



Report of the Town Manager

June 27, 2016

1. Financial Updates-

- a. Bill Schlosstein, Steve Haddad, Rick Ikonen, and I met with a representative from MUNIS Wednesday to discuss the software upgrade. The meeting went well with a number of issues discussed including considering transitioning back to MUNIS for payroll. MUNIS Bill and Rick will be working together in the upcoming weeks to finalize the upgrade which I expect to happen after the fiscal year is closed.
- b. I have requested the Finance Committee meet to consider a request to transfer funds from their reserve account to pay for training for the Town Accountant. I don't have a final training cost yet but expect it early next week. The Committee has agreed to meet Thursday, June 30th.

2. Personnel Updates-

- a. Public Works has advertised and filled two positions. The first is the part time support staff position and the second is an equipment operator in Highway. Both people will start on July 5th.
- b. The Library Director position has been advertised. Letters of interest are now being received.
- c. Bill Schlosstein continues to come in twice a week and is set to start full time on July 1st.

3. Project Updates-

- a. The police station project continues to progress well. Public Works will be finishing up the parking lot work and is scheduled to complete the paving on July 17th and 18th. The generator is on order and a delivery date has yet to be finalized. The generator will be the final portion of the construction project to be completed.
- b. Margaret, Linda, Don, and I had a video conference on Wednesday with Virtual Town Hall, the Town's website provider regarding the website upgrade. We discussed the website design and adding video content to the site.
- c. Cumberland Farms representatives made their initial presentation to the Planning Board on June 21st. Their proposal was well received by the Planning Board members. The decision on the application was tabled until July 26th to allow additional informant to be gathered.

4. Miscellaneous Updates

- a. The three year agreement between the Towns of Winchendon and Royalston for dispatch services and lockup facility use was set to expire on June 30, 2016. Chief Walsh provided me with a new agreement extending the contract another three years until June 30, 2019. While Royalston does not pay Winchendon directly for the services provided, Winchendon receives approximately \$80,000 annually as part of the Commonwealth's 911 Support and Incentive Grant.
- b. The ambulance has been delivered by the manufacturer. There is some additional work to be done along with driver training. I would expect the vehicle to be in service by mid to late July.
- c. On June 16th I attended a Garden Club meeting to discuss the current events of the Town and took questions from their members.