



Town Administrator's Report

November 5, 2013

To: Board of Selectmen
From: Kevin Sweet, Town Administrator

Please accept this report as an abridged version of activities and projects underway:

Reo Road Park:

On November 11th we are anticipating starting the installation of the new composite structure, to be installed in the location of the former designed "mound" structure. The expected completion of this install will be by the end of day on November 13th and will allow public access to the park as soon as deemed safe.

Solar Array / Dog Park:

As you are aware given the delay in the interconnection we had to put off the official ribbon cutting ceremony. I anticipate this will be re-scheduled for early spring, 2014. WGES has received a commitment from NStar to complete the interconnection work and the date they've committed to starting is on November 26th. They expect their work to take about a week, and hopefully they will get their approval to operate shortly thereafter.

Regarding the concerns with the NStar utility poles related to potential safety hazards associated with the equipment in the dog park area. We are now in receipt of a proposed fence layout that would isolate the poles from public access and are working with the developer so that this fencing has as little impact to the park as possible.

Waste Water Treatment Plant:

We are in the process of finalizing an RFP for the Management, Operations and Maintenance of the WWTP.

Engineering:

After discussions with the Police Chief and Town Engineer, I have requested we obtain a quote to replace all four (4) School Zone Signs on Route 117 with new LED style lights. Additionally, we are looking to get a quote for the installation of two (2) Speed feedback signs on Route 117. Given the high intensity of traffic on 117 and the School Zone this is something that we could greatly benefit from. Once we obtain the quotes, I anticipate putting in a request to the School Building Committee as these would be in line with the H.S. project allowed expenses.

Exploring with DPW engaging our on-call engineering firm to perform a thorough inventory of the five (5) Town owned traffic signal systems, which would provide a report indicating conditions and providing recommendations for future work/maintenance.

We are arranging a meeting with MassDOT District 3 Office to discuss the potential of revitalizing the Route 27 at Concord Street intersection improvement project. The Town Engineer has been instrumental with helping pull this discussion together to see what options we may have with the TIP and ARRT.

Department of Revenue:

We are awaiting confirmation of our submissions and assumptions to the DOR, so we may proceed with our tax setting process. We anticipate having the verification from DOR this week and well in advance of November 19th meeting of the BOS necessary to set the rate.

Health Insurance:

I met with Jill Gallant-Shaw, Senior Account Executive from MIAA to discuss and review our trends, which are favorable this year. We also took this time as an opportunity to do some strategic planning for next year and future renewals, and discussion of some strengths and shortfalls in Maynard's plan. I am hopeful we will see a favorable rate increase for FY15.

Assistant Town Administrator Position:

The posting for the position closed on October 16th. We received a total of 70 resumes for the position. The review panel consisting of Chief Dubois, Cheryl Kane and myself has been reviewing resumes. Interviews are scheduled for the end of this week. If all goes well given the busy season we are entering, it is my goal to make a selection and have the new candidate start as soon as practical.

Miscellaneous:

- Attended StatNet – Performance Management Session
- Attended MMPA Annual Labor Relations Seminar
- Held monthly Finance Team Meeting