



## **Report of the Town Manager**

**July 25, 2016**

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

- a. Bill Schlosstein met with Eric Kinsherf to review the financial records along with past cash and receivable reconciliations.
- b. Auditor Tony Roselli is planning on beginning the FY16 preliminary audit work on July 25<sup>th</sup>.
- c. I will be meeting with school and town union representation on Thursday, July 28<sup>th</sup> to review the calculation used by Cook and Co. to determine the employees 25% share of the health insurance savings.
- d. Tax title activity is beginning to increase. In FY16 the Town received \$124,164.16 in tax title payments. The interest revenue from this was \$24,979.29. As of July 21<sup>st</sup> for FY17 the Town received \$45,968.84 with interest revenue of \$22,613.96. The Tax Collector is expecting another \$32,000 payoff to be coming Monday and the interest received will be approx. \$11,500. Eight accounts have entered into payment plans. The total monthly payments received is \$5,825.00 at 16% interest. The tax attorney has recently sent out letters to six accounts in preparation for tax taking and will be filing petition to foreclose on 6 other accounts.

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

- a. The Library Trustees will be holding interviews during the week to fill the Library Director position. Four candidates will be interviewed.
- b. The Fire Chief has interviewed for the part time support staff position approved in the FY17 budget. Sheila Beane starts work on Wednesday.
- c. Bernie Lynch is scheduled to be in Winchendon on Wednesday to begin the personnel policy project.

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

- a. The police station project is coming to an end. The parking lot was supposed to be paved on July 17<sup>th</sup> and 18<sup>th</sup> but the paving company delayed that work until the week of July 25. Once the first course of pavement has been laid the curbing will be installed prior to the finish course of asphalt. Once the paving is complete the on site lighting and fencing will be installed. The furniture has

- been delivered and will be assembled shortly after the carpeting is complete. Last the generator will be delivered and installed in the middle of August.
- b. The website upgrade project is moving forward. Virtual Town Hall is developing the front page of the site based on feedback received from Linda, Margaret, Don and I.
  - c. The Cumberland Farms project was approved by the Planning Board on July 19<sup>th</sup>. There is a twenty day appeal period. Cumberland Farms has not indicated when they will begin the project.
  - d. The Governor has removed the funding in his proposed FY17 budget for the Blair Square rotary project.
  - e. The Town Hall generator bid has been advertised with a scheduled bid opening on August 22<sup>nd</sup>. The anticipated completion date is October 31<sup>st</sup>.

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

- a. During the past two fiscal years the Selectmen's recording secretary wasn't budgeted for and the expenses were taken out of the Selectmen's contingency line item. The FY17 budget again does not include a budget for the recording secretary so I will plan on charging the expenses to Selectmen's contingency until a budget transfer is made to establish a salary line item for the secretary.
- b. The Commonwealth notified the Town that the Mylec project is facing decertification from the Economic Development Incentive Program due to noncompliance with job creation. Mylec can appeal the decertification by August 5<sup>th</sup>. I will meet with Attorney Lauren Goldberg to review the Town's options on the Tax Increment Financing District. Currently Mylec is receiving a tax exemption of 80% of the improvements to the property.
- c. Public Authority Towing Contract - The towing contract expired in September 2015. The Police Department has the authority to tow a car for a number of reasons so the Town needs to go out to bid. A Request For Quotation (RFQ) will be going out shortly. It will be advertised in the Winchendon Courier, posted on the bulletin board and on the Town website.
- d. The Charter Review Committee met with Lauren Goldberg to review the changes proposed by the Committee and Attorney Goldberg. The Committee will be scheduling an agenda item in the near future to receive some guidance from the Board on some issues that fall under the responsibility of the Selectmen.