

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** October 17, 2019  
**CC:** All Departments

*Carter*



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### Important Notice to All Departments

3<sup>rd</sup> NRSD District Wide Meeting – October 22<sup>nd</sup> @ 7 p.m. (same \$s yet again)

Annual Employee Luncheon – October 24<sup>th</sup> Bldng Closure 11:45a to 1:15p

Fall Town Meeting Coming Up 11/20

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

5.f. With the closure of Sadie's Pit we have an accumulated stockpile of tailings as identified in the enclosed report. Those *may* have value to others. We seek your action to declare them surplus and allow us to offer them for sale. Given the change to quantify the exact amount of materials – or tracking the amounts removed – it is our proposal to offer them for sale as two single groups with payment due in it's entirety and a two year window to remove all of the materials. After that any remaining material would revert to the ownership of the Town.

5.g. There is a walk-in cooler that it being stored at the Senior Center which was not seen until after the removal of the two modular units sold in the last surplus auction. We know its eventual use was intended to be as part of the Senior Center kitchen. We believe that was questionable even at the time and now seek to dispose of it. Bob S. does not believe it is worth the Town's time to try to auction or sell the cooler. He says it is mostly sheet metal and insulation. He also has the old truck lift that was in the mechanics bay and replaced with the FY20 Capital program. He tells me that the uprights themselves are worn and would not pass inspection. Finally, we have several lights left from the old Fire Chief's car which someone is currently interested in (valued at \$ 20). We are requesting that you declare these items surplus and allow us to scrap the cooler and lift with a deposit of the monies going to the Board of Health recycling fund and allow us to offer the lights for sale on the web (no cost to us).

5.h. We have just received the proposals for our CY 20 Medex renewals (retirees over 65). The good news is the increase is \$0 once again leaving us room (\$2,500+/-) for some of the budget cuts we need to make once the NRSD budget is settled. The question becomes what is the recommendation of the IAC?

5. i. We will get you this Draft as soon as possible but, as we told you, it may be only shortly before your meeting and needed action.

6. This item was held pending a neighborhood informational meeting. That was held on 10/16 and we await their report which we will transmit as soon as possible.

**Weekly Report:** We spent considerable time with the NRSD Superintendent in preparation for your 10/23 meeting. We have received their red-line of the TES lease back and forwarded it to Town Counsel to begin his review. I'll turn my attention to it next week when our Draft FTM warrant is complete. We have the preliminary NRSD student census. You can see we have increased our percentage of students by roughly 1%. This means that even if the total budget stays exactly the same you will see a modest (\$20k+/-) increase in your assessment in FY 21.

Templeton	1051	85.10%
Phillipston	184	14.90%
District Choice	250	N/A
Total	1235	

We met with the Sewer Department to agree how the final accounts will be brought into the new system.

### **Administration & Finance**

**Town Accountant:** Short holiday week, payroll and warrants were processed. Finalized the Budget vs Actual for September. Auditors will be here next week so finalized everything for their arrival and field work. Worked on revenue estimates for FY 2021.

**Treasurer/Collector:** The office was busy this week as we get closer to the November 1 due date for Q2 property tax. Worked on getting the ad ready to post all remaining FY19 delinquent property taxes in the newspaper. Attended Worcester County T/C meeting in Mendon and the BoS workshop with the Finance team Wednesday. Cheryl will be on vacation next week.

**Assessor:** For a short week much of my time is being spent working with the state regarding revaluation. Working on getting ready to go out to inspect for building permits pulled in July, August & September. Worked on a letter for Carter regarding property being sold to the state. Notarized several liens and releases for Chapter Land paperwork. Wednesday evening attended the Board of Selectmen workshop.

**Town Clerk:** Sent out raffle permit renewals. Preparing for the special district-wide meeting. Continuing to process vital records request, marriage certificates and dog licensing.

### **Public Works**

**Highway Department:** Pail Factory Road was swept in preparation for the road work on Thursday. Partridgeville Road and Pail Factory Road were paved, the DPW will be adjusting a few driveways. Potholes on Brooksvillage Road were addressed. A fallen tree was removed on Barre Road. Road cuts were made on Barre Road and Depot Road in preparation for road work on Wednesday. The salt shed is in the process of being assembled. Many tree calls after Wednesday's wind storm were addressed.

**Buildings & Grounds:** Mowing and leaf blowing was completed @ Greenlawn, The Town Common, Baptist Common Cemetery and the burial ground behind the church in the common. A footing for a monument was dug and poured in Pine Grove cemetery. More Air Conditioners were removed from Town Hall. Covers were built and painted for some of the AC units that will stay in place. All equipment was washed and inspected.

**Sewer Department:** Nothing reported.

### **Public Safety**

**Templeton Police Department:** 9/26 – 10/2 PD – 149 Calls for Service, 50 motor vehicle stops, 1 arrest, Police Station Project – working on records room, prep for open house. Dispatch – 301 Calls (does not include miscellaneous calls). Nothing new to report.

10/3 – 10/8 PD – 151 Calls for Service, 46 motor vehicle stops, 0 arrest, Police Station Project – Oct. 5th we had our open house, which was a huge success. Dispatch – 276 Calls (does not include miscellaneous calls). Nothing new to report.

10/9 – 10/16 PD – 249 Calls for Service, 67 motor vehicle stops, 0 arrest, Police Station Project – prep work for the gym. Also, the department had firearms qualification on 10/10 and PT Test on 10/12. Dispatch – 414 Calls (does not include miscellaneous calls). Nothing new to report.

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

### **Development Services**

**Director:** New Administrative Assistant, Rhonda Parenteau has been with us for three weeks now and is working out very well; continued work on the Green Communities grant, at this time it appears that we are in line to submit our application on time.

**Board of Health:** Reviewed and processed Title 5 for 138 Farnsworth and 584 South; reviewed and approved new construction septic plans for Cook, Lot 2 and Brooks, Lot C; completed a housing inspection at the request of the tenant, violations order issued for 21 South Main; worked in conjunction with the Phillipston PD and BOH to assist with a housing issue; visually inspected 34 Albert for junk & debris due to a complaint, no additional debris was able to be seen from the road.

**Conservation:** Reviewed and processed application for “request for determination of applicability” for wetlands for Cook, Lot 2; cancelled October 21 meeting due to lack of agenda items.

**Planning Board:** Prepared for meeting of 10/22/2019

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

**Building Department:** Mr. Hanks completed an occupancy inspection at 36 Circle and issued permit; completed a siding inspection at 275 Airport and issued certificate of completion; Administrative Assistant prepared six permit applications that were approved and took in four other applications that are in process; two plumbing/gas permits issued; six wiring permits issued; one sheet metal and one mechanical permit issued.

**Agricultural Commission:** No activity to report at this time.

### **Community Services**

**Community Services Director:** I attended the COA meeting. I spent some time working with Sue at the Senior Center, learning how to put the Mart and MOW manifests together. I met with Bob S. about some building concerns raised at the COA meeting, he will be following up to resolve the issues. I worked on the Business Listing on the town website, as well as the Community Calendar. I am compiling the FY 20 quarterly reports for the Community Services units to be presented at the 10/23/19 BOS meeting.

**Senior Center:** Nothing reported.

**Community TV:** This week TCTV recorded and broadcast the Board of Selectmen meeting of Oct. 16 and planned the Advisory Committee meeting of Oct. 17. Productions of the first Montachusett Business Journal on the LaunchSpace in Orange, Saving Rural Communities economic development forum, the second "Local. Fresh" short covering local food producers, and the Templeton Elementary School Grand Opening were completed and released. Networking has picked up with TCTV's Facebook page and YouTube Channel as interest grows in issues covered on TCTV platforms. TCTV also recorded the Civil War Lunch last weekend at the Historical Society and soon will have a program on the Norcross Hill Wildlife Management Area opening. A crew planned to record the Greater Gardner Chamber of Commerce's Chili and Chowder Taste-off on Oct. 17.

**Library Director:** Two sessions of Story Hour were held and were well attended. The remaining book sale leftovers were donated, freeing up some areas in the library. The November materials order is being compiled. Foot traffic in the library is brisk, as well as usage by other groups for evening meetings.

### **Important Dates to Remember**

**Town Administrator's Office Days next week: Tuesday, Wednesday & Thursday**  
**Selectmen's Business Meeting ~ Wednesday, October 23, 2019, 6:30 p.m.**  
**Staff Meeting, Thursday, October 24, 2019, 8:30 a.m.**