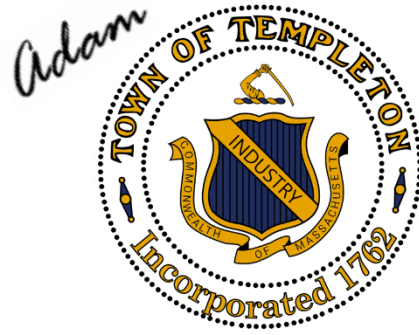


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Adam Lamontagne, Asst Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** December 5, 2019  
**CC:** All Departments



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### Important Notice to All Departments

**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.**

5. d. The Master of Public Administration students from Westfield State University have been working with the Town, more specifically our Community Services Director Jackie Prime and the Recreation Committee Chairman Scot Dill and his committee, under the leadership of Dr. DiStefano to provide us with recommendation(s) to enhance the offerings of our Recreation Department. This will be the final report of the MPA students resulting from their meeting with the Recreation Committee, a review of our comparison communities, and the citizen survey.

5. f. The transfer is for monies to cover the dispatch contract approved by the BoS at the last meeting.

5.g. This s follows upon your similar action of your last meeting. Given your vote to reach out to CHAPA on preserving these units of affordable housing, I shan't repeat my normal suggests on this topic.

5. h. As of this writing Carol is certifying the petitions and we re trying to round up the calendars of the usual suspects to confirm availability for a suggested date of 01/15 (given the survey said Wednesdays are best for Town Meetings). This unfortunately means resetting our business meeting to 01/14. At this time, it will be a one item warrant. Given this is a petitioned warrant article we do not consider it bound by §22-5 of the by-laws which states that "Warrants for Annual Town Meetings and Special Town Meetings shall be open for a minimum of 14 days before closing and posting the warrants."

**Weekly Report:** We prepared for the winter storm over the weekend starting Sunday at noon, with Emergency Management Director Rich Curtis hosting a conference call with Department Heads to get everyone on the same page with a plan. Adam went into the Highway Department on Sunday evening and worked with the crew starting with the pretreatment of our public ways and went with the Highway crews plowing as well. Carter has been working with DPW Director Bob Szocik and Superintendent Casavant to address snow issues at the new Templeton Center school (estimated to raise snow and ice costs by \$10k+ per year) and with Kelli to provide

information to the state. Holly and Adam met with a consultant from Valley Communications to work on getting a quote for new phones as Town Hall, the Library, DPW garage and Senior Center have been impacted by a rebooting every hour due to a Cisco upgrade (w/out notice) to our current phones that we are told renders our current handsets obsolete. Hopefully we can address this issue by either replacing the phones or through our IT consultants who have been working on it in a relatively short period of time as the storm has pushed us back a bit. Adam has been working on Capital Planning as they have met with all the departments and are now developing recommendations. Finally, DPW Director Bob Szocik, Development Services Laura Wiita and Adam met with our consultants at Fuss & O'Neill who worked with us to submit our MS-4 Annual Report. We filed additional paperwork on the Trust fund consolidation to satisfy the AG's office on the inclusion of the smaller Leland Fund (\$400) where they question if the new purpose is a perfect spot on fit with the original intent of the gift.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** The office was quiet this week with all the snow keeping people home shoveling out. I attended a Worcester County Treasurers meeting, the capital planning and the workshop Wednesday.

**Assessor:** Awaiting notification from the Department of Revenue for our tax rate approval. Attended a webinar Thursday with Vadar regarding billing procedures.

**Town Clerk:** Prepared for the Fall Town Meeting. Certified over 300 State Petitions. Beginning the census process.

### **Public Works**

**Highway Department:** The snow fall quantity exceeded the projected amount beginning on Sunday and well into Tuesday. Clean up efforts will continue throughout the week. The crews were out well into the evening moving snow and treating roads. Night work in removing snow banks on Wellington and South Streets as the addition of the New Elementary school has created some new concerns for snow removal. The sidewalk plow has completed Baldwinville Road and is moving on to other areas. Crews will continue to work on intersections for visibility.

**Buildings & Grounds:** The crew was busy attending to the walkways at the town buildings. Roads in the cemetery have been cleared and walk ways in all common areas have been shoveled and treated. CD5, equipped with a plow had an issue with the power steering. It has been repaired and returned to the fleet.

### **Public Safety**

**Templeton Police Department:** Nothing reported.

**Templeton Fire/EMS:** Nothing reported.

### **Development Services**

**Director:** Attended NOI meeting with Mr. Lamontagne, Mr. Szocik, and Bill Guenther of Fuss & O'Neill, reviewed permit filing documents;

**Board of Health:** Completed food establishment inspections at Holy Cross Church, American Legion, and Highland Ledge Farm (temp food permit); completed final septic inspection at Brooks, Lot C; issued a violation order for Sanitary Code for “858” Patriots.

**Conservation:** Prepared and mailed RDA (application endorsement from ConCom) to Deline Engineering for filing with registry of deeds.

**Planning Board:** Prepared draft minutes for meeting of November 26; began research with Chair into open GL accounts from Planning Board projects; began research into zoning bylaws pertaining to residential “developments” for road size and other parameters.

**ZBA:** No actions to report at this time.

**Building Department:** Administrative Assistant and Director continue to break down boxes of unfiled records; three building permit requests prepared for Commissioner; four electrical permits issued; two plumbing and one gas permit issued; four requests for wood/pellet stove installation inspections processed; Fire Chief and Commissioner completed safety inspections of Otter River Hotel, American Legion, Baldwinville Pizza, Thirsty Turtle and Baldwinville Station.

**Agricultural Commission:** No actions to report at this time.

**Board of Health:**

#### **Community Services**

**Community Services Director:** Nothing reported

**Community TV:** Nothing reported

**Library Director:** Nothing reported

**Senior Center:** Nothing reported

#### **Important Dates to Remember**

**Town Administrator’s Office Days next week: Tuesday, Wednesday & Thursday**

**All Boards Meeting, Thursday, December 5, 2019, 6:30 p.m.**

**Selectmen’s Business Meeting, Wednesday, December 11, 2019, 6:30 p.m.**