



TOWN ADMINISTRATOR REPORT



February 4, 2025

ADMINISTRATION

- Town Administrator (TA) Johnson and Assistant Town Administrator (ATA) Stephanie Duggan are expecting to begin regular collective bargaining agreement negotiations with the LIUNA Professionals union and LIUNA Laborers union. TA Johnson expects to begin negotiations with Director of Public Works (DPW) Justin DeMarco.
- TA Johnson and Executive Director of the Office of Municipal Services (OMS) Steve Silverstein opened the proposals for the sale of 61-63 Summer Street (old Fowler School). An evaluation team reviewed the proposals and a recommendation for the Select Board will be developed after some questions of Counsel are answered.
- TA Johnson briefed the Budget Sub Committee on Wednesday, January 22, 2025, with his recommendations for the Fiscal Year 2026 (FY26) General Fund budget and capital improvement plan (CIP).
- TA Johnson and ATA Duggan attended the “Connect 351” annual conference of the Massachusetts Municipal Association (MMA) at the Seaport District, Boston, on January 23-25, 2025.
- An Insurance Advisory Committee (IAC) meeting, composed of union and other employee representation, was held for Tuesday, January 28, 2025, to review reports from the town’s health insurance provider, MIIA, provided at the MMA Annual Conference.
- TA Johnson submitted the application to the MassSaves hosted grant for a Municipal Energy Manager, as endorsed by the town’s Sustainability Committee.
- TA Johnson submitted the pre-contract application to the Executive Office for Housing and Economic Development (EOHED) for the MassWorks grant contract to perform designs for the construction of upgrades to the Powder Mill Road sewer pump station.
- TA Johnson and Executive Director of OMS Steve Silverstein opened the submissions to the Request For Proposals (RFP) seeking space to lease for a new Senior Center. An evaluation team may be formed at the initiative of TA Johnson as Chief Procurement Officer to rank the submissions.
- Fire Fighter Billings graduated from the state Fire Academy in Stow on Friday, January 31, 2025.

- TA Johnson and Fire Chief Lawless met with resident/student Siena Hesbach to hear her proposal for support to install AEDs at key locations around town and school facilities, in support of Siena's goals to achieve her Girl Scout Gold Award. More information was needed by town and school staff before endorsing the proposal.
- Town staff are scheduled to receive Work Place Harassment training on Tuesday, February 12, 2025, as hosted by the town's liability insurance provider, MIIA.
- TA Johnson is expected to attend the Green Meadow School Building Committee on Wednesday, February 12, 2025, to deliberate on the General Contractor bids received for the new school project.
- TA Johnson and staff are expected to attend the upcoming Town Charter directed Joint Budget Review, scheduled for Saturday, February 8, 2025, at 9am at the Fire Station, Sudbury Street.
- Town Office are to be closed Monday, February 17, 2025, in observance of Presidents Day.
- TA Johnson is planning to take vacation April 18-27, 2025 to travel to Ireland with his family.
- Thanks to all the operators of Public Works and contractors who work hard during snow and ice storms to keep roads safe and trafficable. Every time is stressful and critical, and Town Administration is grateful for their commitment and selfless service.