



TOWN ADMINISTRATOR REPORT AUGUST 11, 2026

Town Administrator

- We are currently scheduling a Safe Routes to School public input meeting for late September, more information to follow.
- Year-end grant reimbursements have been filed, or in the process of being completed.
- The Highway Department snow removal truck has been ordered.
- I will be out August 13th – 19th.
- The 3rd Annual Senior Pancake Day is tentatively scheduled for September 23rd.
- I have registered for the September 24th What's New in Municipal Law seminar by the Division of Local Services.

Assessors

- The Assessors are beginning to receive personal tax exemption applications, especially from seniors who have been affected by the override.
- The Assessors are reviewing solar taxation, specifically PILOT programs vs. regular taxation (industrial land + personal property).

Accounting

- The FY24 audit remains a priority.
- FY26 revenues will soon be fully posted. Reconciliations for the School accounts will then be initiated with the Hampshire Regional office.
- Bradley will be out of the office August 19th-21st. Tom will cover the accounting duties and work the necessary hours to do so.

Building

- The Building Department has issued 10 building permits over the past two weeks. These permits were primarily for renovation and remodeling projects.
- In addition to permit issuance, the department is actively reviewing multiple permit applications, conducting construction inspections, and addressing zoning enforcement matters to ensure compliance with applicable codes and regulations.

Conservation Commission

- The Commission positive decision on the Solar Farm project on Pleasant St. has been appealed by residents to DEP and DEP has accepted the appeal.
- The Commission is in need of members, there are three vacancies

Council on Aging

- The COA is continuing with some cosmetic and functional upgrades at the Senior Center including installation of sound panels in the activity space and painting of the office, entryway and bathroom.
- The treadmill and recumbent bike were successfully claimed on the Municibid website and will be removed from the Senior Center this month. This removal will allow the COA to reclaim the storage room for a functional storage/meeting space/conference room when cleaned out. Thanks to Judy Zedonis for helping to make this happen.
- The COA is preparing and planning events for National Senior Center month in September, which will include a 50th birthday party for the COA. More details to come.

Fire

- Currently working with a Massachusetts Dept of Fire Service Fire Protection Engineer and the Project Manager for the Solar Field BESS being installed at 160 East St.
- Submitted paperwork to hire two per diem Paramedics.

Health

- Several ongoing court and enforcement matters remain active, including failing septic systems, public-water connection orders, property receivership, cleanup proceedings, and a noise some-trade complaint currently with legal counsel.
- Multiple condemned or abandoned properties continue to require follow-up for securing buildings, completing repairs, addressing chemical storage, obtaining permits, and completing property cleanup.
- Several septic and ADU projects have progressed or been completed, while others still require well connections, deed restrictions, as-built plans, or future system installation.

Highway

- Scott signed off on the Highway Plow truck. I met with upfitter to go over specifications and logistics and we're looking at delivery Jun.-Aug. 2027.
- We've been soliciting quotations for other Capital items (roadside mower, zero-turn mower) and getting them to the Committee when they come in.
- Highway heating project should be wrapped up by winter – vaporizer agreement has been signed and I'm meeting with a spray foam company 8/5 to discuss possibility of spray foaming as alternative to installing a ceiling.
- MassDOT is looking to have the Town schedule the Design Public Hearing for the Safe Routes To School project after school is back in session.
- Per Scott, evaluating candidates for open positions.

Library

- We are in the process of completing our annual report to the State Library Commission that collects comprehensive statistics. This data is used in the State Aid to Libraries Grant process, the State Budget, and in Legislative initiatives.
- Youth Summer Reading in July featured programs from Mass Audubon Arcadia, Forest Park Zoo Wildlife on Wheels, Pop Up Art School, Snakes of Massachusetts, The Traveling Yoga Company, and the Hitchcock Center.

Police

- Since the E-bike education campaign, the police department is seeing a significant decrease in illegal e-bike use.
- I would like to recognize Officer Timothy Blais and Sgt. David Neal for their investigative commitment in assisting an older adult victimized in a scam. Their actions lead to the retrieval of \$750 in gift cards. I would additionally like to recognize the midnight shift for the diligence in proactive patrol. Sgt. David Latour, while patrolling, discovered an intoxicated person lying in the brush alongside the roadway at approximately 1:45 in the morning.

Town Clerk

- We have been receiving mail in voting application cards every day, we continue to enter them as they come in and mail the ballots the same day.
- Continuing with everyday office duties, processing death, birth and marriage certificates. Dog licenses are coming in because folks still have problems navigating Permit link.
- Completed and submitted survey from state auditors' office for reimbursement for polling hours for 2028 elections.
- Posted Attorney Generals decision for by law changes and amendments from May 2, town meeting.

Treasurer/Collector

- FY24 Audit requests through today have been completed.
- Currently working on FY26 cash reconciliations.
- Q1 2027 real estate due date was 8/3/2026 and we are posting all payments. We have fielded many questions regarding "payment plans" for real estate taxes. We do not offer formalized payment plans for current real estate taxes. We do accept partial payments throughout the year. If any residents wish to make small weekly or monthly payments, we are happy to accept these payments. Per Massachusetts General Law Chapter 60 Section 15, our office cannot waive interest and fees when the total amount thereof is greater than \$15.00.
- Meg will be out of the office 8/24 – 8/27.

Water

- College Hwy project: Construction crews continue to lay main line pipe north of East St to Pomeroy Meadow Rd. They hit rock and the progress has slowed (vicinity of 193 College Highway). The main from Clark to East St. passed the pressure test. The chlorination process took place from 8/7 - 8/10 and the first bacteria samples were collected and sent to the laboratory for testing on 8/4/2026. A second of samples are scheduled to be collected on 8/5/2026.
- Preparing for DEP's Sanitary Survey scheduled for early October.
- Planning steps forward that were recommended in the M36 Water Audit, recently completed by Tighe & Bond.
- Reviewing quote from Tighe & Bond for additional work needed to complete the Service Line Inventory Project. This work includes statistical analyses for the public side and private side, create the random investigation pools needed for both sides, and to determine how many additional public side and private side physical inspections are needed to achieve a 95% confidence level in the statistical analyses. Tighe & Bond will also draft a summary of the status of SWD's SLI and will submit a request to MassDEP for approval of the use of statistical analysis for the update of the SLI.
- Still waiting to hear if we are awarded grant funds from the Federal Funds and Infrastructure Office (FFIO). \$50,000 grant to cover partial cost to complete the Service Line Inventory Project. (this will cover partial cost of "potholing" to dig up unknowns to identify service line material)
- Signed the contract for Comprehensive Environmental Incorporated (CEI) for Professional Consulting Services for a Water Management Act Permit Feasibility and Strategy Study. This study will outline steps needed to increase our water withdrawal permit for Glendale Well O2. Due to the town's continued growth, this study is necessary as our pumping has consistently been right at our permit limit of 0.360 million gallons per day.
- Preparing to complete our required annual lead and copper sampling round (LCR). This annual sampling event requires us to collect samples from 20 service locations, two samples from Norris Elementary, and two samples from a daycare (24 total samples) for lead and copper. This year's sampling will take place the week of August 17-19. Results will be compiled and using the DEP's 90th percentile rule, results will be compared to established actions levels for lead (0.015 ppm) and copper (1.31 ppm). No samples have been at or above action levels since the SWD installed corrosion control injection equipment at the treatment plant in 2022.
- The SWD is continuing to knock on doors and post properties to persuade customers to allow SWD access to the water meters so we can install new meter reading equipment. This equipment will allow us to read meters more efficiently and allow us to better address customers with excessive water usage concerns.
- Digging to tie-in a new service for an ADA unit this week.

Veterans

- The Veteran's Office has resumed normal office hours.