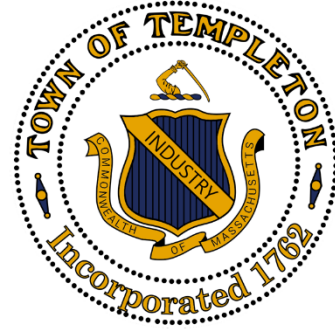


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: April 11, 2019
CC: All Departments

Carter



Important Notice to All Departments

Business Meeting or Workshop: This is where we add material that supplements memorandum or reports or provides the information needed if such is missing or not justified on the basis of brevity.

Weekly Report We got some good news from Monty Tech in that they certified their FY '19 budget at a new figure *below* the appropriation by roughly \$8k. We have received the grant from the state for \$30k to purchase the software for Hubbardston accounting and are beginning the negotiation of the 3 year IMA for shared accounting services. The Fire/EMS RFP is in final draft and should be on track to be issued on 04/18. We finalized the budget and warrant and are setting up a hearing with Town Counsel present to discuss the many by-law proposals and 34 warrant articles. I will now turn our attention to the preparation of the Voter's Guide. I met with the Sewer Commission. With the submission of the evaluations I approved retroactive raises and they accepted what we had done on those raises. They signed the Purchase order for the software for collections. We are splitting that 50/50. The transfer will happen no sooner than 30 September and no later than 30 December. We will not bill them in this fiscal year for this service. We will bill them in arrears so that they have an actual number as they prepare their budget each season. They agreed to pay all of their outstanding bills and the indirect costs for accounting. I did agree to dial back their contribution to OPEB to what they did in FY '18. We agreed to sit over the Summer and Fall to formalize an OPEB/CAPEX contribution plan similar to ours (uses of free cash) and an indirect cost recovery plan. This will mean real improvement in our balance sheet, dollars to our annual revenue bottom line, and the clearing of several audit findings. We spoke of multiple other times (including getting their minutes posted which has not been done since 2013) and I truly think this may be a relaunch of the statutory relationship long needing a reset.

Administration & Finance

Town Accountant: Out of the Office.

Treasurer/Collector: Nothing reported.

Assessor: Out of the Office this week.

Town Clerk: Still busy in our office with the usual day to day business. Preparing for the Annual Town Meeting and Election.

Public Works

Highway Department: Cold patching done on Royalston Rd as well as South Rd, French, and Farnsworth Roads. The street sweeper and side walk sweeper were out working on Bridge St, Holman, Hospital Hill and Winchester St. of Baldwinville. The street sweeping schedule is posted on the web page. The director attended the Select Board meeting, and department head meeting. A fallen tree was addressed on Cook Rd. Assistance was given in Pinegrove cemetery to cut a large pine tree that had fallen.

Building & Grounds: Sheila Pelletier the Veteran services representative for Templeton, worked with the cemetery foreman and director to establish the inventory of grave markers and flags for our veterans. They are also working to plan the grounds work needed leading up to the Memorial Day holiday events. Assistance was given @ the Town Hall to move some boxes to the basement. The commons in Templeton center were cleaned up and they are currently working on Baptist common cemetery. Crews worked at Gilman Waite field spreading field mix, stone dust and getting ready for the season.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: We responded on 18 emergency calls. 14 EMS, 2 MVC, 1 Brush Fire, 1 Fire mutual aid to another town. Personnel did 2 inspections and sold 21 open burning permits. Open burning season is almost over, a reminder that it ends on May 1st. Ladder 1 has been placed out of service as a ladder for repairs to the electrical system that run up the side of the ladder itself. We are still able to use it as a pumper at this time. We are waiting on repair costs and scheduling to have repairs started.

Development Services

Director: Worked with Town Counsel and Selectmen's Office to help finalize warrant articles for town meeting; worked with NRSD Maintenance Superintendent to schedule date for surveying at Baldwinville Elementary follow-up; worked with AgCom to pull article from warrant; Administrative Assistant worked with Town Administrator to cover BoS office and provide follow-up for the previous night's BoS meeting.

Board of Health: Agent inspected septic bed bottom for new septic on Hubbardston, Lot 1 and Old Winchendon, Lot D; completed final septic inspection at 213 South; completed food establishment inspections at Lee's Hot Dog Stand and the "Shack" at Blouin Baseball Field, both passing; reviewed a Title 5 inspection report for 53 Brooks, passing; at the request of the ConCom Chair – inspected collapsing out buildings at Otter River and Baldwinville roads (letters going out to the owners), possible business operating out of a residence on South Main and a possible dumping site at the corner of Pail Factory and South Main; no findings on South Main or Pail Factory.

Conservation: Administrative Assistant out of office, info to be reported with next week's issue.

Planning Board: Administrative Assistant out of office, info to be reported with next week's issue.

ZBA: No actions to report currently.

Building Department: The Building Commissioner issued six permits for existing property renovations; five electrical permits were issued and one plumbing permit; an occupancy permit was issued for 17 Gray; an asbestos survey was submitted for the demolition of 136 Patriots, demo is scheduled for April 24th – 26th; multiple inspections took place at the Templeton Center School project and the Police Station project, both projects are nearing completion.

Agricultural Commission: The AgCom requested that the article submitted for the Annual Town Meeting be pulled, criteria already met; members participating in the “Farmer’s Market” meeting being held on Thursday, April 11, 2019.

Community Services

Community Services Director: I spoke with Rebecca Davidson at the Dept. of Agriculture, and she was able to provide 2 additional contacts for the Farmers' Market. She will be including me in the invitation for the webinar to certify our Market. We held another Farmer's Market informational meeting with interested growers/vendors, and Board of Health Director. I attended the Central Mass. Tourism Breakfast.

Senior Center: We have had a busy week. We are having a Twilite Lounge on Friday, with live entertainment thanks to the Templeton Cultural Council. Next week a group of ladies are making May Day Baskets for the residents at the Baldwinville Nursing Home. We are also putting together Easter Baskets for children under a certain age through donations from the community. Even though the worst of the heating season has passed, some households have used all the fuel assistance in their allotment. There are several agencies that we refer to for further assistance with heating fuel. We have also seen an increased need for housing.

Community TV: Nothing reported.

Library Director: Two sessions of Story Hour were held and well-attended. There is no Story Hour next week. A new art exhibit from the Fermata Arts Foundation was displayed in the library.

Important Dates to Remember

Town Administrator’s Office Days next week: Tuesday, Wednesday & Thursday
Selectmen’s Business Meeting – Wednesday, April 24, 2019, 6:30 p.m.
Staff Meeting, Thursday, April 25, 2019, 8:30 a.m.