

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: March 8, 2018
CC: All Departments

Carter



Important Notices

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

Please double check the revised budget hearing schedule and keep all of your units tuned in!

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.

- 5. b. You only need write the Lottery Commission if you have an objection to the issuance of the license.
- 5. f. We ask that you refer this to workshop, so you can consider it during a discussion of the Insurance and benefits budget.
- 5. g. We ask that you authorize the Chair to execute a contract consistent with the fee proposal.
- 5. h. We ask that you authorize the Chair to execute a contract consistent with the fee proposal.
- 5. i. We ask that you authorize the Chair to execute a contract consistent with the fee proposal. This will be paid for out of the Ch. 90 monies and/or the PILOT from the TMLWP.
- 5. j. I've reached out to Phillipston as they did not have a quorum for the NRSD joint meeting. If they can confirm that they are agreeable to the proposal of alternating between the two towns – or even in anticipation of their agreement - you can then pick a representative and make sure they are keeping the two Boards up to speed. Given negotiations have already started it is important to resolve this as quickly as possible.

Weekly Report: We met with the staff to continue a discussion of additional or alternative cuts to the budget. We received the proposed Monty Tech budget. It did not contain any good news for you. Our proposed assessment is up \$50k. This is roughly \$35k above my hoped for increase of \$15k^{+/-}. I am told that it is driven by the change in the net school spending formula (i.e. minimum contribution). So... that \$32k we moved from grants to the revenue ledger the other evening is now eaten up here gone and cannot offer us any assistance in offsetting the potential NRSD assessment. We prepared revised schedules for the several upcoming workshops. Once you sign off on the Community Input session tentatively set for 03/28 we will begin to promote it. I have had to approve an additional \$15k in Snow & Ice deficit Spending. These authorizations now total \$55k.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Out of the Office this week.

Town Clerk: Worked on a research project. Attended the Department Head Meeting. Certified Nomination Papers. Updated the dog program. Received several business certificate renewals. Processed Voter Registration through the RMV.

Public Works

Highway Department: Snow continues to come every week even as the days get longer and warmer. Spring projects are being planned and the street sweeper has been tuned up and is ready to go. The DPW has been working with a new home owner on Lord Rd in addressing a drainage issue. The home owner had the lines jetted and was able to resolve the issue. He was thankful for the support he received from the DPW in addressing the situation. Other drainage issues are still in process as sump pumps are in use due to melting snow. Pot holes were filled all over town. The director held a Public safety meeting to discuss the upcoming Nor'easter with the Town Administrator, FD, EMD and the Board of Health and the chairman of the Board of Selectmen. The tree warden class this week was cancelled because of the weather. The department pick up (H10) was taken out of service due to several safety issues.

Buildings & Grounds: The director held a cemetery department meeting on Thursday evening. The cemetery crew was involved in the removal of snow as well. Assisted the Senior center in removing the cardboard from the food pantry. Raised and lowered flags according to the direction given by the governor's office.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: 3/1 – 3/7 PD – 239 Calls for Service, 16 motor vehicle stops, 1 arrest, Police Station Project tentative agreement made with OPM to be presented to BOS on 3/12. Dispatch – 351 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Nothing to report.

Development Services

Development Services Director: Began researching taxation on marijuana cultivation, sales (medicinal and recreational); continued work on Green Communities. Adm. Asst. worked with the Selectmen's office to aid in transcribing minutes.

Board of Health: Agent attended MHOA Annual Spring Seminar on Title 5; included continuing education credits. The Agent completed activity reports for January and February for the BOH meeting on March 12th. Work continues on two properties on Elm Street that have zoning violations in relation to the "junk & debris" bylaw, working with the Zoning Officer.

Building Department: Mr. Hanks is back from vacation, caught up on several permit applications; Adm. Asst. out due to storm, will provide an update of information for building, electric and plumbing/gas in next week's report.

Conservation Commission: Minutes and agenda prepared for March 12th meeting, Chair working on issue on Highland Ave. with BOH and Highway.

Planning Board: Adm. Asst. aided Director in research on training for Planning Board for up to date regulations and processes. Adm. Asst. provided documentation for Scribner Development, LLC for a proposed subdivision on Baptist Common, would include three new builds.

ZBA: Adm. Asst. researched training for Zoning Board for up to date regulations and processes.

Community Services

Council on Aging/Senior Center: We are swamped here at the Senior Center, even though we have lost 2 people, the work still needs to get done. We still have our own jobs to do; the positions that were absorbed were heavily involved in our statistical data that must be tracked. MART and the State both require a great deal of reporting. We have the usual activities on a daily basis, with an average of about 25 – 30 people daily. I keep thinking that we have the MART contract finalized and then something else pops up, I will be glad when it is finished.

Community TV: This week TCTV recorded and broadcast the Board of Selectmen and Advisory Committee meetings of March 5. The meeting is available on TCTV Cable Channel 8 and TCTV's YouTube channel. Talk of the Town with Health Agent Laurie Wiita is also now available on TCTV YouTube and TCTV 8. The "Monday Meeting Marathon" schedule for Channel 8 was re-ordered and new promos made for NRSD Girls' Basketball and Talk of the Town. Production work continued on other shows.

Library Director: Circulation picked up dramatically, as it usually does prior to a snowstorm, even up until Wednesday afternoon. Wednesday morning's story hour was a large and lively group. I attended the staff meeting on Tuesday. We are compiling the April materials order. The library closed at 4:30 on Wednesday as the storm intensified, and re-opened at 9:30 on Thursday. No Story Hour was held on Thursday morning. Final preparations for Mr. Henshaw's celebration will take place on Friday, with the event to follow on Saturday 1pm-3pm. All are welcome!

Veterans Services: New Veterans Services Director, Sheila Pelletier, started this week and will be at the meeting Monday to meet the Board.

Important Dates to Remember

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

Selectmen's Meeting, Monday, March 12, 2018, at 6:30 p.m.

Department Head Meeting on Tuesday, March 13, 2018, at 8:30 a.m.

Selectmen's Workshop, Tuesday, March 13, 2018, at 6:30 p.m.

Selectmen's Workshop, Monday, March 19, 2018, 6:30 p.m.

Selectmen's Workshop, Tuesday, March 20, 2018, 6:30 p.m.

NRSD Budget Hearing, Wednesday, March 21, 2018