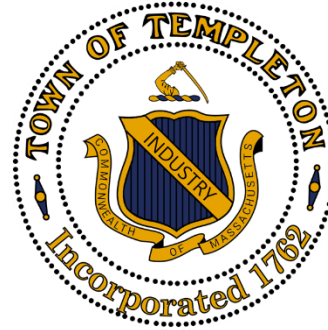


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: November 8, 2018
CC: All Departments

Carter



Important Notice to All Departments

Open Positions

On-Call Plow Operators - DPW
Driver/Operator/Laborer – DPW
Clerk – Treasurer/Collectors Office

Accepting Applications for Hired Equipment for Plow Operations

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. b. This is required to determine if you will have a single or split tax rate. Once you make this decision, we can finalize our submission to DOR of the so-called recap sheet and set the tax rate.

5. f. This is from your workshop of 11/07 with a few minor changes as discussed. Please notify us of any further changes you might like by CoB 11/13 that we can have them prepared for your final action on 11/14.

5. h. We had six great submissions which I narrowed down to three for interviews by me, Adam L. and Bob S. After presentations and interviews we narrowed our interest to the firm of Milone and MacBroom at which time we opened the fee proposal. Thankfully, upon opening the fee proposal, we found that they were within budget (As we told you the fees ranged from \$35k to \$143k. I'm not sure why the others were so high - and we had no clue which fee was tied to which vendor as I had the AA open them, so we knew only the range – but I will tell you it was a concern for a bit. Fortunately, their fee proposal allows us some room for change orders to develop the information required by various grant agencies.

5. i. This is to rollover the current BANs on the School and PD together with an additional tranche of \$9m for the school. At this time, it appears we will have our credit rating in time to take a portion of the BANs to permanent financing in February. The balance will go to Bond about 12 to 18 months later. This will mean there will be a full payment on those Bonds in the FY 20 budget and we can phase the tax rate impact in over a couple of years.

5. j. This is for the Board to discuss what type of presentation it will be making and what it hopes to gain from the All Boards Meeting.

Weekly Report: We had a meeting/tel con with representatives of FEMA, MEMA and Rich Curtis our EMD concerning emergency funding we are eligible for relating to the March 13-15 storm. We have completed a draft damage inventory and have a 60-day window to finalize it. We can get 75% of cost items which are above \$3k resulting in a potential reimbursement to us of \$17.5k^{+/-} at this time. We filmed another Talk of the Town, completed another evaluation and prepared adverts for the several open positions and contract opportunities as well as finalizing Draft contacts for Stone Bridge and hired equipment.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Nothing reported.

Assessor: No report submitted last week. Last Tuesday I spent the day out doing field work for building permits pulled in July, August & September. Wednesday, Sue and I walked the Fish & Gun Club Rainbow Drive and Club Road to review property record cards, take pictures and prepared notes to update changes to field cards. Thursday, I was away at training with Vision Government Solution. The remainder of last week and most of this week I continue to take webinars and attend training sessions in regards to the V8 upgrade. Tax Classification Hearing has been posted in the Gardner News for Wednesday, November 14th. This is another step in the tax rate setting process. Started working with the Sewer Department on upcoming sewer liens to be placed on the 3rd & 4th quarter tax bills. Continue to work with Cartergraphics and Vision in updating our online and in-house GIS mapping. On Thursday morning I will be viewing a webinar with Vadar, the town billing program, in regards to the upcoming data bridge to transfer information out of Vision and into Vadar for 3rd & 4th quarter billing. Exemption applications continue to be brought in, abatement applications are being processed for motor vehicle excise bills and much paperwork has been notarized in the office. Sue has been busy working with the Collector/Treasurer office with updating Business owner name address and parcel information for Business Certificates. She is also working on an excel spreadsheet in regards to current and past sewer liens to help streamline the record keeping of this. Began preparing paperwork for the upcoming Board of Assessor meeting scheduled for Tuesday, November 13th and the Classification Hearing on Wednesday the 14th.

Town Clerk: Prepared for the State Election. Set up the polls in the middle school gym. Put out voting signs throughout the town. We had a very busy election with over 61% of Templeton voters coming out to cast their vote.

Public Works

Highway Department: The rain on Friday allowed for some maintenance preparedness on snow fighting equipment. Trees on Pail Factory Road were trimmed that were hanging into the roadway. There was only one call out during the winding weather for a large tree on Hubbardston road. The highway foreman and the director attended a Worcester County Highway Association meeting that discussed, Small Bridge funding programs, Complete Streets funding, Municipal Vulnerability preparedness, Culvert replacement grants, and legislative updates. Data is being compiles for the Annual report. All trucks have been inspected and equipped with all safety equipment. All of the large trucks, loaders and the excavator will now have a daily inspection book and all reported needed repairs

will be reported to the mechanic for repair. Pothole patching was done on South Road, Highland, Old Winchendon, South Main, Depot Rd & Cook Rd, and Barre Rd.

Buildings & Grounds: The flags were raised to full staff throughout town. The breaker on the electrical panel at Scout Hall tripped off, the sump pump is now plugged in upstairs, so it will continue to run if needed. We will look into this situation further and possibly involve some electrical work. Flat markers were placed at new graves in Pinegrove Cemetery. The last stone foundation was poured for the season in Pinegrove cemetery. Maintenance was done to various pieces of equipment and clean up was done at the cemetery garage. The emergency exit @ Gilman/Waite field was excavated and paved. The next step for the emergency exit is to install a gate. Trash and recycling were done throughout town. Collected and put away all town meeting signs. CD5 was brought to Wrights welding for repair the truck body. The collection system was run in Baldwinville common, Baldwinville Fire department, scout hall and in Greenlawn cemetery. All of the grave areas that were sunken were loamed. Parts for maintaining the tractors were purchased from Padula's.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 10/25-10/31 PD – 302 Calls for Service, 12 motor vehicle stops, 1 arrest. The Police station project is moving forward, with the addition being framed. The officers are participating in “No - shave November” in support of the Home Base Foundation to support veterans Dispatch – 370 Calls (does not include miscellaneous calls)-Nothing new to report.

11/1-11/7 PD – 308 Calls for Service, 16 motor vehicle stops, 0 arrest, Police Station project continues to move forward with the roof and windows being installed. Donations for the first responders' victims of hurricane Michael in Bay County Florida were delivered successfully to the collection point in Panama City Beach. Thank you to everyone who donated and helped make it possible Dispatch – 374 Calls (does not include miscellaneous calls)-Nothing new to report.

Templeton Fire/EMS: 10/31 thru 11/06 The Fire Department responded on 13 emergency calls. 8 ems, 3 motor vehicle accidents, 1 accidental fire alarm and 1 tree on electrical wires on fire. fire fighters assisted the police department with the annual elementary school horrible s parade, and we handed out candy during trick or treat both at the Templeton Center Fire Station and in Baldwinville with our trick or truck. We bring a truck out in to the community and hand candy out from it.

Development Services

Director: Provided information to all chairpersons with regard to the All Boards meeting on November 26, 6:30 p.m. at Kamaloht. Administrative Assistant worked with the Town Administrator on the trust and donation account research. All offices under Development Services have been notified that annual reports are due.

Board of Health: At the request of the Tobacco Alliance, Joan Hamlett will be appearing before the members on November 19 to speak about raising the minimum age to purchase tobacco products to 21. Notification was received from Republic Trash Services that they would no longer be servicing Templeton; E L Harvey has purchased those routes from Republic. Agent completed housing inspections at Hubbardston, South and Elm; filed paperwork on two of the inspections; agent worked with MassDEP and EPA on a complaint for illegal dumping of construction waste on Pond Street. Agent inspected a property on Ridgewood for alleged junk & debris, no violations at this time; investigated complaint of safety issues in conjunction with the stained-glass class at COA, no violations at this time. Annual permitting renewals have begun!

Conservation: Administrative Assistant prepared NOI for 33 Lake Ave; RDA for Lord Rd, Lot 2; RDA for Dudley Rd, Lot 3, RDA for 66 Rainbow Dr, and an NOI for South Rd – Chartier. Administrative Assistant spent time in Westminster with ConCom Agent, Matt Marro, training.

Planning Board: Administrative Assistant prepared for November 13 informational meeting on proposed zoning changes. Administrative Assistant spent time in Westminster training with Planner.

ZBA: B & C Gravel decision stamped by Town Clerk; 20 day appeal period began 11/1/18.

Building Department: The permit for the City of Gardner's Waste Treatment Facility for modification of gravity thickener and control building has been issued; Building Commissioner has reviewed a permit application for a sprinkler system in the new Police Station, at this time no permit has been issued, the Fire Chief is requesting some modifications. A decision letter has been issued for the application received for 32 Myrtle, it is a non-conforming lot with a condemned trailer; new owner is applying to place a larger trailer on site, requires going before the ZBA. Office received an anonymous complaint with regard to the laundromat in Baldwinville; referred to Plumbing Inspector, Building Commissioner and Fire Chief. Three other permits were issued for building, one for electrical and four plumbing permits.

Agricultural Commission: Ms. Novak is working on the annual report for the AgCom; Mr. Chartier reports that the "right to farm" signs should all be up this week.

Community Services

Community Services Director: I attended the Council on Aging Board meeting. I also met with Steve (TCTV) and Sheila (VSO). I continued to compile the FY 19 1st quarter reports.

Council on Aging/Senior Center: Foot traffic and the phones have certainly increased this week. Last Friday, Nov 2, the PD were with us for their Police – a – Palooza. We had a great turn out, everyone had a great time. THANK YOU to the PD, Luanne and Tom Royer for supplying the food. Last month we had 401 people swipe into the senior center, out of those 144 were here for activities, many of them came for multiple events. We delivered 295 meals, gave 341 rides, and had 95 hours of volunteer time which translates to \$1045.00. We also

Community TV: This week TCTV recorded and broadcast the Board of Selectmen's workshop of Nov. 7 and Talk of the Town with the Town Administrator and Veterans Services coordinator. The programs are also available at TCTV's YouTube page. Job descriptions and paid internship structures were further developed. A 5-Year Capital Plan was submitted to the Capital Planning Committee. Finances were managed and audited. Installations of security (antivirus) services progressed. Prevailing wage schedules for Scout Hall drywall work was obtained and reviewed.

Library Director: We continue to issue barcoded library cards now that we are circulating on CWMars. Karen has come up with some great ideas to help our patrons adjust to all of the changes, and she has really embraced her role as the 'lead' on all things CWMars. Two Story Hour sessions were held, with TCTV filming the Wednesday program. A record-breaking total of 8 babies attended Thursday's program, along with some older siblings! Many thanks to the DPW for removing a dangerous tree that was posing a hazard to the library.

Important Dates to Remember

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

Selectmen's Meeting Wednesday, November 14, 2018, 6:30 p.m.

Department Head Meeting, Thursday, November 15, 2018, at 8:30 a.m.

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