

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: May 4, 2017
CC: All Departments

Carter



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:

4. b. Executive Session Minutes of 1.19.17, 2.6.17, 2.22.17, 2.27.17 are ripe for approval and release; as 2.13.17 and 4.24.17 are ready for approval, however should not be released. The 2.13.17 minutes could pose a potential issue to future negotiations; and the subject of the 4.24.17 minutes is still ongoing.
5. b. The Moderator will present the ground rules he intends to follow at the ATM. After your meeting we will post his final version on the web for the general public.
5. c. This is to review the wording in the Motions and Summaries Draft, agree who will present which items, and generally agree on the roles of the several members of the SelectBoard. As of this writing, there remain two questions before Town Counsel which may impact the wording of the summaries on Article(s) 19 and 21.
5. d. This is to agree whether or not you might want to pursue regionalization of one or more of our Finance Team members per the recommendation of DOR and the Town Auditor and – if so – which member from the Board might be the Liason to work with me on that effort. Finally, I'll be looking to advertise, subject to appropriation, the Assistant Town Accountant position.
5. h. This is to consider the notice served upon you by the NRSD relative to their intent to issue debt in the amount of \$490,000. As of this writing I cannot tell you what the annual payment might be but it does not appear they will seek a capital or debt exclusion for it. Absent an explanation of how it will be paid for, which I do not have at this time, we may have to absorb it within our tax levy limits. MGL CH. 71 §16(d) provides, in part, that "A regional school district... shall be a body politic and corporate... with the following additional powers and duties:

(d) To incur debt for the purpose of... reconstructing, adding to and equipping a school building... provided, however, that written notice of the amount of the debt and of the general purposes for which it was authorized shall be given to the board of selectmen in each of the towns comprising the district not later than 7 days after the date on which the debt was authorized by the district committee; provided further, that **no debt may be incurred until the expiration of 60 days after the date on which the debt was authorized; and... that before the expiration of this period any member town of the regional school district may hold a town meeting for the purpose of expressing disapproval of the amount of debt** authorized by the district committee...". (emphasis added)

You will need to determine if you wish to avail yourself of this provision of statute or you will accept the issuance of this debt without challenge. You may wish to consider asking for a meeting with the NRSD, representatives thereof, and/or the Phillipston BoS. In any event, your drop dead for final action and notification to the District should be considered to be July 6, 2017.

I have suggested to the Superintendent that he attend your meeting of 05/08.

5. i. This is a simple gant chart that has integrated the action steps the Town needs to take on its various finance activities and how they integrate with the action steps needed to move the Elementary School forward to construction. I'll be reviewing it tonight with the Building Committee as well as action steps they need to address project management issues raised at the Audit. It has also been reviewed by DOR who have given us some added (internal) steps they suggest we add as well as identification of responsible parties.

Weekly Report: I continued work on the summary and motion document for the ATM. I met with the Advisory Committee to review the may articles addressing questions as they arose and making editorial adjustments as deemed warranted. I've suggested to Mr. Bennett, who is leading the AC efforts at this time, that we put the recommendation(s) of the AC and the report that they have prepared in the Summary and Motions packet which we can rename by placing the AC name on the cover as well. I'll know more come Monday night.

Administration & Finance

Town Accountant: Nothing to report this week. (Out of Office)

Treasurer/Collector: Nothing to report this week.

Assessor: Spent much time this week, imputing pictures, sketches and visit information into property record cards from building permits pulled and the field work the board members had gone out and done in Baldwinville. Next week they will be working in East Templeton and Otter River. This helps to add to new growth for the town. Imputed new personal property into database and adjusted existing personal property records from Forms of Lists that were mailed out and received back in the office. This adds to the new growth figure also. Updated maps are now on the town website and new maps are in the office. Working on updating property record cards with properties "under construction". A steady flow of town residents in office in regards

to obtaining various property information and information for building permits. Posted agenda and prepared for next week's Board of Assessor meeting.

Town Clerk: Annual Town Election.

Public Works

Highway Department: The director attended a meeting in North Hampton (Dist 2 office) along with the Superintendents from the Light and Water departments. The meeting was to discuss the coordination of the town and the state with regards to work planned on Rt 68 (State Road) , and including Central St. The work will be done either in the Spring or Summer. The street sweeping crew swept at Town Hall and E. Templeton. The Highway department assisted the Cemetery department with a couple loads of loam for Green Lawn and Pine Grove cemeteries. The highway director continues to work on the Road Surface Management System plan to establish a basis for determining road condition. Mass Broken Stone and Murray paving were here to help us measure some probable projects for reclaim and re-paving. These projects will be done as time and funds allow. We at the Highway department have invited public works departments from surrounding towns to join us next week for a group discussion.

Cemetery & Parks: The Cemetery department assisted the Historical society in erecting a Pole for MAYDAY celebrations. Phase 2 of the Gazebo clean up is complete. Assisted in one funeral on Saturday and one on Wednesday. Thatched and seeded Boynton Street area. Fertilized and seeded winter burial sites. Mulched monument, Salame's memorial and flag pole at Historical Society. Both highway and cemetery departments completed the required signatures for the "OPEN MEETING LAW and CONFLICT of INTEREST LAW". Purchase order issued for 6 foul ball nets for Gilman Waite to keep balls from resident's property.

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: Building department released four permit this week 2 being new build single family homes and two for renovations. Building inspector responded to complaint of trash and debris on Albert Dr.-unfounded. The electrical inspector issued a total of 2 permits, gas/plumbing inspector issued 1 permit this week.

Planning Board: Preparing for Public Hearing Continuation-Gardner "T" Hanger project. Public Hearing Continuation Lafayette Rd acceptance as a Town road. Researched history of Valentine/Cross/Mail/Carruth roads for a possible ANR submission.

ZBA: Continuation of Day Mill Hearing, request to eliminate 55 and older clause in Day Mill Comprehensive Permit.

Conservation Commission: ConCom Chair approved site walk application for Bridge Street property as well as Highland Ave property. Completed inspection for complaint call in regards to wetland clearing-Chairman Andrews is working on the issue. Admin Prepared Determination of Applicability for 1 Ledge Drive Hearing

Board of Health: Board of Health – BOH Agent and Adm. Asst. worked with Templeton Police and Phillipston Police at Drug Take Back event; collection yielded 67 pounds of prescription drugs. Agent witnessed four perc tests for new builds (Carruth Road and Queen Lake Road) with Edgewater Construction. Completed inspection reports for the four interior inspections on Baldwinville Road, completed exterior inspection report for Shore Drive; copies of all reports and photos submitted to Asst. A. G. for processing; returned completed administrative search warrants to Gardner District Court. Agent working on trash violations for Michaels Lane and Patriots Road; both owners have contacted the BOH and are working on the issues. Agent issued a permit for beaver issues on Patriots Road after inspecting the property; danger of private well flooding. Joint inspection at Baldwinville Road property with Police Department; odor nuisance complaint – unfounded.

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 scheduled broadcasts of the Pre-Town Meeting of May 3 and the ZBA hearing on Day Mill of May 3. The videos will also be available on YouTube and through TCTV's Facebook page. Last week's meetings and Candidates' Night received many views. Final negotiations continue on the Comcast license renewal.

Important Dates to Remember

Selectmen Business Meeting on May 8, 2017, at 6:30 p.m.

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

Annual Town Meeting, Saturday, May 13, 2017, at 9:00 a.m. @NRSD