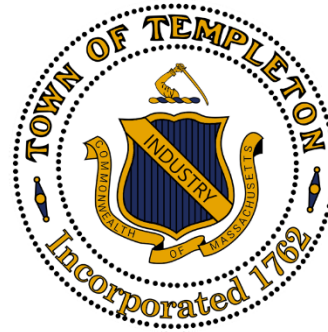


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: October 11, 2018
CC: All Departments

Carter



Important Notice to All Departments

Fall Town Meeting – October 18th – 7:00 p.m.

Business Meeting or Workshop: This is to expand upon items where the attached memos may need some expansion or where a full memo was not required.

Weekly Report: John Driscoll and I met with our MIIA representative to review our Medex rates for January. It will be flat at 0% over the 6% estimate we had used in the budget. Some of this comes from a savings change in the RX formulary. We worked with Town Counsel and others to finalize the motions and summaries for the Voter Information guide. Evans Circle has been cleared for winter plowing as has Laurel View. Adam led the team to get our MS-4 Notice of Intent. The final application is due 06/30/19 and sections of it may be beyond our in-house capabilities.

Town Accountant: Nothing reported.

Treasurer/Collector: We have been working with Bill Trust on the new template to bill Q3 and Q4 real estate in one billing (two coupons) and come to learn that there is another area vendor that may save us those template costs and be a lower billing rate. We will be meeting with them next week on their services and may find it best to switch vendors completely.

Administration & Finance

Assessor: Short but very busy week in the office. I worked with the Collector/Treasurer on Land of Low Value Takings and imputing information into Gateway. Also, a letter will be going out within the next couple weeks to sewer users from the Collector/Treasurer in regards to a lien that was placed on their properties back in 2006 for betterments apportioned on their tax bills for WWTF Upgrade. The sewer department was made aware of this letter as there may be questions from sewer users in regards to it. Reached out to our Light, Water & Sewer departments for any liens they will need to have placed on the upcoming actual real estate billing in January. I attended the department head meeting on Thursday morning. Posted the agenda and preparing for the upcoming board meeting on Tuesday the 16th. Exemption applications are still coming in and residents are reminder to get the application and paperwork in ASAP so that they can be applied to the 3rd & 4th quarter tax bills.

Town Clerk: Nothing reported.

Public Works

Highway Department: The new 2018 Mack truck is on the road and is a welcome addition to the fleet. There are 4 vehicles still red lined, H3, H35, M11 & H10. H11 is being transformed into a plow/sander. The cemetery truck # CD5 had work done to the brakes, including the emergency brake. The Council on aging vehicle 3005 came in because it was pulling to the right. The caliper had to be repaired and preventive maintenance done while it was in the shop. The paperwork to request funding to repair Pailfactory road through Chapter 90 has been prepared for signatures. We are hoping for emergency approval on this so the road can be repaired in early November. A culvert on Brooksvillage road had a 10 wheeler load of beaver debris cleared from it allowing the water to flow. The sidewalk near Lee's hotdog stand was repaired where a tractor trailer had damaged it. Cold patching was done on Main St, Winchendon Rd, Gray Rd and South Street. The bush and trees around Laurelview were trimmed. A catch basin at the entrance of Laurelview was rebuilt as well. Some roadside repair was done on Cook Rd and Haskell. Trees were cut on Conti Ave and Harley Hill. The Notice of Intent (NOI) was completed /and filed with the state. This is part of the storm water management plan.

Buildings & Grounds: A burial in Pine Grove cemetery occurred Saturday and there are planned burials on Saturday for the entire month of October and into November. Bush trimming was done in Green Lawn cemetery. The picnic tables and trash barrels that were brought to the middle school were picked up and put away. Clean up of leaves and other debris has begun as the autumn season is upon us.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department:

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Worked with Fellow, Interim DPW Super and Miller's River Watershed Council rep. on "notice of intent" filing for stormwater; worked with Michael Pingpank on payoff information and release for 26 Prospect; provided updated "q & a" sheet for stretch energy code info for warrant booklet; Administrative Assistant working with Forrester, Richard Valcourt, on identifying new parcels to harvest from; will be completing site walks on three abutting parcels within the next two weeks.

Board of Health: Agent completed pre-opening inspection for food vendors at NRSD homecoming event on Saturday, October 6; reviewed and approved septic plans for Lot 2, Lord and 61 Winchester; reviewed Title 5 reports for 106 Old Winchendon, 674 South and 81 Winchester (all passing); completed tight tank alarm inspections at Templeton Fish & Game with members Eric Adamson and Norman Cormier, one minor issue noted (burnt out bulb) and letter filed with MassDEP; prepared documentation/affidavits for application for search warrant to assess interior of 16 Liberty with Asst. A. G.; witnessed a perc at Hubbardston Road (new lot).

Conservation: Administrative Assistant prepared for meeting/hearing of 10/15/2018; prepared notice of intent for Dudley Road, Lot 4 (3BR new construction); processed a determination of applicability for 152 Main Street for a septic repair with a 50' wetland offset requiring a silt fence install; processed an extension for order conditions at Partridgeville Pond for the pond draining; issued a certificate of compliance for 58 Baldwin Drive – conditions met.

Planning Board: Administrative Assistant prepared for and attended meeting of October 9, 2018, prepared “approval not required” for 27 Brooks Road for breakout of second lot on south side of property.

ZBA: No actions to report for this week.

Building Department: Building Commissioner on vacation this week, any application received for building are too processed next week upon commissioners return. Administrative Assistant, along with the Fire Chief and BOH Agent, is scheduling annual safety inspections for liquor license holders; new applications created by Admin, appointments made, and packets sent to owners.

Agricultural Commission: No actions to report for this week.

Community Services

Community Services Director: Nothing reported.

Council on Aging/Senior Center: Nothing reported.

Community TV: This week TCTV recorded and cablecasted the Planning Board meeting of Oct. 9 and the Board of Selectmen meeting of Oct. 10. Both are also available on TCTV’s YouTube Channel. Work progressed with other productions and high school interns’ Warrior Weekly Wrap-up newscast.

Library Director: Nothing reported.

Important Dates to Remember

Town Administrator’s Office Days for next week: Monday, Tuesday & Wednesday
Selectmen’s Meeting Wednesday, October 24, 2018, 6:30 p.m.
Department Head Meeting, Thursday, October 25, 2018, at 8:30 a.m.
Fall Town Meeting, Thursday, October 18, 2018, at 7:00 p.m.

SAVE THE DATE

Two-Town BoS/Advisory/FinCom/School Committee Joint-Boards Meeting

Monday, October 15th

5pm in the Media Center (Library) NRHS

Agenda - TBD