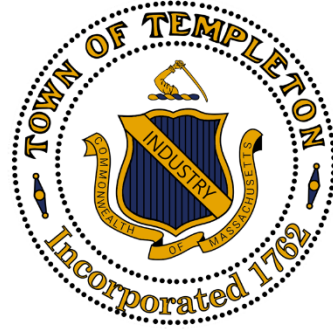


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: December 20, 2018
CC: All Departments

Carter



Important Notice to All Departments

All budget & legislative materials are due in 01/02

There will be no weekly reports due 12/27 given the short week.

Open Positions

FF/EMT-P

Foreman – Buildings & Grounds

Seasonal Laborers & On-Call Plow Operators

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.

N/A

Weekly Report: We met with the PD team to review a change order for propane. In order to keep costs manageable, we have had to take about 1,000 s.f. of the school limits of work back into our limits of work temporarily. We will shift that area back for fine grading, loaming and seeding. Efforts continue to try to get the state to release the \$250k Senator Gobi secured for us. We finalized the latest Draft of revisions to Board procedures. After Diane reviews them with me next week I'm hopeful they will be ready for your 01/16 Workshop and adoption on 01/23. Codification has been distributed to all Board members, the AC, and all department heads encouraging circulation and review that we might be well prepared for the 01/15 public meeting.

We have received some of the department budgets before the deadline of January 2. Additionally, we are eligible to apply for the FY19 Community Compact Best Practice Program as we did not apply in FY18. This allows us to apply in two best practice areas that best fit the Town of Templeton. The applications are accepted on a rolling basis and will be reviewed within one month of submission according to State Local Services website. Finally, we followed up with Milone & MacBroom with the historical information (documents) they requested of the town regarding Stone Bridge. They informed us that the geotechnical borings are scheduled for December 26th and they will be conducting the field survey within the next few weeks, probably right after the New Year.

Administration & Finance

Town Accountant: Our office has been busy the last few weeks. We have been working with Paychex on the payroll transition for January 1st and we are on target for the transition. Worked with the sewer department on reconciliation of the sewer liens. I will be working Wednesday and Thursday the next couple of weeks. Merry Christmas and Happy New Year!!!!

Treasurer/Collector: Nothing reported.

Assessor: I submitted paperwork for FY20 Budget Requests, Goals & Accomplishments. Continue to work with Vision on the V8.7 upgrade. I imputed to property record cards the Building Permits taken out for October and November. Sue completed paperwork to be mailed out at months end for Income & Expense, Personal Property Forms of Lists and exempt properties ABC's. Wishing everyone a wonderful Christmas Holiday!

Town Clerk: Attended the department head meeting. Worked on the Town Clerk's FY20 budget. Finished getting the census ready to be mailed out next week.

Public Works

Highway Department: Attention was paid to an icy situation on French road. Worked with the onsite engineer on the elementary school project and the project manager for the new police station to take down and dispose of the shed that is on the PD site. Cut and chipped the dead, dying and fallen trees in Pine Grove cemetery. Portions of the salt shed were repaired. Chainsaws were maintained. Maintenance was done on the waste oil furnace to reattach a wire that had come off. Spot sanding was done throughout town during the day. The director attended a MPO meeting at the Leominster MRPC location.

Buildings & Grounds: The lights in the forestry bay of the Baldwinville Fire station have been replaced. The director assessed the lack of heat issue in the vault in the town clerk's office and initiated repairs. Maintenance was done on the 710 tractor. Light bulbs were replaced in various offices in town hall. The cardboard from the food pantry was recycled. A lot was prepared in Pinegrove for a burial. Time was spent in training DPW employees on the operations of the cemetery and buildings and grounds in the absence of the foreman. There was a cemetery meeting on Thursday evening; the minutes from the previous meeting were posted on the website.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 12/13 – 12/19 PD – 234 Calls for Service, 9 motor vehicle stops, 1 arrest, Police Station Project – Keeps moving forwarding. Dispatch – 329 Calls (does not include miscellaneous calls). Interference continues with our radios, we will be looking into moving the antenna on the Ladder Hill Tower to hopefully alleviate the issue.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Continued budget work for FY '20; working with Municipal Management Fellow on Baldwinville Elementary Disposal Committee agenda for 12/20 and actions; met with NRSD Maintenance Superintendent to take photos of Baldwinville Elementary; continued work with James McCarthy of Mass Fisheries and Wildlife to schedule further public information forums for the proposed conservation area at the Fernald School; Administrative Assistant continuing work on Trust Fund project for Town Administrator and researching a possible grant opportunity for inspectional software to integrate permitting, inspections and abandoned housing information.

Board of Health: Final inspection completed on new septic install at 61 Winchester; septic bed bottom inspection at Dudley, Lot 3; reviewed Title 5 reports for 40 Baptist Common, 241 Gray; and 155 Lord, both passing; reviewed and approved a minor home occupation use permit for 358 Dudley (plumber with home office); completed kitchen inspections at the American Legion and Otter River Sportsman Club, both were spotless with no violations noted; continued work on annual permitting for septic, food, rubbish, and tobacco/nicotine.

Conservation: At Monday's ConCom meeting, there was a continuation for the request at 66 Rainbow as the owner was unable to attend the meeting; an extension for the order of conditions currently on file for the Templeton Fish & Game was approved to maintain the roads (good for three years); members reviewed and approved a Notice of Intent and issued an Order of Conditions for Old Winchendon, Lot B for a new single family to be built; Administrative Assistant completed draft minutes for the 12/17 meeting and provided Denise Childs at MassDEP with all updated copies of order of conditions, extensions for orders of condition, and determination of applicability's.

Planning Board: At the hearing of December 11, members voted to move forward with the draft zoning change article to Baldwinville Road for the Annual Town Meeting.

ZBA: No action to report this week.

Building Department: Administrative Assistant, Mallory, assisted and researched emergency placement of a three bedroom trailer at 315 State Road due to the issuance of a condemnation order by the Building Commissioner; per MGL no town regulation can prevent the placement when caused by a disaster type event; the Commissioner received an new build applications for a single family on Lord, Lot 2; Admin. Asst. completed report for October and November for the Assessor's Office; all safety inspection certificates for liquor licenses have been signed and given to the businesses; two building permits issued for renovations; three electrical permits and two plumbing permits issued.

Agricultural Commission: Information was provided to Town Counsel pertaining to the proposed adoption (as written) of M.G.L., Part I, Title VII, Chapter 40, Section 8L; to clarify the functions of an Agricultural Commission.

Community Services

Community Services Director: I worked on the Farmer's market. I reached out to the other department heads regarding the FY 20 Budget timeline, and FY 19 second quarter reports.

Council on Aging/Senior Center: Nothing reported.

Community TV:

Library Director: I met with Bob and shared our previous 'list' of improvements we hope to make with the Nordfors gift money. I worked on the library's FY 20 budget request, as well as the Annual Report. We were notified by the Board of Library Commissioners of their decision to certify the Boynton Library for another year. The January materials order was compiled and placed. Two Story Hour sessions were held. Our second annual Holiday Open House was held.

Important Dates to Remember

**Town Administrator's Office Days next week: Wednesday, Thursday
Selectmen's Meeting Wednesday, January 9, 2019, 6:30 p.m.
Department Head Meeting, Thursday, January 10, 2019, at 8:30 a.m.**

**Public Meeting Re: Codification
January 15, 2019 @ 6:30 p.m.
Meeting Room of Town Hall**

**Public Meeting Re: Input on Town Meeting Procedures
January 29, 2019 @ 6:30 p.m.
Meeting Room of Town Hall**