



TOWN ADMINISTRATOR'S REPORT

January 2, 2019

ADMINISTRATION:

- A parking space reserved for veterans is now located in front of the Police Department public entrance. This action is in accordance with the state's recently established BRAVE Act.
- TA Greg Johnson continues to develop the Fiscal Year 2020 annual budget with Finance Director Mike Guzzo. Both are working with the Finance Committee and a capital working group towards production of a comprehensive budget proposal.
- Representatives from the state's Department of Housing and Community Development (DHCD) met with town staff to audit and consolidate Community Development Block Grant funding already granted to the town.
- TA Greg Johnson hosted a meeting at Open Table with local municipal representatives and town staff to receive information regarding parking, pickups and drop-offs scheduling for customers of the non-profit. Town staff will continue to work with Open Table to ensure a safe, neighborly strategy for their traffic scheme.

PLANNING AND ECONOMIC DEVELOPMENT:

- A pilot "**Adopt a Space**" program is being developed to be rolled out in 2019. The program allows business, group, or individual "sponsors" to maintain a designated portion of public property. The sponsor typically places a sign with their name on it in the sponsorship location. This program will be administered by the Office of Municipal Services.
- The Master Plan Steering Committee (MPSC) is conducting outreach with town boards and committees to gain their input into the various **Master Plan "elements"** (chapters).

CONSERVATION:

- The Conservation Commission welcomes **Christopher Butler** as a new member, bringing the commission back to official capacity.
 - The Trail Keepers group will meet in mid to late January to **walk the Assabet River Blue/Green Trail** to assess current conditions, pick up litter, and possibly do some light trimming work.
 - The **responses from the Open Space and Recreation Plan survey** are being analyzed and adapted into goals and objectives for the next seven years.
 - Currently there applications for **four projects** in front of the Conservation Commission, including: one Stormwater Permit, one Request for Determination, one Request for an Amended Order of Conditions, and one Request for a Certificate of Compliance.
 - The commission continues moving forward in its interest in purchasing the **18 Winter Street property**. The owner has responded with a sales price and the commission is reviewing the logistics to land acquisition. The owner has also given the commission permission to visit the property.
 - The commission has received commentary back from the Community Preservation Committee (CPC) regarding its **2018 CPC funding applications**. The Agent will attend the CPC's first meeting in January to answer any questions.
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- The commission is working on a streamlined application process for those requesting to **tree removal** within resource areas and buffer zones.
- The Conservation Agent is working with Town Counsel on the acceptance of a **land donation** off of Dewey Street.



LIBRARY

- All filters have been changed on HVAC units. Carpet replacement preparations are underway for the **Roosevelt Room**.
- Seven people attended the **Salary and Benefits Negotiation Program** with Gary Gekow (<http://www.resumeyourcareer.com/about.html>).
- The Friends of the Library have approved \$1,500 in funding to provide **Kanopy**, an on-demand streaming video service featuring over 30,000 films, documentaries, children's programming, and instructional videos. Steve Weiner will be working with Kanopy soon to set up a patron limit and other pending details.
- There were 65 attendees at our 3 sessions of **Baby Storytime!** Family STEM Night using Snap Circuits only registered 5 people, and 23 people came to the two November dates for *Make It, Take It* gift making session.
- 543 items were added to the collection and 22 items withdrawn, bringing our **current collection size** to 79,629 items.
- **Karen Weir** will be retiring on January 24, 2019 after 30 years at the library. A gathering to celebrate her retirement is scheduled for Saturday, February 2nd, from 2-4PM at the library – all are invited! After posting the vacancy within union, Casey Petipas-Haggerty, the current part-time Young Adult Librarian, has accepted the job offer for the position and will begin her new role on January 28, 2019.

