

**Board of Selectmen**  
*Extension 109*  
**Town Administrator**  
*Extension 109*  
**Town Accountant**  
*Extension 120*  
**Town Clerk**  
*Extension 114*  
**Tax Collector**  
*Extension 113*  
**Treasurer**  
*Extension 112 or 110*  
**Board of Assessors**  
*Extension 111*  
**Land Use Office**  
*Extension 117*  
**Planning Board**  
*Extension 121*  
**Conservation Commission**  
*Extension 115*



Animal Control  
Board of Health  
Building Commission  
Conservation Commission  
Council on Aging  
Cultural Council  
Electrical Inspector  
Gas & Plumbing Inspector  
Historical Commission  
Municipal Planning  
Parks & Recreation  
Planning Board  
Zoning Board of Appeals

**PHONE:** (978)-827-4100  
**FAX:** (978) 827-4105

**TOWN OF ASHBURNHAM**  
*Town Hall, 32 Main Street*  
*Ashburnham, Massachusetts 01430*

*OFFICE OF THE BOARD OF SELECTMEN*

February 22, 2011

Ashby Board of Selectmen  
Peter McMurray  
Joseph Casey  
Dan Meunier

Subject: Shared Town Administrator

Honorable Board of Selectmen:

Thank you for allowing me to speak to you at your Board meeting of February 16, 2011.

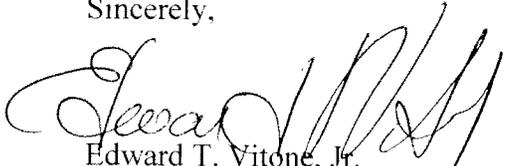
As we discussed, we believe that towns such as Ashby and Ashburnham will continue to face significant economic pressure in the foreseeable future and that regionalization is one of a few untapped opportunities to help us meet such challenges.

Recognizing that Ashby is considering engaging an interim Town Administrator (TA), we believe that this presents an ideal opportunity for the two towns to "test drive" a shared position for a three month period. If agreeable to your Board, Ashburnham would make its Town Administrator, Doug Briggs, available to serve as Ashby's interim TA on a part-time basis. Just as is the case with the Town Accountant and Assessors positions that both Ashby and Ashburnham share, from a management perspective, each Board would supervise the activities of the TA for its town only. The two towns would enter into a three-month inter-municipal agreement to reimburse Ashburnham for Doug's services. The specific details to be defined pending a decision to move forward.

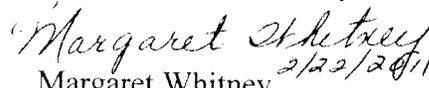
As stated in the meeting, Ashburnham's interest in a shared TA position is contingent upon the potential for a broader co-operation between the two towns where costs can be lowered and services to our citizens improved. In this regard, we suggest that we jointly task Mr. Briggs to quantify the regionalization opportunities that may exist. This assessment would be completed within the three-month interim assignment. In recognition of this study, both towns would agree to postpone regionalization discussion with other communities until a joint evaluation of the recommendations has been completed.

We are excited with the potential to work more closely with Ashby and look forward to your decision later this week.

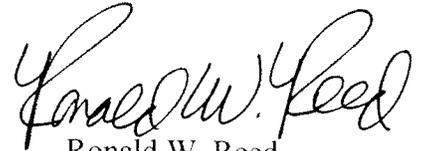
Sincerely,



Edward T. Vitone, Jr.  
Chair  
Ashburnham Board of Selectmen



Margaret Whitney  
Clerk



Ronald W. Reed  
Member

cc: Bill Johnson, Chairman Advisory Board  
Doug Briggs, Ashburnham Town Administrator