

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: August 15, 2019
CC: All Departments

Carter



Important Notice to All Departments

Nominations for Merit Awards Now Being accepted ([See Web Site for Details](#))

Business Meeting or Workshop: This is where we provide basic information or expand upon memorandum enclosed in your packet.

N/A

Weekly Report: We received some good news/bad news on the insurance front. Our loss ratios on Medex (retirees) is <80%; (time has yet to pass but... 01/01 rate increase should be low) while our actives are running at a loss ratio of just about 100%. Again, time has yet to pass but the FY '21 rate increase does not look like it will be low. Good news and bad news on the street sweeper front. Bids came in below budget but only by \$500. So, this will not be a meaningful contribution toward closing the deficit on the salt shed. I worked with Mr. Flynn on his Moderator's rules for the upcoming District meeting and we've gotten them all posted on the Town's web site. I'll prepare the desired amendment for your use next week. I met with the Advisory Committee to review FY '19 Q4 and advise them on your decision with respect to the NRSD budget amendment you will offer and the budget cut process you will follow. I met with representatives of MART to discuss possible expansion of our Dial A Ride service area which could bring further regionalization of services and/or possible dispatch services being provided by them which could reduce staff demands on our reduced staffing plan for Senior Services. I expect it to be 8+ weeks before I hear much back from them. We are arranging a formal sit-down meeting between Mr. Arsenault, Chief Dickie and Commissioner Hanks to ensure compliance with the Settlement agreement. I will meet with Mr. Arsenault and Chief Bennett on-site next week to discuss his decision to request and amendment of the agreement relative to the exit only use of the lower level door and prepare a report for your consideration on 08/28.

Administration & Finance

Town Accountant: This week, I completed the year-end financial statements. Submitted all the documentation to the DOR for our Certification of Free Cash so hope to have the figure soon. Finished up the Q4 quarterly report and attended the selectman's meeting to present it. Thursday is my day in Hubbardston and that is going very well. They are very pleased with the service that Nichole and I are providing them.

Treasurer/Collector: Out of the office.

Assessor: Revaluation work and Cyclical inspections continue with data entry being done. This was the last week that Brian was with our office and the cyclical inspections for the Baldwinville area with the exception of Baldwinville Road are complete. Thank you, Brian and good luck, in college! Sue gathered the information and sent our yearly letters and property record cards to all our Chapter Land owners. This information must be returned no later than October 1st. This will be your only reminder. Exemption applications continue to flow into the office. Getting these apps in sooner than later will guarantee, when approved, to be on the January 1st tax bill. They will continue to be accepted, however, and will be credited after that date. Please remember to bring in all necessary paperwork along with the completed application. You must file yearly for these exemptions. As always, stop by to get the guidelines to see if you may be eligible. Visits to properties that have pulled building permits continue. Vision will be coming back into town within the next week or so to do field reviews in the Templeton area as part of the Revaluation process. Much work was done preparing for the Board meeting Tuesday, with follow-up work after. Attended the selectmen meeting Wednesday evening to present my part of the quarterly report for the Financial team. Attended the department head meeting Thursday morning.

Town Clerk: Out of the office.

Public Works

Highway Department: Road side mowing was done on Cook and Haskell, South road and Wellington. Catch basins were done on Memorial, Pleasant, Main Street, and Barre Road. Crosswalk and stop bar painting is going well all over town. Hot top patching continues on South Road and maintenance is being done to swales on South road to help with drainage. Barriers and cones were brought to the common for the annual Templeton crafts fair. Requested info on chemicals from each department head to compile a MSDS book for Town hall, the senior center and the library. Information due by 8/23/19. The mechanic has been going through H7, one of the 10 wheelers and is working on the suspension and brakes. This repair will prolong the life on this 1995 vehicle for another couple of years. He is also getting H13, the older of the 2 loaders ready for winter plowing.

Building & Grounds: Please welcome Jacob Babcock as the new Buildings & Grounds foreman and Brian Walsh as the new laborer. New shades were installed in offices @ Town hall. Mowing and trimming was done throughout town including the cemeteries. Two flat markers were installed, one @ each cemetery. More stones that had broken were repaired. The director attended the select board meeting and the department head meeting. The Buildings and Grounds foreman is evaluating the use of other types of mowers for use in our common areas. His expertise in the field will help us move forward with efficiency. Picnic tables and trash receptacles were brought to the common for the annual Templeton craft fair.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Presented 4th quarter report to BOS; reviewed resumes and applications for open positions in Development Services; met with Chris Collins of Energy Conservation Inc and scheduled energy audits for Green Communities; attended Planning Commission meeting pertaining to proposed zoning for cannabis facilities.

Board of Health: Housing inspection at 123 Elm, non-safety violations noted; issued temporary food permits for multiple entities for the Templeton Arts & Crafts Fair; witnessed percs at 120 South Main and Lot 10, Cook;

Conservation: Site walks performed at 27 Victoria, 4 Albert and 54 Gray Road.

Planning Board: Met on August 13, approved minutes and met with Municipal Management Fellow and Town Counsel regarding cannabis facilities and zoning.

ZBA: Nothing to report currently.

Building Department: Certificate of Compliance for safety issued to Little People Nursery; temporary occupancy granted to Templeton Elementary School; building permits issued to 141 Main, 54 Gray, 231 Lord, and 21 Cardinal; five wiring permits issued; one plumbing permit issued.

Agricultural Commission: Nothing to report currently.

Community Services

Community Services Director: I collaborated with other Community Service units to compile and present our FY 19 fourth quarter reports to the Board of Selectmen. I met with Senior Center staff about programming, staffing and other concerns. I worked on the Community Calendar. We are looking forward to another bustling Farmers' Market!

Senior Center: Nothing reported.

Community TV: This week Shawn and I resumed attempts to repair the ongoing audio problem with the Broadcast Pix camera switcher/processor at Town Hall. We also had to fully restore all schedules of video programming on TCTV Cable Channel 8, as the hard drive on which 270 videos were stored did not recover from a power shutdown at our broadcast location. All video programming was lost for half a day, and all recent videos had to be rerouted and re-uploaded, which took approximately 15 hours for one day's worth of programming. We will add more videos for other days we produce additional programming. Despite the setback, this gave us the opportunity to reprogram and reboot the programming schedule as we would like. Shawn and I attended a Broadcast Pix seminar in Northampton to learn new skills with the switcher and see what else we can use it for. During this week TCTV also recorded and made available for broadcast the Planning Board meeting of August 13, the Select Board and School Committee meetings of August 14, and will plan to record the Advisory Committee meeting of August 15. Plans are in place to cover the Arts & Crafts Fair on Aug 17-18 weekend, and the Joint Town Meeting on August 21.

Library Director: Final preparations were under way for the library book sale. Thank you to the boy scouts for helping bring several dozen boxes of book donations down from the attic! I completed and submitted the first of the State library reports. All of the winners of the reading incentive prizes were notified and are thrilled with their reading progress and prizes! The 'ice cream incentive' is winding down, with only a few coupons remaining.

Important Dates to Remember

Town Administrator's Office Days next week: Tuesday, Wednesday & Thursday
District Meeting, August 21, 2019, 7:00 p.m., Narragansett Middle School Auditorium.
Selectmen's Business Meeting--Wednesday, August 28, 2019, 6:30 p.m.
Staff Meeting, Thursday, August 29, 2019, 8:30 a.m.