

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: April 12, 2018
CC: All Departments

Carter



Important Notice to All Departments

Job Openings: Seasonal Laborer (DPW) & Laborer/Truck Driver (DPW),
Clerk (Treasurer/Collector)

Candidates Night 04/19/18 at 6:30 p.m. at Kamaloht, 1 North Main Street, East Templeton

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.

N/A

Weekly Report: I attended the NRSD District Re-Organization Advisory Committee where the group finalized its report to the School Committee. This report included an Option A (All Pre-K from both towns at Templeton Center as well as all Templeton K-5) and an Option B (All Pre-K & K in Phillipston and all Grades 1-5 at TC.) While this second option has obvious political and community identity issues, it may also have a considerably lower cost together with some possible education benefits. I attended the NRSD School Committee which voted to hold a forum on the report on April 24, 2018 at 6 p.m. in the Kiva Room or Auditorium. I'll post you once I have a specific posting. We circulated to the Advisory Committee and the DHs all of the final documents coming out of your actions of 04/09. I've also sent the now revised spreadsheet to the AC and advised them of my hope to have the Voter Information Guide available at the Town election and invited them to have their recommendations included in that guide. We have posted three vacancies as you can see above. Alan M and I met with the Stantec engineer to do the kick-off of the Pavement Management System study. We have targeted a presentation to you for early September.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Nothing to report.

Assessor: Continued working with DOR DLS in regards to state owned land and cherry sheet figures. Attended Department Head meeting on Tuesday morning. Prepared for, attended and follow up to the Board of Assessor monthly meeting held Tuesday afternoon. Updated CAIGIS online information in regards to deed transfers since December. Now working with Accountant on delinquent Personal Property accounts. New Chapter Land Values have been updated in the Real Estate system.

Town Clerk: Nothing to report this week.

Public Works

Highway Department: The highway has recommended 4 more roads to be added to the resurfacing plan for the remainder of FY2018. Approval for the additional roads will be proposed at the next Sect board meeting 4/23/18. As soon as the weather is warmer, Bridge and Central streets will be resurfaced. Stantec will be assisting the highway department in evaluating the roads in town and grading the as to their condition. The street sweeper began sweeping on Baldwinville Road and next week will sweep @ the schools while they children are on April vacation. Weather permitting the sweeper will then go to the Back Bay area. The town web site has a list of where we intend to sweep in the coming weeks. Truck H9 has been returned to the fleet.

Buildings & Grounds: Cut up and removed a downed tree @ the Baptist Common burial ground. Removed brush and debris from Pine Grove cemetery and raked up acorns @ Greenlawn cemetery. Cleared cemetery lots @ Greenlawn and Pine Grove of sand and debris from strong winds. Removed trash from all common areas. Checked walkways at all public buildings to make sure they were sanded and safe for the residents and other visitors. The director attended the department head meeting on Tuesday, as well as a meeting with Stantec to discuss Road surface management systems.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: Nothing to report.

Templeton Fire/EMS: Nothing to report.

Development Services

Director: Scheduled a meeting to discuss an “affordable housing trust” on April 23; email sent to respective participants. Email sent out to individuals with regard to forming an “energy committee” to move forward with the Green Communities grant application. Emailed and spoke with Attorney Harrington with regard to Lafayette acceptance, confirmed as-built was correct date and location.

Board of Health: Agent reviewed and approved septic plans for a new build at Lot 2, Valentine; repair perc tests witnessed at 72 Main and 150 Hubbardston. Agent continued work on Albert abandoned property and adjacent property with “junk/debris” issues. Agent reviewed a Title 5 report for 145 Elm, passing. Agent is working with residents from Michaels Lane and Royalston Road on community septic loans.

Building Department: Three building permits were issued for remodeling in existing homes; four electrical and one plumbing permit were issued. The Adm. Asst. continues to do research for viable lots to do tree harvesting for the next year. Commissioner and Adm. Asst. toured 89 Patriots to assist the new homeowner with the permit application.

Conservation Commission: Site walk scheduled for new build on French Road. Adm. Asst. forwarded documentation to chairman with regard to 142 Highland on water issue.

Planning Board: Regular meeting held on April 10, subdivision for Baptist Common re-voted and approved; new mylar coming from engineer for signoff; minutes from meeting prepared by Adm. Asst.

ZBA: Documentation received pertaining to Lawindy vs. Templeton; board chairman contacted, awaiting response to schedule meeting.

Community Services

Council on Aging/Senior Center: Nothing to report this week.

Community TV: This week TCTV recorded and broadcast the Board of Selectmen meeting of April 9, The Planning Board and NRSD School Committee meetings of April 10, and the Advisory Committee meeting of April 11. All are also available on TCTV's YouTube channel and Facebook Page. Story Time at Boynton Library, featuring I Heard Said the Bird, was produced. The high school intern worked on the Making of Legally Blonde, the Narragansett Theatre Company's recent production. Plans were made to record the Twilight Lounge show at the Senior Center on April 13 and Candidates Night at Kamaloht April 19. Work continued on other programs, and to feed meeting times and agendas into a slide show. A Slide Show style and formatting guide was produced for slide design guidelines and with a plan to move forward using a revised look and more efficient methods.

Last week TCTV recorded and broadcast the Select Board meeting of April 2 and the Advisory Committee meeting of April 4, in addition to Talk of the Town with COA Director Dianna Morrison. Camera control issues in the Town Hall Conference Room were addressed. Production work continued on other shows. The NRSD intern Connor Hansen produced a short on the Legally Blonde show at the high school. Story Time at the Library was recorded. Numerous slides for events and slide show content were created and uploaded. The program schedule was altered to accommodate most of the recent meetings. Equipment needs were researched and documented.

Numerous technical issues have been recently addressed, with some recurring: Router/intermittent Internet access at station; Unacceptably slow connection for downloads, other work at station; Flash drive on Nexus server and Flash upgrade on PC; Slow wireless connection at Town Hall that hampers large YouTube uploads; DVD Monitor at Town Hall control room failure; Editing software issues; Network failures at station preventing downloads of video files; Portable hard drive failures; Audio issues with high school iOgrapher iPad cameras; Camera control failure at Town Hall Conference Room.

Library Director: Nothing to report.

Important Dates to Remember

All Town Offices are closed on Monday, April 16, 2018, in observance of Patriots Day

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

Selectmen's Business Meeting, Monday, April 23, 2018, 6:30 p.m.

Department Head Meeting, Tuesday, April 24, 2018, 8:30 a.m.

Annual Town Election, Monday, May 7, 2018, 11:00 a.m. – 7:00 p.m. @NRSD Gym

Annual Town Meeting, Saturday, May 19, 2018, at 9:00 a.m. @NRSD Auditorium