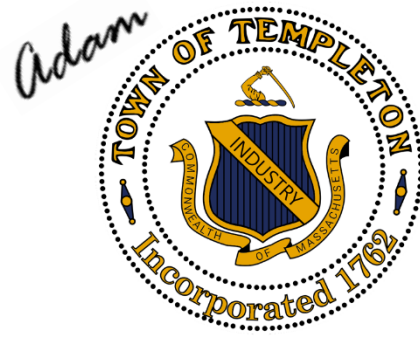


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Adam Lamontagne, Asst Town Administrator
RE: Administrator's Weekly Report
DATE: December 19, 2019
CC: All Departments



Important Notice to All Departments

Due to the Holiday Schedule, there will be no Weekly Reports for the next 2 weeks. They will resume on January 9th



All Budget and Legislative Materials Due at 10 a.m. on Monday, January 6, 2020.

Business Meeting or Workshop:

This is where we provide basic information or expand upon memorandum enclosed in your packet.

Weekly Report: This week has been taken up primarily by getting info to the state in coordination with our finance team, collective bargaining and licenses. Adam has been working on a couple fronts with finalizing his “embedding” with the public safety folks specifically police and fire. Work continues with the Capital Planning Committee as they have finalized their recommendations and should have their report done in January to go to the BoS. We are gearing up for the department budgets that will be coming in soon and our schedule for the first round of departments to come in and discuss their budget (s). We have heard from the AG’s office that they consider all of our applications to merge various trust funds as complete. We expect a final decision by 01/15. If they sign off as anticipated, we will need to submit several technical amendments to the By-Laws for ATM action to comport the appointment of trustees to the AG approval. We have been having a substantial amount of trouble with the phones due to a software update by our provider. In simplest terms it seems to have rendered our phones obsolete. In short, we may need to purchase new phones from our current provider, the ones who let this happen to us w/out warning, or contract with a new provider. We have solicited proposals from those with state contracts and are putting a comparison together for your action on 01/15. The major wrinkle in all of this is we did not budget for the hardware (think \$6k) or the IT Engineer to deploy all of this (think \$5k). Once we have all costs in hand, we will have to make a judgment call on whether or not to defer any PC replacements to try and do this w/in our IT budget or approach the AC for a small transfer. I’ve given the AC a quick heads up as we finalize our thoughts.

Administration & Finance

Town Accountant: Out of the Office.

Treasurer/Collector: With the tax rate now set we were busy getting the property tax bills ready to send to the printing company. They now have the files and bills should be mailed out December 30th. As a test run for their new system, the registry released an excise commitment for any recent vehicle purchases or transfers that have happened in the last couple of months. Bills for this commitment were mailed Tuesday.

Assessor: Received notification from DOR DLS for the setting of the tax rate. The rate for FY20 is \$16.83, 41 cents lower than last year's rate of \$17.24. However, Real Estate values are up this year 8% to 20%. Much of the week was spent transferring files into the billing program, assessing light, sewer & trash liens, Title V and Sewer Betterments and yearly exemptions. The commitments and invoicing were done, and the files were sent to the Tax Collector to export out to the billing company. An additional motor vehicle billing was sent out from the RMV for the final one of 2019. With the new updated system at RMV this was sent as a test run for billing before the major billing the end of January. The commitment was done, bills were printed and given to the Tax Collector to mail out Tuesday. A reminder to residents, if you have not filed for your real estate exemptions, you still may, however, once approved the credit will go towards your 4th quarter tax bill. Form ABC's (for non-profits), Income & Expense Reports and Forms of Lists are ready to be mailed out for the January 1 date. Wishing everyone a wonderful Christmas and happy, healthy New Year!

Town Clerk: The office will be open Friday, December 20th from 9:00am-5:00pm for the deadline for candidates for the Presidential Primary to submit nomination papers.

Public Works

Highway Department: Reminder, early winter and towards the end of the season, with the temperatures up and down, we will have several bleed outs where water is pushing out of the roads, banks and alike, and some are from illegal discharge of water onto the roadway. That water then freezes onto the roadways. The hydraulic pressure in the ground from the water table has been unusual the past couple of years, whereas we have spots developing in several areas. We are not alone in experiencing these bleed outs, several other towns are dealing with them as well. We monitor these spots, and scrape and treat as needed. We do appreciate residents calling the DPW to make us aware of new and old areas. Please be extra safe during the winter season to come. A 50' strip of ice formed on Norcross hill, some roadside ditching was required to alleviate water runoff there. Sidewalk snow blowing continues during the day time hours. Some spot sanding was needed in between storms. A fallen tree on Cardinal lane was chipped up. The DPW has added a new laborer to the crew, this person was initially an intern in the mechanical area of the DPW and later joined us as a seasonal employee in the buildings and grounds department and is now employed full time in the DPW highway division.

Buildings & Grounds: Preparations were made for a burial in Green Lawn cemetery. All common areas were inspected and treated for icy conditions. General winter maintenance and fine tuning of all Builds & Grounds equipment has begun and will continue thru the winter as time allows. Fallen trees were cut up and moved out of the way @ Pine Grove cemetery. Assisted Town Hall in moving some filing cabinets.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Board of Health: Annual food inspection of Great Wall, no violations noted; housing inspection at Heatherwood Apartments, minor violations noted, and management company notified (30 days to correct); reviewed and approved Title 5 reports for 20 Ash and 126 Old Winchendon.

Conservation: The Commission met on 12/16, hearing opened for Carruth, Lot 8 and continued until April to facilitate a site walk; hearing opened for a request for a certificate of compliance for North County Land Trust, continued due to no representation; members approved an application for a new commission volunteer, Amanda Suzzi, submitted to BoS for appointment.

Planning Board: Due to lack of agenda items and the holiday, the meeting scheduled for 12/24 has been cancelled; Planning will meet next on January 7, 2020.

ZBA: No actions to report at this time.

Building Department: Building issued four permits consisting of a kitchen remodel, roof, door and sheet metal; Electric issued two permits and Plumbing/Gas was quiet.

Agricultural Commission: No actions to report at this time.

Director: Pleased to say that Administrative Assistant new hire, Rhonda Parenteau, has made the 90-day mark and is an absolute keeper! Working on budget and narrative for January deadline; working with Board of Health and Planning on permitting process for Templeton LLC sand and gravel application; worked with Town Clerk on research for ConCom member information. Wishing everyone who reads this a safe and bright holiday season!

Community Services

Community Services Director: I touched base with the other units about the FY 21 Budget documents, as well as our first review in early January. I have gathered a group of volunteers who are helping with the plans to build a skating rink. I updated the Community Calendar and worked on the Business Listing. I hope to meet with the Recreation Committee members and Director about the recommendations of the Westfield State's study.

Community TV: Nothing reported.

Library Director: Two Story Hour sessions were held with several very excited children! I worked on the Library's FY 21 budget documents. The library's 3rd annual Holiday Open House was held on Thursday afternoon. Foot traffic remains steady, and our circulation continues to increase. Merry Christmas and Happy New Year to all of our townspeople, co-workers and patrons!

Senior Center: Nothing reported.

Important Dates to Remember

Town Administrator's Office Days next week: Out of the Office
Selectmen's Workshop, Wednesday, January 8, 2020
Selectmen's Business Meeting, Monday, January 13, 2020, 6:30 p.m.
Special Town Meeting, Wednesday, January 15, 2020, 6 p.m.