

Tuesday, January 16, 2024

**Project**

**Status**

**Jobs postings / Vacancies**

Fire Chief	Posted
Emergency Management Director	Filled - JS
911 Coordinator	filled - Town Clerk
Fire/Gas Inspector	Filled - Krupsky/Greene
Job posting - Assessor Clerk	Vacant, New ad posted
Job posting - Transfer Sta. Attendent	Filled - Keith
Job posting - Tree Warden	Vacant, job description created, posted
Vacancy - Board of Assessors	Filled - Steve K
Hire asst, town clerk	Vacant, Advertized - Applicant Interviewed 1/9/24
DPW Super	Vacant - Advertized
DPW Laborer	Filled - Joe
DPW Foreman	Filled - Tony
DPW Grader/Laborer	Vacant - Advertized
Roadside mowing - guardrails, poles	Contract advertized - no takers

**Town Clerk**

Digitize docs, remove trailer	NO PROGRESS
Right to Farm bylaw	Found

**Town Hall**

Offical posting location to website	Switched
ARPA funds	Revised form to be updated
All departments inventory due	FD/PD/Ambulance inventory submitted; DPW inventory submitted

**Finance Team**

Audit	SB letter to Scanlon, NO RESPONSE
Certify Free Cash	Aiming for mid-January
Closing books FY23	Aiming for mid-January
Tax Recap Sheet	Tax Rate approved and tax bills mailed 12/4

**FY25 Budget**

Budget request forms	Sent 11/1 - Due 12/1
Capital Requests	Review 10/30
Budget Calendar	Sent 12/5
Initial budget meeting with SB	1/16/2024

**Fire Department**

Medic 6 contract	Signed
Tanker Crash	Complaint sent to Ethics

**Police Department**

EOPPS two-way radio grant	Jon and Adam finished this one
Bridge Academy Training Reimbursement	Reimbursement received
Chief exemption application	Submitted to MPTC for exemption, 6/30
Municipal Road Safety Grant	Due 6/29; deadline missed
Mary Bredenfoerder status	Asked for weekly updates from Mike

**Emergency Management**

2023 EMPG (\$2,500) due 12/29/23	Grant Awarded
Hazard Mitigation Plan (\$25,000) due 1/9/24	Grant app submitted

**Select Board**

Annual appointments, FY24	Complete
Vacancies	BRPC Alternate (was Alex), Finance Committee, ZBA, Green
CORI	Janey registered with iCori; will submit paperwork
Abandoned vehicles	New certified letters sent
Janey taking MCCPO courses	First course 10/3-10/5
American Legion bylaws (requested)	Draft lease to counsel / Maria says trustees voted against new lease

MIIA Safety Committee	TBD
Green Committee heat pump project	Approved for Town Hall, Library next year
Library grant	Need update

**DPW**

Remainder of Route 57	To be paved by MassDOT in FY24; scope webinar attended Jon/Brad
July 10-20 storm damage	Done-see below
MEMA emergency	No reimbursement from MEMA
Rte 57 noname bridge	Bridge open
WRAP grant	Extension granted, now prepaid by 7/15
Silver Brook detour	Done
<b>Chapter 90, FY24 projects</b>	<b>Town Hill , TH &amp; DPW parking lot, Silverbrook top and bottom</b>
Heavy Equipment Rental bid	Signed
Town Hill potholes	Complete
<b>blanket NOI</b>	<b>Con Comm not meeting in January!</b>
DPW septic	Perc test performed on 8/9; plans submitted to BoH
<b>GPS install</b>	<b>All vehicles hooked up - Ambulance still needs to be removed</b>
DPW maintenance calendar	Updated weekly

**Facilities**

Library, OTH roof	Contractor approved 8/28
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**Building Dept.**

<b>Pilbin</b>	<b>Back in court 1/17/24, currently trying to live in tent</b>
Sampson	Driveway permit granted
Carroll - 12 Dodd	Currently in compliance...
Konstam - 19 Clark	Dilapidated RV letter sent; waiting for Paul to condemn building
Building Condemnation	see MGL, ch. 134; passed on to Steve
Silverbrook bar	ConComm signed off
172 Town Hill Rd	Permit for deck?

**Town Manager**

FRRSD RAAC	RAAC meeting monthly
Job descriptions	Posted on website
Contracts	In progress to post on website
Employee reviews (FY23)	In progress
Broadband Rte. 8 - 2 homes	Make-ready in progress
<b>IT grant bid</b>	<b>Scheduling with Pallen now</b>
ADA Planning grant	Will apply for FY24
Town Charter grant	In progress
EMS feasibility study grant	In progress
MIIA risk management grant	apply for FY24, deadline?
FY25 MassWorks/Strap grant	Dodd, Fox, ???
Rudolph land sale	Waiting for Parsons to survey; buyers must do title search first
Bylaw review grant	BNRC. No capacity
SB/TM special act	APPROVED
Spectrum phone system	No capacity for "Fiber-to-home" connections!
Town Facebook Page	Created

**Planning Board**

Cannabis bylaw	No update
Camping bylaw	No update
Business District zoning bylaw	In progress

**Projects Completed**

**Jobs postings**

Job posting - Asst. Treas/Coll	Filled
Job posting - PSO	Filled
Job posting - Building Handy Man	Filled

Job posting - Webmaster	N/A
Job posting - DPW Asst.	Filled
Job posting - Animal inspector	Filled
Job posting - Planning Board asst.	Filled
Job posting - Animal Control Officer	Filled

Janey's status - exempt / nonexempt	Nonexempt-no action needed
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**DPW**

FY24 Solid Waste Contract	Roger's contract signed
FY24 SMRP contract	Signed
Fuel bids, FY24	Signed
Materials bids, FY24	Signed
Surplus 1996 fire truck	Sold
New tractor delivered	Old tractor traded in for \$16,500
Town Hall sign	Complete
Town Hall Annex	"Annex" removed from Town Hall
Move container to dump	Complete
Potholes	Complete
Line painting	Complete
Chpt 90 - Town Hill Road resurfacing	Complete
Letter to MassDOT re: funding	MassDOT paying extra \$352k, new contract signed
Rte. 183/57 paving	Complete
Silverbrook Bridge replacement (Grant)	See above Letter to MassDOT
WRAP grant	Contract executed
FY23 Tree work bid	Bid complete
FY23 Yanner Park mowing	Complete

**Town Manager**

Minery	Mass Audubon pays Minery taxes: \$187,767.39
Colonial Power contract (electric rate), FY24	Signed - 1 yr. / new rate postcard sent, postcard on website
Set Tax Rate (classification hearing), FY23	Complete
Tax Rate Recap sheet, FY23	Complete
FY23 books, FY23	Closed
Certify free cash, FY23	Certified
DayDreamz	Commencement notice received: May 15 first sale
Capital Plan - Fleet	Reviewed with SB on 2/10/23
Capital Plan - Facilities	Rough draft courtesy of Steve
FY24 Budget process	Meeting with SB weekly
FY24 budget request sheets	Reviewing
FY24 budget calendar	Final
Town Charter Committee	Full committee appointed
Town Manager Special Act	Forwarded to Smitty by Town Clerk on 1/10/23 (7 weeks after vote)
STM warrant	RDA amendment sent to School Committee by Town Clerk on 1/10/23 (7 weeks after vote)
Permit Eyes	Training complete; receiving grant for upgrade
Financial Policies	FINAL and Posted
Broadband town buidlings hookups	Town buildings all hooked up to Spectrum
Update MIIA vehicle list	\$6k insurance savings!
Ambulance contract with Tolland	Tolland terminated agreement
Update Town and Zoning bylaws	Article 20 (Cannabis) on hold
FRRSD RDA restatement	RAAC on SB agenda for 2/13
Town Hall Annex leak	Fixed
Old Town Hall roof leak	No claims covered: MIIA
Old Town Hall sink clog	Steve/Janey will call Cavanaugh
Old Townh Hall door	Fixed by Steve

Inventory auction	\$92.5k plus so far
MIIA Unemployment Services Program	Complete
MIIA bid for town health insurance (BHG)	Complete
CC Best Practices Grant - Town Charter	Grant awarded for \$16,500 - kick-off mtg 12/9
CC Best Practices Grant - Public Safety	Grant awarded for \$36,000 - contract approved
CC IT Grant	Grant awarded for \$75,000 - subject to 30B waiting to hear from OSD
MIIA risk management grant	Grant awarded for partial payment of GPS; Brad ordered GPS
BRPC PermitEyes grant	Grant awarded for PermitEyes software upgrade, ~\$4,000
Police Cruiser accident	Bodywork complete; covered by insurance