

## **September 23, 2024 Town Administrator Update:**

### **Boards, Committees & Departments**

I have asked the Finance, Capital Improvements and Personnel committees to meet once a month in September, October and November to discuss budgetary items in advance of the FY26 budget season. Then in December all three will meet together to review their thoughts on potential COLA / salary increases, the capital budget requests, salary vs. stipends, etc. in order to be prepared to counsel the Selectboard and Finance committee during the budget review process.

#### **Assessors**

We hope to reschedule a tax classification hearing for September 30<sup>th</sup>, and also hopefully sign the contract with RRG that night as well for a contract start date of October 1<sup>st</sup>.

#### **Community Preservation Committee**

Mary Kay Costello has agreed to be the rep from the Conservation Commission to the CPC. The Parks & Recreation committee meets the first Tuesday of the month and will discuss selecting their rep to the CPC, which will complete the committee roster.

#### **Finance**

The Finance committee met to approve two reserve fund transfers; one of \$1,000 to the accountant's budget for training and supplies, which had been inadvertently left out of the FY25 budget, and the second for \$18,000 to repair the leaking pump to the water heater at the Grammar School. Both were approved, and the Grammar School is very happy to be able to do this emergency repair in advance of the colder weather.

#### **Highway**

Ray Hillock has resigned. Ron and I are reviewing candidates for the Building Maintenance technician posted on Indeed; no other candidates have contacted us about the CDL position also posted there.

Ron, Chris and I met with Wendy Stayman to discuss the culvert under the bridge on Reeds Bridge Road near her house. It was agreed that Ron will have his crew dig the swale down more and add in riprap to divert the water away from her property and down into the river.

Ron has moved the diesel tank at the Public Safety Building in preparation for work to begin on the office addition.

We had hoped to be able to get an extension of the emergency certification from DEP to repair the culvert under Emerson Hollow Road, unfortunately that request was denied. We hope to hear back soon about the MassWorks grant application for that culvert.

#### **Open Space**

Katie Clarke Waddell has resigned from the Open Space committee.

#### **Personnel**

The Personnel committee met to discuss the request to look into increasing the percentage paid by the town for employee benefits. Jan Warner put together a spreadsheet for us to see the financial impact on the town. Since the union employees are covered by the town's percentages, they would have to be included in any change to that percentage (currently 70/30). The cost to the town to increase its' share would be quite high. The committee will also be reviewing the Personnel handbook to bring to the board (tentatively for the November 4<sup>th</sup> board meeting) for approval before it is sent to EANE for their professional review.

## **Transfer Station**

I have ordered two battery operated motion sensor floodlights for the winter months. Russ is working on his quote for us for the new catwalk to the bottles & cans rolloff, and estimates it will take two weeks to construct once approval is given and the parts are in. Aaron Foster is working on both keeping the current wooden platform in working condition until we can get the catwalk from OESCO, as well as looking into insulating the floor of the attendant's shed. Kathy Llamas is working on a brochure for the Conway Mall and still hoping for more volunteers.

## **Legal**

The closing on the Horstmann property at 0 off Ashfield Road was last Thursday.