

**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 August 12, 2013**

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

### **TOWN COMMITTEES**

Currently there are openings on the following (1) Conservation Commission, (2) Council on Aging Board, (1) Agricultural Commission, (1) Board of Assessors, (1) Advisory Board and (4) Cable Advisory Board. These are listed on the Town's website under Volunteer Opportunities.

If the Board so votes, we will have a new member, Patty Amburgey on the Agricultural Commission.

### **VMS BUILDING**

I am waiting for an Asbestos removal plan from our engineering company. This is required prior to getting estimates and was a part of the contract for the VMS analysis.

Fuel tank has been removed with no contamination and the tank properly disposed of.

### **FIRE GRANT REQUESTS**

Chief has proposed hiring one new firefighter via the federal SAFER Grant. I believe that we should proceed with the grant application. It will allow us to fully fund a full time position through this grant and will help alleviate a per diem covered shift. This would start in FY15.

Chief has also asked for permission to pursue a possible grant for the purchase of an ATV for the fire department. He believes that it could assist in remote search operations. If the grant is secured we would need to present to the Capital Planning Committee for review and recommendation. With trailer, I project the cost would exceed the \$15,000 capital expenditure.

### **YEAR END**

Cash reconciliation has been completed.

### **ROAD PAVING**

The reclamation and paving of Dunn Road is scheduled to start the end of August.

### **BYOB LICENSE**

I was approached by a business looking for a **Bring Your Own Bottle (BYOB) license**. After much research I found that this type of license is not governed by the ABCC, but by the Board of Selectmen. Per ruling of

William Kelley Jr., General Counsel for the ABCC, if there is no vote by the Town to prohibit BYOB, an establishment that has a "Common Victualler" license is allowed to do a BYOB as long as:

1. There is no charge directly or indirectly by the proprietor of the establishment
2. The customer carries the beverages in themselves
3. The bottle is in their exclusive possession. Two people cannot share a bottle of wine. Otherwise you have one person delivery to another in a place that is not a residence
4. Must take whatever you do not consume with you. However, having an open alcoholic beverage container in your vehicle is a criminal offense.

I also have a legal opinion from Millbury's Town Counsel that "The Town would not face liability for a claim based upon the Town's failure to adopt a by-law or to impose conditions on Common Victualler licenses."

I recommend that the Board at this time not look to incorporate restrictions or adopt by-laws to govern BYOB.

### **WATER LINE PROJECT**

Tighe & Bond and Weston and Sampson will be presenting proposals to the Water and Sewer Commissioners on August 13, 2013.

### **PILOT**

The Pilot agreement with Ashburnham Solar (Tenk Energy) is at its final stages and I was hoping to have it signed prior to this meeting, but if not it can be done tonight.

### **COA**

I have been approached by a representative of the Bresnahan Center about the feasibility of the COA moving their center over to their new building. I would request that a member of the Board join me to work with the COA and the Bresnahan Center group to develop a recommendation for the Board to consider.

### **ACCOUNTANT**

I reviewed the layout for the Accountant's office being moved into the back office of the Assessor's with Tanya. Guardian will need to put in new data drops, which should be completed within the next few weeks.

The Board will need to do Goals and Objectives for the Town Accountant.

### **RECALL PETITION**

The Town Clerk has received a recall petition signed by 26 voters, for Library Trustee Paula Dowd. Once filed, the petitioners have 20 days to collect and submit signatures amounting to 15% of the total voters of the Town of Ashburnham. Once signatures have been verified there is a five day period for the incumbent to resign. If that is not done, then the Town must hold a ballot question no sooner than 60 days and no later than 90 days.

### **EVALUATIONS**

I have scheduled the annual evaluation meetings with my Department Heads the week of August 12<sup>th</sup>.