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**Report of the Town Manager**

**December 5, 2016**

1. **Financial Updates-** 
   1. The Tax rate was confirmed by the State at the expected $17.97.
2. **Personnel Updates**-
   1. There were no personnel changes this week.
3. **Project Updates-** 
   1. I met with representatives from Onyx Renewable Energy on Tuesday for a kickoff meeting regarding the solar project at the former landfill. As I mentioned in an e-mail to the Board earlier this week Onyx will be changing the type of solar panel to a smaller, more efficient panel but the solar array field and the amount of energy produced will be the same. Some of the changes may require a review by the Planning Board. Onyx will be sending Tracy a letter to detail the changes to their plans so a decision can be made if a revision needs to be reviewed by the Planning Board or a review at the staff level is sufficient.
4. **Miscellaneous Updates –**
   1. The Town is auctioning off the following vehicles and equipment. The deadline for bid submission is December 20th at noon.



* 1. The Town’s property/liability insurance carrier MIIA notified the Town that the ice damage claim submitted in the amount of $47,000 was approved. The Town has a $5,000 deductible so the net claim will be $42,000. The funding approval at the Spring Town Meeting was $180,000. The winning bid for the work ending up being $149,800. After applying the insurance reimbursement the net project cost to the Town will be $107,800.
  2. Water shut offs for unpaid water bills are ongoing. As of Wednesday evening twenty eight of the forty unpaid accounts had been shut off. Twenty five of the twenty eight accounts had paid their bill and water was restored. One of the three remaining accounts is a multifamily building. The Health Officer has been working with the tenants and has informed the tenants they can pay the bill and reduce their rent. The Health Officer will continue to monitor the situation to ensure compliance to state law.

The remaining twelve accounts will be shut off beginning Monday. Of the twelve shut offs remaining, three are multitenant properties. The Health Officer will work with the tenants of the three multifamily units if the water is actually shut off.

* 1. The Building Commissioner has begun sending out letters to the owners of multifamily properties informing them of the need to have an inspection completed. A copy of the letter is attached to this report for your information.

A total of 82 properties need to be inspected. Letters to the first 31 properties were sent on December 1st. Another 30 letters will be sent on January 1st and the remaining 21 letters will be sent February 1st.

Property owners are being given the required 30 days to respond to the initial letter. If no response is received a second letter will be sent by certified mail giving the property owner another 30 days. If a second letter is sent the fee will be doubled. If the property owner doesn’t respond to the second letter a third letter sent by certified mail will be sent giving them a final 30 days and their fee will triple. Ultimately if no response is received on the third letter the owners will be taken to court.