



## **Report of the Town Manager**

### **January 24, 2022**

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

- a. The deadline for Capital Requests for FY23 was today. The CPC will hold their first meeting on January 31<sup>st</sup>.
- b. MIIA is in the process of finalizing increases for insurance costs in FY23. This is a crucial figure for balancing the FY23 Budget.

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

- a. Three candidates were interviewed for the Assistant Accountant position. We are in the process of negotiating with a qualified finalist. Callie Knower, our former Assistant Account, has agreed to provide temporary support for payroll and other duties until the new Assistant Accountant is settled.
- b. Interviews have started for the part time Conservation Agent position. We expect to have a finalist secured in the coming week.
- c. Resumes were reviewed for the part time Planning and Development Clerk role, with interviews expected to begin this week and carry into next.

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

- a. A kickoff meeting was held today with CBI Consulting for the Old Murdock Restoration Project.
- b. A pre-bid walkthrough was held on site last Wednesday for the Winchendon Community Park Amphitheater project. Bids are due on February 3<sup>rd</sup> at 2pm.
- c. TEC Engineering is developing a proposal to carry Blair Square through the TIP process. Should the board support this expense (value tbd), it could potentially be phased in over several years. ARPA would be a potential funding source for Phase 1. We would apply to the Robinson Broadhurst Foundation to grant fund the other phases, or potentially build it into the Capital Improvement Plan.

#### **4. Miscellaneous Updates –**

- a. Union negotiations are ongoing as the agreements in place are set to expire this year. We are working to determine potential budget impacts as we work together towards in agreement.
- b. The Planning Board is in the early phases of reviewing potential zoning changes. A comprehensive review of our Zoning Bylaws is currently underway, with sections to appear at the ATM for review in approval. This would include a reworking of signage

requirements. All proposed changes will incorporate an extensive public hearing process.

- c. Bull Spit is in the process of finalizing soil remediation plans. We are encouraging them to submit plans to start the permitting process for building/site improvements. This will allow work to resume in the spring on schedule.
- d. The funding set aside at the May 2021 Annual Town Meeting for grant design funds has been applied to a review on Beech St. These designs will set us up for potential grant funds through the CDBG program. Surveying was carried out last month.
- e. The Bud Barn is still awaiting a final approval from the Commonwealth and is hoping to open before February. Once communicated, an official opening date will be distributed to the Board of Selectmen and Public Safety officials.