

## 02/17/2009 Report

### **Town Manager Report February 17, 2009**

- 1) Have had staff go thru central files and re-organize so that the Kathy's time with Rose and I can be better utilized in doing the extensive filing of paperwork that crosses our desks.
- 2) Spent time with EDC reviewing and revising the Village Design standards in preparation for the Planning Bd. to review them. I will be attending that meeting with the PB and the workshop on the 24<sup>th</sup>.
- 3) I spent time finalizing a draft of a cable franchise agreement with Time Warner, and received and reviewed the copy of the franchise agreement. Spent time reviewing the draft and highlighting the primary points.
- 4) Had to answer to several calls about our Downtown engineering RFP. Appears to be lots of interest. Also still getting mixed feedback on whether to issue the feasibility RFP. EDC thought it made sense, but selectmen may want to move to engineering. I need additional guidance (on agenda).
- 5) Had to re-issue the budget over the weekend of 2/7 because an older and incorrect version had mistakenly been sent out. The new budget (to begin review tomorrow night) is a balanced budget with about \$475,000 less in revenues and in expenditures (mostly TIF).
- 6) General assistance requests continue to take a lot of staff time and effort, but slowing slightly.
- 7) Staff have finalized the newsletter and will be finalizing the Town Report this week.
- 8) Spent time with the Town Clerk and Superintendent trying to figure out the details of implementing the RSU, swearing directors in, and getting answers for town meeting about how the RSU budgets, etc. will work going forward.
- 9) Spent time drafting the FYE 2010 Town Meeting articles (see draft)
- 10) Spent some time getting the new CEO prepared with payroll and benefits and also laying out some joint six-month goals for us to work on once he starts (today).
- 11) Checked on the Rte 26 MDOT bid (will update).
- 12) Smoke alarm bids for the Town Hall went out on 2/9/09 and are due back on 2/24/09 for BOS review on 3/3/09. We've already had many request for the rental of that property.