

Town Administrator Report, December 20, 2021

- Zen Acres Farm, LLC still seeks to secure a Host Community Agreement (HCA) with the Town of Hardwick for 228 Barre Road, Hardwick, MA. Zen Acres Farm is applying with the Cannabis Control Commission for a Cultivation, Product Manufacturing, and Retail Adult Use Marijuana license AND delivery. They allegedly have spoken to the state and the restrictions are OK. Nicole Kostanza emailed me this morning (Friday) to tell me she's been out sick and will review and get edits back ASAP.
- Confidential Mediation with USDA is ongoing. Should have more of an update in early January
- Still working on the RRP for Gilbertville. I want to get everything implemented before March. Had a meeting with the Funding Resource Team (FRT) Tuesday, December 7. They have determined us to be in the highest need for funding. I should have a report this week if I do not have it by Monday's meeting. We will need a public community meeting in the near future. Town Clerk and Gilbertville resident Ryan Witkos will be assisting in this effort.
- Cable TV access/You Tube for viewing meetings at home should be implemented by February. Vendor's looked at room this week and are quoting devices/product but limited availability so lead times are longer than usual
- FY21 has been closed out and sent to DOR. We should see cash certified very soon
- Collector: Ellen Whitney has resigned. The Assessor, Treasurer and I worked diligently to get the tax bills finished, printed and will be mailed this week. I called in a firm, Munimuffin (owner is Sara Hunter, also a resident) to assist with this and has also looked through 2022 receivables from July to current and has found errors and issues that she has rectified with the Treasurer to help Accountants stay up to date. (The Accountant is behind as we have been; hence 2021 just being closed.) This should allow us to transition smoothly into FY2022.
- Attached is a draft Collector job description and would like permission to post to fill the position. It is the Administrator's job to keep accurate and up to date job descriptions of all positions. This is non existent. I would like to have a more comprehensive conversation about my objectives and goals, as next month is my six month anniversary!
- Merry Christmas!!!!

Thank you,