



Report of the Town Manager

January 9th, 2023

1. Financial Updates-

- a. My office has submitted an engagement letter to Roselli and Clark for the upcoming audit, as recommended by the Audit Committee.
- b. I have been working with my team to ensure Mr. Roselli is able to provide his Management Letter in time for the upcoming Tri-board meeting on the 17th.
- c. As a reminder, the February tax bill is due the first Monday in February.
- d. Budget season is almost upon us. A draft schedule will be finalized and presented at your upcoming Tri-Board meeting.
- e. As referenced in a previous meeting, please see attached to this document a complete list of Robinson Broadhurst Foundation grant requests for this FY (to be uploaded Monday).

2. Personnel Updates-

- a. We have reposted the Town Accountant position. Thank you to Joanne Goguen for filling in in an interim capacity. We are also negotiating the additional support of an outside accounting firm to ensure all bases are covered.

3. Project Updates-

- a. The first stage of work at the Old Murdock was completed early in the New Year. The structure is fully secured for the winter months.
- b. Some final streetlights are being wired on Central Street. Work will commence in spring.
- c. Two public forums are being held for the Fire Station Design Project. Chief Smith will be hosting a virtual session on Thursday, January 12th. An in person review will be held as part of the Tri-Board meeting upcoming on January 17th.
- d. I have been working closely with Representative Zlotnik to secure some funding for exterior Town Hall repairs as part of in H.4790-*An Act financing the general governmental infrastructure of the Commonwealth*. I will be submitting a letter of support for this initiative. Should there be no objections from the Board, a letter of support signed by the Chair of this Board would be helpful.

4. Miscellaneous Updates –

- a. A citizen has made our team aware of some deficiencies under the Maple Street Bridge. This State-owned asset is inspected regularly, however we have asked the State to provide an action plan for repairs.
- b. As reported, there was a substantial break on our main water transmission line from Ashburnham. This resulted in the need to switch over to emergency tanks. This backup tank was drawn down considerably and took several days to recharge.
- c. DPW Director Croteau has taken the initiative to pursue a regionalization opportunity with Ashburnham and our Transfer Station. We will be meeting this week with Ashburnham, and will bring back information to this board for direction. Should a Board Member or two like to join us please let me know.
- d. As of December 2nd, 2022 I have officially submitted my annual review to the Board of Selectmen. This four page self-assessment is included in this packet for public review. I look forward to feedback from the Board and general public.