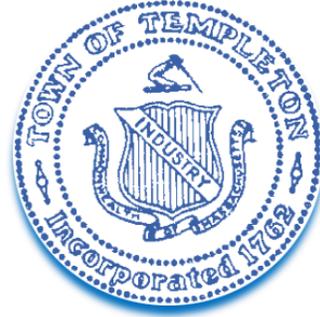


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: April 20, 2017
CC: All Departments

Carter



Important Note To All Departments

**Templeton Audits to Be Released 04/25 @ 6:30 PM @ NRSD Middle School Auditorium
PLEASE pass along to any Boards or Committees Your Unit Supports
See Town Web Site for Press Release**

If your unit has a copier, please provide a copy of the lease to Holly by CoB 04/26 as we look to rebid a single package.

The following is intended to provide information where a full memo may not have been warranted or supplement the provided information.

Business Meeting or Workshop: n/a

4.d. This is submitted for your consideration and action in accord with the Town's GBL's Article VI, §1 "... the Board of Selectmen is authorized to enter into any contract for the exercise of the Town's corporate powers on such terms and conditions as are deemed appropriate." The Committee has acquired and used wage rates in soliciting quotations and the monies are available within their CPA funded article.

4. e. Your packet includes the latest Draft coming out of the 04/19 workshop. Changes may yet be forthcoming from Town Counsel. Assuming, the

4. f. As you may recall, the revenue projections for the FY '18 budget was based - in part - with a proposal to increase our various permit fees for building permits. Assuming you have acted affirmatively above, we would ask you to now adopt the changes as proposed. These increases would be the first in over five years and would be effective for all permits issued after June 30, 2017. We will do our best to publicize the change that homeowners and contractors might apply for their permits before then.

4. g. This Intermunicipal Agreement (IMA) is a supplement to the 2010 IMA which covered only the feasibility phase of the project. The NRSD School Committee will take it under consideration on 04/26. The MSBA awaits the document to show continued interest and

progress in the project and the Financial Advisor needs it as part of the bond offering being prepared for possible issuance after the Town Meeting and the resolution of the matter of the citizen's petition. Approving this IMA does not obligate you to proceed but merely authorizes it.

Weekly Report: I attended the audit review with DOR who gave us guidance on resolving several outstanding issues. We look forward to presenting this material on 04/25. I attended a meeting with MSBA to give them an update, and a package of our Draft financials, on our progress and laying out the path forward. They seemed pleased with our progress and look forward to learning the results of the Town Meeting article brought forth by the citizen's petition. Much effort was extended on revising the Budget and warrant coming out of the 04/12 workshop. I met with the Winchendon Town Manager to develop a brief outline of the tasks for the Fire Study and developed a list of potential vendors for the same. We look forward to getting the Request for Proposals after the rush of Town meeting has passed and will be discussing how to best involve local stakeholders throughout the process.

Administration & Finance

Town Accountant: Finalizing budget and plans for Audit Exit Conference on the April 25th. Quarterly report for presentation to the Board at Monday's meeting.

Treasurer/Collector: The Treasurer/Collector's office continues to receive payments for the 4th quarter real estate and Personal property bills due May 1, 2017. Commitment 2 motor excise bills are also due this week. Final notices prior to advertisement in the newspaper, which had been sent previously were due on April 18, 2017. The outstanding accounts dropped from 92 to 58 and we successfully collected \$46,000.00. About \$56k remains outstanding.

Assessor: This week has been a very challenging week in our office. Many inquiries and request for reports, maps and other information by residents, therefore, much of the week was spent obtaining information and generating reports for these requests. Spoke with and provided information to Town Administrator in regards to FY18 Budgets and Articles for upcoming town meeting. Prepared presentation for 3rd Quarter Financial Department report to the Board of Selectmen coming up next Monday evening. Weather has improved so my board members have now started doing field work. With the information they obtained pictures have been imputed; adjustment to property sketches made and visit history has been logged to property record cards. Templeton was the main focus this time leaving the other 3 precincts to be done. Last week no report was submitted. During that week, I attended the Department Head meeting Tuesday morning. Meet with my Board of Assessors on Tuesday, the 11th for their regular monthly meeting. Much follow-up work done on Wednesday after the meeting. Attend the MAAO Spring Seminar at Devens on Thursday, the 13th. As always, lots of new information to bring back.

Town Clerk: We mailed out delinquent dog notices. Issued many dog license's. Tested and charged voting machines. Issued certificates of registration for various underground storage facilities. Had some requests for genealogy.

Public Works

Highway Department: Alan attended many meetings this week, beginning with Capital Planning meeting and Scout Hall Committee, held on Tuesday evening. On Wednesday afternoon in Fitchburg he attended a meeting hosted by the MRPC and presented by the MPO. The MRPC, is a support system for the planning of projects in local communities. The MPO is more general and focused on the Highway element in transportation improvement. Street sweeping as the weather permits in the areas of Narragansett Regional and Baldwinville Elementary, as well as Streets of off Baldwinville Road. Please note that we update the town web page as to the plan in the upcoming days for sweeping. The mechanic has worked on both H9 and H7 and is progressing in getting them back in the fleet.

Cemetery & Parks: The Tomb restoration project is going along very well. The director has consulted daily with the contractors to address any and all questions/issues. Phase #1 of clean up @ Templeton Center is complete. More attention to the common as the weather improves. Prepped the ball fields and placed trash barrels. Opened the spillway @ Depot pond to create an improved water flow. PineGrove and Greenlawn, began Memorial Day prep as well as prepping for a burial. Assisted in two funerals @ Pinegrove Cemetery. Assisted Highway with sand removal @ Narragansett and the Baldwinville Elementary school.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development Services

Building Department: Report will be updated next week; Admin. Asst. out due to illness and Building Inspector out for vacation. Have received multiple applications (roofing, pools, and additions).

Planning Board: Met with VanDyke Construction foreman, Charlie Walker, with regard to the recommendations made in the Whitman & Bingham peer review for Lafayette Road; work is being done but has not been completed. Conducted research for documentation for both the Planning Board and Conservation Commission with regard to the pending lawsuit, provided copies to Selectman's Office. Posted Planning Board public hearing for April 25 for Lafayette Road. Processed payments to Thomas-Reuters for updated regulations and The Gardner News for public hearing postings.

ZBA: Prepared packets for the public hearing held on April 19, 2017 for the requested changes at Day Mill Condominiums and provided copies of the Day Mill Comprehensive Permit documentation to town counsel; hearing continued.

Conservation Commission: Walked commercial property on Baldwinville Road due to proximity of parked vehicles to wetlands; owner contacted. Chair walked property on Patriots Road due to reports of boat ramp being installed without proper filing and permits a cease and desist order was issued.

Board of Health: Participated in MassDEP Curbside Recycling Grant webinar. Reviewed plans for a septic system on a new build on French Road. Agent met with Chief Bennett with regard to the negotiations and current Animal Control Officer/Animal Inspector contract; current contract includes inspectional services for barns and quarantines. Worked with occupants of a multi-family on Circle Street, electricity shut-off. Agent conducted a final inspection of new septic installation on Pail Factory Rd. Agent completed a food establishment inspection at Blouin Field snack shack, clean and ready to go. Worked with Agricultural Commission on free range chicken issues on South Road; recommendation that repairs be made to coop; BoH to send letter. Agent worked with Conservation Commission on a “cease and desist”; boat ramp being constructed without proper filing or permitting on Patriots Road.

Community Services

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

Library Director: Nothing to report this week.

Community TV: This week TCTV recorded and broadcast the Advisory Committee meeting of April 19, the joint Select Board/Advisory Committee meeting go April 19, and the Zoning Board of Appeals meeting of April 19 on the Day Mill development. Work proceeded on post-production of programs and the license renewal.

Important Dates to Remember

Selectmen Business Meeting on April 24, 2017, at 6:30 p.m.

Department Head Meeting on Tuesday, April 25, 2017, at 9:00 a.m.

Audit Exit Conference, Tuesday, April 25, 2017, at 6:30 p.m. NRSD Auditorium