

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: April 19, 2018
CC: All Departments

Carter



Important Notice to All Departments

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

School Forum Re: Pre-K to Gr 5 Distribution @ 6:00 p.m. @ Safka Auditorium on April 24th

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. d & e. These documents will be presented at the meeting.

Weekly Report: The MA House has released its FY '19 budget. There is virtually no change in the cherry sheet of House 1 on the Town side. On the NRSD side there is a modest increase of \$28k. I attended the TCESB. Construction remains on schedule and budget with activity expected to pick up dramatically with the hoped-for delivery of steel on or about May 1. It looks like the MSBA will be available for some sort of ceremony during the first week of June, so I await dates for scheduling. I attended the Advisory Committee meeting along with Kelli P to discuss any questions on the budget or warrant as they work their way forward to a final set of recommendations. This was now our 10th meeting devoted solely to the budget review. I made them aware of our plans to try to produce the Voter Information Guide by the day of the Town election and offer to include their report as part of that if they desired.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Nothing to report.

Assessor: Nothing to report.

Town Clerk: Absentee ballots are now available to those who qualify. All of the requested absentee ballots have mailed out. In reserving the auditorium for the Annual Town Meeting, the school has informed me that the auditorium is booked for May 19th and that it cannot be changed. The TA and myself will be looking at the Middle School & High School gyms to see which one will best fit our needs.

Public Works

Highway Department: We have arranged to meet with the Traffic Engineer on 05/15 (10:30a) – and will include the property owner in question – to discuss how the turn at South & Wellington is (is not) working to see if we can make some modifications to improve the situation. Again, we had many days of snow clean up due to the everlasting winter weather. And according to the forecast for next week there is still more to come. There have been many dead and diseased trees removed around town, as well as some that were brought down by the wind. There is a right of way for ALL streets in the town when gauging residential and public trees. Right of way is determined by the width of the road, older roads are narrower & sometimes the trees are border line, and it is the judgment of the tree warden as to whether or not the tree will be removed. The plan for the end of this week is to sweep the schools but this is depending on the weather. If we are going to be putting down more sand/salt we will not be sweeping, however, we will get some of the sand from the play area in the back of the school. The director is near the end of the Tree Warden training classes and will be a certified Tree Warden when it is completed. He has also completed continuing education for his hoisting license.

Buildings & Grounds: The Buildings and grounds personnel experienced the same weather conditions and had to treat the walkways in public areas several times. Also, trees were an issue as one tree fell near Houghton playground and damaged a fence. The playground was closed for safety reasons for one day until the tree could be taken away. The DPW and Buildings and grounds personnel worked closely together to carefully remove the tree @ Houghton playground to minimize the damage to residential property and to the fence.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: Nothing to report.

Templeton Fire/EMS: Nothing to report.

Development Services

Board of Health: Agent reviewed a Title 5 inspection report for 191 Farnsworth, at this time the report criteria does not meet code and fails. Agent re-inspected and photographed 63 Elm for completion of order for Zoning Commissioner; review will take place when Commissioner is back from vacation. Agent working on trash issues at 25 and 19 Circle. Agent completed a septic bed bottom inspection at lot 2, Lord; new build.

Building Department: Commissioner Hanks is out of the office but will return on 4/23/18. The building final inspection has been completed on 25 Main; waiting for the final electrical inspection and sign off prior to issuing the occupancy permit. Two building permit applications were received; installation of a pool and home renovations. The Administrative Assistant was busy providing information and applications to homeowners preparing to make home improvements. The Electrical Inspector issued two permits; the Plumbing Inspector also issued two permits.

Conservation Commission: Commission requested silt fencing be erected at 39 Cottage while work is happening; site walk completed 119 French for proposed new build; letter drafted for review with regard to 1 Ledge wetland issues.

Planning Board: Planning Board meeting has been cancelled due to no subject matter; members have been into the office to sign the mylar for Scribner, LLC; new paper plans are being delivered by GRAZ Engineering for Baptist Common; Administrative Assistant working on project for Dev. Services Director, pulling all information for Laurel View.

ZBA: Administrative Assistant scheduled a meeting for April 23, executive session to discuss pending litigation. Administrative Assistant followed up with the attorney for Daymill with regard to the settlement monies we are owed.

Community Services

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

Community TV: This week TCTV recorded and broadcast the Templeton Elementary School Building Committee meeting of April 17, the Advisory Committee meeting of April 18, and Candidates' Night at Kamaloht on April 19. All are also available on TCTV's YouTube channel and Facebook page. Production work continued on other programs. Utilizing a feed from the My Town Government website with slides for upcoming meetings and agendas is being explored.

Library Director: Nothing to report.

Important Dates to Remember

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

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](#)