

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

August 20, 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, (1) on the Capital Planning Committee, (1) Advisory Board, (1) Board of Assessors, and (1) on the Historical Commission. These are listed on the Town's website under Volunteer Opportunities.

Sara Allen to be appointed by the BOS as a new member to the Historical Commission.

- **WATER TANK**

Contract #2 Water Tank

Contractor to start overlay paving of Hastings Road from High Street to around the common. To start ASAP, needs to get on pavers list.
The demolition of High Street tank to begin after South Ash tank repaired.

Contract #4 South Ash Tank Repairs

Repairs estimated to be completed by August 24th.

Had issue with the shut-off at the tank where valve would not completely shut. DPW put an expandable bag in the intact hole to work the valve on August 10th.

- **STRATEGIC PLAN**

Components of a 5 year financial plan which includes revenues, expenses, and capital plan has been completed for the Board to review.

Initial discussion with Greg Fagan identified other areas such as a top-down "Mission Statement" developed in a transparent environment reflecting town-wide approval. There will need to be more discussion with the entire Board.

- **TOWN BUILDINGS**

Working with Town Counsel to generate RFP for the sale of the South Station building. There will be a minimum bid requirement on property.

VMS Building Use Committee has requested an estimate on the cost to demolish the VMS building. Ed Schlott has been in contact with several vendors. A verbal cost of \$100K - \$150K to tear down building without consideration of asbestos. Northeast Environmental submitted an estimate of \$2,500 to do testing to determine the full extent of the mitigation. We would be able to estimate that cost once the study is complete.

- **DPW**

Land at the corner of Platts and Williams Roads taking, through an action of eminent domain, has begun. Title search is being executed which has been a complicated process. The agreed upon price is \$195,000 for the 41 acres. Town meeting voted \$210,000.

On Wednesday, July 18th we had a Road Materials Bid opening that included the Towns of Ashby and Ashburnham here at Town Hall. I have concurred with Steve Nims recommendations for the following:

Asphalt – Mass Broken Stone Company \$64.17 per ton in place
(This is an increase from last year of \$.10 per ton)

Reclamation – Murray Paving & Reclamation \$1.678 a sq. yd.
(This is the same as last year)

- **IT**

Guardian Technologies is working with Stan Herriott, Light Department Manager, to develop and implement a plan for the laying of the fiber between PSB, DPW, Town Hall, and Library.

- **FALL SPECIAL TOWN MEETING**

A date has to be set for a fall Special Town Meeting. We are currently looking at October 16th. The Board will need to vote to open the warrant tonight and close on September 11, 2012.

- **CULTURAL DISTRICT**

On July 26th Sylvia and I went on a tour with MRPC along with representatives from Fitchburg and Clinton, to tour Cultural Districts in the towns of Gloucester and Rockport to see how these districts are set up. The tour was very informative and was an exciting first step for Ashburnham's possible Cultural District once the DPW has moved to their new location.

- **BUSH HILL FORESTRY CUTTING**

Met with Marshall Dennis and Laura Dinardo from Conservation Commission. The Town paid nothing for this property.

On March 12, 2004 the Town voted to borrow \$777,600 to purchase the 460 acres. The Ashburnham Conservation Trust (ACT) came up with \$177,000 and the State \$150,000. The balance was borrowed, but was repaid with Forest Legacy Funds and interest paid by ACT.

Marshall stated that on properties where the Town contributes funding it is considered a "loan" and if there are monies earned with this type of program, the "loan" is paid back prior to being allocated for other uses. Complete

- **EMPLOYEE EVALUATIONS**

On Monday Aug 13th I began reviewing department heads on their job evaluation for FY12. I will complete my reviews this week.

- **FY13 FINANCIAL SCHEDULE**

Met with our financial team of Carla Clifford (Collector), Paul Pollastri (Treasurer), Tammy Coller (Accountant), Linda Couture (RRG Assessors) and Sylvia Turcotte (Asst. to the TA) to establish the financial calendar for FY13. The final version will be sent to BOS, Capital Planning Committee and Advisory Board.

- **LIGHTNING STRIKE**

On Thursday, August 16th, early morning, lightning hit the PSB. The battery backup/power supply on the server was hit. Guardian installed a loaner so they are up and running. The interior and exterior video system was hit and at least one camera and 2 DVR units are bad. Simplex has ordered parts and the HVAC company is looking at the A/C unit in Dispatch that is not working. And there may be a problem with the door access system. MIIA has been notified and Larry has been contacted.

- **ROAD PAVING**

Paving of Oakmont Drive will start tomorrow, Tuesday, August 21st and will be completed before Monday, August 27th, which is the first day of school.