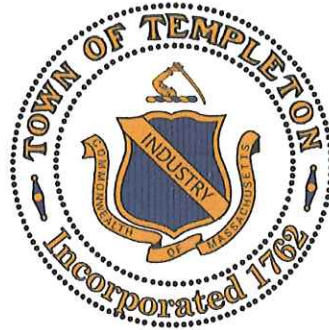


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator *Carter*
RE: Administrator's Weekly Report
DATE: March 1, 2018
CC: All Departments



Important Notices

Now accepting applications for one Full-Time Police Officer position.

Business Meeting or Workshop: The following is intended to supplement agenda items where a full memorandum may not have been required or updates are needed.

Weekly Report: We completed and presented the FY '19 recommended budget. As you know it set aside roughly 50% of our new income for the NRSD. I attended the NRSD joint meeting with the two SelectBoard's. The Good News is the NRSD is no longer looking for the \$750k they had in their 01/30 Draft Budget. The Bad News is they look like they will request an increase in our assessment of \$485k or some \$335k more than we truly can accommodate without further devastating the general fund. Some made suggestions to this Town that it try for a larger over-ride or use free cash to balance out the increase. Both - I think we would agree - are not practicable solutions. The staff and I will begin to try to develop fallback proposals that won't totally devastate the general fund. Unfortunately, the Phillipston BoS did not have a quorum so we do not yet know their reaction. Some members of their Finance Committee did, however, appear receptive to funding it. The NRSD budget hearing will be on 03/21 and I believe it imperative we have a well thought out plan before then and a strong presence at the meeting.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week. Out of the Office.

Assessor: Out of the Office this week.

Town Clerk: Nothing to report this week.

Public Works

Highway Department: Some of the highway crew worked on sanders and plows keeping them ready for storms. Salt and sand was mixed to ready for storms as well. Cold patching of potholes was continued throughout town. Attended to a dead fox on Hubbardston Road. Work was begun on the Street sweeper to get it ready for the spring. A tree had come down into the wires on Grave Ave, the guys assisted the Light department in removed the debris. The highway crew assisted the cemetery department in cutting, and chipping 6 large pines that had been cut down earlier this year @ Pine

Grove cemetery. Did some road side road side trimming on Royalston Road and in various areas of town were small trees could be removed and chipped easily. The catch basin truck M11 is Red Lined along with H35, the Ford F350. H7 was returned to the fleet after some major repairs were done to the cab and motor mounts, and a new accessories drive seal and bearing in the motor to repair an oil leak.

Buildings & Grounds: The drag box was put on the John Deere Tractor to grade the roads in Greenlawn cemetery. Sanded walkways in all common areas on Friday due to cold temperatures causing black ice, also worked during the Sunday storm. Checked the sump pumps @ both the Library and Scout hall to assure they were working. Found the sump pump @ the library not working and it was replaced. Assisted in moving a Conference room table from Town Hall to the senior center basement for storage until the new location is ready. Evaluated the stair treads @ the highway barn to be replaced. Ordered the treads and will install as they become available. The director attended a scout hall meeting, select board meeting, a library meeting and the department head meeting.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: 2/15 – 2/21 PD – 213 Calls for Service, 12 motor vehicle stops, 3 arrests, Police Station Project request for RFS for OPM closed on 2/15. Dispatch – 324 Calls (does not include miscellaneous calls). Nothing new to report.

2/22 – 2/28 PD – 245 Calls for Service, 11 motor vehicle stops, 1 arrest, Police Station Project recommendation for OPM Services provided to BOS at 2/26 meeting, authorization provided to move forward in negotiations with Aedalus. Dispatch – 354 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Nothing to report.

Development Services

Development Services Director: Director prepared a memo for Planning Board regarding scheduling a meeting for a discussion on a proposed marijuana moratorium; Planning Board has chosen not to pursue a moratorium. Director was the guest on “talk of the town” for March. Work continues on the budget document. Director continues to work with TA on amendment for “non-criminal disposition”.

Board of Health: Agent conducted two pre-rental inspections at Heatherwood Apartments, both passing. Agent provided information and permit application for an individual interested in operating a body art shop. Agent reviewed a Title 5 Inspection for 45 Old North – failing; new system required; reviewed a Title 5 Inspection for 525 Patriots – passing, no further action needed. Agent referred a water issue on Highland to ConCom Chair.

Building Department: Richard Hanks, Building Commissioner/Zoning Officer on vacation, all calls should be directed to Adm. Asst., Mallory Seamon @ 978-894-2770. COA Director requested and was granted an extension on their building permit; bid documents have been mailed out for the proposed work on siding through 9/1/18. During the Building Commissioners absence, the Adm. Asst. has worked closely with the Selectmen’s office to aid in putting budget documents together. Two electrical permits and five plumbing/gas permits were issued during the week.

Planning Board: Research provided to members on proposed marijuana moratorium; at this time no moratorium will be put in place.

ZBA: No actions to report at this time.

Conservation Commission: ConCom Chair walked property at Highland with property owner.

Community Services

Council on Aging/Senior Center: Nothing to report this week.

Library Director: We are helping our patrons navigate the world of e-books, and more and more of them are taking advantage of and enjoying this great resource. The Acton-Discovery Museum passes have arrived and are available to our Patrons. We are thankful to the Templeton Cultural Council for funding this grant application. The March materials order has been processed and made available. I met with The TA as well as DPW Director and Trustee Mike Morgan for a detailed discussion of our proposed renovations, and to create a rough timeline. Many thanks to the DPW department for replacing the sump pump, and to the TFD for responding so quickly when the old one failed. Story Hour resumed after a 'week off' and continues to be well-attended.

Community TV: Nothing to report this week.

Veterans Services: Nothing to report this week.

Important Dates to Remember

Town Administrator's Office Days for next week: Monday, Tuesday & Wednesday

Selectmen's Meeting, Monday, March 5, 2018, at 6:15 p.m.

Selectmen's Workshop, Monday, March 5, 2018, at 6:30 p.m.

Selectmen's Workshop, Wednesday, March 7, 2018, at 6:30 p.m.

SPECIAL staff meeting on Tuesday, March 6, 2018, at 8:30 a.m.

NRSD Joint Board Meeting, Wednesday, March 21, 2018