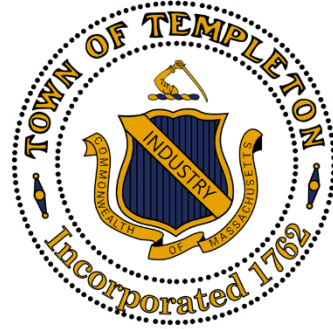


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator *Carter*  
**RE:** Administrator's Weekly Report  
**DATE:** December 13, 2018  
**CC:** All Departments



**Important Notice to All Departments**  
**Open Positions**  
**FF/EMT-P**  
**Foreman – Buildings & Grounds**  
**Seasonal Laborers & On-Call Plow Operators**



**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. c. As you requested at the workshop, Lancaster was removed from the list. We then reviewed an additional group of 10+/- communities of 8K to 11k population finding four we felt might merit consideration. We found Montague and Monson were reasonable fits and are proposing them as substitutions for Lancaster (not a good fit) and Ware (slowness of response to inquiries).

**Weekly Report:** Carol H, Town Counsel and I had what we think is our last telcon needed to finalize the proposed Codification of the By-Laws. We are on track to upload it on 12/20. We had a great turnout for the Royalston Road 25% Design Hearing; I don't think we had an empty seat in the room. This included a pre-meeting w/DOT officials on our responsibilities to acquire all needed rights of way, drainage easement, construction easements and the like. We will be meeting with our designer and staff on or about 01/15 to review all of the comments, the schedule for the TIP plan (which is where the money is) to finalize our schedule for the next step which is to get to 75% design. Carol H, Holly and I met to settle upon improvements to how we present Town Meeting materials (official versus working documents) given our first notice in the run-up to the 2019 ATM will be the notice of the codification hearing. Some of that plan relies upon how we interact with the Advisory Committee on the posting of their recommendations, so we did a proposed mock-up for their new site and shipped it along to their Chair for comment. We also worked on some changes to My Town Government which will help us post notices of Public Meetings in a bit more user-friendly fashion. Once this is all finalized we will issue a new users guide and conduct new training. Part of that training will be an effort to get all committees to address a back-log of posting minutes. Toward that end we will need to discuss with you at you 01/02 workshop at what stage we will post minutes. Additionally, we went to the kick off meeting for the project of the fire station roof and the Senior Center siding which was attended by our office, our OPM, architect and the Fire Chief for his building and the Director of Senior Services for her building with the contractors for each project. We discussed the possibility of adding gutters as a change order for the fire station roof project, the contractor

put a plan in place to address working around the public safety apparatus in case of an emergency, and the issue of some spots on the roof leaking came up and was examined by the parties. The timetable was a topic of the Senior Center siding discussion to move the project forward, however, the issue of water leaking in some of the windows came up, so the contractor will look at ways to resolve. Finally, these meetings are essential in order to hash out any potential issue(s) that can occur to efficiently and effectively have the projects go smoothly.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** Nothing reported.

**Assessor:** 3RD & 4TH Quarter bills are ready to go. Everything was converted the end of last week and finished committing and creating invoices on Monday. Files were sent to Collector/Treasurer to export to the new billing company. The conversion went well, the sample bills look good and are now being printed. They will go out in the mail the week of the 17th. Much of the week was spent finishing up reports and other paperwork relating to billing. A reminder to residents you may still file for your real estate exemptions, however, the credit will not show on your real estate bills. Once they are reviewed and approved by the Board of Assessors, you will be notified. The deadline is March 31st. Busy getting mailings ready to go out the businesses at months end. Our monthly board meeting was Tuesday and most of Wednesday was spent doing follow-up work from it. Annual Report was submitted last month, and I am now working on FY20 budget.

**Town Clerk:** We are starting to stuff the envelopes with the census and dog license renewal forms. Reviewed the latest codification draft. Busy with vital records request.

### **Public Works**

**Highway Department:** H7 was repaired @ State Line Truck center for the clutch replacement and is back in service. H33, is back in service as well after the 4-wheel drive was repaired. Branches on a tree on South Main were trimmed as they were shredding into the resident's driveway, other trees in the area were also trimmed or removed. A ditch was made on the side of Maple Street to divert the ground water from flowing into the street. Cold patching was done on Barre Rd, Partridgeville Rd, Main St. Otter River Rd; Winchendon Rd. Work was done on a Drop Inlet on South Main St. Repaired a rope on the flag pole in E. Templeton, further work to replace the pulley and rope is needed. Chipped fallen branched from Hubbardston Rd. Due to the volume of water that came during the summer months the ground water is flowing into the roadways. Several icy situations were addressed because of ground water. Areas addressed were; Dudley Rd, French Rd, Grey Rd, Shore Dr., So. Main St, Main St. (in Otter River) and Otter River Rd. It was discovered when treating these icy areas that some residents are discharging water into the roadway. This is in violation of a town bylaw (XXVIII section 3) and will be addressed on an individual basis.

**Buildings & Grounds:** Some vehicle maintenance was done to the backhoe and the trailers were all moved to the storage area. CD4, the backhoe is at the Highway barn for a PMI. Checked building for heat. A meeting was held in Pine Grove cemetery to identify a lot with the lot owners. Checked all Christmas tree lights and established a system to assure they are on nightly. A flat marker was placed in Pine Grove cemetery. Clean up was done in Pine Grove cemetery

and corrugate was recycled twice from the food pantry. Worked with director on capital equipment details.

**Sewer Department:** Nothing reported.

### **Public Safety**

**Templeton Police Department:** 12/6 – 12/12 PD – 241 Calls for Service, 11 motor vehicle stops, 0 arrest, Police Station Project – work continues with the sprinkler system being installed. Also, exterior trim work has almost been completed. Dispatch – 315 Calls (does not include miscellaneous calls). We are working with Tom Smith to try and figure out some outside interference we are experiencing.

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

### **Development Services**

**Director:** Opened the working meeting with Mass Wildlife, Open Space Comm., CPC, AgCom, ConCom, Mount Grace Land Conservation Trust and North County Land Trust. A stormwater committee workshop date was set for January 9 @ 9:00 am, notice will be sent to all possible participants.

**Board of Health:** Agent inspected septic bed bottoms at Dudley, Lot 2 and 640 Patriots; later in the week completed a final inspection of Dudley, Lot 2. Agent witnessed percs at Otter River Road for a new build; final housing inspection completed at 69 Elm, Apt. D, all violations corrected; kitchen inspections completed at Templeton and Royalston Fish & Game Clubs, no violations noted; prepared for and attended Board of Health meeting; completed Title 5 reviews for 155 Lord and 40 Baptist Common, both passing.

**Conservation:** Members of ConCom attended the joint meeting with Mass Wildlife with regard to protecting approximately 500 acres in the area of the Fernald land.

**Planning Board:** Admin. Asst. prepared packets for the public hearing on December 11 on the proposed change to Baldwinville Road from R-A-2 to C-I-A and the removal of C-I-B from the current zoning bylaw; Planning is only moving forward the Baldwinville Road proposal.

**ZBA:** No action to report this week.

**Building Department:** During the week two wood stove permits were issued, one sheet metal permit, two renovation permits, and one new build on Dudley Rd; the Wiring Inspector issued one permit and Plumbing Inspector issued four permits. Building Commissioner and Fire Chief conducted an occupancy inspection at Baldwinville Nursing home due to a concern of a resident; no violations noted, and all occupancy requirements were met; the permit for the construction of the Gardner Waste Water Treatment Plant upgrade has been issued.

**Agricultural Commission:** Members of AgCom attended the joint meeting with Mass Wildlife with regard to protecting approximately 500 acres in the area of the Fernald land.

### **Community Services**

**Community Services Director:** I continued to work on sections of the templeton1 website redesign. I reached out to an individual offering to help get the 2019 Templeton Farmer's Market organized. I prepared for the Community Services Team meeting on Monday, 12/17/18.

**Council on Aging/Senior Center:** Nothing reported.

**Community TV:** This week TCTV recorded the Conservation Commission and Mass. Wildlife partnership meeting of Dec. 10, the Planning Board meeting of Dec. 11, and the Mass DOT hearing of Dec. 12. Talk of the Town, Story Time at the Library, Center Common Tree Lighting and Steel Drum Band concerts were completed and scheduled. Several other Christmas shorts were completed and added as well.

**Library Director:** Two story hour sessions were held. I continued work on the library's FY 20 budget request. "Juliet's Jammie" pajama drive continues- thank you to all who have donated so far. We finalized our plan for the Holiday Open House, which will be held on Thursday, Dec. 20 from 1-4pm. All are welcome to stop by and enjoy some refreshments and warm conversation!

**Important Dates to Remember**

**Town Administrator's Office Days next week: Tuesday, Wednesday, Thursday**  
**Selectmen's Meeting Wednesday, December 19, 2018, 6:30 p.m.**  
**Department Head Meeting, Thursday, December 20, 2018, at 8:30 a.m.**

**Public Meeting Re: Codification**  
**January 15, 2019 @ 6:30 p.m.**  
**Meeting Room of Town Hall**

**Public Meeting Re: Input on Town Meeting Procedures**  
**January 29, 2019 @ 6:30 p.m.**  
**Meeting Room of Town Hall**