

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: March 22, 2018
CC: All Departments

Carter



Important Notices

UPDATE: Public Budget Meeting@ Selectmen's Workshop, Tuesday, March 27, 2018, 6:30 p.m.
PLEASE spread the word!!!

http://www.templeton1.org/sites/templetonma/files/file/publichearing031418_1.pdf

Business Meeting or Workshop: The following is intended to supplement agenda items where a full memorandum may not have been required or updates are needed.

5. b. I anticipate their presentation will follow the budget materials we distributed to you this past Tuesday evening (03/20).

5. h. This is yet another request to act upon your right of first refusal with respect to one of the affordable housing units at Day Mill. If you waive this right, you do receive any sales proceeds in excess of the sales price. However, the unit is then lost from the Town's inventory of subsidized housing. As of today, nine of these units have been sold out of the inventory, two more are currently being marketed and one additional unit is about to be submitted to you. This would mean that 13 of the 31 units – or some 40% - will have been sold out of this inventory in the past in the complex. I will again urge you to consider an effort to secure funding to acquire these properties that they might be spun off to other prospective parties (thereby recovering the acquisition costs) in order to preserve these greatly needed affordable housing units. I have approached the CPC once as a full Committee and have a follow-up meeting with their Chair in the coming days but do need to understand if this is an area of interest to you before I commit much more time to this matter.

5. i. The communication refers to a law suit filed on behalf of the City of Pittsfield MA. I have not included it as part of the package because it is 176 pages long. However, if you [Click Here](#) it should take you to the filing. The potential for joining in on this class action was brought to my attention by Eric P.

Weekly Report: I attended the School Building Committee where I learned that the project remains on time and under budget. There has been a bit more abatement activity in some areas but a bit less abatement in some areas so – hopefully – that cost item balances out. I prepared for, attended, and followed-up on the several BoS and NRSD sessions as we move forward to a Special BoS meeting on 04/02 to – hopefully – adopt a Budget & Warrant for submission to the Advisory Committee. The formal vote on Ballot Questions for submission to the Town Clerk will be on 04/02.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Attended BOS meeting to present FY19 Budget. Prepared for, attended and follow-up to Tuesday's Board of Assessor Meeting. Received mapping changes from Catergraphics and updated our side of the GIS and Vision Property Record Cards. Worked with Town Clerk and Inspectional Services on a mapping project for Carter. Heavy traffic flow and phone calls with MV Demands, RE/PP 4th quarter bills and 2 batch of MV bills and Rebills going out.

Town Clerk: Discussed the Town Clerk's Budget with the Board of Selectmen & the Advisory Committee. Received several business certificate renewals. All nomination papers received for the Annual Town Election and for the State Primary were certified by the Registrars. Worked on research and interoffice projects this week.

Public Works

Highway Department: Surprise, NO STORM!!!! SPRING is HERE!!!! Highway crews were out moving snow at intersections to improve visibility and the wing plow went out to push snow back. The sidewalks were cleaned from last week's storm. Cold patching was done around town. H21 had a new exhaust put on. The director attended a meeting to review the Highway and Buildings and Grounds budget. The Tree Warden class was rescheduled yet again for the impending Nor'easter.

Buildings & Grounds: The Buildings and Grounds crew, with some support from the Hwy crew moved a very large and heavy desk from the senior center office, to the cellar of the senior center. The corrugate was removed from the food pantry @ the senior center and recycled. All walk ways @ public buildings were maintained to prevent hazards. Parts were purchased for maintenance of the John Deere tractors, some of the maintenance was done. New Flags were purchased and put away for the Memorial Day holiday. Signs to inform residents that dogs licensing is due were placed in each precinct of town. Snow & Ice over hangs were removed from building for safety. Developed break away sign bases for the highway department so that temporary signs could be used when the ground is frozen and other situations. A Bulletin board was erected at the senior center so events can be posted for all to see.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: 3/15 – 3/21 PD – 278 Calls for Service, 7 motor vehicle stops, 1 arrest, Police Station Project – OPM and Designer are preparing the project to go back to bid. Dispatch – 389 Calls (does not include miscellaneous calls). We have been working feverishly to correct radio issue with the old frequency and believe we may have corrected it.

Templeton Fire/EMS: Nothing to report.

Development Services

Director: Completed informational packet for Selectmen's meeting on 3/26/18 for Green Communities presentation. Director and Administrative Assistants are working together to gather information on Laurel View Road.

Board of Health: Agent completed food establishment inspections at Village Pizza, Kitchen Garden, Cumberland Farms (ET), Lee's Hot Dog Stand and Dunkin Donuts (ET), all were in good standing at the time of the inspections. Agent followed up on a housing complaint in Baldwinville and filed an

order to correct. Agent is working on proposed health regulations for establishments cultivating, selling or dispensing cannabis.

Building Department: The Building Commissioner issued an occupancy permit for 71 Otter River and completed the safety inspection of Town Hall with a certificate issued; two building permits were issued and on sheet metal permit. The Electrical Inspector issued two permits and the Plumbing Inspector issued one permit. The Adm. Asst. completed monthly building permit reports for the Assessor's office and worked with both the Assessor and Town Clerk to complete a mapping project for Class II licensing for the Town Administrator. The Building Commissioner will not have office hours on Wednesday, March 28, 2018, as he will be attending an evening seminar.

Conservation Commission: Meeting held on March 19, board voted not to charge a fee for site walks; issued two orders to correct – paperwork prepared and mailed.

Planning Board: Follow up on paperwork from Baptist Common for a proposed development; will be before the board on 3/27/18. Adm. Asst. is working with Director and Adm. Asst. on documentation for Laurel View Road.

ZBA: No actions to report at this time.

Community Services

Council on Aging/Senior Center: This week has been busy. We continue with our current case management, as well as the new cases that come to our attention. We are also looking for volunteers to provide respite for a caregiver that needs to have some time to run errands, or just to take a break from duties for an hour or two a couple of days a week. We had 60 people here on Wed for a corned beef and cabbage luncheon, with a couple of meals delivered for shut-ins. The week started with the Golden Agers holding their bi-monthly meeting on Monday, Tuesday was the day for pedicures and reflexology sessions. Thursday, brought yoga and birthday cake and Friday will be line dancing.

Community TV: This week TCTV recorded and cablecast the Select Board/Advisory Committee Budget Workshop of March 19, the Select Board/Advisory Committee meeting on Town Meeting warrant articles of March 20, the Templeton Elementary School Building Committee meeting of March 20, the Narragansett School Committee meeting of March 21, and the Select Board/Advisory Committee Budget Workshop of March 22. The meetings will also be available on TCTV's YouTube channel. In addition, intermittent Internet connection issues at the TCTV station in Baldwinville are being monitored, and a flash module for slide uploads and editing was addressed with a work-around. Equipment and infrastructure issues continue to slow and plague the timely operation of the TV station.

Library Director: Our celebration of Mr. Ralph Henshaw's many years of service to the library and other town buildings was held on Saturday, March 10. We would like to thank everyone who helped to make this such a great event and invite anyone who could not attend to stop by the library and see the plaque that was presented to Mr. Henshaw. I attended the Board of Selectmen meeting on Monday evening to present the library's FY 19 budget request. The second portion of our State Aid to Public Libraries award was received this week in the amount of \$6,261.73. Circulation and Story Hour were both busy this week. Our e-book circulation statistics are steadily increasing. The April materials order has been compiled and placed.

Important Dates to Remember

Town Administrator's Office Days for next week: Monday, Tuesday & Wednesday

Selectmen's Business Meeting, Monday, March 26, 2018, 6:30 p.m.

Department Head Meeting, Tuesday, March 27, 2018, 8:30 a.m.

UPDATED: Public Meeting@ Selectmen's Workshop, Tuesday, March 27, 2018, 6:30 p.m.