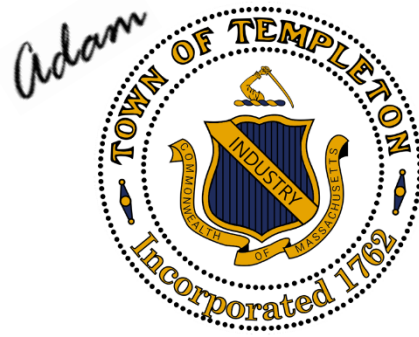


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Adam Lamontagne, Asst Town Administrator
RE: Administrator's Weekly Report
DATE: February 6, 2020
CC: All Departments



Important Notice to All Departments

Annual Reports for FY'19 are due to Holly via email by **Wednesday, February 26, 2020** at noon. **Anything received after that date WILL NOT be included in the Annual Report.**

Business Meeting or Workshop: (This is where we provide basic information or expand upon memorandum enclosed in your packet). Nothing this week.

5 f. The previous BoS declared parcels 383, 384, and 385 surplus and available for disposition in the first Request for Proposals. We are planning on going out for our second Request for Proposals pertaining to the old BES and need the lower part of parcel 407 to be declared surplus and available for disposition as part of our procurement in compliance with Mass State Law as well as state the restrictions in public.

5 g. This is the time that the BoS opens up the ATM Warrant to allow for Citizens Petitions and is standard practice.

5 h. This amendment to our FMP will utilize the 2 1/2% escalator to use for this FY 21 budget and beyond and have our policies reflect the same.

Weekly Report: This has been a pretty positive week with the news that our credit rating went up. We owe a thank you to the Town's Finance team of Cheryl, Kelli, and Luanne along with Tony Roselli and our continued support from the Department of Revenue and Mary Carney at Hilltop Securities as well as her Team and Richard Manley and his team at Locke Lord. Also, we (Thanks to Laurie) have received the Green Communities designation. This Green Communities designation will bring in an initial grant of approximately \$153,000. Laurie has set up a meeting with our office and Bob S to discuss the next steps pertaining to Green Communities. This will make it where we can annually apply for competitive grants to implement other energy saving projects. Outside of the good news for the town, we have been working on finishing up the department budgets into the FY 21 budget template and adding the final touches to it to have everything complete and in front of the BoS on the 26th. Please find below the map of the Commonwealth of Massachusetts showing all the Green Communities that was on display at the Massachusetts Municipal Association Annual Trade Show.



Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Property taxes for the 3rd quarter were due Monday, so it was extremely busy this week. The 4th quarter payments will be due May 4th. The Registry released the 1st excise commitment for 2020. We have processed the commitment and excise bills were mailed on Tuesday.

Assessor: Nothing reported.

Town Clerk: Nothing reported.

Public Works

Highway Department: There has been icy areas around town were addressed. Potholes were filled on Gray Road, Upper Otter River Road, Depot Road, River Street, Baldwinville Center, Bridge Street, Highland Ave, and Old Winchendon and Hospital Hill Road and Royalston Road. Rehab work was done on the paint trailer to improve usefulness and elongate life. The office bathroom and kitchen area construction are 80% done and is moving towards completion. One cruiser with a reoccurring window issue was brought in and the window was repaired. Some vehicles were inspected as others were brought up to date with preventative maintenance.

Buildings & Grounds: The new F350 pickup for the B & G department has been added to the fleet. Chainsaws and the pole saw were cleaned. Continued maintenance to all B & G equipment as time allows. Research was done on the Templeton Developmental Center areas of Pine Grove cemetery as preparations are made for a burial there. Time was spend reorganizing the shop area of the cemetery garage. A situation with ants at the library was addressed and will continue to be watched.

Public Safety

Templeton Police Department: 1/30 – 2/5 PD – 285 Calls for Service, 113 motor vehicle stops, 2 arrest, Police Station Project – We are trying to work out a few minor issues with the file

flooring and exterior lights. We have completed the security upgrades and have accepted the bins on the new generator and cruiser shelter. Construction/install of both should be starting in the near future. Once the final two projects are complete, we will be planning our grand opening. Dispatch – 511 Calls (does not include miscellaneous calls). Met with our radio techs and are planning on having them rearrange and test the Ladder Hill tower site.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: The Town Administrator received notification that Templeton has been granted the Green Communities designation with grant monies up to \$153,180, work will continue to meet a deadline of February 28, 2020 on how the funds will be utilized; met with Town Administrator and CPC Chair to discuss Development Services providing administrative support.

Board of Health: Prepared and emailed draft minutes to members; reviewed and approved new septic plans for Gray and Brooks Rd; participated in a teleconference for information on the Coronavirus, posting of the MassDPH information link will be placed on the Town's website; completed a preliminary kitchen inspection at 10 Baldwinville.

Conservation: Completed site walks at Baptist Common, Lots 2 & 3; prepared partial release for order of conditions at Brooks, Lot C; prepared documentation for an RDA and NOI for 2/10/20 meeting.

Planning Board: Article 8 pertaining to the overlay district for Highway Business and BES was approved by the AG's office; received and prepared documentation for ANR's for the 2/11/2020 meeting.

ZBA: Provided a copy of a letter of denial from the Zoning Enforcement Officer to ZBA member, issue should be coming before the members as a request for a variance.

Building Department: The Building Commissioner will be out of the office February 24 and March 2, 2020; Administrative Assistant prepared five (5) application packets for new single family construction permits and one (1) application packet for a renovation for the Commissioner to review; two (2) electrical permits, three (3) plumbing, one (1) gas, and three (3) use permits were processed; the Commissioner issued three (3) occupancy permits and one (1) certificate of compliance.

Agricultural Commission: No actions to report at this time.

Community Services

Community Services Director: Nothing reported.

Community TV: Nothing reported.

Library Director: Nothing reported.

Senior Center: Nothing reported.

Important Dates to Remember

**Town Administrator's Office Days next week: Tuesday, Wednesday & Thursday
Selectmen's Business Meeting, Wednesday, February 12, 2020, 6:30 p.m.
Staff Meeting Thursday, February 13, 2020, 8:30 a.m.**