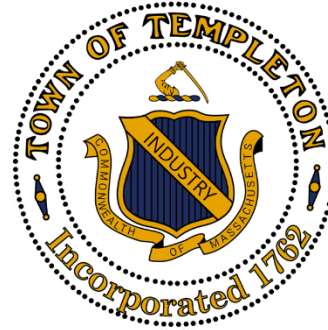


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: April 5, 2018
CC: All Departments

Carter



Important Notice to All Departments

Final Budget and Warrant Votes on 04/09/18. If you have any remaining issues you must advise by 10 a.m. Monday morning so we can chat!

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. d. This is another of those Right of First Refusal letters we have discussed in the past. I did meet with the CPC Chair and we have agreed a course of action to explore the establishment of an Affordable Housing Trust and subsequent programs to begin to deal with the issue of affordable housing. For now, we must suggest you continue to not exercise your rights.

5. e. With your actions of Monday evening we can now go back through each department and make those line by line cuts that you made to reach the total bottom line. As of this writing I have not been able to complete that but will send it out as soon as possible.

5. f. This latest Draft, which now includes two articles to cover the possibility of having reached CBA agreements with Local 155 and Local 155A, is now undergoing final review by Town Counsel. I cannot public release cost figures until after you have ratified the Tentative Agreements. I will have those for you Monday night in your executive session.

5. g. While you did vote on 04/02 as to a cap on the health insurance increase (<6.25%) you still need to vote upon the specific plan(s) to reach that cap. I enclose an abbreviated packet from that distributed on 03/19. You also need to decide if you will adopt the "All New England" option which allows our HMO coverage across the six-state region.

5. h. This will codify the overlay calculation methods contained in the budget these past two years as well as lay out the continued maintenance of the year by year accounting and the estimating and usage of surplus.

5. i. & j. Depending upon final union action between now and Monday, and then your executive Session, this would be to ratify the collective bargaining agreements.

I believe this has now had substantial discussion in workshop and is now ripe for action. This will codify a requirement to transition to a direct deposit requirement, set the stage for a conversion to a paperless pay statement (many years down the road) and provide we make only the same whole dollar contribution to the PPO as we make to the HMO.

5. k. This has had a minor revision from that presented at workshop to eliminate the reporting line from the TESBC to Development Services (as we noted), change the location of a few communication lines for aesthetic purposes, and use a single-color code for those in the public safety group and DPW group. Unless there is additional discussion needed we believe this is ripe for action and use in the Department Overview sheets we have been working on (See Police and Development Services in your budget book).

5. o. This has been referred to COG & the Police Chief for review. We should be able to report to you Monday night.

Weekly Report: The time was consumed by preparing for and following up on your 04/02 workshop and engaging in several bargaining sessions.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Met with Department of Revenue to go over town maps and site walk State Owned Land. Gathered information in regards to the upcoming override and debt exclusion questions being submitted for Town Elections and Annual Town Meeting. Working on gathering information for computer upgrades in our office. Still working with the mapping company in regards to mapping and Mass GIS updates. Chapter Land recommended values from DLS were published and will be updating the values in our system for FY19. Out Thursday doing site visits for homeowners who filed abatement applications. Exemption applications for FY18 Tax bills are now completed. A reminder to residents, new applications for FY19 Exemptions cannot be accepted in the office before July 1st.

Town Clerk: Nothing to report this week.

Public Works

Highway Department: The strong winds on Wednesday evening into Thursday took down lots of branches and a few trees. Prior to the winds on Wednesday the highway crew took down trees that were either dead or dying and some that were in need of removal. Trimming of sidewalk obstructions is done. The Board of Health vehicle has been repaired and is returned to service. C11, the older of the Police Cruisers was having issues, the mechanic changed a coil and plugs and it seems to be running better. Road side work to collect and in some cases reinstall berm (curbing) to residents properties, as we prepare the road side for street sweeping was done early in the week. The foreman went over some plans to do some road work in the Spring with All State Asphalt. Mass Broken Stone will come in next week to review our paving needs.

Buildings & Grounds: A portion of a fence @ Otter River playground was removed as it was a hazard. Materials will be purchased to repair it, in the mean while snow fence was added to close in the area. CD5 the Buildings and grounds truck was maintained by the mechanic and is back in service. Due to the rain the sump pumps have been running extensively. Some snow removal and sanding was necessary on Monday as the light snow came and went. All of the trash barrels in the common areas were emptied and the card board was recycled from the food pantry. Collected, dismantled and returned the signs to the town clerk. Stabilized the picket fence at the Pine Grove cemetery entrance, loam and grass will be added in that area as soon as the weather improves, and paint will be added to freshen up the fence. The director attended a Tree Warden class.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: Nothing to report.

Templeton Fire/EMS: Nothing to report.

Development Services

Director: Attended AgCom meeting 4/2/18 to discuss the possibility of holding an informational seminar on apiaries, sponsored by the state; reviewed a template for an AgCom brochure on “right to farm” and discussed amending the current articles that pertain to AgCom to come into line with the states statutes for fall town meeting presentment

Board of Health: Agent reviewed Title 5 inspection reports for 98 Pail Factory, 776 Barre, 104 Shady and 159 Cook; all passing. Agent scheduled a hearing for a property at Patriots Road for April 23, 2018 at the Board of Health meeting. Agent attended the MHOA/MDPH Community Sanitation annual spring seminar.

Building Department: The Building Department issued a total of four permits; two kitchen renovations, basement renovation and the addition of a deck. The Administrative Assistant continued research and work on tree harvesting on Sawyer Street; the harvesting of trees at the landfill is due to conclude this week. The Electrical Inspector issued two permits and Plumbing Inspector issued one permit. The Administrative Assistant began working on organizing and advertising for the National Drug Take Back event tentatively scheduled for April 28th from 9 a.m. until 12 p.m. at the middle school; the Board of Health will be working in conjunction with the Police Department and Fire Department.

Conservation Commission: Adm. Asst. completed research on a “determination of applicability” for the ConCom Chair pertaining to 1 Ledge Dr; continued reorganization of files and meeting packets from office move; updated all approved meeting minutes to website.

Planning Board: Adm. Asst. continued reorganization of files and meeting packets from office move; updated all approved meeting minutes to website; re-scheduled Scribner, LLC request for 40 Baptist Common ANR (approval not required), quorum vote needed.

ZBA: No actions to report at this time.

Community Services

Council on Aging/Senior Center: Nothing to report this week.

Community TV: Nothing to report this week.

Library Director: The April materials order has been processed and made available. We are beginning to go through the entire collection, and discard items - which will be in the book sale in August. I met with the Chief Academic Officer from NRSD about an early literacy initiative, and also trying to resume the Kindergarten and Grade 1 visits to the library. Steve Castle came by to film Thursday's Story Hour for channel 8.

Important Dates to Remember

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

Selectmen's Business Meeting, Monday, April 9, 2018, 6:30 p.m.

Department Head Meeting, Tuesday, April 10, 2018, 8:30 a.m.

Annual Town Election, Monday, May 7, 2018, 11:00 a.m. – 7:00 p.m. @NRSD Gym

Annual Town Meeting, Saturday, May 19, 2018, at 9:00 a.m. @NRSD Auditorium