



Report of the Town Manager

March 14, 2016

1. Financial Updates-

- a. I have signed the FY16 audit engagement letter with Roselli, Clark and Associates to complete the FY16 annual financial audit.
- b. I will be completing my proposed FY17 budget this week for presentation to the Board on March 21st.

2. Personnel Updates-

- a. I have hired Joanne Goguen as Winchendon's Assistant Town Accountant. Joanne is currently employed as the Assistant Treasurer/Collector for the City of Gardner. In Gardner Joanne has processed payroll and uses MUNIS software. Joanne's starting date is March 21st.
- b. I have met with the DPW union to discuss a successor collective bargaining agreement. We will continue to meet in the coming weeks to try to come to an agreement. I will also be meeting with the patrolman's union this week to begin contract discussions with them.

3. Project Updates-

- a. The contractor that has been hired to replace the fire station roof has notified the Town that they intend to begin the project the week of March 22nd. They expect the project to be completed by April 1st.
- b. The police station project continues to be on time and on budget. Selectwoman Anderson and Selectman Cyganiewicz toured the project on March 3rd. Selectman Barbaro and I toured on March 8th. Work on the parking lot will begin later this month for new drainage piping followed by utility work under the Central Street sidewalk in April.
- c. Ted Fiffy, the Town's project manager on the police station renovation has been hired to oversee the library elevator/accessibility project.
- d. The State has allowed the new parking lot for the bike path to be opened for use.

4. Miscellaneous Updates

- a. I have been in contact with the State of Massachusetts seeking guidance on the process to begin the development of a personnel pay and classification system. I am hopeful to begin the process of finding a vendor later in March.
- b. Al Gallant and I met with the Ashburnham Town Manager and Director of Public Works on Tuesday to discuss their interest in researching the cost savings of having Town staff operate the water treatment plant rather than Veolia. Al believes the water district can save upwards

- of \$100,000 if Veolia did not manage the water system for the district. Ashburnham is interested and both towns will continue the discussion at next week's water district meeting.
- c. I have engaged a company by the name of SpyGlass to audit Winchendon's phone bills to determine if the Town's local and long distance phone, Internet, data and wireless carrier are overbilling the Town. SpyGlass will only be paid if they find billing errors and the Town seeks reimbursement from the carrier.