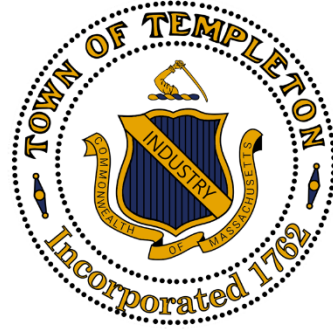


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: February 28, 2019
CC: All Departments

Carter



Important Notice to All Departments

Business Meeting or Workshop: n/a

Weekly Report: This week we released the Town Administrator's proposed Budget & Legislative package for Fiscal Year 2020. It is 466 pages long with many supplementary materials which includes the transmittal memorandum, budget at a glance with account codes, revenue projections, major initiatives, general fund, capital fund, cable fund, sewer fund, NRSD, Monty Tech, draft warrant and the financial reports. This will be available online.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Out of the office this week.

Assessor: Been working with Cartographics on finalizing our maps for our annual contract with them. New maps should be coming into the office within the next couple weeks. With many new constructions and building permits, much follow up work is being done in our office. Commercial Personal Property accounts continue to be visited (mainly on Fridays) as part of the FY2020 town revaluation. Paperwork from these visits will need to be imputed in our office. Much traffic flow this week with Motor Vehicle Bills and residents applying for abatements., these were due on the 25th. On Wednesday, attended a webinar by the RMV in regards to changes being implemented. Department Head meeting on Thursday. Reaching out to Animal Control/Inspector, Board of Health and homeowner in regards to an ABC application filed in the office. Preparing for budget meeting next Saturday.

Town Clerk: The Animal Control officer and myself have been working together to get the information needed for the "failure to license" hearings. Updated the delinquent parking tickets with Jeffrey & Jeffrey. Still busy with census returns and dog licenses.

Public Works

Highway Department: We were informed by the State bridge inspector that the bridge on Main St. Otter River must be reduced to a one lane bridge. This is the result of deterioration over time of some of the I-beams. Plans are being made to address the repair of the bridge. The rain over the weekend made for icy roads and the need for sanding overnight. Monday morning a quall

came thru and coated the roads once again and treating the roads was necessary. Strong winds caused many trees to come down as well as branches throughout town.

Building & Grounds: The director attended class for “Certified Playground Safety Inspector”, which ended with the testing for certification. The course was offered thru NRPA. Buildings and Grounds personnel were busy as well assuring areas around public buildings were clear of ice and snow.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 2/21 – 2/27 PD – 238 Calls for Service, 16 motor vehicle stops, 2 arrest, Police Station Project – sheetrock should be completed by the end of the week with plastering to start early next week. After a rash of vehicle issues the cruiser fleet is now run at full capacity. Dispatch – 381 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Escorted an interested party through the Baldwinville Elementary School on 2/27; researching whether there are any floor plans on file for this building. Continued work on the budget process; administrative support to the office of the Selectmen. Reviewed covenant for Cook Pond Estates for Building Commissioner for information pertaining to building permit application; annual reports for all department in Development Services were completed and submitted to the office of the Selectmen by Administrative Assistant.

Board of Health: Reviewed Title 5 reports for 73 Michaels and 181 Cook, both in good standing; continued annual permitting renewals.

Conservation: No actions to report currently.

Planning Board: Administrative Assistant continued preparation for public hearing on March 12, 2019 for Lawindy’s LLC; provided staffing support.

ZBA: Administrative Assistant completed decision paperwork for hearing on Blackberry Lane; time stamped by Town Clerk; appeal process started 2/28/19 and will expire on 3/29/19.

Building Department: Occupancy permits were issued on lots 2 and 4 Dudley Road; one use permit was issued for a new online business, Clementine Glitter; there was one wiring permit and one plumbing permit issued; the Building Commissioner inspected three wood stove installations and issued certificates of completion. Wiring Inspector, Darrell Sweeney, is back from and extended vacation and has resumed all inspection duties.

Agricultural Commission: No actions to report currently.

Community Services

Community Services Director: Nothing reported.

Senior Center: We had a presentation from the Perkins Library/Worcester Talking Library regarding the availability of talking and or braille reading materials and how to qualify. You do

not need to be considered blind to qualify. You do not even have to see the doctor to be determined eligible, Jackie Prime at Boynton Library can certify that you qualify. We are experiencing an uptick in housing issues, the wait for senior housing continues to be quite long in Templeton. I will be submitting our annual report this afternoon. Kelli placed the tablet for the staff to enroll their hours to be transmitted directly to the Finance Office. The weather wreaks havoc with the transportation program, with canceled appointments by the seniors, as well as safety concerns.

Community TV: This week TCTV recorded the Board of Selectmen's meeting, and a volunteer recorded the NRSD School Committee Preliminary Budget meeting, both of Feb. 27. Programs on the Fermata Art display at the Senior Center and Cabin Fever Collectors' Show, as well as a promo for the 2019 Cabin Fever show, were produced. All such programs become available on TCTV's YouTube channel, with links on TCTV's Facebook page. TCTV's Facebook outreach is paying off, with 1.1K people reached last week and almost 300 engagements. Numerous shares of YouTube links of meetings and event coverage from the TCTV Facebook page are taking place in the community. We are encouraging community groups and others to share TCTV posts of items in their interest. We are now producing and posting event and information slides each day on the Bulletin Board that runs between shows on Channel 8. We also push many of these out via TCTV's Facebook page. There has been a consistent stream of submissions. We have been troubleshooting a failing connection between our new programming PC and our aging broadcast server. The outdated server software and new PC operating system simply appear to be a glitchy match. We have kept active our older PC running an older Windows operating system to help handle our large video file download/upload demands and better match the outdated server software.

Library Director: Nothing reported.

Important Dates to Remember

Town Administrator's Office Days next week: Thursday, Friday, Saturday

BoS Budget Workshop – Presentations, Saturday, March 9, 2019, 8:30 a.m.

Selectmen's Meeting Wednesday, March 13, 2019, 6:30 p.m.

Department Head Meeting, Thursday, March 14, 2019, at 8:30 a.m.