

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: November 29, 2018
CC: All Departments

Carter



Important Notice to All Departments

Open Positions On-Call Plow Operators - DPW Driver/Operator/Laborer – DPW

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.

2. a. This will be a presentation on where we are, a discussion of whether or not to add links to Town Businesses and others, which can list on our community calendar and a variety of other questions relating to the development of a formal policy to govern our use of this new site.
- b. This verbal report follows on our last workshop discussion.
- e. This will update you on our efforts to formalize an annual process of using these funds.

Weekly Report: We finalized the budget templates and advice to all, we had several union bargaining sessions, the Moderator & Town Clerk discussed with me the holding of a public meeting in January (date TBD) relative to how we can improve Town Meeting attendance and flow, we had a team meeting on the status of the police station in our continuing efforts to get the additional \$250k of state allotted to us and a variety of general administrative tasks.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Nothing reported.

Assessor: Nothing reported

Town Clerk: We have been busy getting the census ready. We had a lot of people paying their “failure to license” dog citations. Attended the department head meeting.

Public Works

Highway Department: The director attended the first of 2 Baystate roads workshops for addressing snow and ice. Please note if upgrading your mailbox, the Post Office has determined that package delivery is a large part of their services and is requiring USPS- STD- 7. Sections of Royalston Road were hot topped to alleviate the reoccurring pothole problem. Cold patching was done on Partridgeville

Rd, South Rd and French. Catch basins were cleaned on Ridgewood Lane, Sandy Pine and Brooks village Road. A drop inlet was cleaned on Royalston Road. Plowing and sanding was necessary on Tuesday. The interior of the DPW was changed to create an area for breaks in the upstairs area and a counter area in the Administrative assistant's office for the public to access permits. At the select board meeting, the board approved the purchase of a used catch basin cleaner to be used by the DPW. This will enable the DPW to keep the catch basins maintained. The previous catch basin truck was red lined and has been out of service for over a year.

Buildings & Grounds: Due to the snow on Tuesday the guys were busy shoveling, plowing and sanding the cemeteries and common areas. Trees in 3 precincts were decorated with lights for the holidays. An area in Green Lawn cemetery was prepared for a burial. Trash and corrugate was picked up. Maintenance was done on various snow operation equipment.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Administrative Assistant worked with Town Administrator to compose an article on how to properly dispose of prescription/non-prescript drugs for the newsletter going out with tax bills; also researched information for unclaimed money for the Town Administrator. Director met with Kelly Brown, Regional Coordinator and Karen Chapman, MRPC for Green Communities.

Board of Health: Agent performed septic inspections at 343 Otter River (bed bottom and final) and at Dudley, Lot 3 (bed bottom); as-built plans received and approved for septic system at Valentine, Lot A. Agent prepared draft minutes for Board of Health meeting of November 19. Administrative Assistant composed an article for the BOH website on the proper way to dispose of sharps (needles, etc...); agent contacted by MassDEP with regard to possible gray water discharge to Millers River, initial research begun.

Conservation: Administrative Assistant prepared for and attended meeting of 11/19; order of conditions issued to 33 Lake Ave for the construction of a new single family; determination of applicability issued to Dudley Rd, Lot 3 for the construction of a new single family; determination of applicability continued for 66 Rainbow Dr to 12/17; order of conditions issued to South Rd, Map 3-11, Parcel 38.6 of a new single family; continuation of entering files to computer and reorganization of old files; prepared draft minutes from meeting.

Planning Board: Administrative Assistant processed hearing notice for Gardner News for 12/11 for proposed zoning change on Baldwinville Rd; prepared draft minutes for meeting on 11/13.

ZBA: The appeal period for the ZBA decision for B & C Gravel for a garage expansion as expired; decision has been stamped by the Town Clerk; one application was given to a resident for a potential hearing for a special permit.

Building Department: A total of five building permits were issued, to include a commercial garage addition, a new build for a single family on Dudley, and three for roof repairs; a permit for a pellet stove was also issued. A letter was issued by the Zoning Officer to a potential business on 195 Brooks outlining

the process (going before Planning and possibly ZBA). Building Commissioner completed safety inspection at Baldwinville Nursing Home, no issues noted.

Agricultural Commission: Carrie Novak is currently working on the annual report for the AgCom.

Community Services

Community Services Director: I reached out to the other Community Services units to survey them as to a good day/time for us to all meet to share our current projects, problems and goals, and to collaborate wherever possible. I also shared the FY 20 Budget and Legislative Package with each of the smaller departments/committees. I met with Steve (TCTV) to review materials he plans to share with the Cable Advisory Committee at their Dec. 5 meeting. I met with Carter and Holly regarding the re-design of templeton1.org. I attended the Staff meeting.

Council on Aging/Senior Center: Nothing reported.

Community TV: This week TCTV recorded and prepared for broadcast the All Boards Meeting of Nov. 26, and the Board of Selectmen's meeting of Nov. 28. The Nov. 14 NRSD School Committee meeting was also broadcast. All are available on TCTV's YouTube Channel and Cable Channel 8. Editing and post-production work continued on numerous programs. The slide show that runs between programs was revamped for the holidays, and the Channel 8 holiday program schedule was planned. Work continued on infrastructure and capital plans, as well as paid part-time help job descriptions and personnel structure to present to the Town Administrator and Board of Selectmen.

Library Director: I would like to thank Bob Szocik and Mark Danielson (THD) as well as Templeton Dispatch, and Fire Department for their assistance on Thanksgiving evening, and early Friday morning, when the library ran out of oil. It is reassuring to know that so many of our fellow employees care so much about the library, and I wanted to recognize that. Two Story Hour sessions were held. LouAnn distributed library card applications to the latest group of NMS students to attend their library class. She gave the groups an overview of the CWMars database, and instructions to borrow e-books. The December materials order was placed. We finalized our plans for the Story Hour Christmas parties, as well as the open house for our patrons and visitors.

Important Dates to Remember

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

Selectmen's Workshop, Wednesday, December 5, 2018, 6:30 p.m.

Selectmen's Meeting Wednesday, December 19, 2018, 6:30 p.m.

Department Head Meeting, Thursday, December 20, 2018, at 8:30 a.m.

Public Hearing Re: Royalston Road

December 12, 2018 @ 7:00 p.m.

Meeting Room of Town Hall

Public Meeting Re: Codification

January 15, 2018 @ 6:30 p.m.

Meeting Room of Town Hall