



## **Report of the Town Manager**

**October 18<sup>th</sup>, 2021**

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

- a. We are closely monitoring our CARES balance which sits at roughly \$150,000. I have been coordinating with department heads to identify impactful ways to use these funds as they must be expended by the end of October.
- b. Applications have been released for this year's round of Robinson Broadhurst funding. This will be coordinated through my office.
- c. The tax hearing for FY22 is set to occur on November 22<sup>nd</sup>.

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

- a. Winchendon resident Tamarah Casavant has accepted the Administrative Assistant role in the Town Manager's office. Tamarah is very involved in the community, and we are excited to have her on our team.
- b. Interviews have been set up this week for the recently vacant Planning/Conservation Agent position.
- c. David Tavares is retiring from the Senior Center Meals on Wheels position. Special thanks to David for all of his years serving Winchendon Seniors.

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

- a. The Capital Planning Committee met on September 29<sup>th</sup>. The next meeting will be held in December to discuss all projects on the Capital Plan.
- b. I have met with Fire Chief Smith and the architects to review the Fire Station design. I will provide an update at our next meeting.
- c. TEC has released their preliminary study of Blair Square. We will review this as a group at an upcoming meeting.
- d. The grant-funded Railroad Street project is underway, with the water utility portion complete. Thank you to Brian Croteau and Tracy Murphy for their teamwork on this project.
- e. The Robbins Road culvert replacement project is underway. The road is expected to be closed through April.
- f. The State is currently paving their portion of Maple Street. The Town portion continuing down to Central Street will be paved next year following the Complete Streets sidewalk grant.

- g. Sidewalk work has started on Lake Street for the Gateway Park.

**4. Miscellaneous Updates –**

- a. Fall Fest was a huge success. A big thank you to our Staff, volunteers, businesses, and citizens that made it possible.