

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** October 18, 2018  
**CC:** All Departments

*Carter*



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### Important Notice to All Departments

**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.**

5. b This will be a presentation which we will move into the November Workshop. My memo raises some of the issues we will need to concentrate on. I fear you will be in shock (at how poor the roadways are when viewed through the eyes of a professional) and awe (when what we need to be spending is viewed through the eyes of a taxpayer). I have invited the Advisory Committee and will make sure they get copies of the study and Power Point.

f. As we learned at the Joint Board meeting, the NRSD budget will be compiled by the School Committee as a Committee of the Whole. These will be at 5p before their 6p meetings (Wednesdays). The question becomes if someone wants to take on being physically present, if you all want to attend as you can, if you want to rely upon viewing the videos or just how you want to proceed so you can stay closely tuned in during the evolution of their budget.

g. This is for events on 10/31/2018 (Haunted Gazebo), 11/24/2018 to 12/24/2018 (Sale of Christmas Trees) on the Common and 4/20/2018 (Easter Egg Hunt). Chief Dickie asked for a contact person to keep on file in regards to parking a tree sales, wanted to make sure fire dept parking lot stays clear, other than that no concerns from the two Chiefs.

i. This is to release the lien we hold on the property as a result of repairs made under the due to the CDB program. They have paid to us the full amount due of ???????

j. We had two bids on the project. All references were excellent on the apparent low bidder and we recommend the award of the bid to the same.

j. This project has gone out to bid twice now. Each time it drew only one bid. The first bid was for \$165k+/- . We made some revisions to it and rebid it with an add alternate. The end result is a base bid of \$155k and add alternate of roughly \$9k or basically the same pricing as the first time around. All references were excellent on the sole bidder and we recommend the award of the bid to the same. A rebid will take 6+/- weeks and I cannot guarantee you any better results. We will be meeting with our Police Station OPM on Tuesday to review a proposal from them to monitor both this project and the Fire Station Roof.

6. a. This was held over from last week so we could put it into the standard format.

**Weekly Report:** We had the entry brief for Bob Szocik. I attended the NRSD Joint Board Meeting. We received 6 proposals for engineering services for Stone Bridge. Those were reviewed and ranked with three of them being short listed for interviews next week. That panel will consist of Bob S., Adam L. and me. I participated in the interview of Globe Direct a billing firm we are considering using to learn more about them and get them to finalize their pricing. We'll complete that evaluation over the coming week. I met with a potential insurance advisor to learn what they might do for us during the renewal process. I'm awaiting some added info from them and will have them present at the first IAC meeting we hope to arrange in November. The evaluation process was reviewed at the Staff meeting. In general, it seemed to go well and there were some positive comments on how to improve the process for next year. We have circulated a Draft memo to all on their comments so we can finalize it, make the changes, and move forward for next year with an even better process.

### **Weekly Report:**

#### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** Nothing reported.

**Assessor:** Board of Assessors met on Tuesday, much time spent preparing for meeting and follow-up after meeting. Filed 3 liens and 2 lien releases with the Worcester Registry of Deeds for Chapter Land. Notarized documents for town residents. The 1<sup>st</sup> batch of exemption applications have been approved for FY19 Real Estate Bills and will be imputed into the system. Spent much time working with the Collector/Treasurer office in regards to the SB3 betterments. Will be attending town meeting Thursday evening in anticipation of any questions in regards to Article 12 and the Revaluation funds.

**Town Clerk:** We were busy with voter registration this week. We have received several absentee ballot requests. **Early Voting** for the November 6<sup>th</sup> State Election begins on Monday, October 22<sup>nd</sup>. The Town Clerk's office hours for next week (re: Early Voting) will be **Mon. 10/22 & Tues. 10/23-- 7:30am-7:30pm, Wed. 10/24 & Thurs. 10/25-- 7:30am-4:30pm** and **Fri. 10/26 & Sat.-- 10/27 8:00am-12:00pm**. Prepared for and attended the Fall Town meeting.

#### **Public Works**

**Highway Department:** A culvert pipe was replaced on Royalston Rd. Pailfactory Rd. was marked for repair. A tree that came down on Tuesday morning was cut up and chipped. Removed Beaver debris on Musket Drive. Patching was done on a berm on Grey Road to deflect water into a catch basin. Pothole patching was done on Royalston Road and on Hubbardston Rd. H8 was taken for an inspection sticker. H35 , M11 , H10 and H3 remain red lined .Investigation on Hubbardston road is underway to resolve a water flow issue. H14 and the COA Scion were serviced and the Scion is back to have dash lights checked.

**Buildings & Grounds:** On Monday morning there was a meeting @ the highway barn to introduce the new Director of the DPW. Repaired was made to the bagger on the collection system. Trash removed from Gilman Waite field and mowing done as well. Maintenance was done to clean the trucks and

tractors. The collection system was run on the town common to gather fallen leaves. Prepared for a at Pine Grove Cemetery.

**Sewer Department:** Nothing reported.

### **Public Safety**

**Templeton Police Department:** 10/04 – 10/10 PD – 219 Calls for Service, 8 motor vehicle stops, 2 arrest, Police Station Project – Due to the heavy rains the project was at a standstill while waiting for dryer condition in order to pour the slab for the new addition. Dispatch – 319 Calls (does not include miscellaneous calls). Nothing new to report.

10/11 – 10/17 PD – 269 Calls for Service, 7 motor vehicle stops, 2 arrest, Police Station Project – At the construction meeting on 10/16 we were able to address some issues the subcontractors had with construct in order to keep the project moving forward. Current we are in the final stages of making a decision on switching from the intent oil heat to propane, which should be decided by 10/19, so that at the coordination meeting on 10/22 all subcontractors have a clear picture of the direct of the project. Dispatch – 376 Calls (does not include miscellaneous calls).

**Templeton Fire/EMS:** 10/1-10/16 the Fire Department has responded to 44 calls of service. 34 ambulance calls, 4 fire alarm activation, 5 motor vehicle accidents and 1 mutual aid to another community. We have also completed 11 smoke detector inspections for home sales. Training has continued on our new fire reporting software with a hopeful implementation date of 1/1/19.

### **Development Services**

**Director:** The department received notification that Templeton has been approved for a \$12,500 Municipal Energy Technical Assistance Grant to have an energy audit performed on town owned buildings through the Commonwealth of MA, special thanks to Mallory Seamon for seeing this through while Director was on vacation. Administrative Assistant, Mallory Seamon, provided staff support to the Selectmen's office during the vacation of Sr. Admin. Asst. Director prepared for Fall Town Meeting.

**Board of Health:** On Saturday, October 13, the Health Agent, with the Fire Chief, inspected the food establishments at the "Together We Benefit" event held at the Gardner Airport; there were no violations noted. Prepared for and attended Board of Health meeting. Agent completed a drill for the Emergency Preparedness Bureau for online ordering for the emergency dispensing site. Agent completed and filed final paperwork for community septic loan for Royalston Road. Agent reviewed and approved plans for septic repair at 343 Otter River Road.

**Conservation:** Administrative Assistant prepared for and attended the ConCom meeting on October 15, 2018; during this meeting a public hearing was held for an NOI (notice of intent) for Dudley Road, Lot 4; processed a request for determination 152 Main Street; approved an extension permit for order conditions for Partridgeville Pond to lower the level of the pond for the winter; and a certificate of compliance was issued to 58 Baldwin Drive for work previously done.

**Planning Board:** No actions to report this week.

**ZBA:** Administrative Assistant prepared for and attended the ZBA meeting on October 16, 2018; during this meeting a hearing for a special permit for a pre-existing, non-conforming use addition to a

garage at 3 Whitney Street was approved. Admin. Asst. also completed the draft minutes and paperwork associated with this meeting.

**Building Department:** The Building Commissioner issued nine building permits (to include roofing and remodeling) and three permits for new residential construction on Dudley, Valentine and South Roads. Mr. Hanks is currently reviewing the plans for the Gardner Waste Water Treatment Plant renovations.

**Agricultural Commission:** No actions to report this week.

### **Community Services**

**Community Services Director:** Week of 10/11/2018 I met with the team at the Templeton Development Center, to share the feedback I've received so far, regarding volunteer opportunities within the town. More work is needed to match their residents to tasks. I spoke with residents on and near the common, regarding the Fall Town meeting warrant article that concerns the common. I reached out to residents and groups regarding the new regional trail guide being compiled by the MRPC.

Week of 10/18/2018 I reached out to the community services departments to ask them to begin putting together their reports from the 1st quarter of FY 19. I began compiling feedback about the regional trail guide created by the MRPC. I worked on the Farmer's Market plan for 2019. I began work on a survey to identify residents' interest in community-based programs and events. I hope to make this survey available at all town offices as well as online.

**Council on Aging/Senior Center:** As always we are providing transportation for the town meeting. Please call 978-894-2780 if you need a ride. Again this year we will be hosting early voting on October 30, 2018 from 11am to 1pm. We continue to have issues with the caterer that MOC uses for MOW preparation. We will continue to work with MOC until the issue is resolved. Because of mechanical issues with one of our vans, we had to reschedule the trip to the Twin River Casino in Rhode Island. We are also having issues with individuals from 79 Bridge St. standing in road to smoke as they can no longer do so in their apartments. The problem is that they stand in the road and refuse to move for anyone, if the wrong person drives down Senior Dr, someone is going to get hurt. We continue to be busy helping seniors with applications. Open enrollment has started and we are booking appointments into the middle of November already. Our volunteer SHINE counselor is here on Thursday most of the day.

**Community TV:** Nothing to report

**Library Director:** Week of 10/11/2018 I completed and submitted 2 applications to the Cultural Council. Two story hour sessions were held. We continued our campaign to issue new library cards to those patrons who still do not have them, in anticipation of circulating on the CWMars database, beginning 10/22/18. We began compiling the next materials order.

10/18/2018 I reviewed our current circulation standards and policies in anticipation of our CWMars training on 10/22/18. Two Story Hour sessions were held. I reached out to the DPW Director for assistance in assessing the library building, as the first step in our long-awaited renovation project. Library use and circulation remain steady.

**Important Dates to Remember**

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

**Selectmen's Meeting Wednesday, October 24, 2018, 6:30 p.m.**

**Department Head Meeting, Thursday, October 25, 2018, at 8:30 a.m.**