



## **Report of the Town Manager**

### **September 12, 2016**

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#### **1. Financial Updates-**

- a. Preliminary audit has been completed. Bill Schlosstein will begin to enter the FY16 financial information into the State database in the near future meeting all of the deadlines assigned by the state as part of the deficit legislation.

#### **2. Personnel Updates-**

- a. Library Director Manuel King began work on September 12<sup>th</sup>. He will attend the Tri Board meeting on Thursday to be introduced to the Selectmen, School Committee, and Finance Committee.
- b. I have hired Geoffrey Newton as the temporary Building Commissioner. Mr. Newton has been the part time Building Commissioner for the Town of Royalston since 1982 and has also worked for the Town of Phillipston. Geoffrey will begin work on Monday, September 19<sup>th</sup>.

#### **3. Project Updates-**

- a. Police Station update:  
The project is substantially complete. Wiring for the generator will be completed in the next ten days and the sign will be installed within the same timeframe. There are a few other minor items that need to still be addressed. The furniture has been delivered and installed, paving and the flooring are complete, and the outside lighting is done. The scheduled move in date is September 20<sup>th</sup> and the open house is scheduled for Saturday, October 22<sup>nd</sup>. Details on the open house will be finalized and made public shortly.
- b. Library Project update:  
The due diligence on the low bidder, P&S Construction completed last week. P&S received favorable references from past customers. The Library Trustees are scheduled to meet at 6:00 on September 12<sup>th</sup> to make a final decision on expending an additional \$210,000 from their trust funds to fund the project shortfall. The Trustees have the legal authority to withdraw money from their trust funds. I will update the Board on the Trustee's actions at tonight's meeting.
- c. Contract with ClearGov for Online Financial Information  
I had a conference call with ClearGov representatives last week about the process to upload Winchendon's information. Bill Schlosstein will be

working with ClearGov over the next few weeks to provide the information needed. I expect Winchendon's financial information to be live by the end of November.

**4. Miscellaneous Updates –**

- a. I am meeting with a group of students from the Winchendon School on Friday, September 16<sup>th</sup> to discuss a project the students would complete for the Town. That project would be to develop a brochure and webpage that can be used to market the wide variety of things to do in Winchendon. Examples would be the new bike path, the golf course, the Ingleside property, access to the lake for swimming, boating, etc.
- b. I attended the Casino Royale event on Saturday evening and will be attending the Fall Festival on Saturday, September 17<sup>th</sup>.
- c. I will be attending my annual ICMA conference from Saturday, September 24<sup>th</sup> to Wednesday, September 28<sup>th</sup>. I will be back in the office on Thursday, September 29<sup>th</sup>.