



TOWN OF HOLDEN
MASSACHUSETTS
OFFICE OF THE TOWN MANAGER

Jacquelyn M. Kelly
Town Manager

January 15, 2016

TO: Board of Selectmen
FROM: Jacquelyn M. Kelly
Town Manager
SUBJECT: *Town Manager Update*

- 1. 2016 Political Calendar** – Enclosed is the 2016 Political Calendar prepared by Cheryl Jenkins, Town Clerk. Note that our annual Town Election will be held on Monday, May 9, 2016, and Annual Town Meeting will be held on Monday, May 16, 2016.

The Presidential Primary election is March 1, 2016. There will be a State Primary on September 8, 2016 which is a Thursday. The general election will be November 8, 2016.

The State has passed legislation that will permit early voting. The details and coordination of early voting have yet to be finalized by the Secretary of State's Office. The Board of Selectmen do not need to vote on this law.

Information **Vote** **Signature**

- 2. Updated Meeting Schedule** – Enclosed is an updated Selectmen Meeting Schedule through June 2016.

Information **Vote** **Signature**

- 3. Starbard Scholarship** – Enclosed is a reconciliation of the Lloyd Starbard Scholarship Fund as of December 31, 2015, prepared by Sharon Lowder, Treasurer/ Collector. The Selectmen last awarded two scholarships at \$600 in August 2014.

Information **Vote** **Signature**

- 4. City of Worcester Stage 1 Drought** – Attached for your information is a packet of information and notice from the City of Worcester declaring a Stage 1 Drought. The drought has occurred due to overall weather patterns in past years. The Town will be required to take some measures including public notifications. Mr. Woodsmall will be available at your meeting on Tuesday should you have any questions regarding this issue.

Information [X]

Vote []

Signature []

- 5. Outdoor Burning Permits** – Outdoor burning permits are available through the Holden Fire Department and the Town's website. The outdoor burning 'season' usually lasts from mid-January through May first, depending on the Fire Chief's assessment of conditions.

Information [X]

Vote []

Signature []

- 6. HMLD Monthly Report** – Enclosed is a monthly report for December 2015 prepared by Jim Robinson, Holden Municipal Light Department General Manager. I would also like to take this opportunity to announce that former Line Foreman Garry Tupper has been promoted to General Foreman to take the place of Mike Flagg who retired effective January 4, 2016. We congratulate Barry and wish him well in his new position and responsibilities at the Holden Municipal Light Department.

Information [X]

Vote []

Signature []

- 7. Third Quarter Tax Bills** – The tax bills sent out for the third quarter reflect only a quarterly payment, due on February 1, 2016. Another bill will be sent out for the fourth quarterly payment due by May 2nd. The extra postage and processing for the fourth quarter bill was included in this year's budget. This is an additional service for our taxpayers.

Information [X]

Vote []

Signature []

- 8. River Street Bridge** – The Massachusetts Department of Transportation will be replacing the bridge on River Street, at Harris Street, which spans the Quinapoxet River. According to Mass DOT, the construction contract was awarded to Tully Construction on January 6, 2016. MassDOT has not yet issued the Notice to Proceed. Typically there are a few months of shop drawing approvals etc. before the physical work takes place. We would expect to see construction activities pick up in the spring.

Information [X]

Vote []

Signature []

- 9. Save the Date** – Enclosed is the *Save the Date* flyer that will be going out in the light bills. The information covers town activities and events from January through June 2016.

Information [X]

Vote []

Signature []

Town Manager's Update 1-15-16

Please note that Monday, January 18, 2016 is Martin Luther King Day and town offices will be closed. We will put up notices on our media pages and on the door.

Please contact me should you have any questions concerning this memorandum.

Jacquelyn M. Kelly
Town Manager

Cc: Department Heads