

Town Administrator's Report

October 8, 2024

Bandstand Railing

The project to replace the railing is close to completion. The railing now needs to be painted. The contractor, Vanguard Construction is planning to complete the work soon – the moisture readings are still slightly higher than what he likes to see but he was out to visit the site last week.

Cell Tower on Water Tank RFP

As you know, the Town has received a response to the RFP issued for a cell tower on the Town water tank. The Board of Water Commissioners reviewed the proposal at their meeting in August, and the respondent attended their meeting last month. The Board voted to approve including an article on the Special Town Meeting Warrant requesting authorization to enter a lease for the placement of a cell tower on the Town Water Tank and also approved the proposal from T-Mobile Northeast with conditions including:

- Obtaining necessary local and state permitting and approvals
- A peer review of the plan submission paid for by the respondent
- The successful negotiation of lease terms

They also authorized the Town Administrator to work with Town Counsel to negotiate and finalize a lease with T-Mobile Northeast for the Board's consideration. I have been in touch with both T-Mobile and Town Counsel and progress is being made.

Charter Communications Franchise Agreement

As you know, the Town's franchise agreement with Charter Communications expired in 2021. We are advertising the public hearing, as required, to review the draft franchise agreement for the next Select Board meeting on October 22, 2023.

Leaf and Yard Waste Curbside Collection

As a new option for residents, the Town is working with Black Earth Compost to provide curbside collection of yard waste and leaves. Black Earth has agreed to do a trial curbside yard waste/leaf collection program, at a fee to the resident, and at no cost to the Town. The first week they are planning this is the week of November 11. Thanks to Kristina Hooper for her assistance and for making the initial connection with Black Earth.

Community Compact Grant Projects

We are planning to begin both Community Compact projects soon and have been in touch with the Collins Center to begin providing them with information and documents, as requested. We will keep you in the loop as both the compensation and classification and Treasurer Collector regional agreement studies move forward.

Veterans Monument and Memorials at Town Hall

Last week, Hudson Monuments visited Town Hall to clean the monuments and memorials at Town Hall. They look great, just in time to celebrate Veterans Day. Thanks to Sue Fayne for helping to coordinate the cleaning and to Joe Dean for paying the invoice from the Veterans budget.

Library Certification Waiver

Due to the Town not meeting the minimum appropriation requirement set by the Board of Library Commissioners, I am working with the Library Director to prepare the documents needed to petition for a waiver. The deadline to submit these materials is November 8.

FY26 Budget

As you know, budget worksheets have been distributed to departments and are due next week on October 16. As a reminder, there is a joint meeting scheduled of the School Committee and the Towns of Dunstable and Groton Finance/Advisory, and Select Boards on Wednesday, October 23. I am currently preparing a presentation for the meeting that I will distribute to all of you in advance.

Select Board Newsletter

I am currently working to finalize this quarter's Select Board newsletter. Be on the lookout for a draft to review by end of week, hopefully.

New Resident Guide

I have also drafted a New Resident Guide which is close to being finalized. It's meant to provide a place for new residents to go and find important information about the Town – sort of a one-stop-shopping concept for new residents as they move to Town. Once complete, I'll share with you for your review.

0 Hall Street donation

We have the signed deed back from the property owner, Ricky Stanichuk. We now need signatures of the Select Board and Conservation Commission, and then will have the deeds recorded at the registry.

MS4 Stormwater Permit Annual Report

The Town filed its 6-Year MS4 Stormwater Permit Annual Report at the end of September. This is our annual requirement to ensure compliance with our stormwater permit.

Personnel Policies Update

We anticipate having updates to the personnel policies ready for the Select Board's consideration at your next meeting. In advance, we will share with you the updated policies, highlight changes and the process followed.

LAND Grant Award

The Town has been awarded up to \$406,870 to support the purchase of the Conservation Restriction at 346 High Street. As a reminder, this issue needs to be re-voted at Special Town Meeting to comply with the requirements of the LAND grant program. Great job to Carol Rock, and the Con Comm for their work securing this grant.

Simmons Tax Reimbursement

As an update, as a result of the Select Board's vote, the Board of Assessors has approved the tax reimbursement to David Simmons.

Town Hall Air Handling Unit

The Town Hall Air Handling Unit has been replaced and is functioning properly.

Upcoming Employee Trainings

The Town has once again partnered with MIIA to provide trainings for our employees and volunteers: Bringing out the Best in People: Positive Management Techniques on Wednesday, November 20, 2024 at 10:30 AM and Meeting Facilitation Best Practices on Wednesday, January 22, 2025 at 11 AM.