



Town Administrator

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To: Board of Selectmen

From: Ryan M. McLane, Town Administrator

Date: November 15, 2019

Subject: Town Administrator's Report

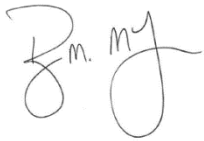
The following is the Town Administrator's report for the period ending November 15, 2019.

1. **FY21 Budget Update** – The Capital Improvement Planning Committee is holding another meeting on Monday to gather more request details from departments. The committee is still on track to complete their plan recommendation in time for an early December presentation. The next meeting is November 25th. I have also begun working on department requests and the updated financial forecast. These items form the foundation of my budget presentation to you in early March.
2. **Department Report** – Our new assistant Mallory Seamon continues to consolidate permitting functions in the Board of Health, Conservation Commission and Building offices. She has worked with Gardner to help implement new permitting procedures that should streamline inspection operations. She is helping me to implement Viewpoint Cloud software. This will move our permit applications online and allow inspectors to process permits responsively and in real-time.
3. **Financial Management** – The Town Accountant and I are working towards finalizing our “open checkbook” page on the Town Website. In addition to our budget versus actual report, we will be publishing a monthly account detail page that will allow you and other interested parties to track expenditures. We have been tracking our budget this was for a couple years, but this will make the entire process more transparent. We are continuing to prepare the FY20 tax rate with the finance team by completing final reporting with the Department of Revenue. We will hold your annual tax classification hearing on December 2nd.
4. **Capital Project Updates** – Jeff and I continued to serve on the school roof building committee and are meeting weekly with the feasibility study OPM and architect. We

expect final information about this project in time for the Annual Town Meeting. Actual construction is scheduled for the summer of 2021. Our new office computers have been purchased and we are assisting the Board of Health in the acquisition of Chromebook computers for their meetings and inspections.

5. **Town Infrastructure Update** – Unfortunately we were not selected in the most recent Massworks Grant for our Lombard Road Reconstruction Project. Our staff worked with TEC to complete this application; however, it seems more and more than rural towns are not getting these state grants for paving projects, even if they are linked to key recreation and growth areas. I have reached out to our state officials and scheduled a conference call with the state to learn lessons about our application. We will apply again next summer for the Lombard Road project.
6. **Human Resources Updates** – We are now fully compliant with our benefit and accrual tracking based on needs discovered during my internal audit. This includes changing our dental insurance plan (no cost to the town) and creating an accrual tracking system that allows us to understand employee liabilities. The results of these quarterly audits will be included in your quarterly financial reports. We are also continuing to build out our employee classification and wage plan for FY21 based on expected revenues and guidance from you and the finance committee. And finally, we are now receiving bids from consultants to update all of our town human resources policies. We expect to award the bid in early December.
7. **Employee Recognition** – I would like to recognize Interim Director Christine Barbera from our Library Department for her commitment to providing services for our town children. It was fun to participate in the annual Halloween Parade with more than a dozen kiddos visiting the town offices on October 30th. Additionally, she has invested increased library assistant wages wisely this year, offering a wide range of children's programming to include Story Time, Family Book Club and more!
8. **Upcoming Topics**
 - a. Community Benchmarking (pending)
 - b. Tax Title Plan
 - c. 5-Year Capital Plan
 - d. Financial Forecast
 - e. FY21 Department Budget Requests

Please do not hesitate to contact me if you have any questions.

A handwritten signature in black ink, appearing to read 'Rm. McLane', with a stylized flourish at the end.

Ryan M. McLane
Town Administrator