property owner 24 hours to do so after a storm or face a fine. Does the Board have any interest in instituting this type of policy in Winchendon?
 - b. Currently Water Department staff turns water off and on at private properties for a number of reasons including houses closing for the winter, final reads

for home sales. Currently the Town does not charge for this service where most communities do. Would the Board like to institute a charge for the service?

- c. Public Works requires a driveway permit when a property owner is installing a new driveway. This involves two trips to the residence for inspections. Currently there is no charge for this service. Once again most communities charge for this service. Would the Board consider charging for this service?
- b. DPW Director Al Gallant has informally discussed presenting a proposal to the Board that would change the way recyclable materials are collected at the Transfer Station. As you know currently recyclables need to be separated when they are dropped off at the Transfer Station. Al would like to explore the potential of moving to single stream recycling. Single stream recycling is simply disposing of all recyclables in one container rather than needing to separate each type of recyclable. The benefit for those who use the Transfer Station is recycling becomes easier which may increase recycling. The benefit to the Town is personnel costs, could be reduced, vehicle fuel and maintenance could be reduced or eliminated from the budget since the need to transport recycled materials is eliminated. The revenue currently earned per ton will drop slightly from what is generated from separated recyclables but the savings will more than make up for the small loss in revenue.
- c. Al Gallant and I will be attending a Joint Water Authority meeting on Wednesday afternoon. In my conversations with Mr. Gallant there seem to be some inequities with water consumption that we would like to address at the meeting that may irritate the members representing Ashburnham.

In September the Board appointed Acting Town Manager Bernie Lynch a Winchendon's Joint Water Authority Representative. Is there a member of the Board that would like to represent Winchendon or would the Board like to appoint me as Winchendon's representative?