

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: February 7, 2019
CC: All Departments

Carter



Important Notice to All Departments

The legislative delegation will be here on 02/13. If you have a question or item of import you would like the BoS to bring up with them pls advise by CoB 02/06.

Business Meeting or Workshop: This is to provide additional information where a full memo may not have been needed or supplemental information has become available. Minor variations in the order of the agenda have been utilized in order to accommodate the schedules of Senator Gobi and Representatives Whipps as well as Mr. Roselli.

5b. This is the annual Board/Delegation conversation in the run-up to the budget process at both levels of government. We have advised them of four items we understood to be of concern to the Board although the conversation may lead you into other areas.

5c. This is the required public hearing to explain to the East Templeton neighborhood and community at large what we are eligible to apply for and receive their input.

5d. This will be to formally approve the participation (think mutual aid) agreement with the North Worcester County Drug Task Force

5e. This is to act upon a contract for the revaluation of all properties. The IFB was advertised for three weeks. We received one bid. I have asked for a review by the subject matter experts (BoA) and will have that formal report for you Wednesday evening. The Bid came in at \$35,500.00 and there are funds in the Revaluation account to cover this. This bid came in lower than it has in the past due to actual site visits being decreased. Data entry will be done in house as this gives us the opportunity to track new growth changes, be aware of what is happening with properties and in the end, save the town money. Personal Property is not included in this proposal as we have outsourced that to a different vendor which did not require going out to bid. The bid is in the assessor office and if you have any questions or concerns please let me know

5f. Based upon our countdown to the ATM, you would close the warrant on 03/02.

5g. We have \$16.6M of BANs due at the end of this month. The intent is to pay about \$380k in cash from the budget, roll \$4M as BANs until 02/20, and then issue General Obligation Bonds of

\$12.230^{+/-}M. I say plus or minus because we are required to resize the final GOB by the prorata share of the net premium being earned on the police portion of the bond (We anticipate the final PD portion of the bond to be \$2,440,000). The interest rate on the GOB is less than 3.5% while the net interest rate on the BAN is just under 2.09. In November you will need to roll those BANs until 02/20 so that you can then issue a GOB at the appropriate structure to account for the length of time it may take the MSBA to settle your account. While you remain well under budget this can always change so... You may find you need a modest amount of a new BAN may be needed toward the end of the project to cover any changes in this status or the MSBA settlement impact our current cash flows.

5h. This is a referral from workshop.

Weekly Report: We received various Drafts for review for accuracy and saw Moody's finalize our credit rating at an A! Kudos to all. We have been able to obtain a slot on the MPW agenda later this month to try and get Royalston Road onto the TIP. Adam attended the School Committee meeting where we learned they would go with a budget that calls for us to increase our assessment for next year by \$1.81M. This is far in excess of the \$325^{+/-}K anticipated to be our new revenue for FY '20. We taped the State of the Town with Chairman Caplis. The Baldwinville School RFP was formally issued with a flyer also being sent to 30 identified parties who might be interested. Work continued on the several CBAs and the budget process and we formally filed the fire study grant application.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: The due date for the 3rd quarter property taxes was Monday and the three were kept extremely busy. We had a steady stream of walk in traffic all week, and plenty of mail to keep up with.

Assessor: Busy week in the office. Forms of list, I & E's & ABC paperwork is coming into the office. Monday was the last day to file for a Real Estate or Personal Property Abatement for you FY19 taxes. Busy gathering paperwork and information for the Board to review in regards to abatement applications received. Exemption applications continue to be dropped off in the office. Deadline is March 31st for these. Much paperwork in being processed for the upcoming board meeting. Site visits were made to 3 of our new single-family homes being built. Maps, deeds, plans were all mailed to Cartergraphics, along with the MassGIS file from Vision. Record requests were processed and sent out.

Town Clerk: Busy with people coming in to pay their failure to license citations. Mailed out business certificate renewal forms. Mailed out absentee ballot applications. Still steady with dog licenses and census returns.

Public Works

Highway Department: Finalizing FY2020 budgets with details for final submission. The trucks were busy early in the week after warm days caused melting snow and evening temperatures froze the water over night. The new time clock (tablet) is installed and is being used daily. So far minor glitches but no major. Reports will be generated as recommended. The fuel system at the

highway barn has had to be repaired many times this year. The probe the reads the gasoline failed, the lift for the nozzle on the gasoline pump broke. Two caps for the gasoline tank have been replaced and the filter for the Diesel tank. Potholes were filled throughout town.

Building & Grounds: Early mornings spent checking walkways and building entrances for ice. Continued maintenance on the tractors. Emphasis on the Buildings cost to clarify alarms, water and sewer usage. Being new to the town, research is necessary to properly understand the foundation of the expenses. The JCB backhoe at the cemetery is still not running properly and more parts have been ordered.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Met with James McCarthy of MassWildlife and Town Administrator about the proposed sale of parcels; attended the BOS workshop. Administrative Assistant work with Montachusett Elder Services regarding a complaint received pertaining to an elder that may be living in home without heat on the first floor and possible burst pipes; MES scheduled a home visit the same day.

Board of Health: Agent attended MEHA Title 5 workshop, earned five continuing education credits for the maintenance of both her Soil Evaluator and System Inspector state licenses; Agent and Administrative Assistant prepared for and participated in an annual Emergency Dispensing Site drill with Phillipston Agent, Phil Leger and the Region 2 representative, this drill help layout the use of the middle school for areas such as reception, quarantine/isolation, individuals requesting additional assistance, behavioral, triage, etc....; Agent met with owner of 34 Albert pertaining to alleged odors from septic, agent will be conducting a site inspection during the week of February 11; Agent and COA Director investigated a complaint of bed bugs, complaint was confirmed and measures for remediation are under way.

Conservation: Administrative Assistant prepared packets ConCom meeting of 2/11/19; continued research and preparation on Dudley Road, Lots 1, 2, 4, and 48 for Barclay Enterprises attorney for release of order of conditions (filed in 2009).

Planning Board: Administrative Assistant continued work on site plan review packet for Lawindy, LLC for 2/12/19 meeting;

ZBA: All hearing notices have been sent to abutters for the hearings (three) scheduled for February 19, 2019.

Building Department: Three building permits were issued (two for roofing and one for a large addition to a home on Lord); Commissioner Hanks consulted with the OPEM in charge of the work being done at the Senior Center project regarding roofing issues; two stove permits were signed, and certificates of compliance issued; two plumbing and two wiring permits were issued.

Agricultural Commission: Carrie Novack of the AgCom appeared before the Board of Selectman at their workshop of February 6 to represent the commission in the proposed transfer of parcels to MassWildlife or DCR.

Community Services

Community Services Director: I prepared a mailing/ survey to send to possible vendors for our 2019 Farmer's Market. I met with Steve Castle to talk about possible candidates for the Cable Advisory Committee, and agenda items for the upcoming meeting.

Senior Center: We have been extremely busy with case management for the last month. It has especially intense since last week. I met with Carter and Adam to discuss the budget regarding MART usage. The stomach bug that is going is circulating at the senior center and amongst the staff here, it is extremely difficult for the seniors to stay hydrated. I am finishing up the annual report and hope to have it submitted shortly. Our board meeting was this past Tuesday, I was unable to attend as I was called away for an emergent situation at last minute. The siding is almost done, this company has been wonderful to work with. They are always cognizant of the seniors and their safety.

Community TV: Nothing reported.

Library Director: The February materials order was compiled and placed. A nice collection of Valentine's Day picture books was processed and made available. I did some research & scheduling of spring and summer programs. Two Story Hour sessions were held this week, as well as two last week (in my absence - thank you to Mrs. Bankowski and a few story hour attendees!) Narragansett Middle School's latest semester of students in the ' library program' were given an overview of CWMars and provided with library card applications. Foot traffic in the library has picked up as well as use of the building after hours by various groups. I completed and submitted the library's FY 18 annual report.

Important Dates to Remember

Town Administrator's Office Days next week: Monday, Tuesday, Wednesday, Thursday
Joint Boards Meeting, NRSD School Library, February 11, 2019 @ 5 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.