

# Report of the Town Manager

October 28, 2013

---

## 1. Personnel Updates-

- a. **Chief Mechanic (DPW)-** We recently received, and regrettably accepted, the resignation of Billy Gorecki from his position of Chief Mechanic in the Department of Public Works. As required by the union contract, we advertised in house to determine if there were any internal candidates that were interested and qualified. We received applications from three current employees. One subsequently withdrew and two were interviewed by Superintendent Deline and me.

After considering our options, John and I concur that Albert Gallant (resume enclosed) will make an excellent Chief Mechanic and accordingly, I have made that appointment.

Action Requested- If it would please the Board, a vote to affirm the appointment of Albert Gallant to the position of Chief Mechanic.

## 2. Financial Updates-

- a. **Year End-** Our new Town Accountant Donna Allard has been experiencing the proverbial “baptism by fire” since starting with us. As you are aware, Donna was originally going to have the benefit of working alongside our longtime and retiring Town Accountant Charlotte Gallant for the better part of a month. As you are further aware, this overlap has not been possible and Donna has been going it alone. While we have called upon and received assistance from both the Town Accountant in Ayer and the Treasurer in Gardner, the task ahead is still quite daunting. While I am certain that she is up to the challenge, it is none the less not quite what she had bargained for at sign-up. There are still a great number of matters to be resolved as we move along in the financial calendar year toward close out. As of this past week she has sought the assistance of a municipal auditor to provide some of the guidance that Charlotte was going to provide.

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.

**Designer Selection-** Enclosed please find the copy of the draft designer selection procedures that have been provided by counsel and that were delivered to you in hand at your last meeting and via email the very next day. The law requires that we adopt such a document in order to proceed with the project.

**Action Requested-** Please vote to adopt the Designer Selection Procedures.

**Request for Qualifications (RFQ): Owner's Project Manager (OPM)-** Next we will be required to issue a n RFQ to contract with an OPM. This will be our technical expert representing our interests throughout the construction.

**Request for Qualifications (RFQ): Designer-** Next we will issue an RFQ to contract with a design engineer to develop bid ready design specification plans.

**Request for Proposals (RFP): Construction Services-** Lastly, we will issue an RFP for a construction contractor to build out the project per the design specification plans.

- b. **Route 140-** The paving is complete. The roadway traffic lining is underway. The curb cut reconfiguration at the gas station is nearly finished.

**Action Requested-** None.

4. **Miscellaneous Updates-**

- a. **Streetlights-** [From John Deline, again]

I spoke to Scott Farrar (our National Grid rep) yesterday to get an update. Here is summary:

- They have determined who is going to do the work (they had a “conference call” the day before to get it “ironed” out) and now need to prepare work orders (the wheels are SLOWLY turning, I guess). However, what I basically got out of the conversation is that they simply do not have the manpower available (with their backlog of work) to get it done in a timely manner, and they are having a difficult time figuring out who to allocate to the work.
- I expressed my concern at the pace, especially in regard to returning those lights (approx. 20) to service which should have been on right along. I reminding him of the amount of money that the Town spends on maintenance each year (and over the years) but really does not get too much for this money. He said he understood my frustration and apologized for the pace.
- I told him that I had expected some lights to be turned back on by now and certainly most back on by Halloween. He said that we should expect a “presence” by next week but did not tell me what he meant by a “presence”

- b. **Winchendon Housing Authority-** I have been advised by David Connor that Comcast has begun charging the Housing Authority for its cable services in their three public areas. After a bit of research it appears as though the Housing Authority may no longer show up on our approved list of public facilities in town for which basic drops and service are provided free of charge under our contract.

Action Requested- If it would please the Board to vote to write to Comcast advising them of the fact that the Winchendon Housing Authority should be listed as one of the Town's public facilities if it in fact no longer appears on the list.

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

Action Requested- None.

- d. **Goals and Objectives Quarterly Report-** Please see the attached bulleted quarterly update on my goals and objectives.

Action Requested- None.