

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: November 22, 2018
CC: All Departments

Carter



Important Notice to All Departments

Open Positions
On-Call Plow Operators - DPW
Driver/Operator/Laborer – DPW

Accepting Applications for Hired Equipment for Plow Operations

Last Call for Newsletter Stories

We can't promise we get them all in but we can promise we can't print it if we don't receive it!

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. d. This as presented to you at your workshop excepting the addition of Civil Infractions (i.e. court fines such as motor vehicle citations) to Miscellaneous State Revenues as an explanatory note. On the Miscellaneous Revenues, this is essentially an account for all items for which we do not have ongoing revenues and a specific account (insurance refunds, unclaimed property, and the like). We also clarified the PILOTS to add the Rollbacks title to make it clearer as to what that account was. [Please note we were not able to complete and fully vet the annual community comparisons and we'll have them for your meeting of 12/19].

5. e. I seek your approval to buy the used catch basin cleaner at a total price of \$9,700. We will use the roughly \$8,000 left unused in the contract line item plus some \$1,700+/- of OPEX funds. As Bob notes, the contracting plan (@ \$13/basin) has not worked due to a number of factors. He has an opportunity to buy a piece of equipment that we think will last us until we can address those issues and then go back to trying the contracting. Bob will be present.

5. f. I seek your approval to enter into a three year contract with Paychex Payroll Services for a total amount of \$42,500 for the reasons outlined in the memorandum from Kelli P.

Weekly Report: We received notice from MA DOT that Royalston Road has been approved as a federal aid eligible roadway but that we must provide all RoW documents needed for the project. At present it looks like we need to obtain some 15 permanent drainage/structure easements with 3 of those coming from the state. We will need to designate a formal RoW representative, get them trained and begin that process as we can. We have sent notices to all area property owners for the 12/12 public hearing. I began work on the Newsletter to go with the upcoming tax bill. We are on track to send our budget package out next week. We expect to have a final proof of our new web site next week at which time they will begin to swing-over the current content and begin to add new content. As part of that we have been looking at how to meld the MyTownGov we use for agendas and minutes with our legacy postings and found that we have a number of committees not posting their minutes. Carol H. and I are revisiting that and will be offering new training over the next month or so to try to address this lapse.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Nothing reported.

Assessor: No report submitted last week as we were busy with the Tax Rate Recap sheet for DOR. Had a Board meeting on Tuesday the 13th and finished work from that on Wednesday. Attended the Tax Classification Hearing (the 14th) and presented information to the Board of Selectmen in regards to a single tax rate. Attended a department head meeting, an OSHA meeting and webinar with Vadar on Thursday. Motor vehicle Commitment #6 has been downloaded into the system and the excise tax bills will be going out Tuesday the 20th.

Last Friday was the final day for Light, Water & Sewer to submit delinquent accounts they wanted assessed to the 3rd & 4th quarter Actual Tax bills. This week they were imputed into the billing system. Also confirmed exemptions figures for upcoming actual bills. Submitted payrolls for participants in the Senior Work Off Program. Met with department heads on Monday to discuss delinquent accounts and the issuance of licenses and building permits. With the snowstorm on Tuesday and the Thanksgiving holiday, traffic flow was light in town hall. Happy Thanksgiving!

Town Clerk: Cheryl and I completed an on-line State required "Security Awareness Training". Had a few research project from various departments. We are starting to get the dog license renewal inserts ready for the census.

Public Works

Highway Department: It is officially winter is here and the first storm was addressed adequately with little changes necessary. It took on average 20hrs to clear the roadways and make them safe for the public. H7 is out of service for ~ 2 weeks while the clutch is repaired. H33 has no 4 wheel drive but continues in use as a two wheel vehicle as long as it is safe to do so. Cold patching was done on Royalston Road and Churchill Road. Old files and records were transferred to storage at town hall.

Buildings & Grounds: Issues with cold drafts at the treasurer's office were taken care of so the temperature stays comfortable. The heat in the vault in the clerk's office is in needs of repair, the parts have been ordered and will arrive in 3 weeks. A large amount of corrugated was removed from the senior center after the Thanksgiving baskets were prepared.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: For the week of 11/7-11/13 we responded on 23 emergency calls. 20 ambulance, 1 fire mutual aid to another town and 2 false alarms. We conducted 7 inspections for smoke detectors.

For the week of 11/14-11/20 we responded to 18 emergency calls. 11 ambulance, 3 false alarms and 4 motor vehicle accidents. We conducted 5 inspections for smoke detectors and also conducted safety inspections with the building inspector.

Templeton Fire Department was awarded a \$2,500.00 grant from Georgia-Pacific. This grant comes from a program they sponsor every year called the Bucket Brigade. This program supports local fire departments across the nation. In 2018 they have awarded more than \$214,000. Templeton is one of 43 fire departments that received funding for safety equipment. Our award will be used to purchase a set of Structural Firefighter gear for a firefighter without dated PPE. I would like to thank our local Georgia-Pacific in Leominster that helped us receive this award.

Development Services

Director: Met with department heads and Town Administrator with regard to delinquent taxpayers and how to handle permitting. Director will be out of the office from 11/20 – 11/26.

Board of Health: Agent prepared for and attended Board of Health meeting; worked on a request for a lead determination on 18 Hubbardston Road, determination is scheduled for the 26th and will be attended by Linda Dube of the Childhood Lead Poison Protection Program; agent provided information with regard to beaver issues reported on Minuteman, damming happening at the retention pond; bed bottom inspection @ 343 Otter River for a replacement septic system.

Conservation: Admin not available to provide report at this time, will report next week.

Planning Board: Admin not available to provide report at this time, will report next week.

ZBA: No action to report at this time.

Building Department: Five building permits for roofs and renovations were issued. Two gas/plumbing and two electrical permits issued Use Permit for a Tree Farm Operations business on Otter River Rd, and one wood stove permit were issued. Fire Chief Dickie and Commissioner Hanks completed the last of the Liquor License safety inspections for the year. Occupancy for 10 Branch Street was given for a new single family home. Senior Center Temporary Occupancy permit was extended to March 15th, 2019.

Agricultural Commission: No action to report at this time.

Community Services

Community Services Director: Nothing reported.

Council on Aging/Senior Center: With the Thanksgiving Holiday comes a flurry of activity, we had dozens of turkeys with the fixings included. Pies were also donated by Quabbin Valley Rehab and Nrsng Home, which were given to the Seniors. The turkeys that were not given out for Thanksgiving will be given for Christmas. The community gave about 50 families Turkey dinner, once again Templeton takes care of their own. In addition to the food pantry activity we are still busy with everyday business of the senior center. Golden Agers canceled their bingo and monthly meeting due to illness. The nail/reflexology technician is no longer coming to the senior center, due to lack of participation, she will continue the service in Gardner. Our seniors can make their appointments in Gardner as needed. We hope everyone has a wonderful Thanksgiving.

Community TV: Nothing reported.

Library Director: Nothing reported.

Important Dates to Remember

Town Administrator's Office Days next week: Monday PM, Tuesday, Wednesday, Thursday AM

ALL BOARDS MEETING, Monday, November 26, 2018, 6:30 p.m. at Kamaloht

Selectmen's Meeting Wednesday, November 28, 2018, 6:30 p.m.

Department Head Meeting, Thursday, November 29, 2018, at 8:30 a.m.

Public Hearing Re: Royalston Road

December 12, 2018 @ 7:00 p.m.

Meeting Room of Town Hall