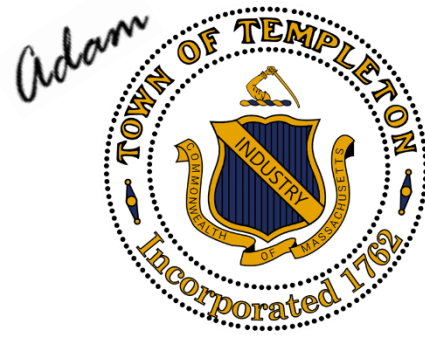


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Adam Lamontagne, Asst Town Administrator  
**RE:** Assistant Administrator's Weekly Report  
**DATE:** November 7, 2019  
**CC:** All Departments



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### **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.**

5. b. We are required by MGL Ch. 268A Section 29 to have a municipal liaison to the State Ethics Commission.

5. c. This appears in front of the BoS as the Candlelight Café was operating an outside function without a permit. See attached paperwork.

5. d. See attached memo from Laurie Wiita. This agenda item pertains to the final draft of the green communities' grant application coming to the BoS for approval so it can be submitted to the state. A representative from the MRPC will be there to answer questions or concerns.

5. f. The BoS has met with the Department of Conservation and Recreation in the past few months. In order to comply with applicable regulations (see attached letter) the requirement is that an agency proposing to acquire property announce its intentions in a public forum also a required 120-day waiver form is necessary.

5. i. We have a BAN coming due later this month totaling \$9.25M. We propose to pay it off with this new \$8.75M BAN (less than 2% net interest) and various funds on hand. That will in us up with a BAN due in February. At that time will issue the next General Obligation Bond sized to where we are on the project and how long we think it will take for the MSBA to complete their final audits. Anything that remains outstanding will be settled with a separate BAN to try to get us to a point where we can settle it with the final MSBA payment anticipated to be January+/- of 2021.

**Weekly Report:** Worked primarily on going through the FY '20 budget to prepare an updated Gap Closing Plan in addition to the start of getting the necessary materials out for FY '21. Time was spent getting all the materials ready for the Workshop. We all attended the Insurance Advisory Committee and they decided to explore about a potential new insurance plan which would save both the town and employees money.

## **Administration & Finance**

**Town Accountant:** First I apologize for not getting my report in time the last two weeks. The week of October the 21st the auditors were here that week and the field work is complete, and we expect to have the exit conference soon. Presented the quarterly report at the Board of Selectman meeting

The week of October the 28th worked with VADAR and the sewer department to finalize the transition of the sewer user charge collections from the Sewer Department to the Treasurer/Collector's office. Completed the revenue report to present to the Selectman on November 6<sup>th</sup>. This week Nichole and I are out Thursday at the MMAAA conference in Devens. Nichole met with the Insurance Advisory Committee and a decision was made to inquire about a potential new insurance plan which would save both the town and employees money. Presented the Revenue report I put together last week at the Board of Selectman workshop on Wednesday. Started the reconciling process for October.

**Treasurer/Collector:** The 2nd quarter property tax were due this week and kept us very busy. The notice of Taking for all remaining delinquent FY19 property taxes have been advertised. This notice allows for payments to be made on the property until November 20th. A municipal lien will be placed on any properties that remain unpaid as of November 20th If your name is on the list and you have questions please feel free to call our office. Attended the Capital Planning meeting Wednesday evening.

**Assessor:** FY20 Preliminary Real Estate Values Public Disclosure continued this week and concluded Thursday. Information will be submitted to the state on Tuesday and work will continue towards the tax rate recap. The Tax Classification legal ad was sent to the Gardner News to be published Tuesday, November 12th for Tuesday, November 26th public hearing with the Board of Selectmen. A detailed information packet for the Board of Assessors and Board of Selectmen has been prepared for this hearing. Worked verifying information for Real Estate Tax Exemption Applications to present to the board for approval/denial at their next board meeting, Tuesday, November 12th. Also, Chapter 61A & 61B yearly paperwork was verified for approval by the board along with 2 additional Chapter 61 renewals. Approved Pending Exemptions have been entered into the town billing system for the 3rd & 4th quarter real estate tax bills. Thursday, I attended a webinar with Vadar in regard to the data bridge for the upcoming billing cycle.

**Town Clerk:** Friday, November 8th is the last day to submit ward, town and State committee nomination papers. The Town Clerk's office will be open from 9:00am to 5:00pm on Friday. The last day to register to vote in the Fall Town Meeting is Tuesday, November 12th. The Town Clerk's office will be open from 7:30am to 8:00 pm on the 12th

## **Public Works**

**Highway Department:** Spreaders are being installed in trucks in preparation for the upcoming winter season. More signs were added to South Road indicating NO PARKING. Some road side mowing was done, and some drains cleared of debris. Many trees were cut and chipped after another winding night. Additional hot top was added to Royalston Road. Two speed limit signs were added to Norcross Hill.

**Buildings & Grounds:** Maintenance was done on a French drain @ Scout Hall. Winterized the irrigations @ Green Lawn, Pine Grove and Gilman Waite. All mowers were cleaned. The leaves

at Town Hall and the Highway barn were collected. Leaves were blown and collected @ Pine Grove and mowing was done. One of the Buildings and Grounds crew is filling in for the building janitor while he is out on medical leave.

**Sewer Department:** Nothing reported.

### **Public Safety**

**Templeton Police Department:** 10/31 –11/6 PD – 205 Calls for Service, 37 motor vehicle stops, 0 arrest, Police Station Project – There is a resolution for the roof issue, which should be handled in the spring during better weather, we are working on finalizing the estimate for a new 80kW generator to replace the old. We have finally gotten in our new mobile radar signs, that right two instead of one and will be getting them out in the community in shortly. Dispatch – 357 Calls (does not include miscellaneous calls). Nothing new to report.

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

**Development Services** This report includes the weeks of 10/21/19 and 10/28/2019

**Director:** Provided research history for the property known as 1 Ross to Town Administrator; working with Karen Chapman of MRPC on remaining details for Green Communities grant, requested spot at Nov. 13 BOS meeting for presentation;

**Board of Health:** Completed a bed bottom and final inspection of new construction septic Gray Rd, Lot 1, final inspection of septic repair at 120 South Main, final inspection for Brooks (Smith); witnessed percs at Brooks, Lot C (moving system to front of property), Turner (new lot), Baptist Common (3 new lots) and Brooks (3 new lots); performed food inspections of the food trucks at NRSD homecoming event on Saturday, October 26; reviewed and approved septic plans for new build on Brooks, Lot B and C; issued a permit to drill a well at 122 Rainbow; continued work on housing issue at 21 S Main; scheduled BOH meeting for November 4 for the purpose of Q & A regarding reclamation at Gavin Gravel Pit.

**Conservation:** Chairman assisted Mr. Lee, Templeton Fish & Game with questions surrounding boat ramps and other issues, added to next meeting November 18; members performed multiple site walks.

**Planning Board:** Chairman worked to provide information to Carol Goodman of Century 21 on 55 and older building codes; received application for a stormwater permit for the operation of Gavin Gravel Pit (f/k/a Hick's Gravel Pit), public hearing date to be determined.

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

**Building Department:** The Building Commissioner issued seven permits that were roofing and renovation and performed multiple inspections; the Wiring Inspector issued six permits and performed multiple inspections; the Plumbing/Gas Inspector issued four permits and performed multiple inspections.

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

### **Community Services**

**Community Services Director:** I helped with staffing at the Senior Center. I updated the Community Calendar and worked on the Business Listing. I met with TCTV director Steve C. about future endeavors.

**Senior Center:** Out of the Office.

**Community TV:** Nothing reported.

**Library Director:** Two Story Hour sessions were held and were well attended. TCES are collecting permission slips to allow classes to walk over to visit the library once again. I worked on the library's capital project paperwork for next week's meeting. Foot traffic continues to be brisk in the library.

**Important Dates to Remember**

**Town Administrator's Office Days next week: Tuesday, Wednesday & Thursday**

**Selectmen's Business Meeting ~ Wednesday, November 13, 2019, 6:30 p.m.**

**Staff Meeting, Thursday, November 14, 2019, 8:30 a.m.**