

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator *Carter*
RE: Administrator's Weekly Report
DATE: February 8, 2018
CC: All Departments



Important Notices

Please remember to confer with this office before entering into any purchase or contract with a value of greater than \$2,500.

Business Meeting or Workshop: The following is intended to supplement agenda items where a full memorandum may not have been required or updates are needed.

5. c. As of this writing we do not have a budget estimate for this needed service. Luanne will have it come Monday evening. We will cover this out of our regular legal services account initially. While this budget is in good shape so far this year, I suspect we may well have to backfill it given these ATB costs and our other cases now resolved or in process.
- f. This relates to the added costs of inspection for the new elementary school. While we can pay our Building Inspector a split salary, we can only do so for the Inspectors paid out of revolving funds by declaring them special municipal employees.
- g. This is to open the warrant for citizen petitions. We ask that you close it on February 28, 2018. This provides us time to get the notice up and be fully compliant with the 14 day requirement.
- i. The Planning Board asks that you layout this road and place it upon the ATMN warrant for acceptance by the Town.
- l. As a result of the meeting w/Phillipston there has been a small working group set up to look at the NRSD agreement with respect to moving the Town Election. It was to include a representative of the BoS. It appears that Dispatch issues will be dealt with by the entirety of the Boards and will meet this coming Thursday evening. I'll notify you of time and location as soon as we know.

Weekly Report: Work continued apace on the Town budget. Our hope is to have it out to all departments by next Monday for a last call review. As you know it is proving quite challenging with much of our future reliant upon the NRSD and Monty Tech (yet unknown) requests. I met with the Fire Officers relative to the challenge of fully deploying the ALS service.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Steady office traffic abating motor vehicle bills. Working on plans filed with Worcester Registry of Deeds, in regards to lot splits, changes, etc. I hope to be sending out all the paperwork to the mapping company within the next two weeks to update our on-line mapping system and to produce new maps for the town. I started to prepare for the monthly board meeting next Tuesday the 13th. Took the on-line Ethics test and read open meeting law paperwork. Worked on information Carter requested. I received a hearing date for a pending ATB case and am now looking into counsel to proceed with this. Sue helped out the town accountant with some work she needed to have done.

Town Clerk: The Town Clerk's office has been busy with dog licensing, census returns and OML/COI returns. Attended the joint meeting with Templeton & Phillipston Selectmen. Nomination papers will be available from February 12th thru March 15th.

Public Works

Highway Department: Snow storms occurring in the early morning or in the evening seem to be the norm for this week. Storm #1 was addressed in the early hours of Thursday, with a very light coating of snow. Early morning travelers were able to safely get thru town by 7: AM.

The 2nd storm began late on Thursday evening and continued into Friday morning with a much heavier coating of snow. Dr. Casavant delayed the start of school by 2 hours enabling the highway guys could get a start on the storm. Time lost for truck issues delayed the highway department's reaction to treating the roads, however, the roads were safe for the buses. The mechanic was absent during the storm. Two of the repairs (hydraulic hoses) were repaired by the crew and the trucks were down for just a minimal amount of time. H17 was out of service for the storm, H33 Hydraulic hose, Repaired within one hour, H35 Hydraulic hose, Repaired within one hour, H20 Out of service for the entire storm due to Regenerate issues and defective sensors. CN Wood responded immediately to our request for service. There were sensors and a gas pedal issue causing the failure. H3 out of Service for the entire storm still has fuel issues. A sign was made to put on the resident sand pile indicating that the sand is for residents only. It stresses that Contractors are NOT to take sand, and that sand is NOT to be shoveled directly into trucks but rather into 5 gallons buckets. The storm on Wednesday started with a heavy down fall of snow just before noon time and kept the crew working thru the evening as the freezing rain and cold weather persisted. The crew worked into the early hours of Thursday morning to keep the roads in passable condition. There were 2 downed trucks for a minimal amount of time.

Buildings & Grounds: The B & G department as well was involved in the cleanup during the storms. They kept town buildings and cemeteries clear and safe. The director attended 3 meeting: Scout Hall, CPC and Cemetery department. We continued working on tuning up and repairing some of the small equipment that will be needed in the Spring. Checked in @ Scout Hall periodically to assure there was no water in the basement and the heat was on to keep the pipes from freezing. The cardboard was taken from the food pantry and recycled.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 2/1 – 2/7 PD – 209 Calls for Service, 0 motor vehicle stops, 3 arrest, Police Station Project bid process open for OPM Services, Voluntary pre-bid meeting session to be held on 2/8. Dispatch – 306 Calls (does not include miscellaneous calls). Verizon checked the hard lines from dispatch and found no irregularities. We will continue to look for what is causing our communications issues with our old frequency.

Templeton Fire/EMS: Nothing to report this week.

Development Services

Development Services Director – Attended 3rd meeting for proposed meals tax change. Director prepared informational documentation for Planning Board and Conservation meetings with regard to “Green Communities”. Director continued work on the article for “non criminal” disposition, Development Services budget, and the draft budget template for Collins Center.

Building Department: Due to inclement weather, the Building Commissioner was out on Wednesday; a certificate of completion was issued on a Baldwinville Road project. Research on a zoning determination for Patriots Road is in process. The Building Commissioner, acting as Zoning Code Enforcement is working on two issues on Elm Street, and one issue on Conti Ave. The Electrical Inspector issued two permits for work. The Electrical Inspector is now on vacation and Gerhard Fandryer is the backup inspector. No updates at this time for the Plumbing Inspector.

Planning Board: Administrative Assistant completed the packet for the Lafayette Road acceptance request and has submitted it for the Board of Selectmen to review. Packets have been prepared for the meeting of the 13th.

ZBA: No updates at this time.

Conservation Commission: Packets have been prepared for the meeting of the 12th. Administrative Assistant worked with Town Administrator organizing and filing documentation.

Board of Health: Agent completed four food establishment inspections, no violations at this time, all passing. Agent working on several property issues with the Building/Zoning Commissioner.

Community Services

Council on Aging/Senior Center: With this week’s storm, we again canceled transportation on Wednesday, and had a 2 hour delay on Thursday. Canceling Bingo is never a good thing, but safety comes first. We are having something different this week – a Valen-Gras party! A combined Fat Tuesday and Valentine Party. Judging from the sign up, it will be a big hit. Last month we had 349 participants in activities at the center, which averages 17 people a day. We transported 19 people to 219 places, and we delivered 395 meals.

Library Director: Nothing to report this week.

Community TV: This week TCTV recorded and cablecast the Joint Templeton-Phillipston Board of Selectmen meeting of Feb. 6. TCTV also produced and broadcast "Story Time at the Library" and a time-lapse video of the demolition of Templeton Center school, in conjunction with NRSD. Production work continued on several other shows.

Veterans Services: Nothing to report this week.

Important Dates to Remember

Town Administrator’s Office Days for next week: Monday, Tuesday, Wednesday

Selectmen's Business Meeting, Monday, February 12, 2018, at 6:30 p.m.

Department Head Meeting, Tuesday, February 13, 2018 @ 8:30 a.m.