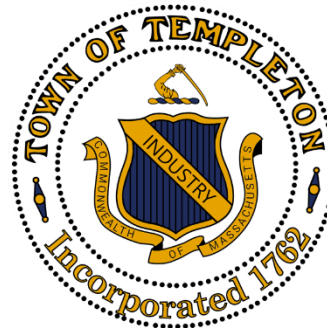


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: January 10, 2019
CC: All Departments

Carter



Important Notice to All Departments

**The Codification remains available for review before the 01/15 public meeting.
Please don't wait until then to tell us you need something addressed. -**

Business Meeting or Workshop: This is to expand upon items where the attached memos may need some expansion or where a full memo was not required.

Items e, g, and h do not have documents – they are discussion items only.

Weekly Report:

It has been truly busy with the first review of budget submissions and legislative packet that are still ongoing. We have worked with the Accountant to address various issues with the change in payroll. Additionally, we worked with and received approval from Chairman John Henshaw of the Community Preservation Committee to move forward on survey services for the Baldwinville Elementary School at 16 School Street in Templeton which consists of two sub parcels of land of approximately .9 acres. The survey services will be performed by Milone & MacBroom. We had an MS4 meeting to prepare for the June 30, 2019 requirements as our Notice of Intent has been received by the U.S. EPA/MassDEP. The June 30, 2019 deadline requires the Town to submit a Stormwater Management Plan, Sanitary Sewer Overflow inventory and report, written Illicit Discharge Detection and Elimination (IDDE) program description and procedures, and written procedures for construction project sediment and erosion controls actions.

Administration & Finance

Town Accountant: We switched to the new payroll company last week and have been busy resolving various issues with the change.

Treasurer/Collector: We are still answering questions regarding the tax rate and values. Demands for excise tax were mailed this week. Attended the Worcester Regional Retirement Meeting.

Assessor: This week brings us back to a full work week and somewhat back to “normal”. Office traffic and phone calls have been steady with inquiries regarding the tax rate and property valuations on the recent 3rd & 4th quarter tax bill mailings. Residents are being reminded that the 3rd & 4th quarter bills not only show this increase, but they also make up for what was not assessed on the 1st & 2nd quarters. The reason for the tax increase was for the override funding protective services. Valuation increases are due to sales in town beyond asking prices during the calendar year 2017. This has been the trend for the last two years and you will most likely see this continue with increasing sale prices and the new school and police debt to be coming on the tax roll when the town goes out to borrow. Residents who have not filed for an exemption for FY19 still have time to file before March 31st and when approved, will be reflected on the 4th quarter tax bills. Applications must be filed yearly. Any residents applying for an abatement will need to get an application from the Assessor office and return it with proper documentation no later than February 4th. I have been sketching and adding information on property record cards for new construction with supplemental bills going out shortly for these. Field work done late last summer, and fall is also being recorded to property cards. Board of Assessors held their monthly meeting on Tuesday and follow-up work was done. FY2020 budget was discussed and the Board expressed concerns that will be addressed with the Town Administrator. I have been working with Vision to closeout values for FY2019. I attended the department head meeting Thursday morning and met with Carter to review FY2020 budget requests.

Town Clerk: Nothing reported.

Public Works

Highway Department: Excavation assistance at the new police station is in-process. The hole was dug and the pad for a 1000 gallon propane tank was installed, back fill of washed sand was added and compacted and further excavating will occur as the project progresses. Catch basins are being addressed using the newly added catch basin truck. This will enable us to address accumulation in the catch basins as the season goes on. Culverts on South Road were inspected for various complaints. Attention paid to potholing in specific areas that needed to be addressed.

Building & Grounds: Filled the sand/salt buckets at all public building locations. Serviced the 710 tractor and began servicing the 540 tractors. Inspected the roads in the cemeteries to assure they were not icy. Scraped and sanded in the cemeteries and senior center. Cleaned the walkways @ town hall and all common buildings.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: The Administrative Assistant continue work on the trust fund project with the Town Administrator. The Director, working with the Municipal Management Fellow, created a draft request for proposal (RFP) for the Baldwinville Elementary School Disposition Committee; continued work on '20 budget. Director attended a Stormwater Committee meeting to discuss moving forward with the submission of the Stormwater Management Plan. Prepared quarterly

report and attended Selectmen's meeting to present; prepared and attended Baldwinville Elementary School Disposition meeting.

Board of Health: Agent conducted food establishment inspections at J K Crossroads and Templeton Spirits; no safety violations noted at this time; continued permit processing for '19.

Conservation: Administrative Assistant prepared for meeting January 14, board will be reviewing 65 Rainbow Drive, request for determination of applicability; site walk requested at Otter River Road, Lot 29.

Planning Board: Administrative Assistant prepared for meeting February 12, board will be reviewing site plan application from Lawindy's LLC (aka Patriots Roast Beef).

ZBA: No action to report this week.

Building Department: An application was received for a use permit to operate Custom Built Homes; administrative assistant completed permit data sheet for the Treasurer and completed billing for testing and sealing of the commercial weighing and measuring devices in Templeton. The Building Commissioner received permit applications for two renovations and one new single-family construction. The Wiring Inspector issued three electrical permits and the Plumbing/Gas Inspector issued to permits.

Agricultural Commission: No action to report this week.

Community Services

Community Services Director: Nothing reported.

Council on Aging/Senior Center: Wow we made it through the Holidays! I have finished the budget, almost finished the annual report, and we are ramping up for a new activity. We are virtually traveling the world, with the 1st stop in Russia. We have artwork hanging in the gallery which represents what a group of children in Bulgaria and the Ukraine foresee as ordinary homes in the year 3008. The Fermata Arts Foundation, Inc. have loaned this display for 3 months. We are having an open house Jan 13, 2019 with a presentation by the Fermata Arts Foundation. We continue to support our seniors in their needs services, SHINE, and most importantly with heating fuel assistance. I will be out of the office part of Wed, Thur, and all day Friday, contact Sue with any questions.

Community TV: Week ending Jan. 11, 2019: recorded and broadcast the Capital Planning Committee meeting of Jan. 8 and the Board of Selectmen meeting of Jan. 9. All meetings are also available on TCTV's YouTube Channel. The three slide shows that run between programming on Channel 8 were checked for outdated slides. COA Activities delivered numerous slides of events for January. Library slides for books were also added. Research on relocating the broadcast location point to the EMR building commenced. Status of an intern program and interns for TCTV were checked with NRSH. Video and still promos for programming were developed. The Virtual Channel with short videos and the three slide shows that runs between programs was updated. TCTV seeks information on important meetings, dates and events from town departments to post on the slide shows. Each item should be 20 words or less and emailed to Steve Castle.

Week ending Jan. 4, 2019: recorded and broadcast the Advisory Committee meeting of Jan. 3 and the December School Committee meeting. Work continued on the other programming such as the Motorpalooza automobile show. Older video was archived. The Scout Hall Re-use Committee re-iterated that TCTV will use a portion of Scout Hall as a place to record talk shows and for storage. The Gardner News' reporter Chance Viles interviewed TCTV for an article on the TV station's growth.

Weeks ending Dec. 21 and 28: recorded the Conservation Commission hearing of Dec. 17, the Elementary School Building Committee meeting of Dec. 18, the Board of Selectmen meeting Dec. 19, and the Advisory Committee meeting Dec. 20. The School Committee meeting of Dec. 17 was recorded by volunteer Ann Lyons. All are cablecast on TCTV Cable Channel 8 and available on TCTV's YouTube Channel. Steve met with Carter and Adam to agree on part-time paid intern help for TCTV, using a portion of the extra budget appropriation approved at Fall Town Meeting. Job descriptions for the positions will be produced. A Christmas marathon of holiday shows and music was programmed and scheduled for Dec. 24-25.

Library Director: Nothing reported.

Important Dates to Remember

Town Administrator's Office Days next week: Tuesday, Wednesday, Thursday (a.m.)
Selectmen's Workshop Wednesday, January 16, 2019, 6:30 p.m.
Selectmen's Meeting Wednesday, January 23, 2019, 6:30 p.m.
Department Head Meeting, Thursday, January 24, 2019, at 8:30 a.m.

Public Meeting Re: Codification
January 15, 2019 @ 6:30 p.m.
Meeting Room of Town Hall

Public Meeting Re: Input on Town Meeting Procedures
January 29, 2019 @ 6:30 p.m.
Meeting Room of Town Hall