

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
Green Committee heat pump project
Library grant

TBD
Approved for Town Hall, Library next year
Need update

DPW

Remainder of Route 57
July 10-20 storm damage
MEMA emergency
Rte 57 noname bridge
WRAP grant
Silver Brook detour

To be paved by MassDOT in FY24; scope webinar attended Jon/Brad
Done-see below
No reimbursement from MEMA
Bridge open
Extension granted, now prepaid by 7/15
Done

Chapter 90, FY24 projects

Town Hill , TH & DPW parking lot, Silverbrook top and bottom

Heavy Equipment Rental bid
Town Hill potholes

Signed
Complete

blanket NOI

Con Comm not meeting in January!

DPW septic

Perc test performed on 8/9; plans submitted to BoH

GPS install

All vehicles hooked up - Ambulance still needs to be removed

DPW maintenance calendar

Updated weekly

Facilities

Library, OTH roof

Contractor approved 8/28

Building Dept.

Pilbin

Back in court 1/17/24, currently trying to live in tent

Sampson
Carroll - 12 Dodd
Konstam - 19 Clark
Building Condemnation
Silverbrook bar
172 Town Hill Rd

Driveway permit granted
Currently in compliance...
Dilapidated RV letter sent; waiting for Paul to condemn building
see MGL, ch. 134; passed on to Steve
ConComm signed off
Permit for deck?

Town Manager

FRRSD RAAC
Job descriptions
Contracts
Employee reviews (FY23)
Broadband Rte. 8 - 2 homes

RAAC meeting monthly
Posted on website
In progress to post on website
In progress
Make-ready in progress

IT grant bid

Scheduling with Pallen now

ADA Planning grant
Town Charter grant
EMS feasibility study grant
MIIA risk management grant
FY25 MassWorks/Strap grant
Rudolph land sale
Bylaw review grant
SB/TM special act
Spectrum phone system
Town Facebook Page

Will apply for FY24
In progress
In progress
apply for FY24, deadline?
Dodd, Fox, ???
Waiting for Parsons to survey; buyers must do title search first
BNRC. No capacity
APPROVED
No capacity for "Fiber-to-home" connections!
Created

Planning Board

Cannabis bylaw
Camping bylaw
Business District zoning bylaw

No update
No update
In progress

Projects Completed

Jobs postings

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

Filled
Filled
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
-------------------------------------	----------------------------

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