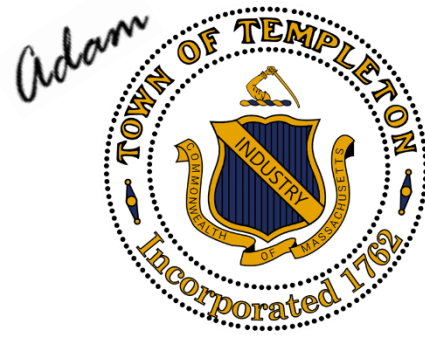


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Adam Lamontagne, Asst Town Administrator  
**RE:** Assistant Administrator's Weekly Report  
**DATE:** November 21, 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.

5. e. These projections all follow the Financial Management Policy. Given the challenge of maintaining current services, the expense projections do not take into any proposed service expansion.

5. f. This follows upon the workshop discussion at our goal setting retreat as we proceed into the FY '21 Budget and beyond. As often stated, the budget is the most important policy of the year. It is where we establish the services we will deliver, how we will organize ourselves to do that and the resources we will invest in each. This tells the departments what your goals are so they can build their plans around those particular areas. This has been revised since the last time it went in front of the BoS to address their concerns and suggestions.

5. g. This is to establish a schedule for the budget season in the run-up to Annual Town Meeting. November will be a busy month given other FY '20 events so we want to draw your attention to;

November 21 – Informational Hearing

RE: FY '20 cuts

November 26 – BoS Actions

RE: Budget Planning Documents

December 5 – All Boards

5. h. The Comparison Communities is voted on annually and is the instrument we utilize to perform studies which reduces the time spent on discussing which communities should be measured. The criteria used are identified in the heading. The BoS from time to time (last couple years) will change a couple communities. We find the information readily available in the Massachusetts Municipal Directory to be the easiest to access together with moving forward.

Included in the packet, you will find the budget guidance document that we will be sending out to the department heads on December 2<sup>nd</sup> as an FYI.

**Weekly Report:** I've reached out to Tallage Associates to ask for a review of our current tax title to determine if it might be worthwhile to engage in a sale of tax liens. We will do that mid-December after Cheryl closes out the FY '19 lien process (Which each go from \$75/lien to a touch above \$100/lien on 01/01/20). In a brief look at the Energy Reduction Plan I've noticed there may be a capital project or two that could produce some lower operating costs for the NRSD. I've sent a note to the Sup't that we cannot promise them anything but – if that is the case – we may be able to provide some modest one-time monies (Green Communities, Free Cash, MVP or other) that could pay our 85% outside of the normal and ordinary operating assessment. We have reminded them that, in order to do that – or to present any capital article on their behalf – they must have been submitted to and vetted by our Capital Planning Committee. This is consistent with your effort to find one-time non-recurring costs within the FY '20 OPEX budget where you might have been able to provide some relief. Counsel and I have been through the TES lease and will be recommending many of the changes requested by NRSD Counsel; We are working through the balance and will have it for you on or before 12/12. At that point I believe it will take a face to face sit-down with the NRSD to try to iron out wording on the remaining items that might meet the concerns of both sides. John Columbus stopped by to chat about some things he has learned in his first few months on the Monty Tech Board. I asked how we might – as a community – assist both our students who wanted to attend, our students who need school to work paths, our businesses who need feeders into their work force and our taxpayers as we hear of capital needs at Monty Tech. We discussed him briefing the several Boards (perhaps collectively). We spoke of perhaps giving him 15+ or so minutes at one of the Tri-Board Meetings (NRSD/T'Ton BoS/AC, P'ton BoS & Finance). I've left it in the Superintendent's hands to coordinate if he thinks this has merit.

### **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:** Received notification from the Commissioner of the Department of Revenue Division of Local Services (DOR DLS) of approval for Final Certification of the Town Revaluation for FY2020. Also, in preparation of our next recertification, Directives for FY2025 were received. Approval of the LA4 (Assessment and Classification Report) was received from DOR DLS and the LA13, New Growth Report, was also approved, bringing in \$133,635 of additional revenue for FY2020. Work continues on the Tax Rate Recap in preparation of the Classification hearing scheduled for Tuesday evening. Sewer, Light & Trash liens have been entered in to Vadar for 3rd & 4th Quarter Tax bills. Real Estate Exemptions have also been entered. Will be attending the Fall Town Meeting, Wednesday evening and the Public Informational Meeting on Thursday evening regarding budget cuts.

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

## **Public Works**

**Highway Department:** Trucks were readied for a probable storm, but the storm passed by without the need to address the roads. Pot holes were patched on Hubbardston road and on Brooks road. Drainage situation on Depot road was repaired. A Drop Inlet was repaired on Partridgeville road. Catch basins were cleared of debris throughout town. Since the Spreader calibration class parts were purchased so the spreaders could be dialed in and calibrated.

**Buildings & Grounds:** Showed grave sites available in Pine Grove to a family and prepped a site for burial on Tuesday. Also prepped for a Saturday burial in Green Lawn. Created a new drawing mapping area "C". The crew continues to gather leaves in all common areas.

## **Public Safety**

**Templeton Police Department:** 11/14 – 11/20 PD – 167 Calls for Service, 38 motor vehicle stops, 1 arrest, Police Station Project – Generator size for estimate has been increased to from 80 to 100kW. Met with Town Administrator and Public Works Director to discuss snow removal. Dispatch – 299 Calls (does not include miscellaneous calls). Static issue was diagnosed as a faulty voter. Voter was shut down and we will be discussing our plans to replace it or eliminate it from the system. Working on issue of fire portables not being able to tone.

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

## **Development Services**

**Director:** Worked with multiple departments and Town Administrator on questions from BOH meeting of 11/4; contact with AgCom Chair requesting consideration be given to holding meetings in conference room at town hall; prepared for and attended fall town meeting.

**Board of Health:** Agent witnessed perc tests at 22 Rice (repair) and Lord (new building lot); performed follow up work from meeting of 11/4; final inspection of new septic at Lamb City, Lot 0; scheduled closed landfill cap inspection with MassDEP; reviewed and approved septic plans for Cook, Lot 10; prepared documents for administrative search warrants for 23 Shore, 28 Albert, and 29 Sawyer – coordinating with Asst. Atty. Gen. and Police Chief to execute warrants; prepared and sent out renewal applications for septic haulers, septic installers, rubbish haulers, and tobacco.

**Conservation:** At the ConCom meeting of November 18, members approved a negative finding on a Request for Determination of Applicability for Cook, Lot 2 (no wetland issues, no NOI); members also heard a request for a Certificate of Compliance for work completed at Old Winchendon, Lot B, this request was approved and the COC was issued; North County Land Trust came before the commission to outline a property management plan to take care of invasive species (plant) and weevil ridden white pine, members approved the plan; Mr. Lee of the Templeton Fish and Game Club appeared to ask for concurrence with lowering of the water in Partridgeville Pond during the week of Thanksgiving, members agreed it was a proper time to do this.

**Planning Board:** Worked with Chair on fall town meeting warrant article and information from BOH meeting of 11/4.

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

**Building Department:** Violation letter re-issued to “new” property owner of 858 Patriots for zoning violations; Building processed two new building permits, issued three certificates of completion and approved five building permits, issued and inspected on wood stove permit; processed four electrical permits; processed five gas permits; processed one plumbing permit.

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

### **Community Services**

**Community Services Director:** I worked on the Community Calendar and Business Listing. I hope to join Steve Castle (TCTV) on a visit to the MWCC studio. I shared the Recreation Survey on social media, library webpage, and at the circulation desks. I will be attending the presentation by the Assistant Town Administrator regarding FY 20 budget cuts.

**Community TV:** TCTV has been recording meetings as usual, including the Fall Town Meeting and recent District-wide meetings, at a rate of about 3 meetings per week, sometimes more. The Board of Health meeting on Gavin Road proposal was recently recorded. TCTV will record future Board of Health meetings in the Town Hall Conference Room. TCTV will test a Montachusett Business Journal program underwriting by the Country Roads group of 19 area shops and business. Production has continued on other programming. Numerous event notices for holiday events and craft fairs have been flooding in and appear on TCTV Channel 8’s Calendar and are often shared on TCTV’s Facebook page news feed. TCTV YouTube Channel subscriptions and TCTV Facebook page follows continue to grow. TCTV’s Capital Plan was submitted to the Capital Planning Committee.

**Library Director:** Two Story Hour sessions were held. The November materials order was compiled and placed. A large donation of DVDs (approx. 100) was accepted, and processing began. This has led to a need to 'shift' and re-organize some sections- which is underway.

**Senior Center:** The Senior Center remains to be busy. We had 105 seniors sign in to the Senior Center this week. In addition Gail, our Shine representative helped 14 Seniors with their insurance. The Seniors are planning an ornament making activity. These ornaments will be displayed on a special tree in the dining room. Book club was held this week with a great group. There continues to be many Seniors looking for both Fuel Assistance and help with food. Met with Templeton PD about 2 Seniors that are in need of help.

### **Important Dates to Remember**

**Town Administrator’s Office Days next week: Tuesday & Wednesday**  
**Selectmen’s Business Meeting ~ Tuesday, November 26, 2019, 6:30 p.m.**  
**Staff Meeting, Wednesday, November 27, 2019, 8:30 a.m.**