



Report of the Town Manager

June 3, 2019

1. Financial Updates-

- a. As the end of the fiscal year draws near, I am not anticipating any concerns that will impact the year end closing.
- b. I discovered a mistake that I made in the approved FY20 General Fund budget. I mistakenly budgeted for one Foreman position in DPW Highway when there are currently two. Due to that error, Public Works will be hiring one Equipment Operator in July rather than the proposed two. If I can find funding for the second position, I may request the Board support a warrant article at the Fall Town Meeting.

2. Personnel Updates-

- a. I will be advertising the Town Clerk position on the Town and MMA websites in the near future. I don't have a definitive start date at this point. If someone is hired who is a Town Clerk in another community, they may not need as much training as someone who isn't currently a Town Clerk. Judy LaJoie is planning to retire in October.

3. Project Updates-

- a. A Request for Qualifications seeking an Owners Project Manager (OPM) to assist in the future development of the Winchendon Community Park has been published. The OPM will oversee the assessment of the existing house on the property, the design and potential construction of an outdoor theater, attached restrooms and a meeting hall with indoor stage and attached pavilion for picnics. Responses are due on Monday, June 17, 2019 at noon.

4. Miscellaneous Updates –

- a. To assist with getting Selectman elects Salter and Ward up to speed on Board of Selectmen issues, I am requesting permission to provide Ms. Salter and Mr. Ward their Board IPads and access to all public Board agenda packet information through Dropbox. I am also seeking permission for Ms. Salter and Mr. Ward to be included on all public e-mails I send to the Board.