

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: January 17, 2019
CC: All Departments

Carter



Important Notice to All Departments

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.

5. e. As laid out in the attached memo from Adam, and after discussions with the TA in Phillipston, he and I would like to propose an application to the Community Compact Program to explore what elements of the Fire/EMS service -if any - might be shared between us. By viewing the service area as a larger entity, we may be able to provide a more robust and cost-efficient service to both communities. In addition, this study would look at the current practices of our two departments to identify opportunity for improvements and best practices we should adopt. We anticipate the grant request to be \$27,500+/- with a consultant to be chosen jointly between the two towns. If you approve this application, we will forward your approval to the Phillipston BoS for their formal approval.

5. g. We have not yet been approached by potential growers, processors, or retailers of cannabis to locate a facility within the community. As you can imagine, such facilities have the potential to create jobs, provide so-called “new growth” tax revenues, increase our total valuations thereby lowering the overall tax rate and – for retail – provide a new local source of revenues from the 3% excise tax adopted at the 2018 ATM. As a matter of economic development and increasing our revenues, we are proposing to send out a letter to all private businesses in this sector that we might identify letting them know Templeton is here, open for business and requesting letters of interest from them.

5. h & i. These were first discussed as a single policy and have been reformatted into two policies drafted around the timelines of the workflow. The separation is also to have a single headlined policy on remote participation since it covers all Boards.

We ran short on time to draft proposed motions for the meeting. We will have those to you by noon on Tuesday.

Weekly Report: We have our credit rating conference now set for 01/28. I have invited the Advisory Committee to have a representative observe the process. We have completed the analysis of the matter of transferring sewer collections to the Treasurer/Collector that you requested we carry it out. I have sent it to the BoS member who had been leading our conversations at that end for review, so he may advise me of any errors of fact. Once that is done, I'll finalize the report for submission to the full Commission and Board.

We have finished the initial meetings with the Department Heads in the First Review and have scheduled follow-up meetings with some as we are waiting on the suggested documents that we requested in reviews. We have scheduled to meet with Fred Civian in early February of the MassDEP in regard to our MS4 permit. Adam L and Laurie Wiita have been working with the Baldwinville Elementary School Disposition Advisory Committee, the draft request for proposal (RFP) was approved by the committee as well as the public hearing for Thursday, January 31, 2019 @ 6:00PM at Templeton Town Hall Conference Room.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Nothing reported.

Assessor: Steady flow of paperwork coming in the office this week. I continue to work with Cartergraphics in regard to updates to our mapping system. I also am working with Vision on Personal Property accounts. Entered three new properties into real estate program and sent out supplemental bills for them. I received notification that the 1st Motor Vehicle Commitment for 2019 and the last one for 2018 have been downloaded. Commitments and invoicing were done in the office on Wednesday and the export files were sent to the Collector/Treasurer to send to the billing company. Excise bills will be in the mail next week. I worked on the 3rd Quarter Financial Report and submitted it to the Town Accountant and will present to the Board of Selectmen at their meeting on January 23rd.

Town Clerk: We have been very busy issuing dog licenses. We have licensed over 300 dogs, so far. We still have a lot of census forms being returned. I attended the informational meeting on the codification of the Town's By-laws. Continue to process business certificates and vital records request.

Public Works

Highway Department: The catch basin truck was out working on drop inlets and getting a head start on the spring clean-up. Snow is expected over the week-end and preparations are being made on the equipment. Some pot hole filling was done on Royalston rd. and many others areas in town. Preventive maintenance was done on 3 police cruisers and 2 of the highway vehicles and 1 council on aging van were repaired. The front brakes in H7 were replaced. The highway crew assisted at scout hall in cleaning out debris and miscellaneous items. An area on N. Main Street was scraped and treated for ice buildup. The small island at the intersection of Otter River Rd. Lord Rd. and N. Main was drained of water that accumulates.

Building & Grounds: Continued with the maintenance on the 540 Tractor and also the line trimmers, blowers and hedge trimmers. All walkways were checked and sanded as needed. Flags

were lowered and raised. The director attended a meeting with the engineers on the Royalston Road project.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 1/3 – 1/9 PD – 251 Calls for Service, 9 motor vehicle stops, 0 arrest, Police Station Project – rough inspections and blown-in insulation was completed. Dispatch – 338 Calls (does not include miscellaneous calls). Investigating the possibility of moving the antenna on the Ladder Hill cell tower for better communications.

1/10 – 1/16 PD – 271 Calls for Service, 78 motor vehicle stops, 1 arrest, Police Station Project – Started process of redesigning consoles for dispatch. Dispatch – 440 Calls (does not include miscellaneous calls). Nothing to report.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Director presented quarterly report to BoS at meeting of January 9; continued work with Municipal Management Fellow on Baldwinville Elementary School disposition project and met with committee; continued work on Mass Wildlife proposed conservation project; continued work on '20 budget and attended first budget meeting with Town Administrator and Municipal Management Fellow; attended an inspection for safety at a property on South Road. Administrative Assistant, Mallory Seamon, assisted and met with Town Counsel and Town Administrator on trust fund project.

Board of Health: Agent prepared for and attended BoH meeting, prepared minutes from meeting; witnessed a perc for a septic repair at 56 Turner; reviewed documentation/plans for a septic on South Main; working on possible water shut off issue on Sawyer.

Conservation: Administrative Assistant prepared documentation for NOI (notice of intent) filing for Hubbardston Road (new build) for 2/11/19 hearing. Meeting of Monday, January 14, 2019 had to be cancelled due to an error in public posting.

Planning Board: Administrative Assistant prepared documentation for ANR (approval not required) filing for Hubbardston Road to divide into four lots for 1/22/19 meeting; prepared documentation for site plan review filing for 136 Patriots Road (tear down and new build) for Lawindy's LLC, 2/12/19 hearing.

ZBA: Administrative Assistant received an incomplete application for special hearing from 94 Cross/ US Auto Recycling; returned with assistance on how to complete; applications given for two possible hearings, one for South and one for Myrtle.

Building Department: The department signed off on a use permit for a marketing/advertisement in home business; three building permits were issued – two for commercial AT&T antenna swap outs and one for residential roofing; a certificate of occupancy was issued for 11 Valentine (new build); five wiring permits and four plumbing permits were issued.

Agricultural Commission: No action to report this week.

Community Services

Community Services Director: I attended the first round of FY 20 budget reviews for: Veteran's Services, Senior Services, TCTV and Cultural Council. I did additional research/ work on the revised Templeton town website. I'm working to compile our unit's FY 19 second quarter reports for the Board of Selectmen. I continued to work on the Farmer's market.

Council on Aging/Senior Center: This week has been very exciting and noisy at the Senior Center. The siding has begun and as I write this, the front of the building is almost done. With the completion of the front of the building we should not have to cancel anymore activities. We did cancel Bingo this week due to the construction; we did not want to take any chances. I met with Carter, Jackie and Adam for the initial budget review. I am compiling stats in regards to ridership on the vans. The virtual World Tour begins on the 1/29. We are hearing a great deal "buzz" concerning the excitement of this activity. Judging from the new people we have drawn with this activity we may have some of the tours in the evening. All in all, we are going at a speedy pace here at the Senior Center and loving it.

Community TV: Nothing reported.

Library Director: I met with the Town Administrator and Management Fellow to review the library's FY 20 budget request. I attended a webinar on community outreach for rural libraries. I scheduled two programs for late winter/April school vacation week. Story Hour has resumed after the holiday break and is as busy as ever. Circulation has picked up once again after a brief holiday lull, as in years past.

Important Dates to Remember

Town Administrator's Office Days next week: Tuesday, Wednesday, Thursday
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: Input on Town Meeting Procedures
January 29, 2019 @ 6:30 p.m.
Meeting Room of Town Hall