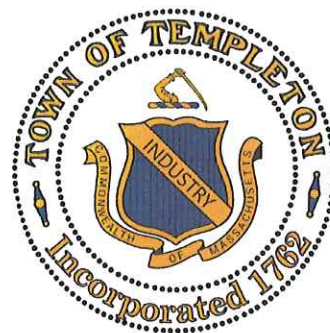


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: November 30, 2017
CC: All Departments

Carter



Important Notices

**Positions Now Open: MART/MOW Van Drivers
Girls Softball Coordinator**

Budget & Legislative Packages Are Due January 2, 2018

Please make sure all of your units and committees are submitting their projects to the CPC!

Business Meeting or Workshop: The following is intended to supplement agenda items where a full memorandum may not have been required or updates are needed. N/A

3. & 4. Will be discussion items with Glenn Eaton. The only memo on this is the one from COG as to their perspective.

6. As described at the 11/29 meeting, this is to provide for a superiority clause to resolve any dispute between this policy and prior policies which may be in conflict.

7. & 8. Discussion on these proposals can hopefully provide the basis of a formalized policy to provide for recognition of our employees and volunteers.

9. We are seeking approval to begin an informational campaign on the issues surrounding the possible adoption of the Local Option Meals Tax. If you approve we would start by inserting the attached Informational flyer in the annual census. On the back side of that flyer we would put the informational flyer about the Winchendon Transfer Station.

10. It is anticipated that the new elementary school will open to students in the Fall of 2019. This means the Baldwinville School will be vacated in the Summer of 2019 leaving us with the vacant building to dispose of. These types of buildings can be very problematic to dispose of and quickly become a sore subject to the neighborhood. I would like to discuss your thoughts on creating a Charge and Composition of a study committee to dispose of the building.

11. A companion piece is the agreement of a long term lease with the NRSD under which they operate and maintain the new Elementary School. I would like to discuss your thoughts on a timeline and team to deal with this matter.

Weekly Report: The budget guidance memo and its several attachments have now been circulated to all Departments and - by them - to the various Boards and Committees they support. I taped a TCTV show with the NRSD Superintendent of Schools the next segment of a show I call Talk of

the Town. I do these monthly on key topics, (Annual "State of the Town" by the Chair and "Question Time" for the ATM and Fall TM), introduction of new staff, an opportunity for Department Heads to expand upon key issues they face and the like. Please feel free to suggest topics you believe the community is interested in. A major task for us has been the production and vetting of 1,250+/- pages of material to provide in response to a public records request. Eric P and Pam R attended COMMBUYS training which is the statewide system to solicit proposals and search for state contracts. I await their advice on when to offer the expanded training to others from all they learned.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Finished up working on Tax Rate Recap and submitted to DOR DLS on Wednesday morning, waiting for approval of tax rate. Continued imputing Sewer liens and Real Estate Exemptions into the billing system for 3rd and 4th quarter RE & PP Tax Commitments. Fireproof cabinets are in and Sue has been busy putting the abstract deeds into them. A big Thank you to Sue. Community Preservation funded and town meeting approved these safes for \$12,000.00 and we were able to obtain all 4 fireproof safes for under \$7,000.00, a savings of over \$5,000.00 to remain in Community Preservation.

Town Clerk: Nothing to report this week.

Public Works

Highway Department: On Haskell road a failed pipe was replaced and will eliminate the drainage issue that has been occurring there. The ditch on Cottage Lane was cleared of growth and inspected for water flow. Several small vehicles were serviced and inspected at the barn. General maintenance continues on DPW vehicles.

Buildings & Grounds: The Building and grounds crew prepared for a Saturday burial at Green Lawn cemetery and another for Tuesday in Pine Grove. The blowers and collection systems were run to clean up in the cemeteries. Yard maintenance was done at Scout Hall in preparation for the fall. Corrugate removed from Senior center as the turkey boxes and other food items created an abundance of trash.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: Nothing to report this week.

Development Services

Building Department: The Building Commissioner approved three building permits including a roof, commercial fencing, and one for AT&T to erect two new antennas/radio heads on North Main Street. An occupancy permit was issued for the in-law at Victoria Lane. Administrative Asst. and Building Inspector worked with contractor on the construction in the "new" Finance Office. The

final four safety inspections are scheduled for Monday evening which will complete the annual inspections. The Electrical Inspector and Plumbing Inspector both issued two permits.

Planning Board: Prepared an ANR (approval not required) for meeting of 12/12/17

ZBA: Office received completed determinations from Chair for Patriots Roast Beef and Daymill; both determinations awaiting all signatures; members have been contacted.

Conservation Commission: Completed draft minutes for meeting of 11/20/17; worked with Chair on developing a site inspection application; prepared and filed information from completed site walks. Administrative Asst. processing site walk application for 137 Shady Lane; provided request to ConCom Chair.

Board of Health: Agent with Police closed up one apartment at 25 Circle Street; no heat, no electricity, squatters, etc... trash issue continues to be a process. Agent participated in Region 2 web based practice drill for emergency planning. Agent followed up on a complaint on Albert Drive, the issue was unfounded at this time.

Community Services

Council on Aging/Senior Center: On Dec 2, The Friends of the Templeton Elders are having a Holiday Fair which includes their annual Sugar Rush. They will be featuring John Brooks fudge and many other crafters. Santa and Mrs. Claus will be available for picture taking. The Giving Tree has been adorned with mittens. There are 31 children this year that we are looking for sponsors for Christmas. Each child is represented with a mitten on the tree with an idea for a gift, age, and gender. The hope is that each child can receive at least one item on their wish list. The weekend before Thanksgiving we were at the Red Apple Farm for their Annual Thanksgiving Harvest Festival. Every year Gardner and Templeton take one day of the weekend to man a booth at the festival to collect food for their respective food pantries. Quabbin Valley Health Care Donated 25 pies to be distributed to our seniors.

Library Director: Nothing to report this week.

Community TV: Nothing to report this week.

Important Dates to Remember

Town Administrator's Office Days for next week: Monday, Tuesday & Wednesday

Selectmen's Workshop, Monday, December 4, 2017, at 6:30 p.m.

Department Head Meeting, Tuesday, December 5, 2017 @ 8:30 a.m.

[Please note change in time!]

Selectmen's Business Meeting, Monday, December 11, 2017, at 6:30 p.m.

Department Head Meeting, Tuesday, December 12, 2017 @ 8:30 a.m.