

## **Town Manager Report to the Board of Selectmen**

### **Monday, June 17, 2019**

- Open positions in Town Hall –
  - Leticia Barreira, our new Accounts Payable/Benefits Coordinator started training in the Finance Department, but will continue to help us staff the Town Clerk's Office during our search for her replacement.
  - The Administrative Clerk position in the Town Clerk's office has been posted internally and will be posted externally beginning tomorrow. We already have at least two candidates interested, who had interviewed for other positions in town.
  - The Assistant to the Town Manager position has been offered to and accepted by Michelle Lee Carroll, who comes to us from Danvers. Michelle Lee's first day will be July 1.
  - I conducted a second interview with a Director of Assessing Candidate last week and am in the midst of conducting reference checks. I will also be reaching out to involve the Board of Assessors before making a final decision.
  - We have second interviews with three finalist candidates for the Treasurer/Collector position scheduled for tomorrow (Tuesday, June 18) afternoon.
  - Lastly, I have reached out to Wilma McDonald and will be providing you with her resume for her appointment as a temporary, part-time Town Clerk on the July 1 Board of Selectmen agenda.
  
- The town's annual fireworks event at Patton Park is scheduled for this Saturday and Parks and Recreation Director Sean Timmons will be addressing you shortly to discuss that event and the various summertime programs being offered through the Parks and Recreation Department.
  
- We have signed our new contracts with Beauport to manage the Ambulance and COA van service. There will be no interruption of service to town residents and I discussed with John Morris of Beauport that we may ask him in to meet with the Board at a meeting later this summer.
  
- I notified Town Counsel last week that we would not be renewing the town's annual Retainer Agreement for Town Counsel Services. I will have a recommendation for Town Counsel services for FY 2020 at your next meeting.

- The Town received notification last week that we have been awarded a \$15,000 Municipal Vulnerability Preparedness (MVP) Planning Grant to assist the town with conducting its own MVP workshops, later this year. I want to publicly thank Anne Gero, who assisted me with the grant application and also helped to garner support for the process by bringing it before the Board of Selectmen earlier this year. I am planning to meet with Anne later this week to discuss next steps. I expect to have the state contract with the MVP program signed by late this week and then the town will have to identify an MVP certified planning consultant to assist us with our workshop planning and report preparation.
  
- **Update on Town Manager Goals:**
  - Self-Sufficiency of the Patton Homestead – The stables at the Patton Homestead have been cleaned and prepared to be able to host events. Kaleigh and I have had a couple of meetings already with interested parties and we have another meeting scheduled for next week with a group interested in doing an event there. The Homestead recently hosted a Boy Scouts camp out on the grounds for the third year in a row. The Conservation Commission is likely to vote on a request that it be granted stewardship of a larger area of the Homestead grounds, in particular they are seeking to protect wetlands on the property that was not originally put under their authority.
  - Chebacco Road/Well Exploration and Manchester – Nothing new to report on this at this time.
  - Master Planning/ Housing Master Plan updates – Nothing new to report on this at this time.
  - Town Hall Renovations – The Town Hall Building/Renovation Committee will appear before the Board of Selectmen Monday night to update the Board on their progress and ask for direction moving forward.