

Report of the Acting Town Manager

October 28, 2015

1. Financial Updates-

- a. FY15 General Government Budget** – Audit is nearly complete. As I indicated at the last meeting the auditor did discover some transaction reconciliation issues which need to be addressed at the STM in order to complete the necessary reports to the state (see below). I have asked the auditor to attend the November 9th meeting to discuss these issues. The short term issue is to make the necessary appropriations/transfers and longer term to institute new practices for reconciliation. In addition, we have discussed an additional oversight mechanism of procuring the services of an outside firm on a 10 hours/month basis to review the reconciliation process. At this point I think the best action is to await the presentation by the auditor to gather a full understanding of the issues and the areas in which postings had problems.
- b. FY16 General Government Budget-** No additional information to report. Budgetary changes will be required at Special Town Meeting as generally discussed at the tri-board meeting. These will be outlined at a presentation of the warrant articles on November 9th. Of significance, we did had anticipated a remaining deficit in the Health Insurance Trust Fund of \$500,000-\$600,000. We ended FY15 at about \$550,000 which I propose will be borrowed via the special legislation.. The transaction reconciliation issue described above resulted in an appropriation deficit of about \$128,000. We will need to close this deficit and I will be proposing a transfer from the Stabilization Fund.

2. Health Insurance- Ongoing

3. Personnel Updates-

- a. Several months ago I advised the Board that I was appointing Al Gallant to the position of DPW Director on an interim basis for one year in order to provide some sense of stability within that department and to assess his performance and that of the department. Suffice to say that I have been very impressed in Mr. Gallant's abilities, his work ethic, and the creativity and commitment that he brings to the position. I now believe holding off his full appointment to the position of DPW Director only restricts the progress that can be made with Mr. Gallant fully immersed in his position. Accordingly, I am taking the step of appointing Al Gallant to the position of DPW Director.
 - **Action Requested:** Approval of this appointment
- b. With the promotion of Al Gallant to the DPW Director position we have a vacancy in the DPW Chief Mechanic position. After consideration, I am appointing Patrick McCarthy to this position. Pat has the requisite skills and certifications for this position and is a long time employee of the Town.
 - **Action Requested:** Approval of this appointment
- c. It has been about 60 days since the retirement of Police Chief Livingston. During this time David Walsh has been in the position of Acting Police Chief. I have been very impressed by his performance and his knowledge and understanding of the Town and its Police Department. Additionally, I believe the Department will benefit with an increased sense of stability the sooner a new permanent chief is put in place. Accordingly, I am taking the step of appointing David Walsh as Police Chief and intend to negotiate a 3 year contract to that effect.
 - **Action Requested:** Approval of this appointment

I believe that the appointments of both Al Gallant as DPW Director and David Walsh as Police Chief will benefit the Town and the new Town Manager as these issues will be resolved with the appointment of highly qualified and dedicated employees thereby allowing the new Manager to have a team in place and ready to tackle the issues facing the Town.

4. Project Updates- None at this time

5. Miscellaneous Updates

- a. Winchendon/Ashburnham Joint Water Authority:** I did attend the recent meeting of the Authority. There were no major decisions at the meeting. We did vote to distribute available funding for roof repairs and authorized the implementation of a computerized capital asset management and replacement system in the new contract year. There was also discussion of reviewing the manner in which billing is handled for Ashburnham users that are fed off the Winchendon line, along with some seemed issues with meter readings that have become known to us after installation of a new meter right at the Town line. Finally, the contract for the operation of the facility is coming up and will become an issue over the next several months and should be carefully considered by the Authority. My major takeaway and report is that Winchendon should be actively engaged in the operation, management and oversight of this utility.
- b. Task Forces:** I am working to set up the Opiate Task Force and Pedestrian Safety Task Force. I will need a representative from the BOS for each.
 - **Action Requested:** BOS Designees selected