

Report of the Town Manager

March 10, 2014

1. Personnel Updates-

- a. **Assistant Treasurer Collector-** After several rounds of advertising and interviewing, your Treasurer Collector Donna Spellman has concluded that she has finally found a candidate that brings the skill set to the position that she is looking for in the office. Winchendon resident Jillian Connor (resume and application enclosed) greatly impressed me in the interview process and equally impressed Donna in both the interview and in the “desk test” that she required all applicants to undertake. Accordingly, it is with the recommendation of Treasurer Collector Spellman that I am appointing Ms. Jillian Connor to the open position of Assistant Treasurer Collector.

Action Requested- If it would please the Board, a vote to affirm the appointment of Ms. Jillian Connor to the position of Assistant Treasurer Collector.

2. Financial Updates-

- a. **FY15 Budget-** The FY15 budget is shaping up to be quite a difficult exercise. A few highpoints are that Monty Tech is increasing by \$117,000, health insurance is slated for a \$300,000 increase (without any plan change discussions) and our general government local aid is projected to be flat.

You should know that all of your department heads are working diligently to pare down their respective budgets where they can without impacting the level of services we provide to the taxpayer.

Action Requested- None requested.

- b. **Indirect Cost Agreement-** As you are no doubt aware, I attended a sole purpose meeting of the School Committee to discuss this matter. The meeting went well enough and the net result was that the Committee has authorized Dr. Khelfaoui and me to work the draft together. Schedules for this week have not allowed us to get together as of yet.

Action Requested- None requested.

3. Project Updates-

- a. **Opiate Abuse Crisis Task Force-** The task force group is shaping up. I am working around people’s schedules to try to set the kick-off meeting for a time when everyone can attend. It looks like it will be next week.

In the meantime, in consultation with our Board of Health Agent, our police department is set to begin training on the use of Narcan in concert with area departments.

I will continue updating you as we progress.

Action Requested- None requested.

b. **Police Station Project-** Owner's Project Manager (OPM)- CDR Maguire is on the job and has been working days, nights and weekends to get our project underway.

Action Requested- None requested.

c. **Request for Qualifications (RFQ): Designer-** The RFQ for Designer Selection is on the street and we have had fifteen (15) firms request the packet to date. The deadline for submittal is March 20, 2014.

Action Requested- None requested.

4. **Miscellaneous Updates-**

a. **Underground Storage Tanks-** I am enclosing a draft warrant article regarding underground storage tanks. Let's review and revise per your wishes prior to the warrant deadline of the 17th.

Action Requested- Review and discuss.