

Town Administrator Report, February 27, 2023

- **USDA.**
 - We are working on rates and betterments with RCAP. Met with RCAP and USDA on Monday, January 9. Reviewed rate study and betterments. We met on Friday, February 24 to hone in on rates/betterments.
 - Pre-construction meeting for pump station should be occurring March 15, 2023 at 8:30AM
 - Second project is almost ready to go to bid. I believe we are looking at next week or the week after.
 - We have been working on an RFP for oversight. It is still in draft form.

New:

- MIIA, the Town insurance agency, will be coming out in the next couple of weeks to inspect buildings worth over \$500K. I am hoping Marty and Scott can accompany them.
- The 4 boilers (Town Hall; Library; Fire Station; Town House) that failed inspection by the state will be fixed and reinspected in March
- Town election is April 10. There are 3 contested races: Board of Selectmen; Board of Health and School Committee
- I will be attending MMA Women Leading Government (WLG) in Devens on March 3.
- Vacant town owned parcels; White Building; Paige Building; Ruggles Hill School. What shall we do? I recently insured them, as there has been none on the properties. RFP? Auction? I am trying to schedule a Capital Plan Committee meeting to discuss

Ongoing:

- We were awarded a .gov domain. Insurance is requiring us to be more secure. All phones are supposed to have two step authenticators. This will also mean our website and emails will change. This was approved by the federal government on Tuesday, February 21. The current and future emails and website will bridge until fully integrated. I will have more information on this soon.
- Town Hall flooding: Flooring should be complete by the end of February. We should be live in person hopefully by next meeting!
- Our breakroom is nearly complete. It is open to all Boards and employees. It is located in the former Treasurer Office on the second floor of Town Hall
- Retirement Insurance: wrote policy for Personnel review. A few more updates and policy additions and will be coming to BOS for formal adoption.
- Council on Aging are holding office hours once again! 12:30PM at Quabbin Estates and Municipal Building (Town Hall) at 10:00AM. Please come down and check out all of the services they have. Snacks served! Eileen and Brenda will be at each location on the last Wednesday of the month for an hour at each place unless otherwise necessary.

- DLS came out to conduct interviews for a financial review. Their initial impression was that they feel optimistic on where the Town is headed and the accomplishments over the past year. The formal review will take up to 12 weeks. I am told by DLS staff that it is nearly complete.
- Accountant; Shared services.
- Water Commission: We have received the water meters this week to upgrade technology and researching surrounding towns for rates, as well as exploring regulations and procedures. Most meters have been installed.
- Website going live February 27. Julie Murkette is working out some tweaks with Civic Plus
- I have begun attending coffee hour at the Hardwick/Barre Senior Center the first Wednesday of the month. Please come join me for a conversation or if you have any questions or concerns.

As always, please feel free to reach out to me anytime. My email along with work and cell numbers are on the front page of the website, and my door is always open.