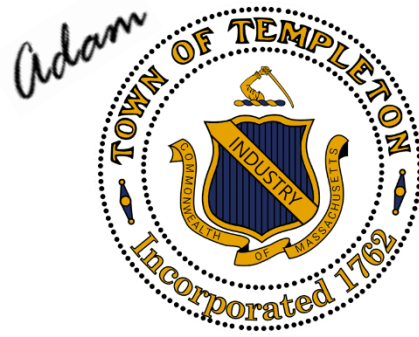


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Adam Lamontagne, Asst Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** November 27, 2019  
**CC:** All Departments



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### Important Notice to All Departments

**Business Meeting or Workshop:** This is where we provide basic information or expand upon memorandum enclosed in your packet.

3. b. Mr. Roselli is double booked tonight so we may need to adjust his presentation a touch if his first meeting runs over.

3. d. In addition to the education escalator we have other items on our tick list to address:

- Comport the old by-law numbers to codification;
- Some format and typo issues;
- Is it realistic to try to fund stabilization from OPEX (B-2a I);
- Is the OPEX reserve at 5% and CAPEX reserve at 1% enough;
- Supplement Part D (Grants) w/Donations & Gifts (MGL Ch 44 §53A and 53A1/2).

We want to try to collect any other issues you have by 12/15 that we might have formal drafts prepared for review at your January workshop.

**Weekly Report:** We have been busy getting everything ready for FY '21 as we are sending out the budget guidance document to all department heads next week. Also, getting everything ready for the All Boards meeting at 6.30PM on December 5<sup>th</sup> at the Senior Community Center. Wish everyone a Happy Thanksgiving!

### Administration & Finance

**Town Accountant:** Working on tax recap and payroll law class.

**Treasurer/Collector:** This week bills were mailed for the newest excise commitment as well as demands for the last commitment. Municipal liens were placed on all remaining FY19 delinquent property taxes. The Instrument of Takings have been prepared and will be sent to the Registry of Deeds for recording.

Of the 56 properties advertised for notice of taking 42 remain unpaid.

**Assessor:** Short but busy week. Worked on finishing up the tax rate recap with the Town Accountant. Classification hearing was held Tuesday evening with the Board of Selectmen voting for a single tax rate for the town. The LA5 and Tax Rate Recap was submitted

Wednesday morning to the Department of Revenue Division of Local Services for review and approval of setting the tax rate. Attended the department head meeting on Wednesday. Happy Thanksgiving to all!

**Town Clerk:** Prepared for the Fall Town Meeting. Certified over 300 State Petitions. Beginning the census process.

### **Public Works**

**Highway Department:** The roadside on Cook and Haskel roads was cleaned up in preparation for the road to be graded. Hot topping was done on Royalston, on the lower end to address potholes. Some drainage issues were attended to on Depot road. Training was provided on the new chipper. The cold storage area was cleaned out to provide some additional under cover storage of equipment. Chain saws were sharpened and put away. The mechanic replaced the spreader chain in H-11. The director has been working on capital planning for of the DPW & Buildings and Grounds departments.

**Buildings & Grounds:** Leaf blowing and picking up sticks in Green Lawn. Christmas lights were sorted for the upcoming tree decorating in the town commons. Addressed icy situation throughout town @ all common areas. Added the spreader to the cemetery truck. Prepped for a funeral in Green Lawn cemetery.

### **Public Safety**

**Templeton Police Department:** 11/20 – 11/26 PD – 208 Calls for Service, 35 motor vehicle stops, 1 arrest, Police Station Project – Requested bids to maintain the floors, awaiting estimate on metal structures for cruiser coverage. Dispatch – 360 Calls (does not include miscellaneous calls). Belltronics started the Zetron update, but ran into some issues, which will take an extra day to resolve. Meeting to be set-up with Phillipston & Templeton Fire to finish the WAN and install IMC software at Phillipston Fire.

**Templeton Fire/EMS:** Nothing reported.

### **Development Services**

**Director:** Green Communities grant application was submitted; updated information was printed, and a copy provided to the Selectmen's office; processed the proper paperwork for Article 8 for the AG's office.

**Board of Health:** Three administrative search warrants were issued for 23 Shore, 28 Albert, and 29 Sawyer, execution of the warrants is scheduled for Monday, December 2 with the Asst. Atty. General and the Police Department; reviewed T5 for 39 Ladder Hill (fail); reviewed and approved plans for a new septic on Queen Lake Rd; performed a bed bottom inspection at Cook Rd, Lot 10; continued work on housing issue at 21 South Main; processed certificates of compliance for Old Winchendon, Lot B (new build), 203 Turner Ln (repair) and 36 Pheasant Ln (repair); processed various permit renewals (food, septic haulers, septic installers, tobacco).

**Conservation:** Prepared documentation for an NOI application for Carruth, Lot 8; prepared documentation for a certificate of completion for an order of condition for North County Land

Trust; received and forwarded information from Seamon Paper with regard to a dam inspection conducted by DCR (will be discussed at December 16 meeting).

**Planning Board:** Prepared for and attended meeting of 11/26/19; processed an ANR for Shady Ln – Paul Lamoureux.

**ZBA:** No actions to report at this time.

**Building Department:** Mr. Hanks, Building Commissioner and Fire Chief, David Dickie have been busy completing safety inspections for liquor license renewals; multiple certificates of completion were issued; three wiring permits were issued; no plumbing or gas permits issued at this time.

**Agricultural Commission:** No meetings scheduled at this time.

### **Community Services**

**Community Services Director:** I updated the Community Calendar and worked on the Business Listing. I met with the Senior Center staff and attended the department head meeting.

**Community TV:** This week TCTV recorded the Board of Selectmen's meeting of Nov. 26, with tax classification hearing. We completed production work on TCTV's first program sponsorship with the Country Roads group of local businesses. Talk of the Town with the Assistant Town Administrator and DPW Director was posted to YouTube and scheduled on Channel 8. We viewed an online demo of a broadcast server system for upgrading the station. More research on needed broadcast server replacements will take place in the coming weeks.

**Library Director:** We received notice that the library was approved for certification. Two Story Hour sessions were held and were well-attended. The November materials order was processed and made available to patrons.

**Senior Center:** The Seniors enjoyed a Thanksgiving meal put on by The Lions Club. There were 75 seniors that signed up for this meal. We had 86 additional sign -ins for activities. The Shine rep saw 19 individuals who needed help with their insurance. I worked with the BOH and PD in getting services for a senior that is going to become homeless. There continues to be many individuals looking for food and fuel help. The World Tour visited Italy this month. There was good food and fun as usual. Have a Happy Thanksgiving Everyone.

### **Important Dates to Remember**

**Town Administrator's Office Days next week: Tuesday, Wednesday & Thursday**  
**Selectmen's Workshop ~ Wednesday, December 4, 2019, 6:30 p.m.**  
**All Boards Meeting, Thursday, December 5, 2019, 6:30 p.m.**