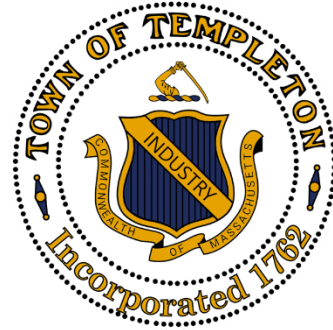


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: February 15, 2018
CC: All Departments

Carter



Important Notices

**Now accepting applications for one Full-Time Police Officer position.
Posting should be on the Bulletin Boards by Tuesday!**

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.

Weekly Report: Work continued apace on the Town budget and the Draft was sent out to all departments Monday for a last call review. Revision will be needed to deal with the 7.2% increase in health insurance rates. We hope to deal with some of that with modest adjustments to the benefit platform particularly with respect to the PPO. Preparation of the Draft Warrant has now begun. The Finance Team and I met with the Sewer Superintendent, a Commissioner, and the AA to review reconciliation issues. It was agreed, there is merit in exploring a conversion of their existing software to our Vadar in an effort to improve the reconciliations and lien process. They have provided the contact information for their vendor and we await a report back from our Vadar representative. As of 12/11 we have roughly \$10k left in the Snow & Ice accounts so I have authorized deficit spending of \$30k. So far this season the equipment has been out of service for a little over 300 collective hours during storm periods.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: This week I attended a joint meeting with Sewer Department and Financial Department on Monday. Monday evening attended Board of Selectmen meeting to get funding for special counsel approved for upcoming ATB case. As a follow-up to the selectmen meeting I verified State Owned Land reimbursement coming in. Figure had gone up slightly on the report received July 2017. Attended the department head meeting Tuesday morning. Tuesday afternoon met with the Board of Assessors for our monthly meeting. Much paperwork was submitted for review and signatures. Board was updated on applications received in the office in regards to Real Estate Abatements. (3 are pending review by the board in the upcoming months). All conflict of interest and open meeting paperwork has been submitted to the Town Clerk by the office and Board of Assessors. Spent most of Wednesday morning following up on paperwork from our board meeting. Continue to implement mapping changes into my Real Estate program and office maps and

hope to get them out to our on-line mapping company by the end of next week. Traffic flow steady. Reminder to residents that exemption applications are still being accepted in the office until the end of March.

Town Clerk: I attended the MTCA conference last week and received my Massachusetts Municipal Clerk recertification certificate. I attended the department head meeting this week. Updated the parking ticket program. The office is still busy with dog licenses and census form returns. Processed several vital records certificates. Certified State and town nominations papers.

Public Works

Highway Department: H35 the cross members are rotted and it is unsafe to drive, this truck has been removed from service. Several police vehicles came through the garage for Preventive maintenance and repairs. Many potholes were addressed throughout town. Ice was a constant issue with the warmer days and cool evenings. A crew worked on a catch basin near the Dunkins in Baldwinville to flush it out and improve the water flow. The director attended the MJTC meeting on Wednesday to hear about the possibility of roads being approved for repair and added to the TIP list by the MPO.

Buildings & Grounds: A discussion with the Town of Phillipston on the subject of the Jack Frost Festival, in an attempt to satisfy the use of time in planning our event and not overlap an event in Phillipston. The cemetery truck needed to have the air bag repaired and other things done in order to get a sticker. There are still small issues before this can be accomplished. Cold weather continues to cause icy walkways and issues at town buildings; the crew is diligent to keep the residents safe. A door in the finance office of town hall was secured and permanently sealed. While @ town hall a printer was taken and put into surplus @ the Highway barn. Checked Scout Hall to assure the sump pump was working and that the heat was on to keep the pipes from freezing. The library had a sump pump fail and water had to be removed from the cellar. There was luckily no damage done to the library items. An area in Green Lawn was prepared for a funeral. Small equipment was worked on as time allowed.

Sewer Department: Nothing to report

Public Safety

Templeton Police Department: 2/8 – 2/14 PD – 204 Calls for Service, 18 motor vehicle stops, 0 arrest, 0 PC - Police Station Project, Bid for OPM Services closes 2/8 at 2 pm. Dispatch – 340 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Nothing to report

Development Services

Development Services Director : Director attended and presented “Green Communities” information to both the Conservation Commission and the Planning Board; ConCom has no issue with moving forward, Planning Board would like more information presented but indicated it should move forward. Director presented a draft of the proposed “non-criminal disposition” amendment; continued work on draft article for fire insurance liens.

Building Department: An occupancy permit was issued at 706 South Road (new build). The Building Commissioner issued a “foundation only” permit to 17 South Road (new elementary school). The Administrative Assistant worked with the forester; harvesting behind the DPW has commenced and should be complete within the next week; other town owned properties are being reviewed for further foresting. Administrative Assistant prepared and sent copies of file for Patriots Road pending case. Both

Administrative Assistants have been assisting in the office of the Selectmen, while the BOS Admin. Asst. is on vacation. The Electrical Inspector has issued one permit and the Plumbing Inspector has issued one permit; several inspections have been completed from previously issued permits.

Planning Board: Administrative Assistant prepared packet for members meeting on 2/13/18; attended meeting.

ZBA: Administrative Assistant completed the decision paperwork for Daymill and obtained the Town Clerk's signoff.

Conservation Commission: Administrative Assistant prepared packet for members meeting on 2/12/18; attended meeting; draft minutes have been prepared. Administrative Assistant prepared NOI documentation for Laurel View new build.

Board of Health: Agent reviewed Title 5 report for 101 Gray Road, passing; working in conjunction with Building commissioner on property "use" issue on Elm Street; issued a certificate of completion to bank for Baldwinville Road property as they have completed all the necessary corrections, contempt filing dismissed by Asst. AG. The AHI project is moving forward with three more properties; Albert Dr., Barre Rd., and Gray Rd. Agent received and reviewed plans for a septic system at a proposed new build on Laurel View.

Community Services

Council on Aging/Senior Center: I would like to give kudos once again to our Fire and Police Departments. There seems to be a plethora of elders falling in the last few weeks, and FD and PD are there to attend to them. The Valen-Gras party was enjoyed by all who attended. Pitch is so well attended that we almost need a bigger room. I am hoping we are close to having a contract from MART that Carter and Town Counsel can give thumbs up or down, and then be presented to the Selectmen. There continues to be a steady stream of community members young and elderly in need of services.

Library Director: We are awaiting some minor electrical work in order to set up the circulation desks with the equipment to begin circulating on CWMars. We collaborated with MOC to host Cosmic Kelley during the Wednesday Story Hour. The children participated in hands-on learning centers, and had a lot of fun! We were notified that our application to the CPC for portions of our renovation plan was approved. We are finalizing the other elements of the project and will be meeting with the TA soon. The February materials order was processed and made available to patrons.

Community TV: This week TCTV recorded and broadcast the Board of Selectmen meeting of Feb. 12 and the Planning Board meeting of Feb. 13. Meetings are available for viewing on Cable Channel 8 and TCTV's YouTube channel. The Channel 8 schedule has been augmented to continue cablecasting the previous Select Board meeting or workshop two times for an additional week, so the meetings are not swapped out weekly. (All programs are initially scheduled four times a week at varying times for viewer convenience.) Production work continued on other programs.

Veterans Services: Nothing to report this week.

Important Dates to Remember

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