

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: January 24, 2019
CC: All Departments

Carter



Important Notice to All Departments

N/A

Business Meeting or Workshop: N/A

Weekly Report: Most of the week was spent on getting ready for the Moody's Credit rating meeting and conferencing with Counsel and Department Heads on our position relative to negotiations. Please remember to send me items of concern if you have not yet had a chance to review the CBAs.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: The registry released the first excise commitment of FY19 and close to 8000 bills were mailed out this week. The excise files have been downloaded and payments can be made on line at Templeton1.org. Property tax payments for Quarter 3 continue to come in. Just a reminder Q3 payments are due by February 4th. The finance team presented our quarterly report to the BoS at this week's meeting.

Assessor: I Attended the Board of Selectmen meeting Wednesday evening to present the Assessor part of the Quarterly Financial Team Report. I attended the Department Head Meeting Thursday morning. Traffic flow continues to be steady in the office with questions and concerns regarding values and tax rate.

Town Clerk: Updated the dog program with veterinary certificate of rabies. Busy with census returns, dog licenses and vital requests. Attended the department head meeting.

Public Works

Highway Department: At the select board meeting all department heads presented their quarterly report. Being the first for the new director it was interesting to see all of the accomplishments achieved in the first 3 months of employment. The storm over the weekend required many man hours. There were a few equipment failures, most were addressed right away, and one required parts that were ordered after the holiday. The trackless sidewalk snow blower has been out clearing sidewalks.

Building & Grounds: In Green Lawn cemetery, two lots were prepared for burials. Cross training continues in the cemetery department. There are many aspects of the department that need to be learned. Tractors and other equipment is being maintained as time allows. All sidewalks and dumpsters were cleared of snow.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 1/17 – 1/23 PD – 240 Calls for Service, 23 motor vehicle stops, 0 arrest, Police Station Project – prepping the interior for drywall install. Dispatch – 324 Calls (does not include miscellaneous calls). A plan is in place to help correct the radio interference but is on hold until the completion of the station. The RECC has been selected by 911 as a test to receive Phase 1 Wireless Direct Cell calls. We will be meeting with the 911 rep next Tuesday to discuss the process. (does not include miscellaneous calls).

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Director used personal days and returned to office on Thursday; attended department head meeting; provided information request to James McCarthy at Mass Wildlife for February 6 BoS workshop.

Board of Health: Agent used personal days and returned to office on Thursday; began reviewing septic applications/plans for new lots 1, 2, 3, & 4 on Hubbardston Road; began reviewing repair plans for septic on 27 Brooks; processed documentation for lien release on paid septic loan for Michaels Lane; reviewed Title 5 inspection report for 56 Turner, failing and in process for repairs.

Conservation: Administrative Assistant prepared for January 28 meeting, including requests for determination for 66 Rainbow and 65 Rainbow Drive; prepared for February 11 meeting, including notice of intent for Hubbardston Road and a request for determination of applicability for Otter River Road, Lot 29.

Planning Board: Administrative Assistant prepared for and attended meeting of January 22, approval not required for Asher Construction, LLC (Hubbardston Road) approved; continued work on Lawindy, LLC (Patriots Roast Beef), contacted Sara Campbell, P.E. to peer review.

ZBA: Administrative Assistant received three applications requesting hearings, one special permit request for the placement of a trailer on a nonconforming lot on Myrtle, one for change of use for a used vehicle lot on Cross Road, and one for a variance on frontage for a proposed new build on South Road; hearing date based on ZBA member response is February 19, Administrative Assistant working on legal ad, public posting and abutter mailings.

Building Department: 11 Valentine Road was issued an occupancy permit; three building permits were issued, two to AT&T for antenna work and one for roofing, one wood stove permit, two wiring and three gas/plumbing permits were released; Administrative Assistant worked on the annual reports, reorganization of the Building Department file room and attended the Tri-Meeting at the COA where she also participated in the Senior Bullying/Scam Protection Program sponsored by the Templeton Police Department.

Agricultural Commission: No actions to report this week.

Community Services

Community Services Director: Nothing reported.

Senior Center: Nothing reported.

Community TV: Week ending Jan. 24-recorded and broadcast the Planning Board meeting of Jan. 22 and the Board of Selectmen meeting of Jan. 23. The meetings are also available on TCTV's YouTube Channel. Work continued on several other community-based productions. The 3 different slide shows of Calendar events and notices that runs between the programs on Cable Channel 8 continues to be revamped including important meetings, registration deadlines, alerts, organization information, photos of Templeton and other information. A revised TCTV Facebook strategy and revamp is underway. The Director met with high school interns, potential interns and students interested in a media class.

Week ending Jan. 17-recorded and broadcast the Codification Review meeting of Jan. 15 and the Advisory Committee meeting of Jan. 17. The meetings are also available on TCTV's YouTube Channel. The program of the Motorpalooza car show was scheduled as well. Work continued on several other productions. A slide show revamp for notices that run between programming was started, including several important meetings and deadlines.

Library Director: Nothing reported.

Important Dates to Remember

**Town Administrator's Office Days next week: Tuesday, Wednesday, Thursday
Selectmen's Workshop, Wednesday, February 6, 2019, at 6:30 p.m.
Selectmen's Meeting Wednesday, February 13, 2019, 6:30 p.m.
Department Head Meeting, Thursday, February 14, 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**