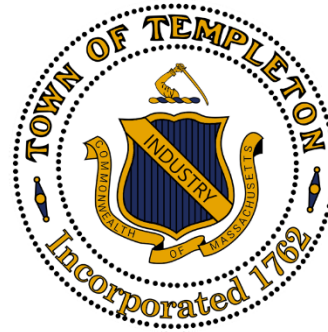


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: October 4, 2018
CC: All Departments

Carter



Important Notice to All Departments

Fall Town Meeting – October 18th – 7:00 p.m.

Business Meeting or Workshop: This is to expand upon items where the attached memos may need some expansion or where a full memo was not required.

5. e. This is for you to determine which member will present and defend which articles.

f. Based upon your selection of the Municipal Management Fellow as a succession plan, you will need to appoint or reappoint a Town Administrator. The proposal in your packet is for a one year reappointment using the same contract, excepting a change to the Paid Time Off section to be clear there is not a new deposit of time being made into the accounts, as we used last year.

g. We are on track to submit the finalized goals on 10/24 and discuss revenue projections with you on 11/07 for adoption on 11/14. This keeps us on track to send out the FY '20 budget guidance on or about 12/01. Having the All-Boards Meeting on 11/26 (Kamaloht is not available for 11/19) allows you to share those two documents with the attendees and make any adjustments you deem warranted prior to me sending out the budget guidance.

Weekly Report: We have been working on new cash flow projections to determine the appropriate sizing of the new school BANs. The good news is we remain essentially under budget and are unlikely to need to sue the full borrowing authorization. I worked with Cheryl and Luanne to identify 10 parcels of tax title land to be acquired through the alternative Land of Low Value process and a similar number of parcels to be sent to Land Court. That list will now be referred to ODS, DPW, Police and Fire for a file search in case we find out something that would keep us from wanting to proceed on a particular parcel.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Nothing reported.

Assessor: Missed the deadline for last week's report so this week is covering 2 weeks. Met with Carter on the 25th to discuss yearly evaluations, goals and accomplishments. Attended department head meeting on Thursday, the 27th. Many documents were notarized for town residents. Chapter Land

paperwork was due October 1st so many residents have been in with their returns. We continue to accept exemption applications for FY19 tax bills. Attended the BOS meeting on Monday evening in anticipation of any questions in regards to articles on the warrant for the Fall STM. Working on the 1st quarter financial report for FY19 that will be presented to the Board of Selectmen. Working on the FY18 Annual Report. Attended an appreciation luncheon on Wednesday given to town employees by Carter. Thank you Carter. On Thursday I worked with Vision on an upgrade to the new version V8 program. The Board of Assessor monthly meeting for October 9th has been canceled and moved to October 16th. Board members have been reminded of this change in date.

Town Clerk: Submitted the Town Clerk's "Early Voting" hours to the State. The warrant's for the Fall Town Meeting and the State Election have been posted. We have had a lot of calls from residents checking to see if they are registered to vote. The Town Clerk's office will be open Tuesday, October 9th from 7:30am-8:00pm for the last day to register to vote in the October 18th Fall Town Meeting. We have had several people come in to license their dogs and pay their late fees.

Public Works

Highway Department: Removed branches that had fallen off of a tree at Narragansett. Catch basins in the area of Victoria, Laurel View and Gardner Road were rebuilt. Due to the heavy rain, fallen branches were picked up throughout town. Highland Ave was opened and process added until further repairs can be accomplished. We are currently summarizing paving projects that need to be completed before the end of the season. Cold patching was done on Partridgeville Road and South Main St. Cleaned up debris left from the beavers on Musket Drive. Added rip rap to the roadside wash-out on Brooksvillage Rd. Added process to the roadside on Turner Lane where the rain has eroded road. Red lined vehicles include: H35, M11, H10, H3. The 10 wheeled dump truck (H11) that was red lined for the dump body being rotted has been evaluated and will be returned to the fleet by adding a sander and a plow. This will increase the DPW capacity to address snow and ice. MS4 meetings are ongoing to finalize the Notice of Intent (NOI) permit submission. Conservation has been included in the storm water discussion.

Buildings & Grounds: The John Deere Tractor has been picked up by Padula Bros. to be retrofitted for the groomer. The new X750 tractor has been delivered. The parts for all of the John Deere tractors were inventoried and a list prepared and service planned. Loamed and seeded in a small area of Pine Grove cemetery. Checked sump pumps and all are working adequately. Trash was collected in the common areas as well as card board for recycling. Additional trash barrels were placed at Gilman Waite field per the request of the recreation committee chairman. Mowing and trimming and shrub removal was done in both cemeteries. There was one burial in Green Lawn cemetery and one to be done on Saturday at Pine Grove cemetery. The fall town meeting signs were prepared and placed.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 9/27 – 10/03 PD – 270 Calls for Service, 12 motor vehicle stops, 2 arrest, Police Station Project is moving ahead nicely, with the addition being framed this week. In recognition of Breast Cancer Awareness month Officers are wearing pink badges to show their support. Dispatch – 366 Calls (does not include miscellaneous calls)-Nothing new to report.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Director prepared and attended presentation to Select Board for “Stretch Code” warrant article; continued work on NOI permit application preparation for stormwater with Highway, Municipal Fellow and ConCom Chair; working on a draft for Green Communities for “anti idling of vehicles” and “fuel efficient vehicle” policies. The Administrative Assistant to Development Services work on a research project for the TA with regard to “volunteer appreciation and recognition”; also completed reference checks on multiple vendors for upcoming projects and began working with the local forester to secure new locations for this year’s timber harvest.

Board of Health: Agent worked with neighbors on Lord Road with regard to an issue with early start up of an outdoor wood boiler; completed inspections at 314 Otter River and 191 Royalston for a septic system replacements; reviewed and approved a Title 5 report for 17 Gray (which is one of our abandoned housing projects); witnessed a percs at 191 Farnsworth and at three new lots on Baptist Common; investigated a concern of an unpermitted boarding house on South Main, no violations noted, house is inhabited by two owners with two room renters; reviewed and approved septic plans for a new build on King Philip Trail and a repair system at 152 Main.

Conservation: Administrative Assistant prepared Notice of Intent hearing documentation for the 11/19/18 meeting as well as a Request for Determination of Applicability for same.

Planning Board: Administrative Assistant prepared for 10/09/18 meeting.

ZBA: Nothing to report at this time.

Building Department: One building permit was issued for demolition on Otter River Road, two electrical permits and on gas permit was issued; a permit was issued for a new build on Valentine; a use permit was issued for office space within a home on Cottage Lane. Commissioner Hanks attended and participated in the presentation to the Select Board with regard to “stretch energy code”. Commissioner Hanks will be out of the office until 10/15/18, all calls can be directed to 978-894-2770.

Agricultural Commission: Nothing to report at this time.

Community Services

Community Services Director: I reached out to departments who may be interested in working with the volunteer initiative with the Templeton Development Center. I reached out to a few contacts to gather information about establishing a Farmer's Market for 2019.

Council on Aging/Senior Center: The COA Board Meeting was held this week. SHINE appointments have greatly increased. We are booking into the middle of November for seniors to speak with our SHINE volunteer. Open enrollment begins October 15th and ends December 7th. We are having an ongoing problem with MOC regarding the Meals on Wheels; the caterer packs the meals and delivers to Gardner Senior Center. Several senior centers pick their meal up in Gardner. We had ants in at least one of the cold packs containing the recipient’s milk, fruit and desert. I immediately called MOC, and they are working to remediate the issue. We are also being shorted meals from time to time. I will continue to work with MOC to remedy this issue. The Town Clerk has notified us that she would like to hold early voting here at the Senior Center on October 30th from 11am to 1pm.

Community TV: This week TCTV recorded and broadcast the Board of Selectmen’s meeting of Oct. 1 and the Advisory Committee meeting of Oct. 4. All meetings are cablecast on TCTV Cable Channel 8 and are available for on-demand viewing on TCTV’s YouTube channel. New shows on Hoodoo Highway's outdoor R&B concert, a Marilyn Monroe presenter, and a new Animal Adventures have been added to the TCTV schedule. Alligators! The Town Meeting warrant article for the increased Cable department appropriation was approved by Selectmen. I attended both BoS and Advisory

PreTown meetings to field any questions. I also attended the Scholastic Media Association (SMA) and Media Resource Expo on Oct. 3 in Danvers. I had any several good conversations and heard insights about school and college partnerships for media education that could benefit TCTV. Our local MWCC offers a certification program for media teachers through SMA. Opportunities for TCTV and NRSD exist, if the school chooses. Students are also welcome to these events to learn and practice directing, videography and broadcasting basics. I also met with equipment vendors and saw a Castus broadcast server system that may be a good upgrade to our present outdated server. More research is required. Server replacement is in TCTV's 5-Year Capital Plan and will be required soon. Last week I was out of town, and Shawn handled all TV production duties. He is catching up on video editing for other show productions.

Library Director: Two story hour sessions were held. I completed and submitted the final 2 reports to the MA. Board of Library Commissioners. Library cards were issued to all interested students at NMS. I worked on a Cultural Council grant application. We processed a back-order of materials and made those available to our patrons.

Important Dates to Remember

Town Administrator's Office Days for next week: Monday, Tuesday & Wednesday
Selectmen's Meeting Wednesday, October 10, 2018, 6:30 p.m.
Department Head Meeting, Thursday, October 11, 2018, at 8:30 a.m.
Fall Town Meeting, Thursday, October 18, 2018, at 7:00 p.m.

SAVE THE DATE

Two-Town BoS/Advisory/FinCom/School Committee Joint-Boards Meeting
Monday, October 15th
5pm in the Media Center (Library) NRHS
Agenda - TBD