



Shaun A. Suhoski, Town Manager
 Email: ssuhoski@townofathol.org

Bridget A. Sullivan, Administrative Asst.
 Email: selectmen@townofathol.org

MEMORANDUM

TO: Athol Board of Selectmen
 FR: Shaun A. Suhoski, Town Manager
 RE: Town Manager’s Report
 DT: October 2, 2018

Dear Board: Please see following update for tonight’s meeting.

Bond Anticipation Notes: The Finance Team held a conference call with bond advisor Lynne Foster-Welsh last week to develop a plan to manage the maturing bond anticipation note (BAN) for the elementary school while also facilitating the three capital projects approved at the March 2018 special town meeting. The following table outlines the issuance of \$6.925 million in BANs:

<u>This Issue Amount</u>	<u>Purpose</u>	<u>Statutory Authorization (MGL)</u>	<u>Vote Date</u>	<u>Article</u>	<u>Outstanding in BAN's (1)</u>	<u>New Money</u>
3,430,000	Athol Elementary School	Ch. 70B	1-13-14	1	\$3,430,000	--
2,640,000	Exchange Street Bridge	Ch. 44, s. 7(1)	3-05-18	4	-	2,640,000
575,000	DPW Garage Roof	Ch. 44, s. 7(1)	3-05-18	4	-	575,000
280,000	Pleasant St. Sidewalks	Ch. 44, s.7(1)	3-05-18	4	-	280,000
<u>\$6,925,000</u>						

(1) This amount is currently outstanding in bond anticipation notes maturing on November 1, 2018. Proceeds of the Notes, in part, will be used to redeem the notes.

The current BAN for the school matures on November 8, however the MSBA audit of the elementary school project will not be completed until the end of 2018.

By issuing the BAN with notes to mature in August 2019 the Town can proceed with its projects, allow final close-out of the school project, and budget firm debt service costs in the FY20 budget.

Due to the need for the Board to execute the usual raft of documents the week of October 22, we are requesting you to schedule a special meeting to take any required votes and execute the bonds.

Staffing Updates:

Fire Chief – Following a search process that yielded 24 applicants, five preliminary interviews conducted by the search committee, a detailed second interview with the committee's selected finalist by the Town Manager and completion of reference checks, I am pleased to report that Joseph P. Guarnera has accepted the position of Fire Chief / Emergency Management Director for the Town of Athol. He will be available for a public meet-and-greet on October 16 at 6pm in Memorial Hall followed by the ceremonial oath of office being administered by the Town Clerk in the Rotunda at approximately 6:35 p.m. Thereafter Chief Guarnera will be introduced at the Board's meeting at 7:00 p.m.

Building Supt. / Custodian – From a pool of 19 total applicants, Asst. DPW Supt. Richard Kilhart and Office Manager Diana Cooley narrowed the field to seven candidates and conducted preliminary interviews. Dick and Diana agreed upon two finalist candidates that were brought back for second interviews with DPW Supt. Doug Walsh, Administrative Assistant Bridget Sullivan and the Town Manager. From these two very qualified candidates I am pleased to announce that John Duguay, Jr. was the unanimous pick and has been appointed to the position of Building Supt. / Custodian for Athol Town Hall. Mr. Duguay's significant hands-on experience, knowledge and demonstrated work ethic will be valuable assets as the Town looks to restore the luster of the Memorial Building in advance of its 100th Anniversary in a few years. He begins his duties on October 15; just in time for the Fall Town Meeting.

Assistant Treasurer – Melanie Rajaniemi has resigned her position effective October 15 to accept a position as Treasurer in another central Mass. community. She is very excited about her new opportunity and we wish her well on her promotion. The vacancy will be immediately posted internally per the SEIU contract and externally thereafter if needed. Melanie has offered to work part-time on administrative matters if needed during the transition.

Hannaford Announcement: I received a telephone call from the Hannaford corporate office advising that, beginning in the next week or two, the store will seek to promote the use of reusable bags by instituting a five-cent-per-bag fee for paper bags. Folks with questions can call Hannaford's communications department at 207-885-7175.

Taco Bell Job Fair: Taco Bell has reserved Town Hall for a job fair on Thursday, October 4 from 9am to 4pm in Memorial Hall. They may schedule an additional outreach the following week.

Miscellaneous:

- Participated in Route 2 Task Force meeting; MART hopes to put forward material for public discussion in the coming months.
- Attended MART Advisory Board and expressed need for local transportation services.
- Attended Finance and Warrant Advisory Committee meeting to review Fall Town Meeting articles with Finance Team members, the DPW Supt., Police Lieutenant and Lead Dispatcher and board member from NEECA.