

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: January 11, 2018
CC: All Departments

Carter



Important Notices

ALL ANNUAL REPORTS NEED TO BE SUBMITTED BY MONDAY, JANUARY 22, 2018. Any department, board or committee that usually submits one will need to have it in by then. **We cannot guarantee the inclusion of any report submitted after that date.** Please understand that we reserve the right to edit for space and presentation.

Town Offices are closed on Monday, January 15, 2018, in honor of Martin Luther King Jr. Day

In order to ensure compliance with MGL Ch 30B; Please confer with this office before entering into any purchase or contract with a value of greater than \$2,500.

Business Meeting or Workshop: The following is intended to supplement agenda items where a full memorandum may not have been required or updates are needed. N/A

Weekly Report:

We held the meeting on the Local Option Meals Tax for our local vendors. When presented as a means to help provide funds toward a capital rolling stock program those in attendance (4) seemed supportive. However, they did express fears it might be diverted to other expenditures once we were past the opening year(s). Our next presentation will be on The Collins Center presented to the staff on a Draft form to be used as part of the on-going budget process aimed at increasing citizen understanding of the efforts of each unit. Those have also been provided electronically along with an example of how they are used. They will be back in about two weeks to meet with the staff one on one, learn of their concerns and suggestions and then do finalized version based upon the comments. Additional Round 1 budget reviews were undertaken and all – excepting one for which we still await their submission – will be completed by 01/16. Round 2 reviews will commence next week as well. We received and processed the MEM paperwork for the unanticipated \$34.5k of additional grant funds. We received four proposals for legal services. Reference checks will commence in the next few days. The first shoe in the FY '19 budget process has dropped. Our assessment from the retirement system (WRRS) has increased roughly \$70k or 10.5%. Unfortunately, we will not know how they have distributed that across the general and enterprise funds for a few weeks.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: The 3rd quarter tax bills are due on February 1, 2018.

Assessor: This week continues to bring in homeowners inquiring about their tax bills and any exemptions being offered for tax relief. I am working with the Sewer Department in regards to their current billing and sewer liens that were applied to the 3rd & 4th quarter tax bills. On Tuesday I attended our department head meeting along with an informational meeting with the Collins group. Prepared for, held and followed up on work from the monthly meeting of the Board of Assessors. Worked Tuesday evening on closing out FY18 values and prepared for Vision to complete our year end static database. Received and continued to work on information from Town Accountant in regards to delinquent motor vehicle bills.

Town Clerk: Attended the department head meeting. Mailed out the census. Busy with dog licensing and issuing vital records.

Public Works

Highway Department: We experienced the one of the most difficult storms of recent years. Between the strong winds and extreme cold made clean up very difficult. The equipment that runs on diesel fuel struggled because the cold was causing it to gel and shut down. This caused numerous equipment failures costing us valuable time. We had an additive put in to the last load of diesel delivered on Tuesday. After plowing for 24 hours $\frac{3}{4}$ of the crew went home to get some rest. The others stayed and tried to stay on top of the drifting snow. All of the guys were called in several times to keep cleaning up the roads. The storm carried on from Thursday thru Monday. The sidewalk plow does not go out during snow storms as the focus is on the safety of the roadways. When the plow does go out it first clears the snow from sidewalks for the school children that walk to school and local businesses. There is only one sidewalk plow, an additional plow and driver would enable us to get this done faster. We continued through-out the week to clean up snow piles and to push back snow. There were many resident calls, and for the most part people were upbeat in their requests and were thankful for our reaction to their requests.

Buildings & Grounds: The guys from Buildings and Grounds worked during this storm to keep all of the town building clear of snow and ice and accessible to the public. The Christmas lights in the trees in the 4 villages were removed and put away in storage. Roofs on the Town buildings were looked at for snow accumulation and cleaned as needed. Inspected and painted and repaired picnic tables for the next season. General maintenance was done on the JBC Backhoe after using it for snow removal. Clearing drains in the cemeteries for the rain expected on Friday. Went to Scout Hall to inspect for water accumulation and assure the sump pump was doing the job it is there for. The director attended the department head meeting on Tuesday morning and Capital Planning on Tuesday Evening where budget info was discussed. He also held a cemetery and Parks meeting.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 1/4 – 1/10 PD – 259 Calls for Service, 14 motor vehicle stops, 2 arrest, Police Station Project scheduled to give and update to the BOS on 1/22. On 1/11 a Hazardous Materials Survey was conducted at the station. All issues have been resolved with unit 27. FY17 & FY18 911 Development Projects are nearing completion when complete Phillipston Police and Templeton Fire will be updated to TriTech Imc software, also all police and fire stations in both Phillipston and Templeton have been connected to a broadband fiber optic network providing a new

firewall and internet access for better security and functionality. Dispatch – 371 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: 1/1-1/10- We have responded to 22 EMS calls, 2 accidental fire alarm calls, 2 chimney fires and 1 mutual aid call to Gardner. On 1/9 we finished testing of all our ground ladders and the ladder truck. All ground ladders passed with no issues. The ladder truck passed with only minor of paint starting to bubble, and the chassis has some minor oil spots. The technician that did the ladder truck testing feels that the oil spots were left over from the service work and no issue. The truck will go back to make sure this is the case.

Development Services

Building Department: Three building permits were processed; Admin. Asst. worked with Building Commissioner to organize the proposed plans for the new elementary school for distribution to the respective inspectors for review. Admin. Asst. processed invoices for local establishments for annual inspections by Sealer of Weights and Measures. Continued work on updating of permitting forms and procedure guidelines for applications. Development Services office continued work on organizing room one filing and equipment storage. Building Commissioner issued a temporary occupancy permit extension to the Senior Center through March 1, 2018.

Planning Board: Prepared for meeting on January 9th; prepared minutes from last public hearing and meeting. Prepared draft minutes from January 9 meeting.

ZBA: Admin. Asst. provided decisions from November 1, 2017 hearings for Daymill and Patriots Roast Beef to Town Clerk for stamp to begin twenty day appeal period.

Conservation Commission: Prepared for meeting on January 8th; prepared minutes from last meeting. Prepared draft minutes from January 8 meeting.

Board of Health: During the week, many permits were processed and issued for food establishments, tobacco/nicotine, septic haulers and installers, and rubbish removal. Further work on the Development Services budget was completed after contact with the AgCom Chair and the ConCom Chair; Director participated in budget training with Collins Institute and worked on data requested for next meeting. Agent worked on “non-criminal disposition by-law violations”; proposing that by-law be updated and submitted for warrant at annual town meeting. Agent prepared for and attended monthly Board of Health meeting. Agent reviewed and approved Title 5 inspection report. The unseasonably cold weather created several issues with heat and water at rental properties; all issues to date have been corrected.

Community Services

Council on Aging/Senior Center: I want to Thank Sgt. Derek Hall of Templeton Police and Doug Wheeler of the Fire Department. Along with myself and Susan Lajoie we worked on an issue together on Sat night late into Sun morning, and they were all extremely professional and helpful in solving the problem. So KUDOS to all 3 of you. We had to cancel transportation 2 days last week, because of the weather. The COA office remained open. December is a slow month as far as participation goes, but we were busy just the same. Jackie Prime and myself are going to try and work with Scott Dill of Recreation to coordinate some intergenerational activities this summer.

Library Director: The January book/media order has been processed, in addition to many donations, and made available to our patrons. We have set up a display of information from the Massachusetts Lyme Association. I attended the department head meeting, and presentation by the Collins Institute. I began working on the elements of the library's piece of the organization chart, including the mission statement. I met with Carter and Eric to review our FY 19 budget request, as well as listening in on the Cultural Council and Recreation proposals. With the holidays behind us, our circulation desks have become busier, and Story Hour is full and lively. **Community TV:** Nothing to report this week.

Veterans Services: Met with David Hamilton (community program manager) from “Habitat for Humanity” about their programs “Operation playhouse” and “Veterans Critical Home Repair Program” The applications and requirements for both programs will be posted on the Templeton Veterans services office website shortly. Met with Robert Harrington (Outreach coordinator for SAVE) and Denise Miele (Veterans Family outreach). We discussed Veterans Benefits and different entities that can contribute to Veterans benefits how/where to receive them. After our meeting, the three of us met with the Sarah (program manager) from the Montachusett Veterans Outreach center. We discussed: 1) food pantry 2) housing 3) counseling 4) Using their building for conferences with veterans 5) talked about setting up a town-wide overview of benefits offered to Veterans and their dependents using surrounding town entities. 6) Women veterans 7) widows of Veterans and their benefits. Last week I contacted a Veteran when I received notification he was discharged from active duty. At this time, him and I are in back and forth contact about the next steps he plans to take now that he’s home. After learning of his skills and trades, I contacted the Welding Union out of Boston and have sent the Veteran all information and application to begin the process of becoming a Trained welder. Working on getting all Ch115 checks out this week to qualified Veterans. I was finding it difficult to give Veterans their Benefits over the phone; on the Towns veterans Service office page I set up a standard curriculum for Veterans to fill out when requesting their benefits. So far, the Set up has worked wonderful and I am able to get Veterans the information they want

Important Dates to Remember

Town Administrator’s Office Days for next week: Tuesday - Thursday

All Boards Meeting, Tuesday, January 16, 2018 @ 6:30 p.m. at Kamaloht

Selectmen's Business Meeting, Monday, January 22, 2018, at 6:30 p.m.

Department Head Meeting, Tuesday, January 23, 2018 @ 8:30 a.m.