



## **Report of the Town Manager**

**September 27<sup>th</sup>, 2021**

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

- a. Our team has reviewed the August year to date reports and spending is on target for FY22. We will continually monitor the budget throughout the year.
- b. Preparation for our tax rate classification is ongoing, with a hearing expected to occur following the Special Town Meeting.
- c. I met with DPW Director Croteau, representatives from Ashburnham, and Veolia last week. At our request we are reviewing capital needs for the water plant. Once a number is finalized we will be able to better plan future repairs over the next decade in an effort to minimize costs to the rate payers. Director Croteau and I will review the results of these efforts publically with the Board of Selectmen once available to continue to encourage a culture of transparency.

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

- a. Preliminary interviews were held for the Administrative Assistant position in the Town Manager's office. A second round will be held this week.
- b. Alison Manugian, our Planning and Conservation Agent, has accepted a role with the Town of Dracut. The position has been posted internally for this week. Congratulations and best of luck to Alison!

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

- a. Railing repairs along Front Street at Town Hall are complete, with remaining masonry repairs to occur this week.
- b. The scope of work for OPM services for the Old Murdock project is complete, with an RFP to appear on an upcoming agenda.
- c. Bids for the Central Street construction came back on target, with the Water/Sewer infrastructure portion coming in 100k less than anticipated. This number may decrease once the contractors get into the road next spring.
- d. TEC Engineering will be meeting with our team this week to review preliminary results from the Blair Square study. We will be working to develop some recommendations through this fall into the winter.

- e. Work at the Gateway Park (Beech St & Spring St) is slated to begin in the coming weeks. Sidewalks and plantings will be installed this fall, with granite curbing and road work to be finalized this spring.
- f. I will be meeting with the Fire Chief and architects for the Fire Station project to review the existing plans for potential efficiencies. We will be “re-booting” the project in an effort to curb costs and solicit additional public input.

**4. Miscellaneous Updates –**

- a. The Bud Barn has officially received signatures for their building permit. This allows them to finalize their permitting process with the CCC.
- b. As a reminder, the Special Town Meeting has been scheduled for Monday, Nov.8<sup>th</sup> at 7:00pm at Murdock High School. Being a school building, masks will be required for all participants and social distancing will be observed.