

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 TOWN ADMINISTRATOR

TOWN ADMINISTRATOR'S REPORT

March 5, 2012

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, (2) on the Historical Commission and also the Parks and Recreation Committee. There are listed on the Town's website under Volunteer Opportunities.

- **WATER TANK**

Water tank	Valves to old tank have been replaced and tank to go on line today March 5, 2012.
Communication Tower	Punch list generated which will be completed as weather permits

Gardner Hill

Design	May 1 st - 2012
Bid	June 1 st
Repairs Complete	November 30 th

- **COA**

We have a new COA Director, Michelle Johnson. She has worked at the Senior Center in Westminster for a number of years and now will also work with the Ashburnham seniors. She comes highly recommended.

The Board received a letter from Bresnahan Scouting & Community Center Inc. with regard to the Council on Aging using the center. "While our group encourages a need from other groups in town, including the seniors, to schedule events at our facility, we did not design this building for the permanent occupation of any group other than the Scouts. We appreciate the support your Board has shown us through the years, but our basis of funding has been that no tax dollars are to be used for the construction of our facility."

I was contacted last Wednesday from the Dept of Community Housing that \$10,000 has been put in the Governor's supplemental budget for the Community and Scouting Center Project in Ashburnham. I have contacted the Bresnahan group to see if they are interested in receiving these funds.

- **PILOT**

It now appears that we will be moving forward with a PILOT agreement with Investar LLC. They have agreed with our proposal for \$75,000 per year for 20 years plus any building permit fees. We will also incorporate verbiage that should the DOR initiate new guidelines or requirements we will be able to take appropriate actions to insure compliance. Town Counsel is finalizing agreement.

- **FY 13 BUDGET**

Met with the Capital Planning Committee on Wednesday, February 29th at 6:30 p.m. in the Lower Level Meeting Room at Town Hall to review the Capital acquisitions for Fiscal 2013. List of questions and concerns will be addressed prior to the next meeting.

The Capital Planning Committee voted to approve the following items:

Line 7	Replacement of Turn-Out Gear	\$ 10,500
Line 8	Replacement of Radio Equipment	\$ 4,000
Line 9	Last yr. payment – lease 2012 Volvo L70D Loader	\$ 57,000
Line 10	Last yr. payment – lease 2012 International Dump	\$ 77,000
Line 11	Road Repair	\$100,000
Line 13	Trade in 2001 Ford 550 Truck and purchase new	\$ 56,000
Line 14	Computer System – Town Hall	\$ 10,250
Line 17	AWRSD	\$ 20,000

Open items needing clarification:

Line 6 – Fire - 1998 Jeep Grand Cherokee replacement – Question on why an Explorer as replacement vehicle? What is the mission and what's the right vehicle? (Bill)

Line 12 – Town Hall Repairs – Town Hall leaky roof needs to be addressed. Get estimates and contact Historical Commission to determine alternative available avenues of corrective actions. (Ed)

Lines 15 and 16 – Police – 2006 Ford Expedition SUV and 2006 Chevy Trailblazer replacements – (SUV for utility vehicle and Trailblazer for Explorer) – Need more information on Ford Expedition SUV. Why a utility vehicle? Guidelines need to be set on replacing vehicles, such as age, mileage, etc. (Bill)

Also met with the Board of Selectmen and Advisory Board the same evening at 7:00 p.m. in the same location to review the FY13 budget. A list of questions and concerns will also be addressed prior to the next meeting.

- How will we get the payment from Cushing for the police officer? Lump sum? (Ron)
- Need to generate budget item for project management type responsibility should Doug's services in Ashby become permanent. (Ed)
- Leave Reserve Fund at current level to cover unanticipated expenses. (Bill)
- Develop an understanding of how IMC software increase is justified through productivity and service. (Ed)
- Get better understanding of Lieutenant position and how we will cover changes in shift schedule to maintain two employees per shift. (Ron, Leo, Meredith and Ed)
- Get schedule for shift coverage from Larry. (Ed)
- Animal Control budget should probably be shown as a one-line budget. Need written agreement of scope and supply for Animal Control services. Maybe go out and see what's out there. (Ed)
- Look at alternatives for Board of Health services. Ask our Board of Health if they would be willing to look at alternatives. (Bill)
- Review pros and cons of changing the decentralized budget line item of Prof. Development & Travel accounts. (Greg)
- Contact Historical Commission for details and supporting information on request for an increase in their FY13 budget.

Get an understanding of who pays the differential and how it's done for Medicaid (Medicare) billing. (Ed)

Additions to task list:

- Better understanding of the supplies accounts for some departments and the thousands of dollars budgeted and what drives these costs. (Joe)
- **ANNUAL TOWN MEETING**

The Annual Town Meeting is Saturday, May 5, 2012 at 10:00 a.m. in the Oakmont Regional High School Auditorium. Just a reminder that the deadline to submit articles for the ATM is Thursday, March 15th at 5:00 p.m. This will give Town Counsel enough time to review the articles.

- **TOWN BUILDING INSPECTIONS**

Building Inspector Dick Reynolds is in the process of inspecting all town buildings. I am reviewing his findings to determine both the timeliness and extent of any repairs. So far he has inspected the Town Hall, the Library and the VMS Building. We are working with Monty Tech to repair the front steps at Town Hall which was one of the items in Dick's report that needed immediate attention. We are also getting quotes for repairs in the boiler room.

- **REGIONALIZATION**

The second meeting was held on Wednesday, February 22, 2012 at the Ashburnham Public Safety Building. Application is due on March 16th.

The next meeting is scheduled for Tuesday March 6th and will be held at Ashby Town Hall at 4:30 p.m.

- **NEGOTIATIONS**

I will start negotiations with both the Dispatch and Police unions as their contracts expire on June 30th 2012.

- **DPW**

I have been in contact with the realtor that is selling property on Williams and Platts Roads. It could very well work out to be our next DPW site.