



Town Administrator

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To: Board of Selectmen
From: Ryan M. McLane, Town Administrator
Date: April 29, 2019
Subject: Town Administrator's Report

The following is the Town Administrator's report for the period ending April 26, 2019.

1. **FY20 Budget Update** – The Finance Committee met again on April 25th to review recommendations for the FY20 budget and town meeting warrants. They will provide their final report to the Annual Town Meeting. The BOS will consider final votes and recommendations on Monday with warrant signatures due May 13th.
2. **Property Tax Services Procurement** – We released our assessing services RFP this week. Proposals are due May 21 at 1pm. This RFP package was reviewed and approved by the BOS and the Board of Assessors. After reviewing proposals, we expect to sign a final contract for assessing services sometime in mid-June.
3. **Chapter 90 Road Projects** – [Massachusetts Broken Stone Company](#) was awarded this summer's Chapter 90 paving bids. The [approved plan](#) includes new surfaces for Morgan, High Bridge and Underwood Roads. Construction is expected to begin just after July 1st. DPW crews already began prepping the area last week by replacing/upgrading damaged culverts.
4. **Employee Vacancies** – Interviews for our new Veteran Services Officer will begin next week. We will also begin advertising for a new Town Clerk next week with interviews targeted for the end of May.
5. **Financial Management** – Our finance team finalized their review of the town's financial management procedures, completing an overhaul of the [town's procedures](#)

[guide](#). This allows for consistency, sustainability and cross-training within the members of the finance team.

6. **Employee Recognition** – I would like to thank Jake Hakala and Ben Lafortune from the DPW for paying extra attention to the degraded catch basins at the recreation field. This heavily travelled area was repaired in time for summer recreation thanks to the hard work of our crew. Here are some pictures of their work:



7. **Upcoming Topics**

- a. Community Benchmarking (May 13)
- b. Human Resource Policy Updates (June)
- c. Annual Town Meeting (June)

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

Handwritten signature of Ryan M. McLane.

Ryan M. McLane
Town Administrator