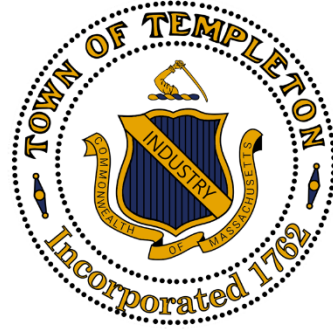


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: February 14, 2019
CC: All Departments

Carter



Important Notice to All Departments

“Last Call” Comments needed by CoB 02/19

Business Meeting or Workshop: This is to provide additional information where a full memo may not have been needed or supplemental information has become available.

N/A

Weekly Report: We have received the \$30k grant from the Community Compact to fund the study of our (T'ton and P'ston) shared Fire/EMS Departments. We have circulated the first cut at a Draft w/P'ston and hope to finalize it and have it out on the street by 02/28. Budget work has consumed the week with the so-called “Last Call” budget going out to all departments for review and comment. It does provide for a 2 ½% increase to Monty Tech and the NRSD but – for the moment – assumes the balance of their needs are met with their Over-Ride. The Request for Letters of Interest was issued to fifteen parties we were able to identify, and we included the BES Disposition flyer in it as well. We will continue to try to identify additional parties over the next two weeks or so. We received the perambulation results from Hubbardston (MGL Ch. 42 §2). Staff is researching when this was last done with our adjoining towns as it is statutory required every five year (although it is honored in the breach across most of the state).

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Nothing reported.

Assessor: Nothing reported.

Town Clerk: We are still steady with dog licenses, fines and census returns. We have received several parking tickets as well. Worked on getting a cost estimate, for the possibility of mailing town meeting reminder postcards.

Public Works

Highway Department: Plows and sanders were gone over to assure they were in good running condition for the upcoming storm. Snow began just before 1 PM on Tuesday and came down

furiously. Roads were treated immediately and plows ready to address the roads for night time traffic. The first 6 hours dumped a fair amount of snow, the remainder of the storm consisted of freezing rain/sleet and cold temperatures. The director attended the last of the budget meetings giving a good idea of what expenses are needed in both phases of the DPW.

Building & Grounds: Preparations were made for a funeral @ Green Lawn cemetery. General maintenance was done on equipment used during the summer months. In reaction to the storm, particular attention was given to Green Lawn cemetery roads in preparation for a funeral service @ 11:30 AM. The ongoing problem with the backhoe was resolved.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Provided information on the 2019 MA Open Space Conference to all boards and committees involved in open space; Administrative Assistant researching comparative communities' fees for weights and measures for Town Administrator; finalized budget figures and supporting documentation; working with the Municipal Management Fellow and an intern, mailed out Requests for Information for interest in cannabis related business proposals.

Board of Health: Continued work with COA Director overseeing issue and extermination of bed bug case; assisted an applicant with the community septic loan application; prepared for and attended Board of Health meeting on 2/11; reviewed and approved septic repair plans for 56 Turner.

Conservation: Administrative Assistant prepared for and attended ConCom meeting 2/11; Determination of Applicability issued to Otter River, Lot 29 for agricultural use; Notice of Intent for Hubbardston, Lot 174 continued to meeting of 3/18. Administrative Assistant prepared draft minutes from 2/11 meeting and agenda for 3/18 meeting; conducted research for a Certificate of Compliance for Dudley, Lots 1, 2, 4 and 48.

Planning Board: Administrative Assistant prepared for and attended Planning Committee meeting of 2/12; hearing opened for 136 Patriots and continued to 2/26 due to inclement weather; conducted research for a request of partial release of covenant at Dudley Road lots.

ZBA: Administrative Assistant completed documentation for three hearings for the meeting of 2/19.

Building Department: Two use permits issued; one for a cleaning business and one for a painting business; two plumbing permits were issued; four building permits were issued (residential home renovations); two stove permits were issued; Building Commissioner issued an occupancy permit for a mudroom on Lamb City Road.

Agricultural Commission: No actions to report currently.

Community Services

Community Services Director: I mailed out invitations to local growers/vendors for a meeting regarding the 2019 Farmer's Market. I continued to research rules and regulations, and guidelines for other community's markets to begin to develop our own. I contributed to the FY 20 budget narratives for Cultural Council and Recreation.

Senior Center: There seems to be an uptick with the population of which we work with, and housing. There are several people in emergent need of shelter. The seniors are looking for alternate source of funding for heating fuel, as their fuel assistance has "run out". Our annual corned beef and cabbage dinner is March 13, this is always well attended. We must set a limit to accommodate all the people. We even have 2 rooms set up for seating. On Feb 26 a representative from the Worcester Public Library to discuss their free Talking Book service.

Community TV: Week ending Feb. 15, 2019-This week TCTV recorded the NRSD FY20 Budget proposal/Joint Meeting Feb 11, the Planning Board meeting of Feb. 12, and the Board of Selectmen meeting of Feb. 13. Production finished on Talk of the Town/State of the Town and proceeded on Story Time. The joint and BoS meetings, and State of the Town are available on Channel 8 and TCTV's YouTube Channel. Hundreds of Templeton residents were reached through numerous shares of TCTV's Facebook posts with YouTube links of the meetings. Steve met with Directors from AVIXA (huge audio/video trade organization with charitable arm, formerly InfoComm) on the possibility of AVIXA offering educational programs designed to help students learn technology related to audio/video and broadcasting. This may be done through the Mass. Scholastic Media Association (SMA) and Mount Wachusett Community College, which offers certifications for SMA. We will continue to explore the possibilities of enacting a pilot program AV Club with AVIXA, SMA, MWCC, and NRSD. Parties agree that some powerful synergies may benefit and be leveraged.

Week ending Feb. 8-This week TCTV recorded and broadcast the Select Board workshop of Feb. 6, the Advisory Committee meeting of Feb. 7, and the School Committee meeting of Jan. 30. Talk of the Town/State of the Town and Story Time were recorded. Steve met with the high school intern for camera and editing training.

Library Director: The February materials order has been processed and made available. Two Story Hour sessions were held. A display of drawings from the Fermata Arts Foundation was set up on display in the library. We are promoting our "Owls of New England" program for the end of February vacation week and hope to have a good turnout.

Important Dates to Remember

Town Administrator's Office Days next week: Tuesday, Wednesday, Thursday
Town Offices Closed on Monday, February 18, 2019, in observance of President's Day
Selectmen's Meeting Wednesday, February 27, 2019, 6:30 p.m.
Department Head Meeting, Thursday, February 28, 2019, at 8:30 a.m.