

Town Administrator Report, November 7, 2022

- USDA
  - Contract was signed for construction for project 1 last week.
  - DPC will be submitting a request for withdrawal for an NOI to Conservation Commission on the Town of Hardwick's behalf for the proposed pump station, considering the Town is seeking an alternate location, and Conservation Commission has no jurisdiction on the new parcel.
  - Several invoices have been rejected by USDA. Most are from 2019 & 2020. We will need to find the funds to cover the expenses.

***New:***

- On Friday, October 21, at approximately 9:00AM, it was discovered that the boiler in Town Hall over pressurized and cause radiators to burst. This caused severe damage in 7 rooms. Insurance company was called promptly and clean up started immediately. It has caused a tremendous disruption but we are also permanently moving necessary offices.

This has also triggered our thoughts about finding a maintenance/custodial position up to the forefront. I'm exploring regionalization.
- Annual licenses for renewal went out last week. You should see renewals for your review at the December meeting.
- Sewer bills will go out tomorrow 11/8/2022 and be due 12/8/2022

***Ongoing:***

- Very close to finalizing new phone system for your approval to comply with E911
- Retirement Insurance: wrote policy for Personnel review. Once I get it back from Counsel and they approve, I would like to request a meeting of the personnel committee to get their recommendation for approval formally to the Board of Selectmen.
- Council on Aging are holding office hours once again! 12:30PM at Quabbin Estates and Municipal Building (Town Hall) at 10:00AM. Please come down and check out all of the services they have. Snacks served! Eileen and Brenda will be at each location on the last Wednesday of the month for an hour at each place unless otherwise necessary.
- DLS came out to conduct interviews for a financial review. Their initial impression was that they feel optimistic on where the Town is headed and the accomplishments over the past year. The formal review will take up to 12 weeks.
- OSRP update: We will need to appoint a planning committee to work with CMRPC. We think we have all recruits. Hope to have all names and possibly as many present for you to appoint.
- Accountant; Shared services.
- Recycling: Container contract. Update: Removing containers and canceling contract. We unfortunately had signed for three containers but allegedly 2 were delivered. We have no proof they weren't all delivered and the contract had been paid on the preface that we had 3 containers. Working to resolve. I once again reiterate that no employee is to sign contracts.
- Water Commission: Looking in to upgrading technology and researching surrounding towns for rates, as well as exploring regulations and procedures.

As always, please feel free to reach out to me anytime. My email and work and cell numbers are on the front page of the website, and my door is always open.

Thank you,- Nicole