



Report of the Town Manager

June 14, 2021

1. Financial Updates-

- a. The Finance Committee met on Tuesday, June 8th to discuss year end transfers. All requests were approved, and will be reviewed by the BoS at your upcoming June 28th meeting.
- b. I have applied for American Rescue Plan Act (ARPA) funding. This most recent round of COVID funding is focused on infrastructure, among other needs. We will be discussing these priorities at an upcoming meeting.
- c. I have been meeting with our Town Accountant to closely review our remaining CARES Act balance. This currently stands at around \$275k. Public Safety will be given first priority. We are also reviewing technology upgrades, as well as potential building upgrades to improve air quality and maximize available meeting space to better socially distance meeting participants.
- d. Town Hall has been collaborating with the Winchendon Public Schools to identify opportunities for more effective financial communication between entities. Last week we met with the auditing team at the Schools to discuss potential changes.

2. Personnel Updates-

- a. Former Treasurer Donna Spellman has agreed to come on board to assist in end of year reporting in our Treasurer's Office. This temporary added assistance will help us catch up posting prior to the end of the fiscal year. We are also reviewing current processes to identify opportunities for more efficient collecting operations.

3. Project Updates-

- a. The Winchendon Community Park Committee and project architects were invited to sit down members of our Planning/Development staff for a preliminary review of plans. We plan to break ground this fall 2021.
- b. I sat down with the architect for the Beals Library project to discuss logistics. We are currently working to establish a timeline moving forward.
- c. I toured the entirety of the Old Murdock to better understand the structural issues the building is facing. A meeting with architects is scheduled this week to review the various phases of the project.

- d. The Railroad St. reconstruction bids came in on Thursday at \$615k. This was the amount budgeted. An “Ad alternate” was also submitted for an additional \$164 that would allow us to replace the water infrastructure while the road is opened, rather than reopening the new road should a failure occur in the near future. We are working to identify funds for this ad alternate.
- e. I visited to Mabardy landfill last week to meet with the project owners. This capping project is expected to run for the next 2-3 years.
- f. I secured the assistance of BCA Architects to provide a scope of work for a future conditions assessment at Town Hall. We walked the entirety of the interior and exterior of the structure. This work was done at no cost. The conditions assessment itself could run 6k to 8k, and would pinpoint the exact needs of the building for potential phased repairs over the next three years. Smaller scale emergency masonry repairs will take place this summer in advance of winter and will require a small year-end transfer. Work will be complete prior to the end of the fiscal year.
- g. I joined our Planning/Development team at the 4 Summer property for a walkthrough with Bull Spit Brewing. This project is currently waiting for approvals for the removal of hazardous roofing materials. Once remediated, Bull Spit will commence selective demolition and build out.
- h. I met with the new Executive Director of the MVOC last week in Gardner to discuss the status of the Veteran’s Outreach Center project to take place at the Poland and Streeter School site. We will be meeting with architects in the coming weeks.

4. Miscellaneous Updates –

- a. Our first department head meeting was held last week in the auditorium. These will occur biweekly, and provide an excellent opportunity for the team to share projects and initiatives they are working on across town.
- b. I met with the Robinson Broadhurst foundation last week to discuss the important work their organization does. I am looking forward to a productive partnership for years to come, and as always we appreciate their support.