

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** November 1, 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.**

We have included several sections of current policy or memorandum for your review to better prepare yourself for the several discussions.

2. a. This includes the current FY goals and lays out the possible costs and timeline for those you spoke of at your Retreat.
- b. While the state has increased our allotment by roughly \$65,000 to roughly \$400,000, the basics of the conversation we need to have did not change. We need to formalize your policy on the uses of these monies if we are to develop a coherent program going forward to try to address some of the issues in the Pavement Management System.
- c. The intent would be to have this before you no later than 11/28 for final approval to be circulated to all on or about 12/01 as part of the annual budget guidance.
- e. This will be a discussion of what we deem to be advisable changes in your current policy in order to comport with our staff capacity and what we learned from our September evaluation cycle.
- f. This is to discuss the impact of the new OSHA regulations and a proposal to establish a Committee to review Workers Compensation accidents and discuss a plan of review and annual trainings to improve safety and reduce losses in terms of days and monies.
- g. This is to discuss what we have learned to be a morale challenge between our union and non-union staffing as well as a needed change to the Out of Class Pay provisions.
- h. The current accrual system poses administrative challenges we would like to discuss as well as a change to assist our employees in the use of their time for the care of others.
- i. This is to discuss changes we may want to make to the Financial Management Policy to comport the enterprise funds to the general funds so that we are making steady progress in the area of reserve contributions.

**Weekly Report:** In addition to review of various documents for submission of the workshop, I have begun the coordination with USRDA to convert the Sewer Pumping Station BAN to permanent financing. Please note this can only occur on or about the rollover date of 08/01/19. That is why constant communication between the finance team and user agencies as well as management of the debt placements can be so critical.

## **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** Taxes were due this week, so the office has been extremely busy. I think the early voting helped bring in more walk-in traffic than usual. Demands were also mailed for the most recent excise commitment.

**Assessor:** Nothing reported.

**Town Clerk:** We have been extremely busy with voters coming in to Early Vote. To date, we have had over 500 voters come into the office for voting.

## **Public Works**

**Highway Department:** In regard to Red Lined vehicles, the following is the final assessment; H35 (2001 F350) is permanently out of service and will be replaced with the new F550 currently on order and due to be delivered in February/March time frame. M11 (1975 Catch basins cleaner) is permanently out of service, one option is to replace it with a used catch basin cleaner, replacing the catch basin cleaner would allow the DPW to clean the basins rather than spend thousands on an outside source. H10 (2003 Ford F150), was a surplus vehicle that is rusted beyond repair, we will replace it when another vehicle is available from surplus. H3 (1997 Volvo L70C loader), will be permanently out of service, and has previously been replaced. The first 2 classes have been scheduled for the new director in Baystate roads Scholar program. Reviewing requirements for getting the new director certified as a "Playground Safety Inspector" as well. Since the introduction of the DPW "TO DO" log many issues have been recorded and addressed. There are some still pending that will be addressed as time and supplies allow. The Generator that provides power to the DPW in the case of an emergency was worked on and is ready for the winter storm season. The north east winds over the weekend caused many downed branches. Several locations were addressed, and dead trees and limbs cut and removed. The driveway permit is being rewritten to include more details on the apron and safety features. When the driveway permit is approved it will be put into immediate use. CD5 the buildings and grounds truck had a new emergency brake cable added. 237, one of the SUV police cruisers was looked at for a headlight issue as well as the heater not working when the car is idle. The ACO truck came in for an oil change and general inspection. The project on Hubbardston road has been completed, as well as Pail Factory road. A Swale was made near the driveway to the paper mill to reduce the amount of water flowing thru the parking lot during heaving storms. Potholes were filled on Old North Road, Barre Road and Highland Ave.

**Buildings & Grounds:** The building inspector and the foreman for buildings and grounds met to discuss the roof and fascia brick on the Baldwinville fire station. Some work to seal the cracks is necessary for the fascia, the roof has been re-done. The water in both cemeteries is not shut off until the spring. A quote has been received to do the maintenance on the mowing equipment for the Buildings and Grounds department. The furnace in the forestry bay at the Baldwinville FD was repaired for a blocked nozzle that was blocked; the furnace is now running smoothly. The new infield groomer was delivered and Padula's provided training for the operation. Padula's also assisted in making a parts list

for the tractors. The basketball equipment was taken from Gilman Waite and put into storage. The sump pumps are running well but time was taken to reset the circuit breaker at scout hall. We will continue to monitor the circuit breakers. There were 2 burials in Green Lawn cemetery and foundations poured in Pine Grove and in Green Lawn for the placement of new stones. The collection system was run on the town common and trash and recycling done. The flags were lowered on Saturday and returned to full staff on Monday morning. The director met with an electrician to discuss replacing some lights at the Baldwinville Fire Station.

**Sewer Department:** Nothing reported.

### **Public Safety**

**Templeton Police Department:** From 10/24 - 10/30 the Fire Department responded on 20 emergency calls of which 18 were ambulance calls and 2 were motor vehicle accidents. We completed 7 smoke and co detector inspections for home sales. I completed and submitted the AFG grant (assistance to firefighters grant) this is a yearly federal grant that is open to all fire departments. The building inspector and I have begun our annual liquor license safety inspections we have completed 8 inspections to dated, with 5 more to do.

**Templeton Fire/EMS:** Nothing reported.

### **Development Services**

**Director:** Prepared a draft “request for information” for the Baldwinville Elementary School Re-use Committee for November 15 meeting; provided information to Karen Chapman and Kelly Brown for Green Communities.

**Board of Health:** Agent reviewed and approved septic plans for Dudley Road, Lot 4 – new single-family build and King Phillip Trail – new two-family build; inspected a bed bottom at Dudley Road for septic installation; reviewed and approved Title 5 Inspection Reports for 106 Haskell and 106 Laurel View.

**Conservation:** Administrative Assistant prepared for November 19 meeting, including Notice of Intent (NOI) for 33 Lake Ave new single family; Notice of Intent (NOI) for South Road, 3-11/38.6; Request for Applicability (RDA’s) for 50 Lord Rd, Lot 2 – new single family and Dudley Rd, 2-11/4.8 – new single family; updated cross referencing and tracking for NOI’s and RDA’s.

**Planning Board:** Notices for the November 13 information meeting went out to the abutters of the proposed change; website updated and TCTV updated with the meeting date and time.

**ZBA:** No action to report at this time.

**Building Department:** Administrative Assistant processed two electrical and one plumbing permits; received two applications for building permits; Building Commissioner and Fire Chief completed five safety inspections for liquor license renewals.

**Agricultural Commission:** Proposed warrant article prepared and submitted as a place holder to Town Administration.

### **Community Services**

**Community Services Director:** I continued to gather FY 19 first quarter reports from the Community Services departments. I began gathering event information for the community calendar on [www.templeton1.org](http://www.templeton1.org).

**Council on Aging/Senior Center:** The week of the 25th Sue and I attended the Mass Council on Aging Annual Conference. We attended several very interesting breakout sessions, and plan to try some new programs here in Templeton. I also met with LPI (a new software company) in regards to what they offer for statistical documentation and such. Their software is still in the developmental stage, and not suitable for our needs at this time. We were able to exchange ideas and discuss issues with other towns. Tuesday of this week was early voting here at the senior center, we had a steady flow of voters and Carol Harris felt that it was well worth her time to be here. The Police – a – Palooza is Friday and we will be having a full house. The PD is having a meal catered for the seniors, and after dinner the dancing will begin. This is the 3rd year for this event and it is having been well attended in the past. We are very grateful to all of the ER services personnel as they are very active in the support of the senior community. The holidays are fast approaching and will greatly increase the need for services within the community.

**Community TV:** Nothing reported.

**Library Director:** We are happy to announce that we are now circulating on CWMars! Our final training was held last week. We continue to issue new library cards to our patrons and expect that automation will streamline our work in many ways. I worked on the library's FY 19 first quarter report. The November materials order was processed and made available to our patrons. A collection of children's Thanksgiving books was processed and made available. Two story hour sessions were held, including our Halloween costume-party.

### **Important Dates to Remember**

**Town Administrator's Office Days for next week: Tuesday-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.**