



TOWN OF HOLDEN
MASSACHUSETTS
OFFICE OF THE TOWN MANAGER

Jacquelyn M. Kelly
Town Manager

October 2, 2015

TO: Board of Selectmen

FROM: Jacquelyn M. Kelly
Town Manager

SUBJECT: *Town Manager Update*

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- 1. Wrap-Up of Summer Pool Programs** – Enclosed is a summary of the Pool programs and participation prepared by Denise Morano. Last summer we had 42,601 visitors to our pool and 1,652 participants in our programs. Passes sold and revenue from 2015 are as follows:

Family Pool Memberships	567	\$52,731
Single Memberships	760	\$19,983
Non-resident Memberships	409	\$31,902
Day-pass Revenue		\$44,190
Snack Bar		\$17,283
Program/ Class Revenue		\$51,016
All-Day Program		\$73,786
Total		\$290,891

Further information and analysis of the above data is included in the attached. I would like to thank Denise Morano and her staff for another successful swim season. Our municipal pool facility provides outstanding programming, activities, and safety. Congratulations and kudos to the Recreation staff and the DPW staff that operate and maintain this facility. It's an enormous amount of work to provide the quality pool and programs that we consistently offer.

Information [X]

Vote []

Signature []

- 2. Holiday Business Hours** – Each year, as a gesture of good will, the Selectmen have permitted that Town business offices be closed on the day after Thanksgiving and one half day before Christmas. This tradition has not negatively affected our residents and our employees have come to look forward to this gift of time off. It would only apply to non-

essential personnel. Should the Selectmen decide to grant this again in 2015, we recommend the following vote:

To close town business offices for only non-essential personnel on Friday, November 27, 2015, and at 12 Noon on Thursday, December 24, 2015.

On behalf of town staff, thank you for your consideration of this matter.

Information **Vote** [] **Signature** []

- 3. Revenue and Expenditure Reports** – Enclosed are the monthly reports for the periods ending July 2015 and August 2015 prepared by Lori Rose, Town Accountant.

Information **Vote** [] **Signature** []

- 4. DPW Monthly Report** – Enclosed is the monthly report for DPW operations, including the year-end financial report for the Water-Sewer Division, prepared by John Woodsmall, DPW Director. Mr. Woodsmall has provided summary comments on the Water-Sewer Division Financials.

Information **Vote** [] **Signature** []

- 5. DPW Facility Committee** – The DPW Facility Committee had its kick off meeting on Thursday, September 17, 2015. About a week later, the Committee met to tour the existing facilities. Attached is a copy of an article that appeared in this week's Landmark.

Information **Vote** [] **Signature** []

- 6. Mountview Building Progress** – This is a reminder that the Mountview Building Committee will host a building tour for Boards, Committees, and the Press (not open to the public), on Saturday, October 17, 2015 at 9:00 a.m.

Information **Vote** [] **Signature** []

Please contact me should you have any questions concerning this memorandum

Jacquelyn M. Kelly
Town Manager

Cc: Department Heads