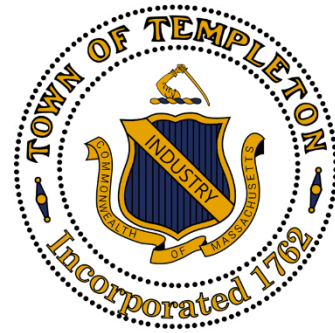


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: June 27, 2019
CC: All Departments

Carter



Important Notice to All Departments

Business Meeting or Workshop: This is where we add material that supplements memorandum or reports or provides the information needed if such is missing or not justified on the basis of brevity.

N/A

Weekly Report: We received authorization to destroy four boxes of old public records from the Secretary of State's office. Also, received a reimbursement check from FEMA for \$29,271.80 from the March 2018 storm. Adam continues working on his embedding and listening tour while working on updating all job descriptions for the Town.

Substantial time was spent on the NRSD matters w/Town Counsel et al. We received a \$15k Municipal Vulnerability Preparedness grant. While it will parallel much work done for the Hazard Mitigation Plan in '16, it will put us in a position to compete for implementation grants in FY '21. I spent considerable time with the Executive Director of the MA Association of Regional Schools to follow up on my instruction of 06/19 to explore how the SelectBoard might become more actively involved in advocating for not only additional funding for education but for a reform of how that funding was distributed to our Regional School Districts. The idea evolved of a full day summit in early September, which would involve all RSDs, their member towns and finance/advisory committees, and counsel representing both the RSDs and municipalities to explore not only the current political environment (Such as Senator Lewis's SB 310 which proposes to decrease the local share of the costs of education to 55% over the coming 5 years) but also the legal environment (including but not limited to joining in on the recently filed law suit to sponsoring one concentrating on our particular issues), seemed a perfect opportunity to expand the universe of persons advocating for this issue and catch the attention of the House and Senate as they close in on the debate relative to reforming the formula. Ms. Marshall will be taking it up with her stakeholders in mid-July. We will reconnect shortly thereafter.

We set the orientation/kick-off for the Fire/EMS study for 07/09.

The Warrant for the Special Town Meeting will be posted next week with a notice in The Gardner News on July 3rd.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: It's been a busy week trying to get everything in and processed for year end. The 1st and 2nd quarter preliminary property tax bills have been mailed and residents should be receiving them within the next couple of days. The 1st quarter payment is due Aug 1.

Assessor: Last week I attended the MAAO Conference. This week catching up from being out. Cyclical visits have been going strong in the Baldwinville area. A reminder to Baldwinville residents, this will continue thru the summer. Went out with Sue to Peaceful Pines on Wednesday to review personal property, part of the 2020 Revaluation requirements. Attended department head meeting Thursday morning. Spent the rest of the week getting things done, as I will be out of the office for the next 2 weeks, FMLA. Sue will be in the office full days, Monday thru Wednesday, however, the office will be closed Thursdays, July 4th & 11th. No weekly reports will be submitted the next 2 weeks. Enjoy your 4th of July holiday!

Town Clerk: Out of the office.

Public Works

Highway Department: Nothing reported.

Building & Grounds: Nothing reported.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director/Board of Health: Busy week with Senior Admin Assistant out of the office on vacation. Had several inspections throughout the week and made use of the services of one of our interns to assist with projects and office duties.

Planning Board: Nothing reported.

ZBA: Nothing reported.

Conservation: Nothing reported.

Building Department: Nothing reported.

Agricultural Commission: Nothing reported.

Community Services

Community Services Director: I attended the groundbreaking for the Veterans Park in Baldwinville. I worked with Recreation Director and staff, as well as members of the Templeton Fish & Gun club to address any last-minute concerns before the Swim Program begins. We are hoping for good weather and a great turnout for the Farmers market.

Senior Center: Nothing reported.

Community TV: This week TCTV recorded and broadcast the Veterans Park Groundbreaking on June 22, the Planning Board meeting of June 25, the Board of Selectmen meeting of June 26, and planned to record and broadcast the Advisory Committee meeting of June 27. In addition, a volunteer recorded the NRSD School Committee meeting of June 25. All videos are or will be available on TCTV's YouTube Channel and Cable Channel 8. The Phillipston Selectmen's meeting with NRSD School Committee of July 19 was produced by TCTV and uploaded to the TCTV YouTube page. TCTV is producing additional videos on the Veterans Park Groundbreaking and the Farmers' Market. TCTV is making plans for recordings and programs of the Harp Tea at the Historical Society on June 29, the Declaration of Independence reading on July 4, and the Mac N Cheese Festival on July 13. Videos and items shared on TCTV's YouTube Channel and Facebook page have reached record audiences. Changes continue to be made to event notices on Channel 8.

Library Director: We created a section for the NMS and NHS required summer reading materials. We are finalizing our Summer activities and incentives. The 3 of us had additional training on the CWMars system. I will be attending the Narcan training.

Important Dates to Remember

Town Administrator's Office Days next week: Monday & Tuesday
Selectmen's Business Meeting--Wednesday, July 10, 2019, 6:30 p.m.

Staff Meeting, Thursday, July 11, 2019, 8:30 a.m.

Special Town Meeting, July 18, 2019, at 7 p.m. at NRSD