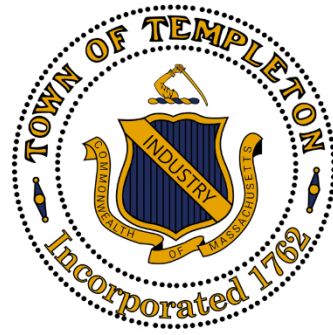


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: October 24, 2019
CC: All Departments

Carter



Important Notice to All Departments

Fall Town Meeting 11/20: **Pls. Note 6 p.m. Start Time!**

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

N/A

Weekly Report: With the FTM warrant completed we now turn our attention to preparing the Voter's Guide. As I advised you, I will be adding some financial terms and trying to address the typical questions to try to expedite the meeting (how much is in the various reserve funds). Pls advise if you have any other additions or deletions to our standard approach spent considerable time with the NRSD Superintendent in preparation for your 10/23 meeting. We had a conference call with the state relative to the lands we are selling them. They seem to now accept our approach without us needing funding to do the acquisition parcel first. Met with contractors on Police Station roof and agreed an approach to deal with the rippling in the applied roof. They will be installing a new roof in the spring at no cost to us other than a small amount to pay for the upgrade to an architectural shingle vs the approved three tab. Numerous calls, emails and the like with the state DESE, NRSD and others in an attempt to gain a better timeline on setting a final budget to try to ensure we get to a tax rate in time for all billing to be mailed out in a timely fashion. Thirsty Turtle requested a delay in their hearing before the ABCC. Long story short; despite the ABCC rules that said both parties must agree and despite our objection, the ABCC granted him a roughly 50 day extension until 01/09/20.

I hosted the annual employee luncheon where we honored Eric Baker in the category of Efficiency, Jackie Prime in the category of Communications, and Bob Szocik in the category of Pinnacle of Excellence. A press release and web announcement will follow in a few days. Additionally, we have been working on providing support to the Capital Planning Committee with a schedule, new forms for department heads, and providing backup material. We worked on putting together the final touches to the goals in coordination with the department heads. Finally, Adam has been working with various departments such as DPW, Development Services and Sewer on the MS4 obligations in order to follow the federal regulations. He has had a couple calls with representatives with Fuss & O'Neill to get our Annual Report, Stormwater Management Plan and necessary materials submitted to the EPA.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Out of the Office.

Assessor: Busy week with meetings. Tuesday evening attended joint district wide town meeting. Wednesday presented Financial Quarterly Report at the BOS meeting. Attended the Department head meeting Thursday Morning. Received notification of Preliminary Certification on Wednesday from Department of Revenue Division of Local Services that the sales indicate compliance with the Commissioner's standards for Certification. In addition, the Bureau's review indicates a consistent application of valuation methodologies employed for properties throughout the community. Successful completion now authorizes a Public Disclosure process starting Thursday, October 31st thru Thursday, November 7th. Proposed valuations for FY2020 will be available in the Assessor office and on the town website for review on these dates. This process is necessary to receive final certification. On Thursday, attended the employee appreciation luncheon, a big Thank You to Carter for doing this for us!

Town Clerk: Out of the Office.

Public Works

Highway Department: The highway crew blew off Barre Road and make cuts in preparation for the road work the next day. Hot top was added to potholes on Partridgeville Road, Ragged hill Road, So. Main St. and Depot Road. Shim and leveling was started on Royalston road. The rainy day allowed for chainsaws to be sharpened and maintenance done in the highway barn. Some tree work was done on Hubbardston Road.

Buildings & Grounds: Work was done at Town hall in putting covers on some A/C units and hanging a shade. Research into the water shut offs in both cemeteries and Gilman Waite field. Time was spent in all cemeteries picking up sticks that had come down in the storm. Clean up of old materials such a spray paint was done in the cemetery garage. Tested generators to assure they are in good running order. General grounds work in all common areas and in the cemeteries. A tree was planted on Templeton Common replacing a tree that had been destroyed in an accident.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Nothing reported.

Community Services

Community Services Director: I worked on the Community Calendar and Business Listing pages of the website. I compiled the FY 20 first quarter reports from the other department heads

and led the presentation to the Board of Selectmen. I submitted 2 grants to the Cultural Council for musical performances at next year's Farmers' Market. I spent the afternoon at the Senior Center on Thursday.

Senior Center: Out of the Office.

Community TV: Nothing reported.

Library Director: We had 2 Story Hour sessions, which were both well attended. A collection of Thanksgiving children's books was processed and displayed, in addition to several other back-ordered materials. I reached out to TCES to gauge the interest for class library visits. Karen, LouAnn and I enjoyed the employee appreciation luncheon- thank you! I attended the joint town meeting.

Important Dates to Remember

Town Administrator's Office Days next week: Monday, Tuesday, & Wednesday
Selectmen's Multi-Board Meeting @NRSD Library, Monday, October 28, 2019, 5 p.m.
Selectmen's Workshop, Wednesday, November 6, 2019, 6:30 p.m.
Selectmen's Business Meeting ~ Wednesday, November 13, 2019, 6:30 p.m.
Staff Meeting, Thursday, November 14, 2019, 8:30 a.m.