

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: September 26, 2019
CC: All Departments

Carter



Important Notice to All Departments

Fall Town Meeting Coming Up 10/30 or 11/20

We need your request ASAP as we may have things we need to move through Capital or to legal.

Warrant open for citizen petitions closing 10/01 at 4:30p.

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

Shortly after the Phillipston STM earlier this summer, we received a pdf of there several articles. I reached out to their Town Administrator to see what their intent in sending us this material might be and it was agreed that a joint meeting to discuss this matter, the RSD Agreement in general, and any other matters of common interest.

2. a. Although this item failed at their meeting there are citizens who believe it should be pursued in the belief that all officials representing the Town of tempelton should be subject to recall. You may wish to explore how this article came to be (by petition or from the BoS) and if there is any interest in pursuing it as an amendment to the District agreement.

2. b. This proposed amendment is the heart of much of the discussion over the past two years and it a highly understandable concern of the Phillipston residents to preserve their community school. It also is the single biggest factor that runs through the general discussion of the NRSD budget. This may be an opportune time to discuss how we can meet our mutual concerns in a manner workable for each community.

2. c. This flows out of b. Even if all were to agree that a large proportion of Phillipston students should attend TES, from an operational and educational standpoint or the needed improvements to PMS were not approved by their taxpayers, there are many in Templeton that would object to this agreement because they feel their tax dollars should be expended for the benefit of their students and not the district at large. This may be an opportune time to discuss how we can meet our mutual concerns in a manner workable for each community.

2. d. Over the past several years each community has requested that there be a discussion about one or more elements of the district agreement. When first brought up in the Fall of '16 the district asked that the discussion be held until after their counsel had completed a review of the current agreement. We do not know what comments – if any – that review yielded. In

subsequent conversations each town has been advised that they have the right to submit amendments. We placed this item here to determine if there was any appetite for the two towns to join together to review the agreement and determine what amendments it might wish to propose and how that process might go forward. You may find the current agreement if you [Click Here](#).

2. e. This is an opportunity for the Towns to discuss any other matter of mutual interest or that they might wish to have future conversations over.

2. f. We are about to begin the process of preparing financial projections for FY '21 and beyond. In doing so we are guided by the Financial Management Policy ([Click Here](#)) and past practice. One Board member has asked that you amend those policies at A-3 a. v. "Revenue and Expenditure Forecast" which now reads that (*it is assumed that*) "The States net school spending will annually be met or exceeded." by adding the phrase "... when financially possible without significant changes or cuts to Public Safety or Infrastructure."

We did advise the member that the net minimum school spending, also known as local contribution, is a statutory requirement and there truly is no way to avoid it. However, we did want to provide them with an opportunity to discuss their concerns as well as an opportunity for the Board at large to weigh in on any changes in practice they would wish us to prepare amendments for so that we are making our projections in keeping with any new guidance you wish us to follow.

2. g. This is to have a brief overview of potential topics for the FTM. Initially, they are:

Appropriations for reserve funds, state ride-sharing monies, winterization/maintenance of BES, stepped up tax title, Main Street bridge design, sewer truck, late bills

CPA for Stone Bridge, Scout Hall, North County Land Trust projects,

By-Law corrective actions from AG's review Re: Amount of fines on wells, open container alcohol and cannabis and By-law amendments re: Employees and Subject Matter Experts ability to speak, if non-residents, and who "presents" budget

Zoning re: cannabis overlay

Weekly Report: We have reached out to the members of the Capital Committee trying to schedule a meeting to review the several submissions for the Fall Town Meeting. With our finances in order we were finally eligible to apply for a community development block grant; a program with which we made numerous infrastructure and housing improvements throughout the Back-Bay area in prior years. I'm pleased to announce that in our first application in over five years we were successful and received \$800,000 for improvements to infrastructure on Orchard Lane and the development of an ADAP assessment and plan. We opened the bids for the digital vote tabulators. Free cash was certified by DOR at \$1.455M. We will get that plugged into the FMP formulas and be prepared to discuss it on 10/02. Sewer retained earnings were certified at \$605k. Finally, we had our MS4 Kickoff Meeting with William Guenther from Fuss & O'Neill, DPW Bob, and Adam covering a wide range of various items such as the Annual Report to the Stormwater Management Plan that need to be submitted to the Federal EPA.

Administration & Finance

Town Accountant: Short week for me, only in the office one day. I worked almost all of the day preparing for the finance team's presentation to the Advisory Committee and the BOS. Nichole processed the payroll and warrant and worked with Holly on the transition of the Liability insurance and bills to our office from the BOS office.

Treasurer/Collector: We worked on the delinquent property tax list and researching parcels that can be processed through Land of Low Value. The next excise commitment has been released by the Registry of Motor Vehicles and we worked on getting them ready to be mailed.

Assessor: Been a couple weeks since I have been able to submit a weekly report. Things have been very busy in our office in getting things finished on the town's mandated revaluation. Paperwork has been submitted to the state and we are awaiting approval on my LA3, which is the sales analysis for the town. Once this is approved, we will have open disclosure on the new values and then will be able to proceed with additional reports, which again will need approval by the state prior to doing the tax rate recap. Real Estate Exemption applications continue to flow into the office. Working on a presentation for the Town Administrator and Advisory Board. Worked on my 1st quarter report for the Financial Team presentation to the BOS.

Town Clerk: Nothing reported.

Public Works

Highway Department: Signs indicating that construction will be done on Partridgeville road were installed. Road side mowing was done on Lord Road, Baldwin Drive, Rice Road, Lamb City Road and Royalston Road. Pot holes were addressed on Queen Lake Road, Old North Road, Carruth Road, Gray Road, and Brooks Road. A tree branch was taken down on Carruth and chipped. A new sign was placed at the Landfill (Pete's Way) as the stop sign had been hit and the street sign was missing. Prep work is being done on the salt shed, the blocks have been stacked and the next step is the inside surface.

Buildings & Grounds: Four flat markers on a family grave site had to be reset because people four wheeling in the cemetery ran over them and pressed them into the soil. Use of 4 wheelers in the cemeteries is strongly discouraged. A burial was prepared for in Green Lawn. The dumping area in Green Lawn has been completely cleaned up and loaming in Green Lawn is complete as well. New blades were put on one of the mowers. Sold a grave site in Green Lawn. Assembled the soccer nets at Gilman Waite field. Picked up picnic tables and trash barrels @ the common that were used for the Historical society event. Mowing and trimming was done @ Green Lawn cemetery. General lawn maintenance was done in all common areas around town. File cabinets were moved from the New police station to the trailer @ the DPW for surplus. The foreman did some surveying @ Greenlawn Cemetery to determine the location of a proposed new road in the cemetery.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 9/12 – 9/18 PD – 153 Calls for Service, 26 motor vehicle stops, 1 arrest, Police Station Project – working to resolve some minor issue, but overall things are

shaping up nicely. Dispatch – 266 Calls (does not include miscellaneous calls). Had to replace one of the microphones on a console because of static noise. Updated software on consoles.

9/19 – 9/25 PD – 146 Calls for Service, 51 motor vehicle stops, 0 arrest, Police Station Project – meeting being set-up to discuss and resolve roof issue. Open House for new station set for 10/5/19 from 9a-1p. Dispatch – 300 Calls (does not include miscellaneous calls). Monitoring wall completed.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Update, the complaint regarding tree cutting on Pail Factory has a tree cutting plan that was filed with the State; Conservation Chair, George Andrews allowed the logger to continue with the plan (now on file with the office), continued work on Green Communities;

Board of Health: Completed final inspection of new septic on Albert, issued certificate of compliance; re-inspected 34 Albert trash complaint – resolved; working with Joan Hamlett of the state Tobacco Alliance on notifying all establishments that sell “vape” merchandise of the statewide ban on sales; responded to a housing issue at 40 Orchard – violation notice sent to foreclosure bank; responded to a housing issue at 871 Patriots – violation notice sent to foreclosure bank (working in conjunction with TML&W and COA); assisted 101 Car Wash with inspection for propane (in conjunction with the Fire Chief); reviewed and approved plans for a replacement septic system at 41 Old Winchendon; after speaking with the Asst. Atty. Gen., we are moving forward with 29 Sawyer and 28 Albert, applying for admin. search warrants.

Conservation: Contacted forester and received copy of the state filed plan for the tree cutting on Pail Factory; completed site walks on Brooks, South, and South Main;

Planning Board: Prepared for and attended meeting of 9/24/19; processed ANR application for Carruth, Lots 7 & 8.

ZBA: Meeting scheduled for 9/24/19 was rescheduled to 10/1/19 due to an error of not posting the meeting.

Building Department: Building Commissioner completed five final inspections and issued certificates of completion; three building permits issued (one new build, one re-roof and one foundation); wiring issued two permits, plumbing issued one permit and gas issued one permit.

Agricultural Commission: As growing season winds down, the AgCom members will begin meeting again beginning in the fall.

Community Services

Community Services Director: Nothing reported.

Senior Center: We have been very busy at the Senior Center. Over 40 seniors and several employees received their flu shots at our Flu clinic. On the world tour we traveled to Japan where we learned many interesting facts and tried several traditional Japanese dishes. There was a trip to take a cruise down the Charles River with lunch at the Cheesecake factory. Adam and Jackie joined the group for Coffee with Sue. The seniors enjoyed talking to them and were able to ask questions and get things clarified. In the future, I would like to have members of other departments also join us. I worked with both the BOH and Water Department with an issue with

one of our senior's housing. There continues to be many seniors who need help with forms and dealing with outside agencies.

Community TV: This week TCTV recorded and broadcast the Board of Selectmen meeting of Sept. 23, the Planning Board meeting of Sept. 24, the District-wide meeting of Sept. 25, and planned to record the Advisory Committee meeting of Sept. 26. The first installment of short videos profiling local food producers, called "Local. Fresh" was posted to the TCTV YouTube page and Cable Channel 8. More "Local. Fresh" episodes are forthcoming. Videos of the "Arts & Crafts Fair Highlights" and "Meet the Craftspeople" were completed and set for release as well. Shawn and I covered the Motorpalooza car show and will produce more videos from that.

Library Director: Nothing reported.

Important Dates to Remember

Town Administrator's Office Days next week: Tuesday, Wednesday & Thursday
Selectmen's Workshop-Joint Meeting w/Phillipston (at Phillipston Public Safety Complex)
Selectmen's Business Meeting ~ Wednesday, October 9, 2019, 6:30 p.m.
Staff Meeting, Thursday, October 10, 2019, 8:30 a.m.

Establishment of the Norcross Hill Wildlife Management Area Event, Wednesday, October 9th at 10:00 AM

Templeton Elementary School Opening Ceremony & Self-Guided Tour, Saturday, October 5, 2019 9-11 a.m.