

Town Administrator Report

August 12, 2025

Compensation and Classification Study

The Collins Center has completed their review of the Town's Compensation Schedule and Position Classifications and have made recommendations. They have also offered updates to all job descriptions working with employees to accurately reflect the work being performed. Working with the Board, I am hoping to have a proposal for implementation for the Board's consideration in September.

FY26 Goals and Objectives

Goals and objectives for FY26 have been drafted and are almost ready to share with the Select Board for review, consideration, comment, and approval. We are hoping to schedule a meeting in early September as a working session to strategize and discuss the current fiscal year.

Union Building Updates

The construction on the exterior of the Union Building is moving along well. As you know, we are expecting another change order for the clapboard siding replacement. We also recently held a meeting with the School District to review the project schedule to ensure we are coordinating with school officials due to construction anticipated to take place during the beginning of the school year. All paint removal and lead and asbestos abatement will be completed before the start of the school year.

We have also issued an RFQ for the design of the interior renovations of the building. Proposals are due on August 26.

Bandstand Improvements

An Invitation for Bids has been issued for the last remaining work at the bandstand which will include the installation of roof caps, lattice and light fixture replacement, and repainting. Bids are due August 21.

Inspectional Services Meeting

There seems to be an uptick in resident complaints regarding certain properties in Town. As a result, this week we held a meeting with our inspectional team to review properties we have received concerns about and discussed potential strategies to handle them. As we follow-up on discussed properties, I'll be sure to keep you all in the loop to ensure we are all on the same page.

Performance Evaluations

Performance evaluations for staff under the Select Board have begun this week. They should be wrapped up by the beginning of next week.

Team Building Activity

We are working with the YMCA to schedule a team building exercise at Camp Massapoag next month on the ropes course. This will likely require us to close early or for a portion of the day during normal business hours. Please let me know if you have any concerns with this.

Pop-up “Summer Soak”

Thanks to the Fire Department for organizing a Pop-up Summer Soak earlier today at Town Common to help residents cool off during this heat wave.

MCO Associates – MUD District

The Zoning Board of Appeals held their second hearing on the Comprehensive Permit filed by MCO Associates for the MUD District housing project. At the meeting, Hancock Associates was present, the peer review engineering firm, to review their peer review report. They also reviewed requests from MCO Associates to waive local bylaw requirements. The next hearing scheduled is planned for September 18 at 7 PM.

Town Hall A/C

The air conditioning in the meeting room has been repaired (condenser replaced) and is now working properly. At the end of last week, work was done on the equipment that cools the Town Administrator’s Office and server room, as well as the equipment that cools the downstairs office space. Based on my conversation with the vendor, I expect more work to be required in the short- to mid-term.

Larter Field Stabilization and Master Plan

The Parks Commission has selected Bobrek Engineering to assist the Town with the projects at Larter Field. They have signed a contract and are now working to coordinate a kickoff meeting with Bobrek. As a reminder, we have also applied for a PARC grant to help fund a portion of the construction work, but we have not received any notification on award.

Old Town Well property on Pond Street

The abutter to the old Town well property on Pond Street reached out to request the Town sell the property to them. Apparently, the well remains open but not in use, and should at the very least be covered. I am not aware of any use the Town has of this property but I’m sharing this with you to solicit feedback. If you have any questions or input, please let me know.

Water Main Replacement – Hillcrest

You may remember, the project to replace the water main on Hillcrest was included in the Economic Development Bond Bill by working with Representative Scarsdale and Senator Kennedy. The next step for this project to get funded is to be included in the state’s Capital Improvement Plan. After a discussion with Representative Scarsdale, this needs to be initiated by the Town by contacting MassDOT’s District office. I am working with the Chair of

the Road Commission, a strong proponent of the project, on drafting a letter to start the conversation with District 3.

Woodward's Mill Dam Repair

I am working with Hoyle Tanner to develop a plan and design for the repair of Woodward's Mill Dam. The immediate repairs will be to a hole in the dam's raceway. This repair was recommended to be done as soon as possible in the Phase 2 Assessment of the dam.