

# **TOWN MANAGERS REPORT**

**01/03/2022**

*Incorporated 1669*  
*352 Years of Progress*



CRANBERRY CAPITAL  
OF THE WORLD



**Town of Middleborough**  
*Massachusetts*

ROBERT G. NUNES  
Town Manager

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**Town Manager's Report**

**December 29, 2021**

12/13/21 – 12/29/21

**Team Meetings**

**1. Finance**

- a. FY23 Budget
- b. Hague, Sahady Auditing Firm
- c. CARES/ARPA
- d. Harper's payroll system
- e. IT projects
- f. Abatements
- g. Peirce Building/Transportation office
- h. End of Year School reimbursement
- i. School finance update

**Zoom Meetings/Telephone Meetings with Department Head**

**1. IT Director**

- a. Vacant position
- b. Review FY23 IT Budget

**2. Housing Authority Director**

- a. Community Preservation Committee update
- b. COVID update
- c. Vacancies
- d. Nemasket building project
- e. Executive Director search
- f. FY22 Budget
- g. 8 Station Street
- h. Woodlands
- i. 40B lottery

**3. Director of Economic and Community Development**

- a. Discussion with representatives of Mass Development and Selectman Demers on the redevelopment of the Peirce Building
  - Overview of Peirce Building
  - Overview of Mass Development
  - Real Estate Technical Assistance Program
  - Community One Stop Grant Program
  - Community engagement
  - Mass Development Scope of Service

- Request for Proposal assistance
- Private sector opportunities
- Economic/Community Development project
- Municipal/private use
- Grant awards up to \$50,000.00

**4. Fire Chief**

- a. COVID testing
- b. Review of FY23 Fire Budget

**5. Health Officer, Fire Chief**

- a. At home COVID tests
- b. Delivery/Distribution

**6. IT Director**

- a. Staffing

**7. DPW Director, Water Superintendent**

- a. Discussion with a representative of Amory Engineering and developer
  - Land on West Grove Street
  - Tax title parcels
  - Land swap
  - Procurement
  - Zoning change
  - Town Meeting
  - Next steps

**8. DPW Director, Sewer Superintendent**

- a. Review FY23 Wastewater Department Budget
- b. Staffing

**9. DPW Director, Water Superintendent**

- a. Review FY23 Water Department Budget
- b. Staffing

**10. DPW Director**

- a. Review FY23 Sanitation, DPW Administration, Tree and Highway Budgets

**11. Fire Chief, Health Office**

- a. At home COVID test kits delivery
- b. Housing Authority
- c. Council on Aging
- d. Distribution

**12. COA Director**

- a. Review FY23 COA Budget
- b. COVID test kits
- c. Programming/Activities/Meals on Wheels
- d. Transportation/Drivers
- e. Building issues/Clogged drain pipe

**13. Director of Economic and Community Development, Planner**

- a. Discussion with state transportation officials on Wayfinding for the South Coast Rail Station
  - Signage
  - Traffic mitigation
  - Sign installation schedule

**14. Library Director**

- a. Review FY23 Budget
- b. Board vacancy
- c. Tech Times
- d. Building issues
- e. IT
- f. COVID
- g. Friends of the Library

**15. Treasurer/Collector**

- a. Discussion with officials from the Group Insurance Commission (GIC)
  - Health Benefits procurement
  - Engagement
  - Current enrollment
  - Priorities
  - Renewal process

**16. Facilities Manager**

- a. Mask advisory
- b. Custodial
- c. Elevator inspections
- d. Former DPW demolition
- e. Town Hall
  - HVAC
  - Dome
  - Pest control
- f. Town Hall Annex
  - HVAC
- g. Green School
  - Foundation
- h. Oliver House
  - Interior paint project
  - Events
- i. Peirce Building
  - Window project
  - Building update
- j. Animal Shelter repairs
- k. Council on Aging pipe backup
- l. Library electrical work

**17. Police Chief**

- a. Review FY23 Department Budget

**18. Park Superintendent**

- b. Review FY23 Department Budget
- c. Basketball Court (STM article)
- d. Skate Park email
- e. Projects

**19. DPW Director, Water Superintendent**

- a. Discussion with Attorney Shirin Everett of KP Law, a representative of Amory Engineering and property owner
  - Future Town water source
  - Tax title property
  - Land transfer
  - Procurement process
  - Land appraisal
  - Annual Town Meeting
  - Board of Selectmen's meeting

**20. Facilities Manager**

- a. Review of the FY23 Department Budget

**Building Committee Meeting**

None

**Town Committee Meeting**

**1. Peirce Building Reuse Committee**

- a. Presentation from Design Associates
- b. Potential uses of town departments
- c. Mass Development update
- d. Public/private partnership
- e. Building update
- f. Plan for public survey, community feedback and stakeholder engagement

**Building Construction Job Meeting**

None

**Project Review Committee Meeting**

None

**Downtown Improvement Committee Meeting (12/14/21)**

- 1. Finalization of Downtown branding story
- 2. Logo design
- 3. Color palette
- 4. Local Recovery projects

**Downtown Improvement Committee Meeting (12/27/21)**

- 1. Final selection for logo and color palette

**Town Manager's Facebook Page (12/10/21 – 12/28/21)**

- 5,531 Followers
- 92,122 Posts reached
- 38 Posts e.g. Community Events, Town Government Information

**Cannabis Host Community Agreement (HCA) Negotiations**

None

**Meetings with Vendors/Contractors who have a contract with the Town, Businesses, Non-Profit Organizations**

1. Discussion with Selectmen Dalpe, Germain and Attorney Gregg Corbo
  - a. Manufactured Housing Community Regulations
  - b. Board of Selectmen meeting

**Communication with Federal, State and Local Government Agencies/Departments**

None

**FY21 Strategic Plan**

1. Implementation of FY22 Strategic Plan is ongoing

**Technical Assistance**

None

**Appointments/Reappointments**

None

**Contract Negotiations**

None

**This Town Manager's Report does not include a log for time spent interacting with residents/constituents, business owners, meeting prep time, day-to-day management issues or attendance at community events.**