

Report of the Acting Town Manager

October 13, 2015

1. Financial Updates-

a. FY15 General Government Budget – Audit is ongoing

b. FY16 General Government Budget- No additional information to report. Budgetary changes will be required at Special Town Meeting

2. Health Insurance- The Public Employees Committee has been formed and negotiations begun. On target for completion by the end of the month though I have indicated a willingness to extend into the first week of November if needed and negotiations are progressing.

3. Personnel Updates- There are no personnel matters to report at this time.

4. Project Updates-

a. Police Station: As I indicated in my last report, we have received a general bid for the Central Street Police Station that is within the budget that has been established for the project. Builder Systems, Inc. submitted a bid of \$1,428,000. I have attached a Project Cost worksheet which details the costs and available funding for the project. There is likely to be some additional costs in the future for a subsequent phase for the construction of a Sali-port. However, the building can operate without this feature. There will be some finish work and furniture and fixture costs which will need to be incorporated into the project but these should be fund-able through the contingency line. Further, I expect the contingency line to increase as cost savings may be found in the OPM Fees and the sitework allowance. In my opinion, the project at this point in time is a good one. Prolonging the process will only add to costs. Accordingly, I intend to award the contract to Builder Systems, Inc. for \$1,428,000 pending a satisfactory agreement and the provision of all applicable information and documentation.

- **Action Requested:** Approval of this bid award

b. MUNIS Update: Tyler Technologies has been reviewing our system and that work continues. They have made a number of recommendations for us to undertake to facilitate the conversion.

5. Miscellaneous Updates

a. Substance Abuse Issue: I have asked the Police Chief to take the lead on this matter. He is following up with the Athol Police Department which is working with a regional approach. This lead was provided by Selectwoman Anderson. We are also following up on forwarded information from Selectman Cyganiewicz regarding federal resources that Congressman McGovern has identified for the district. I am moving forward to assemble a Substance Abuse Task Force with the following membership:

- Police Department
- Fire Department
- School Department
- Health Department
- Selectman (1)
- School Committee (1)
- Heywood Hospital
- Health Center
- District Attorney Representative
- Citizens (2)

b. Brandywine: The Brandywine project remains on the radar. We are working with them on a possible Brownfield Tax Abatement for submission to the Selectmen

- c. **Intersection Improvements:** We had hoped to present to the Board proposed changes to two troublesome intersections, Ash/Water/Spring and Front/River/School at this meeting but are now looking to the meeting on the 26th.
- d. **Pedestrian Safety Committee:** In follow-up to the recent Tri-Board meeting I have given some thought to re-establishing(?) an Ad Hoc Pedestrian Safety Committee to look at issues of sidewalks, crosswalks and pedestrian safety in general but with a particular focus on school walkers. I would propose to establish the committee with membership to include representatives of the following: Police Department, DPW, Planning Director, Fire Department, Planning Board, Select Board, School Committee and two citizens.
- e. **Oil Bid:** We recently completed the annual bid for oil to heat our buildings and received a very positive price of \$1.819/gal from Murray Davenport of Winchendon. This is a savings of about \$1.00/gal from last year. Projecting from last year's usage this could produce about \$8,000. Of course, a colder winter could eat into this. I would like to recognize the work of Linda Daigle in coordinating this bid.
- f. **BOS/TM Office Staffing:** At the last meeting (9/28), I raised the issue of adding some temporary part-time staffing for the BOS/TM office over the next few months to address some work backlog issues that have arisen during the transition of the past several months. The upcoming License Renewal period will only add to the backlog of other projects. Accordingly, I am seeking to expend up to \$2,500 for temporary staffing hours. At an hourly rate of \$14.80 we'd be adding about 170 hours of staffing during the next several months. The funding for this will come from the BOS Admin Expense line, with a requisite transfer of \$1,000 from the BOS Contingency Account.
 - **Action Requested:** Approve transfer of \$1,000 from BOS Contingency to BOS Admin Expense