

**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

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

OFFICE OF THE TOWN ADMINISTRATOR

## TOWN ADMINISTRATOR'S REPORT December 19, 2011

Town Administrator's reports are available on line at; <http://www.ashburnham-ma.gov>

- **TOWN COMMITTEES**

Currently there are still (2) openings on the Conservation Commission, Capital Planning Committee- (1) at-large member, and the Historical Commission (2). These are listed on the Town's website under Volunteer Opportunities.

- **WATER TANK**

High Street tank on-line by Dec 27<sup>th</sup>.

Control Building (not required for tank to be used)

Electrical work completion date                      Dec 27<sup>th</sup>

Tank

Totally filled    Friday 12-16

Nat Gun to perform leak check                              Monday 12-19 to 12-20

Bacteria and VOC testing                                      Monday 12-19 to 12-21

DEP Inspection

Done Wednesday Dec 5<sup>th</sup> awaiting acceptance letter

Communication Tower

Final plans complete

Foundation poured by Dec 28<sup>th</sup>

Tower installed after foundation

Gardner Hill

Design

May 1<sup>st</sup>- 2012

Bid

June 1<sup>st</sup>

Repairs Complete

November 30<sup>th</sup>

- **UNEMPLOYMENT**

December 8<sup>th</sup> hearing was postponed. Chief Barrett, Sgt Chris Conrad and I will attend an unemployment hearing for a former employee hopefully on Friday January 6<sup>th</sup>.

- **CDBG FY2012**

Grant was submitted on Dec 15. Total for the Grant is \$912,610 for both Ashburnham and Ashby. Great job by everyone.

- **TAX RATE**

The tax classification hearing will be held tonight at the BOS meeting on Monday, December 19<sup>th</sup>. @ 6:30 pm. On Tuesday 12/13 we received preliminary certification. Tax Rate should be available by end of week so that bills can be processed.

- **CABLE ACCESS**

Tim Kelly from Comcast will be at the Board of Selectmen meeting on January 17<sup>th</sup>.

- **AUDIT**

Bill Fraher is in the process of auditing FY11. Once it is completed I will set up a meeting for him to report to the BOS and Advisory Board.

- **PILOT**

I received PILOT document from Investar. Town Counsel reviewed and I sent back to Investar on Tuesday December 13<sup>th</sup>.

- **IT COMMITTEE**

I met with the IT Advisory Board on Dec 13<sup>th</sup> to help develop criteria for our five year strategic technology plan.

- **DEC 08 ICE STORM**

On Dec 14<sup>th</sup> the Town received the 12.5% Ice Storm reimbursement from State totaling \$139,396.

- **CHAPTER 90 FUNDS**

Due to the efforts of Steve Nims, Mary Ellen Kelly and Sylvia Turcotte, the Town has received the remaining outstanding Chapter 90 funds for FY11 in the amount of \$36,870.44 and the entire FY12 amount of \$344,927.

- **FY 13 BUDGET**

Budget requests have been submitted by Department Heads and I will begin review. Financial timeline was sent out to the Advisory Board and BOS.

- **TOWN HALL FILE RETENTION**

Sylvia compiled the “Application for Destruction Permission” for all Town Hall files and, with Department approval, has submitted these lists to the Records Management Unit of the Secretary of State’s office. Once permission is received back from them, this will allow us to discard our excess outdated files and make better use of our limited storage space.