



## Town Administrator's Report November 19, 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:**

I am pleased to announce we have completed the installation of the new composite structure, which was installed in the location of the former designed "mound" structure. I would like to thank Chris Okafor, Wayne Amico and Joe Foster; as well as all the staff of the DPW who have been a tremendous asset with getting this project completed.



### **Waste Water Treatment Plant:**

This week we will be releasing an RFP for the Management, Operations and Maintenance of the WWTP.

### **DPW/Engineering:**

I am anticipating Chris Okafor attending a December meeting of the Board of Selectmen to present an assessment of the Department and reorganization recommendations. He has been preparing for the winter storm season and has held several staff meetings to discuss operations for the upcoming season. He has prepared a Department Snow Operations Resources binder with plow routes, sander routes and a general operations guide for winter events.

The School Building Committee approved the request for installation of four (4) School Zone Signs on Route 117 with new LED style lights. Additionally, the installation of two (2) Speed feedback signs on Route 117. We will be working with the contractor to get these items installed.

We have selected a firm to provide Pavement Management Services. This will be to implement a Pavement Management Plan (PMP) that will reflect current pavement conditions and provide a tool for developing a prioritized multi-year Capital Improvement Plan.

**Budget/Financials:**

Attorney Peter Brown from the D'Ambrosio Brown Law Firm continues to represent us in all tax title matters. We continue to take an aggressive approach and be tough on tax collection; currently we are doing really well with collections.

In preparation of the FY15 Budget Directive I have been working on revenue and expenditure forecasts for the next fiscal year. It is my intention to maintain a solid 5-year revenue & expenditure forecast moving forward. On November 14<sup>th</sup> SoftRight held a training session for all Department Heads relative to the new Budget Module. The FY15 Budget will all be submitted and captured within this module.

**Assistant Town Administrator Position:**

I am pleased to announce that the search for an Assistant Town Administrator is over. After a thorough screening and interview process I have selected to appoint Andrew Scribner-MacLean to serve as the next ATA. The search panel consisting of Chief Mark Dubois, Cheryl Kane and I unanimously agreed he was the most qualified and best fit for the position. I am excited to negotiate an agreement and have him join us as a key member of the leadership team.

Of all the resumes reviewed and applicants interviewed; the panel overwhelmingly feels that Mr. Scribner-MacLean would be the most qualified addition to serve as Assistant Town Administrator.

**Thanksgiving Holiday Schedule:**

Monday, November 25<sup>th</sup>: 8AM-4PM

Tuesday, November 26<sup>th</sup>: 8AM-7PM

Wednesday, November 27<sup>th</sup>: 8AM-12PM

Thursday, November 28<sup>th</sup>: Closed

Friday, November 29<sup>th</sup>: Closed

**Miscellaneous:**

- Participated in Interest Based Bargaining training through the School Department
- Attended Maynard Education Foundation Annual
- Attended Boys & Girls Club of Assabet Valley Annual Awards Ceremony