

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: November 15, 2018
CC: All Departments

Carter



Important Notice to All Departments

Open Positions

On-Call Plow Operators - DPW
Driver/Operator/Laborer – DPW
Clerk – Treasurer/Collectors Office

Accepting Applications for Hired Equipment for Plow Operations

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.

N/A

Weekly Report: The American Legion Post 373 in Baldwinville has asked if we can put a box here in Town Hall to help the Templeton Food Pantry collect toys for Templeton Kids. The box would be here from the Monday after Thanksgiving to the week before Christmas. I will be in charge of bringing the toys to the Food Pantry. The MA Division of Fisheries and Wildlife is seeking to acquire the Fernald Corporation properties (some 465+/- acres) but need to assemble 500 acres in order to qualify for the grant they are seeking. They have asked if we would consider letting them acquire two parcels of 25+/- adjacent acres that we own in order to move toward that 500-acre requirement. I have asked ODS to put together a joint televised meeting with our Agricultural Committee, Conservation Committee and Community Preservation Committee(s) to begin this most important discussion. The American Legion Post 373 in Baldwinville has asked if we can put a box here in Town Hall to help the Templeton Food Pantry collect toys for Templeton Kids. The box would be here from the Monday after Thanksgiving to the week before Christmas. Sue in Assessing will be in charge of bringing the toys to the Food Pantry. The MA Division of Fisheries and Wildlife is seeking to acquire the Fernald Corporation properties (some 465+/- acres) but need to assemble 500 acres in order to qualify for the grant they are seeking. They have asked if we would consider letting them acquire two parcels of 25+/- adjacent acres that we own in order to move toward that 500-acre requirement. I have asked ODS to put together a joint televised meeting of our Agricultural Committee, Conservation Committee and Community Preservation Committee(s) for a presentation by the state to begin this most important discussion. During the staff meeting, we had a presentation by MEGA, our workers compensation carrier, on the upcoming applicability of the new MA-OSHA law. At that time, we discussed the possibility of (a) requesting a voluntary inspection of all Town facilities and (b) putting together a

Joint-Loss Management Committee to review all WC claims, help develop safety best management practices, and put together regular trainings for all Town employees. All have been asked for their feedback to these ideas. I met with the Advisory Committee to review our FY '20 revenues, Chapter 90 planning, and a variety of other matters.

Administration & Finance

Town Accountant: Over the last few weeks I have been finalizing all the information for the Tax Recap. Everything is completed and today Luanne is submitting all the final reports to set the tax rate. Nichole and I have been meeting with a few payroll vendors to review online demo's and getting proposals to hopefully transition to a new payroll company Jan 1st. Will finalize next week and prepare a report for the Selectmen. With this transition this will enable us to automate the payroll process and actually use technology to our advantage to help employees.

Treasurer/Collector: I attended the Mass Treasurer/Collectors fall meeting in Sutton on Wednesday and the OSHA meeting Thursday morning. We still have many residents coming in to pay their property taxes that were due November 1. Otherwise a fairly quiet week.

Assessor: Nothing reported.

Town Clerk: Certified the State Election results. Entered voter information into the State system. Attended the Capital Planning meeting in regards to purchasing new voting equipment. Attended the department head meeting and the OSHA presentation.

Public Works

Highway Department: The cold winds caused icy situations around town and sanding operations have begun. Trucks are ready for the approaching storm this coming weekend. H11 was a red lined vehicle for the truck body, the body has been removed, this project is ongoing and we expect it to be completed soon. The DPW office was rearranged giving the director his own office and creating a meeting area. The upstairs is in process to create a break area for the workers. Thanks to the COA for donating surplus chairs for use at the highway department. Due to the strong winds on Wednesday, the DPW worked in coordination with the Light department to address downed trees. A ditch on South Road was cleared of debris and further pipe clearing will be done to redirect the water flow from the resident's driveway. The trackless was readied for side walk snow blowing this winter season. The trackless was prepped to be used on the sidewalks for snow removal. 2 Cruisers were repaired for heat issues while in idle. Sand with salt added is available at the entrance to the highway department property. This is for residents only and is not for businesses.

Buildings & Grounds: A desk that was stored @ the cemetery was brought to the highway to be utilized. An area in Pine Grove cemetery was prepared for a burial. The collection system was run at the Town hall as well as Pine Grove cemetery. Raised and lowered flags according to the request of the Governor of the state. Assistance was given at the food pantry to move the refrigerator / freezers back into location. Trash was collected at Gilman Waite field and cardboard was recycled from the food pantry. The JCB backhoe shut down while working in Pine Grove cemetery and will be looked at and repaired. The sump pumps are up and running. A railing was put in place at the senior center elevator for safety. The outdoor bench at the Senior Center was put away for the winter. The cemetery guys are tying up loose ends and preparing for the winter weather.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 11/08-11/14 PD – 250 Calls for Service, 9 motor vehicle stops, 1 arrest. The Police station project is moving forward. The upstairs windows have been installed, and the interior has been rough framed. Dispatch – 351 Calls (does not include miscellaneous calls)- Nothing new to report.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Administrative Assistant continues to work with the Town Administrator on researching funds from trusts and donations. Director scheduled a meeting for November 28, 2018 with Kelly Brown of MA Dept. of Energy and Karen Chapman of MRPC with regard to the Green Communities Grant; worked with Planning Board Chairman and Administrative Assistant to prepare notice for public hearing on zoning changes for December 11, 2018; Deputy Assessor prepared a preliminary map and abutters list for the hearing.

Board of Health: Agent inspected food vendors at the NRSD Craft Fair, no violations noted (Farm at Baptist Common, Phillipston PTG, Country Barn Products, Skip's Jelly, Lizzie's Delights). Agent reviewed Title 5 inspections for 166 Gray and 120 Farnsworth, both passing; issued well permits for French and Dudley Road; reviewed septic plans for Lots 1 & 2, Dudley (both new build); continued work on housing issues at Elm and Hubbardston; continued work on an issue on Lord with an outdoor wood burner – referred to MassDEP for review.

Conservation: Made amendments to Order of Conditions for November 19, 2018 meeting for 33 Lake and South, Lot 38.6.

Planning Board: Administrative Assistant prepared maps and information for presentation on proposed zoning changes and attended session on November 13, 2018; this session can be seen on TCTV at YouTube; prepared public hearing notice for December 11, 2018 for proposed zoning changes to Baldwinville Road.

ZBA: No action to report at this time.

Building Department: Building Commissioner received five new permit applications for review; four pertained to residential renovations and one for a commercial new build (equipment building); multiple inspections were completed on open permits. Building Commissioner is working with Baldwinville Nursing home to conduct their annual safety inspection. Administrative Assistant is finishing up with the scheduling of the remaining safety inspections for liquor licensing; final inspections will wrap up next week. There were a total of six electrical permits and five plumbing permits issued. The Building Department received an anonymous complaint with regard to safety issues at Baldwinville Laundromat; multiple inspections were completed by Gas/Plumbing Inspector and Building Inspector, no safety issues were noted, and no violations found; no cause for concern at this time.

Agricultural Commission: No action to report at this time.

Community Services

Community Services Director: My colleagues and I presented our FY 19 first quarter reports to the Board of Selectmen. I attended the Historical Commission meeting. I attended the Scout Hall re-use committee meeting. I met with Steve (TCTV) and Sheila (VSO). I continued to work on the after-school homework club and farmer's market.

Council on Aging/Senior Center: Nothing reported.

Community TV: This week TCTV recorded and broadcast the Planning Board meeting of Nov. 14 and the Board of Selectmen meeting of Nov. 15. Both meetings are available on TCTV's YouTube channel. So is Talk of the Town with Veterans Services. Production on other shows continued, including Story Time. Equipment research and maintenance continued. The director last week also met with Capital Planning and submitted a 5-year capital plan.

Library Director: We continue to work out the 'kinks' with our involvement in the CWMars network but are enjoying its many benefits. One Story Hour session was held and was well-attended. I attended the staff meeting and special OSHA informational meeting. We began to plan our library's holiday activities.

Important Dates to Remember

Town Administrator's Office Days for next week: Monday, Tuesday & Wednesday AM
ALL BOARDS MEETING, Monday, November 26, 2018, 6:30 p.m. at Kamaloht
Selectmen's Meeting Wednesday, November 28, 2018, 6:30 p.m.
Department Head Meeting, Thursday, November 29, 2018, at 8:30 a.m.