

Report of the Town Manager

January 13, 2014

1. Personnel Updates-

Police Patrol Officers- As a result of two recent vacancies in the police department, in accordance with the tightly proscribed civil service process, and at the Chief of Police's recommendation, I have appointed the following candidates to the department to the position of Patrol Officer:

- Brian Wightman-
 1. Winchendon resident
 2. Previously worked with us as both a Per-Diem and Full-time Dispatcher
 3. West Boylston Police Academy graduated 5th of 44 with a 96 average
- Brennan Jacoby
 1. Winchendon resident
 2. Previously worked with us as a Per-Diem Dispatcher and a Reserve Officer
 3. Has a degree in Accounting and has run his own tax prep business
 4. Starts full-time academy in Boylston today.

Action Requested- If it would please the Board, a vote to affirm the appointments of Brian Wightman and Brendan Jacoby as Patrol Officers in the Town of Winchendon.

2. Financial Updates-

- a. **FY15 Budget-** You should have each received the budget memo for FY15. This memo goes to all department and sets the deadlines for receiving requests for financial consideration on operating budgets, capital budgets and special articles.

I have attached a draft calendar for review and vote.

- b. **FY13 Year End-** As a result of the actions taken at the Special Town Meeting of January 30, 2013, we were able to come back to the Town Hall that very night and finalize the submittals for the State Department of Revenue personnel, who came into work at 7:00 am on the 31st, to review our material. As suggested at the meeting, the DOR approved our submittal and certified the tax rate.
- c. **Indirect Cost Agreement-** We are all very well aware of the level of scrutiny that has been brought to bear against the currently agree upon indirect cost agreement (copy enclosed) between the School side of the budget and the general government side. As you are each further aware, over a week ago now I sent out a request (copy enclosed) to the School Committee Chair, the Finance Committee Chair and to your Chair regarding

a review of the indirect cost agreement. I also copied appropriate staff. To date, I have received feedback from your board members, from the Finance Committee Chair, from the Town Accountant and the School Business Administrator.

I am disheartened to report that I have received no response at all from the School Committee Chair or the School Superintendent.

Action Requested- Which of your membership wishes to serve on this committee I am putting together?

3. Project Updates-

- a. **Police Station Project- Request for Qualifications (RFQ): Owner's Project Manager (OPM)-** OPM Review Committee has met twice in public and posted meetings to consider the submitted proposals (postings enclosed). As a result of the review and interview process the Committee unanimously recommends the OPM contract be awarded to CDR Maguire (recommendation letter enclosed).

Action Requested- If it would please the Board, a vote to accept the unanimous recommendation of the Committee and a vote to award the OPM contract to CDR Maguire pending the Town Manager's successful negotiation of final terms and conditions of a contract to be approved as to form by Counsel.

- b. **Request for Qualifications (RFQ): Designer-** Once the OPM is on Board we will move forward and we will issue an RFQ to contract with a design engineer to develop bid ready design specification plans.
- c. **Request for Proposals (RFP): Construction Services-** Lastly, we will issue an RFP for a construction contractor to build out the project per the design specification plans.
- d. **DRAFT Letter of Response to the Inspector General-** Enclosed you will see a draft letter, composed by Counsel with input from me. This is in your packets for your review and consideration.

Action Requested- What is the Board's wish. Does the letter meet your approval? If no, what do you suggest for changes? If yes, do you wish it to go out under counsel's signature or jointly?

4. Miscellaneous Updates-

- a. **Municipal Electrical Aggregation-** Finally, the final rulings in front of the Department of Public Utilities have been issued and the rulings are entirely in the favor of Colonial Power. Accordingly, I have Colonial scheduled to come in next week to engage in the next phase of discussion to move the municipal aggregation forward.

Action Requested- None.