

Town Administrator Report
January 20, 2015

1. QRTP.

- a. Encroachment permit has been finally resolved and the permit was issued on January 6, 2015. On January 13, 2015, Tully Construction began work on the bridge project with guiderails removed and clearing and grubbing began. See pictures.





- b. Contract No. 2 Roadway Construction/Utilities Installation has gone out to bid and bids will be opened at Tuesday's Selectmen's meeting.
 - c. Contract No. 4 Sewer Pump Station and force main is tentatively slated to go out to bid on January 16 and bids slated to be opened at Selectmen's meeting on February 17.
 - d. Gas Main construction. Sizing information has been provided to Yankee Gas and they are in process of reviewing the data before determining the route for the line and the sizing. Timing of the Y construction will be provided to the Yankee Gas representatives to impress upon them the urgency of an expedited decision.
 - e. Final design work is in preparation for the water line installation with the expected construction start date of this spring.
 - f. The Regional Community YMCA is slated to hold their official groundbreaking ceremony on Thursday, January 22, at 10 a.m.
2. WPCA. Continue to research and provide information to the two firms pre-qualified to submit Request for Proposals for public-private partnership for operation, maintenance and managements of the WPCA water and sewer facilities. A mandatory Pre-Proposal Conference is slated for Tuesday, January 27, with firms. RFP's are due on April 1.
 3. Financial Condition. Prepared to report at Tuesday's Selectmen's meeting.
 4. Drug Free Communities and STOP Act Grant Renewals. We have completed and submitted our STOP Act grant renewal application for \$50,000 for 2015-2016. Drug Free Communities grant renewal application for \$125,000 will be completed by the end of next week.

5. Codification. Held two working sessions with Town Attorney St. Onge to review draft Town Code and list items that have to be revised or corrected to be included in final Town Code to be presented to voters to approve. Some existing ordinances will have to be amended and approved by town voters. Results of our research will be provided to General Government Committee at their January 14 meeting.
6. Meetings. Attended regular monthly meetings of the Economic Development Commission, Redevelopment Agency, Putnam PRIDE and WPCA. My roles vary at each agency meeting from providing updates on projects at some and financial reports at others. In addition, I attended the High School Building Committee meeting and the Council of Small Town's Annual Meeting.
7. Clean Energy Initiatives. Mayor has signed engagement letter with Attorney Paul Michaud to develop a solar system on the old municipal solid waste landfill. Attorney Michaud has already provided us with a RFP and is currently being reviewed. A meeting has been scheduled for Monday, January 20, with representatives from Green Power Solutions concerning the installation of an anaerobic digester facility at Miller's Farm in South Woodstock.