

# **Town Administrator Update**



**January 7, 2025**

- I will be meeting with Building Commissioner Fitzpatrick to discuss the Candle Light property next week. This is one piece of a large upcoming Northern 114 Corridor Study discussion.
- The Locust St property was put on pause at the end of the year as our team worked to respond to more urgent STM matters. We are picking up the file again and looking to move forward on developing an RFP to shape the sale of that property
- Brian Laroche, our OPM from PCA 360, will be joining us at your next meeting to give a “midway” financial update for the Municipal Campus project.
- We are in the process of meeting with every Department Head to review budgets for FY26. A huge thanks to Finance Director Wood for all of her work gathering this data.
- The Treasurer’s Office online payments portal has switched from Unipay to City Hall Systems. Please be mindful of this change when making your online payments.
- “Budget Saturday” will be held on Saturday, February 1<sup>st</sup>. While this is typically run as more of an informal workshop format, we are making the change to record the proceedings this year with the hope that the videos will help with public outreach for the proposed override. The meeting will start promptly at 8:30am.
- I have made contact with Ralph Romano, District Operations Engineer for the MassDOT District 4 office. He expressed that the design will be finalized around late February, with installation to occur in the Spring/Early summer depending on weather.
- I will be joining the Library Board of Trustees for their upcoming Monday, January 13<sup>th</sup> meeting.
- The Planning Board, ZBA, Affordable Housing Trust and Master Plan Committee will be meeting tomorrow evening to participate in a presentation from Town Planner Anna B. Carmer to lay out initiatives for the next few years.
- Executive Session items for the agenda this evening have been moved to a future date to ensure a full Board is present to participate in the conversation.

Respectfully submitted,

Justin Sultzbach  
Town Administrator