

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: October 25, 2018
CC: All Departments

Carter



Important Notice to All Departments

Please respond to the Evaluation "Lessons Learned" Memo ASAP

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: We met with Scott Dill of the Recreation Committee to discuss the CORI process for sports coaches. It has been quite involved and time consuming for our staff to have the coaches come in to Town Hall to fill out their forms. As a result, we have decided to entrust our Recreation Committee, under the direction of Scott Dill, to work directly with the coaches to fill out the CORI forms and obtain a copy of their State License/ID to put with the forms. The committee will plan this on a night or Saturday here at Town Hall, so they may use the copier. The completed CORI's with attached copy of ID will be sealed in an envelope so they stay confidential and submitted to BoS office as soon as they are completed. Holly will process them through the CORI system and confirm with the committee via email whether the coaches have passed their CORI. This new process should work much better for the Rec Committee, the parents/coaches and our office.

We interviewed the three short-listed firms on the Stone Bridge Road project and will have a final recommendation for you on November 14.

Town Accountant: Nothing reported.

Treasurer/Collector: We finalized a pricing proposal for printing our billings for the three years going forward and await the contract for signature. This will involve the combining of the Q3 & Q4 billings into one mailing-using two coupons as we do for Q1 & Q2-but with a new lower cost vendor.

Administration & Finance

Assessor: Short week as I will be out of the office on Thursday for the MAAO Fall Conference in Sturbridge. Unable to attend the BOS meeting Wednesday evening for the Financial Team Report but submitted my report to the Town Accountant to present. Continue to work on various forms in Gateway and with Town Accountant, in regards to the Tax Rate Recap. I will be placing a legal ad in the Gardner News next week for the Tax Classification hearing (tentatively for November 14). Finished imputing information into Gateway for Land of Low Value and will continue to work with Collector/Treasurer to move forward with these. Recent letters sent out in regards to the sewer liens placed on properties in 2006 continue to bring in many questions and concerns in both the Assessor and Collector/Treasurer office.

Town Clerk: The minutes of the Fall Town meeting were put on the Town's website. The two by-laws that passed at town meeting were submitted to the Attorney General's office. A certified copy of all the money article were submitted to the Department of Revenue. Early voting began on Monday. We have had a steady turn out of voters coming in this week. Reminder: The Town Clerk's office will be open Friday & Saturday from 8:00am-12:00pm for early voting.

Public Works

Highway Department: Henshaw Road and Royalston Roads were paved where culvert pipes had been changed. Cruiser #15 was in for a plate light. The director and foreman met in length with the engineering firm and Mass D.O.T, on Royalston Road. Some minor changes were discussed and after they are finalized a hearing will be held and the project will precede progressively this point. When this phase is done, we can begin looking at the funding for the project. On Hubbardston road a swale was added to redirect the flow of the water from the road to alleviate concerns of ice buildup in the winter months. Work has begun on Pail Factory Rd. on the ditch area to stabilize the shoulder and re-established a swale. Drop inlets throughout town were cleaned. A failed culvert pipe was replaced on Wellington. Red Police cruiser A9 is in to have the e-brake changed. Contact was made with the project engineer on the elementary school project and the road opening will be paved prior to the winter season. Work was done to prepare sanders for the upcoming winter months.

Buildings & Grounds: Some new documentation was added for the purchase of burial lots and a log was created to track and record payment. Many burials this week and week end in both cemeteries. Leaf pick up and other clean-up was done as time allowed. A college student was added to the staff two days a week. The A/C units were removed from town hall. Met with people seeking lots to purchase. Repairs were done to a drawer of a filing cabinet and on a lamp shade.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 10/18 – 10/24 PD – 273 Calls for Service, 10 motor vehicle stops, 1 arrest, Police Station Project – The crew was finally able to pour the floor for the new addition after numerous delays because of the weather (RAIN!!!!). Officer Mardirosian started the police academy at the Western Mass Academy of 10/15/18. The Command Staff attended the Symposium on Line-of-Duty Deaths and learn some very helpful information, let's just hope its information we never have to use. The Department is collecting donation for the Bay County First Responders in Florida at station 2 and will be delivering the donations to the collection point at PCBCPD on 11/3/18. Dispatch – 363 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: 10/17-10/23 the Fire Dept responded on 22 calls for service including 16 ambulance calls, 3 motor vehicle accidents, 2 fire alarm calls. We completed 7 smoke/co detector inspections for home sales. The front entry roof on the 2 School St. building was stripped and redone, during this some cracks and bulging was noticed to the front and driveway side of the building. The building inspector was called in to make sure the building was safe. He stated everything looked like old damage and at this time the building is safe to use. He recommended waterproofing these cracks to prevent more damage happening.

Development Services

Director: The Director worked with Administrative Assistant to prepare draft of “Fuel Efficient Vehicle” policy for Selectmen’s meeting of 10/24/18; also prepared and presented the first quarterly report for Development Services; prepared for and attended spring town meeting in support of the article for adoption of the Stretch Energy Code; prepared for and attended the Baldwinville Elementary School Re-Use Committee meeting.

Board of Health: Agent inspected bed bottom and tank at Valentine, Lot 2 on 10/22; on 10/25 completed final inspection of septic system; witnessed a perc for a new build on Cook; witnessed a perc for a new build on Brooks; approved well permits for new builds on South and King Phillip Trail.

Conservation: Administrative Assistant and members of ConCom attended the Mass Association of Conservation Commissions annual training seminar, all seemed pleased with the content of the training. ConCom Chair walked Templeton Fish and Game with MassDEP Agent, Judy Schmidt with regard to the lowering of the pond and replacement of two stone walls on the water’s edge; ConCom Chair and a member performed a site walk at 11 Lamb City for a proposed addition.

Planning Board: Planning Chair approved advertisement for public information session being held on November 13, 2018 @ 6:30 p.m. in the Conference Room at 160 Patriots Road.

ZBA: Members signed decision paperwork for B & C Richard’s Gravel; once all voting members have signed the paperwork will be submitted to the Town Clerk.

Building Department: The Building Commissioner with the Fire Chief began annual safety inspections for liquor license renewals; two building permits were issued; two electrical permits were issued and two plumbing permits were issued. Administrative Assistant, Mallory Seamon, began work on compiling information for the annual report.

Agricultural Commission: No actions to report for this week.

Community Services

Community Services Director: Nothing reported.

Council on Aging/Senior Center: The Director is at the annual MCOA Fall Conference and will have an update next week.

Community TV: Week ending Oct 26-TCTV recorded and cablecast the Capital Planning Committee meeting of Oct. 22 and the Board of Selectmen meeting of Oct. 24. The meetings are also available on TCTV’s YouTube Channel. Story Time at the Library was recorded. Work continues on other productions. Steve met with high school interns and a volunteer to review their productions and train on producing Story Time.

Week ending Oct. 19-This week TCTV recorded and cable-casted the Joint School Board-Templeton-Phillipston meeting of Oct. 15 in the Narragansett High School Library and the Fall Town Meeting of Oct. 18 in the Middle School Auditorium. The videos are also available on TCTV’s YouTube channel. The NRSD School Committee meeting of Oct. 17 was recorded by a volunteer and produced by staff. A budget proposal with new part-time positions and 5-Year Capital Plan was augmented for the supplemental FY19 Cable department appropriation approved at Fall Town Meeting. TCTV video promos were developed, and work continued on other productions. Production Notes on Fall Town Meeting: Set-up and audio checks at the Middle School Auditorium went faster with the school’s new

sound board and audio system. However, TCTV needs to learn more about the sound board's operation, as we were limited by the school's presets in raising audio levels of microphones to satisfactory levels without inducing feedback. Proper lighting of the lectern and Town Moderator continue to be an issue. TCTV also controls the projector and visual content at Town Meetings. Access to TCTV equipment locked in the Kiva control room is required. This is a large hindrance in working at the school. TCTV will ask that locks to the Kiva control room be changed and have a set of limited keys to store equipment there for school use and school location shoots.

Library Director: Nothing reported.

Important Dates to Remember

Town Administrator's Office Days for next week: Thursday

Selectmen's Workshop, November 7, 2018, 6:30 p.m.

Selectmen's Meeting Wednesday, November 14, 2018, 6:30 p.m.

Department Head Meeting, Thursday, November 15, 2018, at 8:30 a.m.