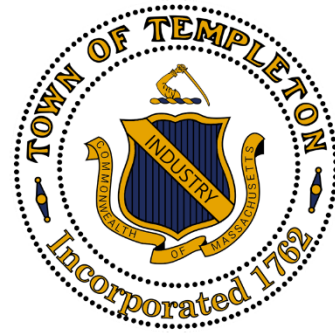


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: July 3, 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.

5. e. The issues here are three fold:

Do you wish to offer an amendment to Article 1 that is lower than the NRSD request? If you do not, and it passes as requested, we at least know where we are and begin to take the necessary steps to adjust the budget. If you do propose a lower number, and it passes as you propose, the School District must then certify a new number to be acted upon by a District Wide meeting. The number presented to the district wide meeting could be the same as they submitted to you, the lower number as approved by the STM or a different number. This includes the risk/possibility of them submitting a higher number than they submitted for the STM.

What number do you wish to propose as your top line offer to the school committee in Article 2? The number in the warrant article includes the use of overlay but does not use the proposed increase of ambulance receipts. If you are open to this, we can increase the base number by this \$20k.

Have you ruled any budget cuts out at this point in time? Do you wish the staff and I to prepare a guide for voters to understand the types of cuts that might have to be made if the NRSD number passes above the number you propose?

5. h. At this time, it appears we may need a transfer into the IT budget which we will not be able to verify the amount needed until the receipt of any final invoices over the next few days.

6. a. As the result of learning the BoS was the agent to expend the monies for Scout Hall, we have submitted a supplemental inquiry to Town Counsel asking if that authority, albeit not one that has actually been your practice, constitutes “supervision” of a nature that might cause a 268a problem. We will forward that and our research on the terms of various Veterans Advisory Board members.

Weekly Report: We received a response from the MRPC relative to our request to be included in the funding for a Brownfields study of Temple Stuart (aka American Tissue) “... Yes, we are very excited to receive the Brownfields Site Assessment Grant to do environmental site assessments for eligible projects for hazardous substances. And thank you very much for providing info on parcels in Templeton – it’s advantageous to have an inventory of potential sites so that we can all hit the ground running once we have an environmental contractor onboard and a cooperative agreement in place with the federal EPA – I attended the new grantee training this week at EPA offices and the earliest we can have cooperative agreement signed with the federal Environmental Protection Agency and start work is in early October. We will then review sites very shortly afterwards with an environmental contractor. Meanwhile, I have Templeton info on file ready to be reviewed once everything is in place and we have a cooperative agreement with EPA which should be on or about October 1st.”

Under the heading of best laid plans; we have been trying to get as many of our capital purchases completed as quickly as possible given concerns over long lead times and the impact of tariffs upon steel pricing. We have been informed that the manufacturer has discontinued the F550 dump truck series. “The truck that will not be built (F550) will flip over to a 2020 (F600). I will let you know the spec changes (if any) and any price change.” At this point we do not expect to receive the vehicle until (at the earliest) February of 2020. The buyers of our surplus are flocking in and we’ve been receiving the payments already albeit into the books for FY ’20. Adam continues updating job descriptions across all town departments. Also, he attended the COA meeting at 1.30pm and the ZBA meeting at 6.30pm on 7/12 as part of his listening tour with all boards, committees and commissions. Next week he will be attending the Planning Board meeting and the CPC.

Administration & Finance

Town Accountant: Nichole and I worked with Paychex to confirm all the accruals were correct and should reflect the correct time on the paycheck. Processed both warrants the next to last one for FY 19 and the first one for FY 20. The year end numbers are looking good. I am leaving early on Wednesday and will be back next Wednesday. Worked with DPW on the expenses to make sure everything was covered.

Treasurer/Collector: Nothing reported.

Assessor: Out of the office.

Town Clerk: Nothing reported.

Public Works

Highway Department: W/E 6/30/2019 - A beaver dam was removed at Stone Bridge. Screens were placed at the bridge to deter the beavers from accumulating trees and brush in the culvert. Road side mowing was done on Lord, N. Main, Gardner Road, Upper Otter River Road, Hubbardston Road Cross Rd, Ragged Hill Shady and Pail Factory Road. A fallen tree branch was removed on Barre Rd. Cold patching was done on South Main, Hubbardston Rd and Barre Road. A Stop sign was repaired at Templeton Center. The bollards were installed at the new PD and loam and grass seed added.

W/E 7/7/2019- A portion of the sand at the highway barn is being relocated to the pit and yard to make room for the construction of the new Salt shed. Cold patching was done on Depot Rd, Main St, Circle St, Old Winchendon Rd, Turner Lane and Shore Dr, A tree was removed on Ash St. Roadside mowing was done on Turner Ln, South Main, and Depot Rd. The Templeton Center common was swept.

Building & Grounds: W/E 6/30/2019 - Extensive cleaned up around Scout Hall. Prepared a grave in Green Lawn. Weed Whacking in Green Lawn cemetery. Mowing and trimming done at Baldwinville Common, Town Hall, Cottage Lane ball field, Otter River and Gilman Waite field, DPW and Baptist Common cemetery. A post was relocated at Gilman Waite Field and a berm added. The foreman attended a supervisory class.

W/E 7/7/2019 - Crews worked at both cemeteries mowing and trimming. Mowing and weed whipping was done at Gilman Waite field and the irrigation system was repaired and turned back on. Prepared for funeral @ Pine Grove cemetery. Mowing and trimming was done on all commons and town buildings. Raised and lowered flags as instructed by the governor of Massachusetts. Foundations for markers and stones were done in Green Lawn. Some maintenance done on mowers. Many head stones that were broken were repaired.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 6/13 – 6/19 PD – 224 Calls for Service, 28 motor vehicle stops, 0 arrest, Police Station Project – Coordination of IT and Fire alarm for final inspection. Dispatch – 333 Calls (does not include miscellaneous calls). Nothing new to report.

6/20 – 6/ 26 PD - 220 Calls for Service, 21 motor vehicle stops, 1 arrest, Police Station Project – Phone lines for fire alarm, most granite curbing installed, downspouts completed. Dispatch – 322 Calls (does not include miscellaneous calls). Nothing new to report.

6/27 – 7/ 2 PD - 193 Calls for Service, 15 motor vehicle stops, 1 arrest, Police Station Project – Waiting on final coats of paint, security gate being installed, coordination of final punch list started. Dispatch – 296 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Research on burned out properties, 10 Pleasant, 21 Sawyer and 165 N Main; met with Town Administrator and CPC Chair to discuss administrative service support for committee; met with Town Administrator regarding filling part time position in Development Services; worked with owners of 79 Baldwinville regarding a seasonal camper on property with deck (no one living in camper, moved from a site at a lake the owners gave up).

Board of Health: Agent reviewed revised septic plans for King Phillip Trail, going from a duplex to a 3 BR single family; final inspection for a septic installation at Old Winchendon, Lot B, provided septic loan packet and information to 52 Turner for a septic replacement; followed up on a nuisance complaint on Patriots, no one at site at time of visit; septic bed bottom inspection at 193 South; witnessed a perc test at new lot on Gray; reviewed and approved a Title 5 inspection report for 53 Partridgeville; followed up on a nuisance complaint on 593 South, unable to see issue from road side.

Planning Board: Administrative Assistant prepared draft minutes from Meeting of June 25, all subject matter continued to next meeting.

ZBA: Administrative Assistant provided administrative services for July 2 meeting.

Conservation: Will include this week's information on next week's report.

Building Department: Will include this week's information on next week's report.

Agricultural Commission: Nothing to report currently.

Community Services

Community Services Director: I made updates to the Community Calendar. I attended the Council on Aging meeting and met with the Elderly & Family Services Coordinator about the food pantry. I spoke with members of the Recreation Dept. and TPD about utilizing Code Red for swim program cancellations. Last week's Farmers Market was very well-attended, and continues to grow. I attended the Narcan training at the Senior Center, which was excellent, thank you to the staff for offering this important training opportunity.

Senior Center: 6/13 – 6/19 PD – 224 Calls for Service, 28 motor vehicle stops, 0 arrest, Police Station Project – Coordination of IT and Fire alarm for final inspection. Dispatch – 333 Calls (does not include miscellaneous calls). Nothing new to report.

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Community TV: Nothing reported.

Library Director: Our Summer Reading Activities began this week with an afternoon of board games and popcorn. I began working on the first of 3 State reports, the ARIS (Annual Report Information Survey) These reports are crucial to retaining certification. I completed the 'Position Description Questionnaire' for the BOS office, and turned that in, as well as the other staff's.

Important Dates to Remember

Town Administrator's Office Days next week: Tuesday, Wednesday, and Thursday

Selectmen's Business Meeting–Wednesday, July 10, 2019, 6:30 p.m.

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

******* Budget Cuts May Be Discussed *******

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