

Report of the Town Manager

November 25, 2013

1. Personnel Updates

- a. **John Deline, Public Works Director** - As requested by the Board, tonight I have the first of the four major department heads coming before you to give a report on his department. John Deline will update you on all matters DPW and respond to any questions that you may have. His outline is enclosed.

Action Requested - John will be pleased to provide a brief overview of the document at your meeting.

- b. **Assistant Collector Treasurer** - Our Assistant Collector Treasurer, Katie Medina, has given her notice of her intention to resign her position with the Town to take a position of greater economic benefit with another non-municipal organization. Advertisements are currently on the street.

Action Requested - None.

- c. **Employee Contract/Benefits Grid** - You requested that I provide a matrix showing the detailed benefit levels and expiration dates for each of the collective bargaining and personal services contracts on the General Government side of the town. Please see the attached.

Action Requested - I will be pleased to provide a brief overview of the document at your meeting.

2. Financial Updates

- a. **Year End** - Our new Town Accountant Donna Allard is working fastidiously to close the FY13 books and get the information off to the State Department of Revenue. I will likely have an update for you live at the meeting on her progress.

Action Requested - None.

3. Project Updates

- a. **Police Station Building Project** - We have received the results of the final hazardous building materials investigation conducted on the flooring on the first floor of the building. I am pleased to report that all of the samples came back negative for asbestos containing materials. Given that information, town counsel is preparing to release the escrowed funds to the former owner and we are set to move the project forward.

Action Requested - Please vote to authorize Counsel to process the release of the escrow funds which are due to be released on or before tomorrow pursuant to the terms of the P&S.

Request for Qualifications (RFQ): Owner's Project Manager (OPM) - We have issued an RFQ to contract with an OPM. This will be our technical expert representing our interests throughout the construction. (See enclosed RFQ). We have the due date for proposals set for December 19th with an anticipated award slated for January 13, 2014.

Per your adopted Designer Selection Procedures, the Board needs to appoint a review committee to evaluate the OPM submittals. We have it scheduled to review the submittals on the morning of December 24th. Given your meeting schedule it would be best to appoint such a committee at your meeting tonight. I would recommend appointing personnel with experience evaluating RFQ submittals of this nature. Director of Development Gerry White and Public Works Director John Deline are two such people. As Chief Procurement Officer I also request to be appointed.

Action Requested- If it is your pleasure, please appoint the Review Committee.

- b. **Route 140** - The project is in fact complete.

Action Requested - None.

4. **Miscellaneous Updates**

- a. **Center for Alternative Medicine (CAM) Letter of Support** - The final Phase Two application for one of 35 statewide medical marijuana licenses has been submitted. CAM has requested letters of support from me, the Board of health and you. I have submitted mine as has the Board of Health. I have enclosed a draft for your consideration and vote if you so wish.

Action Requested - If it is your pleasure, please vote and execute the letter of support.

- b. **Glenwood 55+ Mobile Home Park** - There is a mobile home in the park whose owners have recently passed away. The family is a longtime Winchendon family. The estate is being settled and the remaining family members have an interested buyer for the mobile home. The potential owner meets all of the park's pre-screening requirements. The potential owner is currently 54.5 years old. A notification/request has come in from the owners of the Glenwood Mobile Home Park (see attached) relating to their interest in approving the sale of a unit in the park to a person who is 54.5 years old.

While the park is listed as a 55+ community, the state and federal laws against which it is governed (both MGL c. 151B, 4 (6) and (7) as well as HUD 42 U.S.C. 3601-3619) provide that "for communities that are intended and operated for occupancy by persons 55 years of age or older that at least 80 percent of the occupied units be occupied by at least one person who is 55 years of age or older."

Each year the Park receives a license from the Board of Health as a "manufactured home community" and must supply their regulations as approved by the Attorney General.

Currently, ALL units in the park are occupied by persons 55 or over and it is the Park owner's intention that this instant matter, a purchaser aged 54.5, will be the very rare exception to their established practice.

Given the interest of both the family and the Park owners to allow this sale to proceed, they are seeking a letter from the Town indicating that the Town will not hold them in violation of their license.

Town Counsel recommends, if it is the wish of the Town to provide support to the family and park owners, that a letter be issued stating that the Town does not object to the sale to a person 54.5 years old (as the state and federal laws would already allow for such a transaction), but that the Town advise the park to amend its internal regulations on or before their next license renewal to allow for such sales if it is their intention to allow such sales in the future.

I have spoken to the Chairman of the Board of Health on this matter and he sees no problem in supporting the family and the park in this regard. He will seek a vote of affirmation of my letter at his Board's next meeting. *(Letter to be presented Monday night.)*

Action Requested - If it is your pleasure, a vote to affirm my letter to the park owners.

- c. **Winchendon Housing Authority** - We have been advised that Comcast is expressly prohibited from continuing to allow basic cable services at no charge to the Housing Authority and that the only thing that can change this position is a clarification by the legislature. Dave Connor has reached out to Senator Brewer on the matter.

Action Requested - None requested.

- d. **Municipal Electrical Aggregation** - Still no word from the Attorney General's office.

Action Requested- None.