

Town Administrator Report January 9, 2024

MIIA Repairs to Attic

MIIA has contracted with ServiceMaster to begin the demolition and repair of the attic ceiling. As you recall, the attic ceiling in the server room and at the front of the building was damaged due to leaks during a storm several months ago. During the latest rainstorm we experienced, these two areas once again suffered leaks caused by heavy rains, which happened to take place the same day ServiceMaster was in the building performing the demolition work on the ceiling. They completed the removal work but have yet to return to complete the project. ServiceMaster expects to be back by the end of the week.

Town Hall Roof Repairs

Because of the leaks in the attic roof at Town Hall, we coordinated roof repairs with Michael MacDonald, who has previously worked on the roof. He completed his work last week in the two areas on the roof that were leaking. He identified the chimney as a mid-term issue that will need to be addressed and explained that it was a cause of some of the leaks. He suggested the removal of the chimney, which isn't a chimney at all at this point, and to then shingle over the area using matching slate shingles.

Police Station Floor Replacement

An Invitation for Bids has been issued for the floor replacement at the Police Station. It's currently posted at Town Hall, on COMMBUYS and the Town's website, and was also posted in the Central Register. Bids are due on Tuesday, January 16.

FY25 Budget

The draft FY25 Operating Budget, as recommended by the Town Administrator, has been shared with the Select Board, Advisory Board, and Departments. As you know, the budget, as proposed, requires a general fund override in the amount of \$875,473 in FY25. Over a 3-year time frame, the Town would need an override in the amount of \$2,082,365 to balance FY25 through FY27. The Advisory Board met last week to review the proposed spending plan, asked questions, and made suggestions.

Distribution of Plans for 41 Lowell Street

Project materials have been distributed to all stakeholders for the 41 Lowell Street project, as part of the LIP Review Process adopted by the Board of Selectmen. We are now coordinating a review meeting with representatives from Boards/Committee identified in the LIP review process.

Master Plan Implementation Committee

We have shared to relevant boards and committees the creation of the Master Plan Implementation Committee and have also publicized the opportunity to serve in the at-large position on the Committee through our normal communication channels. Hopefully, by the Board's next meeting in January, appointments will be ready to be made.

Resident Survey Results

As you know, the Town published a resident survey during the month of December. Overall, the results were positive and there is information we could use from the results to help inform future decision making. In total, 232 surveys were completed.

Union Building Survey

A survey on the reuse of the Union Building has also been published and will remain open until January 13, 2024. This information provided through the survey will assist in determining recommendations for reuse of the building planned to be presented at our next public meeting scheduled for February 8, 2024.

Tax Rate Approval Notification

The Fiscal Year 2024 tax rate has been certified by the Bureau of Accounts for Dunstable at 13.96. Tax bills have been mailed and are due February 1, 2024.

Trainings

Through MIIA and Town Counsel, we have scheduled training sessions throughout the next year for employees and volunteer board and committee members. The first training is scheduled for January 17 with Town Counsel to review the Open Meeting Law, Public Records Law, and Conflict of Interest Law. Following this, a training on How to Deal with Difficult People and a training on Growth Mindset will be offered. I am also working with Town Counsel to provide a high-level training on procurement. These trainings were selected, in part, due to feedback received by employees through an informal survey on areas of interest and training they believe will assist them most in the workplace.

Board of Selectmen Annual Report

I have drafted the Annual Report submission on behalf of the Board of Selectmen. Once you review, and make recommended additions and changes, and approve, we'll submit for inclusion in the 2023 Annual Town Report.

Capital Project Review

I have worked with departments to update the Capital Improvement Plan and have shared it with the members of the Capital Improvement Committee. The Committee is planning to meet this month to begin the review of projects requested.