



MEMORANDUM

TO: Select Board

FROM: Clancy Main, Acting Town Manager

CC: Robert Maynard, Director of Administrative Services

SUBJECT: Town Manager's Report, October 7, 2024

DATE: October 3, 2024

Three Month Look Ahead

As the Select Board approaches the selection of a permanent Town Manager in the next few months my focus will be on making sure the new permanent Town Manager will have a smooth transition.

I plan to have the tax rate set and the budget documents to the Department Heads early to allow ample time and reduce chaos during the process. I will also be making sure that our ARPA allocation is either fully allocated or spent by the 12/31/2024 deadline. As well as moving the Town Wide Audit, North Billerica Fire Station, Town Website, Skate Park, and Police Space needs study towards the early stages and continuing the current building projects.

After the permanent Town Manager is in place the Board should then pursue further conversation about the Council on Aging, ADU's, Sewer Contracts, a Land Bank Policy, Town Center Safety Improvements and other Board goals.

Town Meeting Wrap Up

Article 7 - I spoke with Recreation Director David Grubb about the Skate Park. He spoke to the designer and expects this project to be out to bid soon. The designer understands the urgency as part of the funding needs to be allocated by the end of the calendar year.

Article 12 – I reached out to Marcum ([Government | Marcum LLP | Accountants and Advisors](#)) who will be performing the Town Wide Financial and Risk Analysis Audit. I will be sending them a letter to proceed on October 9th and having a kickoff meeting with them next week.

Article 14 – I have spoken to Town Counsel they will be writing up a purchase and sale for the land. The Town has also notified Left Field and Galante Architects to proceed with next steps after October 9th.

Article 16 – I emailed with out preferred website vendor. ([jgpr.net](#)) They have sent the contract, and I expect to sign after the Town Meeting funding deadline passes and a review from Town Counsel. Robert Maynard will be running this project.

Article 26 – I spoke with Hamdi Cobanoglu from Left Field he has prepared the ad and will place it out for bid after the referendum deadline passes.

Article 31 – I expect to have a final meeting with the neighborhood next week and a final thumbs up from the Select Board on the 21st. There is some urgency to spend or allocate \$400,000 by the end of the calendar year due to the ARPA Funds.

Playground Capital – Facilities Director Bob Sallese has \$2,500 in his budget for a playground safety inspection. Once completed this will be the foundation for the repair plan.

DPW Articles – I have not connected with the DPW Director, but will have more information on Monday night.

No Parking – Covington

During a recent public hearing it was brought to my attention that the neighbors are having issues with various trucks idling / parking on Covington during the lunch hours. I will be asking the Board at a future meeting to have no parking signs installed in that area. I need to have a further conversation and recommendations from the Building Commissioner and Police Chief.