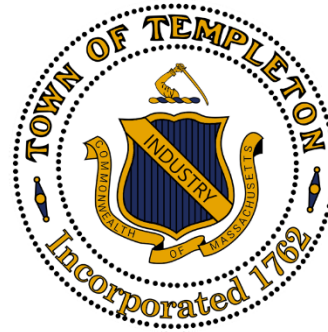


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** December 6, 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**



**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 finalized our approach to the new website template for presentation to the BoS; Mallory and I took another run through the trust funds as we continue our slow slog through all of this (the end result being I asked her to concentrate on the funds to benefit the poor as a potential supplement to fuel assistance programs and the fund which requires that it be appropriate by Town Meeting in case we can supplement our FY '20 activities), the Town Clerk, Moderator and I taped Talk of the Town and spoke to a public meeting to seek public input on ways to improve Town Meeting attendance and involvement, I met with the NRSD Superintendent re: their budget process (they are on track) the costs to open the new school (utilities and staffing), the transfer of plowing services and (possibly) them doing some of our mowing (at the PD), and the like. He expects to have the school choice report a bit later this month and has prepared a survey for school choice, home school, and charter school pupils to try to learn why some exit and what we might do to retain/attract them. There were telcons with the Engineer and Town Counsel to prepare for upcoming public hearings. For the codification hearing we have agreed we will have the Draft warrant articles available to help people better understand the process. The Draft IMA w/Phillipston has gone off to them for review and comment. I met with Senator Gobi's Chief of Staff re: the \$250k for the PD trying to hasten its release. Our team met with Milone & MacBroom on December 5<sup>th</sup> to discuss the study of Stone Bridge Road Culvert Replacement. We discussed a wide range of topics from how Milone & MacBroom completed the wetland resource area delineation and are now moving toward the geotechnical engineering with borings scheduled for December 26<sup>th</sup>. Bob Scozik will be coordinating with them to provide the necessary assistance required to carry out the geotechnical engineering. We provided them with the history of Stone Bridge for their project background and discussion. We plan to meet with them again for mid-January. Also, we have been working with Bob Szocik to address a couple of properties that are discharging water onto our roadways in violation of Article XXVIII, Section 3 of Templeton's General Bylaws. We have been working with Rich Curtis to finalize the final paperwork necessary for FEMA reimbursement for the March 2018 storm. Adam has been meeting with department heads to help them organize and put together the FY '20 budget.

## **Administration & Finance**

**Town Accountant:** On Vacation.

**Treasurer/Collector:** Nothing reported.

**Assessor:** Unfortunately, I missed the deadline last week for the weekly report. This time of year, there is much going on in the office. Last week I received notification from the state on setting the tax rate. Templeton's tax rate for FY19 is \$17.24 (up .52 cents from last year). This will be another year of both tax rate and values going up. The override for the fire station is reflected in this rate but the total school and police station debt is not. I attended the Department Head meeting Thursday. The remainder of last week and this week has been spent getting things ready for billing. I have my last webinar for billing on Thursday and expect to do the conversions into the billing system and working on getting bills ready to export to the billing company at weeks end. If all goes well, the files will be ready early next week for the Treasurer to export. It is not too late to fill out an exemption application for your FY19 Real Estate Taxes (Deadline for this is March 31st). Once it is reviewed by the Board and approved, you will receive a credit (receipt to be mailed to you); however, this will not appear on the 3rd & 4th quarter bills. I continue to work with Vision on various issues with the new upgrade. I worked on mapping changes to be submitted to our mapping company after the first of the year. I have also been working directly with Cartergraphics in getting the new Vision 8 compatible with CAIGIS online mapping. Spoke with Board members and Carter in regards to the current By-law Article XXXIV-Street Numbers and a change for the codification. Sue has been preparing paperwork for businesses for Personal Property Forms of Lists and Income and Expense reporting to be mailed out the first of January. ABC's for charitable purposes is ready to mail out the first of the year.

**Town Clerk:** Continued working on putting the census together. I took part in the Talk of the Town with the Town's Moderator. In the process of looking over the red-line draft of the codification draft.

## **Public Works**

**Highway Department:** Addressed icy road issues. Trees were removed in the cemetery department they were encroaching the roof. Cold patching was done on Brooks Rd, N. Main, Turner Lane, Rt 101 Gardner Rd, South Main and Gray Rd., Baptist Common, Graves, and Rice Rd., Highland, Davis, Baldwin Dr. Henshaw, Stone Bridge Rd, Cook and Harley Hill. The wood chipper that had been out of service for 2 weeks is now up and running. Limbs and small branches that had come down throughout town have been cleaned up. The director attended the 2nd of 2 Baystate roads classes. A 2.5-day class for Playground safety has been scheduled for the Director in February.

**Buildings & Grounds:** A Cedar tree was removed near a lot in Greenlawn cemetery per the request of the lot owner. Fall clean was done @ the Highway barn. Meeting held to discuss the capital plan for FY2020, prior to the formal department head meeting held on Tuesday evening. Some interior work @ the Highway barn was done. Purchased new supplies for the disposal of dog refuge for Greenlawn and Pinegrove. Checked Scout hall for heat and checked the fuel levels in all of the oil tanks around town. Met with a resident in Pinegrove cemetery to show availability of grave sites. Trash was collected from Pinegrove cemetery and Gilman Waite field. Corrugate was recycled from the senior center. An old freezer was removed from town hall and added to the scrap pile.

**Sewer Department:** Nothing reported.

## **Public Safety**

**Templeton Police Department:** 11/15 – 11/21 PD – 244 Calls for Service, 7 motor vehicle stops, 0 arrest, Police Station Project, we are moving forward with propane heat as a green community. Dispatch – 351 Calls (does not include miscellaneous calls). Nothing new to report.

11/22 – 11/28 PD – 239 Calls for Service, 8 motor vehicle stops, 0 arrest, Police Station Project, rough electrical, plumbing and duct work continues. Dispatch – 330 Calls (does not include miscellaneous calls). Nothing new to report.

11/29 – 12/5 PD – 245 Calls for Service, 13 motor vehicle stops, 1 arrest, Police Station Project, had a subcontractor meeting on 12/4 to answer any questions about construction with the subs, also in attendance was the State 911 Reps. Dispatch – 398 Calls (does not include miscellaneous calls). Nothing new to report.

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

### **Development Services**

**Director:** Director worked with Ron Davan from Municipal Water on a property on South Road with an unusual water reading; burst pipes, no one living at property; contacted property owner's daughter. Director created abutters notice for Planning Board hearing on 12/11/18 and mailed. The office was notified that there was improper tree cutting happening on a property abutting a property with a forestry plan; working with the Admin. Asst., ConCom, and the Assessor's Office, it was determined that certified abutters lists are not being requested; letters have been sent to the foresters with copies to DCR, the Director has also put a call into DCR and awaits a return call. Administrative Assistant continued work with Town Administrator on the Trust Fund project.

**Board of Health:** Agent reviewed and approved plans for 640 Patriots septic upgrade; reviewed a Title 5 inspection for 9 Pine Point, conditionally passes with the replacement of a failing distribution box; provided property information to MassDEP for a possible outdoor wood burning furnace violation on Lord; investigated a complaint submitted anonymously to MassDEP regarding "foam" in the stream on Otter River Road, both the Agent and the Conservation Chair find that the foam is naturally occurring, no further action – reported back to MassDEP. Agent, with Leominster Tobacco Alliance Agent, Joan Hamlet completed the amendment to regulations for minimum age to purchase tobacco/nicotine to 21; approved by BOH members at 11/19/18 meeting. Agent witnessed perc testing on three proposed lots on Baptist Common for new single-family builds.

**Conservation:** Administrative Assistant prepared documentation for Notice of Intent filing for Old Winchendon, Lot B (new build) for December 17 meeting; continuation of organization and transfer of files to electronic record.

**Planning Board:** Administrative Assistant prepared packets for December 11 hearing for proposed zoning changes on Baldwinville Road; continuation of organization and transfer of files to electronic record.

**ZBA:** Administrative Assistant worked with two applicants filling out documentation for ZBA hearings, both applicants are applying for "change of use" permits on existing businesses; at this time no applications are in process.

**Building Department:** The Building Commissioner issued a total of seven building permits including two for new single-family builds, the Senior Center siding project and the roof of the Patriots Road Fire Department building; six wiring permits and four gas/plumbing permits were issued. The Building Commissioner and Fire Chief wrapped up safety inspections for liquor licenses; the chief is waiting for fire alarm test results from a few establishments, once all the documentation has been received, all certificates will be signed and released.

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

### **Community Services**

**Community Services Director:** I researched formatting options for sections of the redesigned templeton1. gov website and presented those to the Board of Selectmen at their workshop. I continued to gather examples of policies from other towns. I attended the Cable Advisory Board's meeting. I set a date and created an agenda for the 1st Community Services team meeting and invited the director of each department. I hope to cover the following: FY 20 budget progress, preparation of FY 19 second quarter reports, website's "Community Calendar" update, ongoing projects, problems and possible collaboration.

**Council on Aging/Senior Center:** Last Friday, Nov 2, the PD was with us for their Police – a – Poolza. We had a great turn out, everyone had a grand time. THANK YOU to the PD for their community spirit, and 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. The monthly board meeting was Wed, we also had a visit from the Board of Health agent in regards to a complaint regarding the stain glass class. Laurie found no validity to the complaint.

**Community TV:** This week TCTV recorded and broadcast the Capital Planning meeting of Dec. 4, the Board of Selectmen meeting of Dec. 5 and Advisory Committee meeting of Dec. 6. The meetings are also available on TCTV's YouTube Channel. TCTV also recorded Talk of the Town and Story Time at the Library and is posting those to TCTV Cable Channel 8. Steve met with soon-to-be Cable Advisory Committee members and appraised them of the business plan. The Christmas Tree lighting was taped. Production continued on other shows.

**Library Director:** The December materials order was processed and made available to our patrons, as well as a nice collection of Children's holiday books. I began work on the library's FY 20 budget forms. TCTV filmed Wednesday's Story Hour - a lively group! LouAnn gathered library card applications from the 2nd group of NMS technology-class students, as well as presenting an overview of CWMars and e-book borrowing. We are happy to be part of 'Juliet's Jammies 1st annual PJ drive'. Donations of new, children's sized pajamas may be dropped off at the library through January 1. Pajamas will be distributed to comfort children fighting cancer.

### **Important Dates to Remember**

**Town Administrator's Office Days next week: Tuesday, Wednesday, Thursday  
Selectmen's Meeting Wednesday, December 19, 2018, 6:30 p.m.  
Department Head Meeting, Thursday, December 20, 2018, at 8:30 a.m.**

**Public Hearing Re: Royalston Road  
December 12, 2018 @ 7:00 p.m.  
Meeting Room of Town Hall**

**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**