

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: April 25, 2018
CC: All Departments

Carter



Important Notice to All Departments

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

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 public forum on the possible re-organization of the Pre-K to Grade 5. During the presentation Dr. Cassavant spoke to having “addressed” some of the added costs of the original plan but did not present any comprehensive cost comparisons. There were numerous people from Phillipston who spoke in opposition. Several spoke to how Phillipston had/might pick up additional costs in order to maintain their school in its present configuration. Three from Templeton spoke on several aspects of the proposal. I was unable to attend the School Committee but will update you when I can. As you know, Mr. Alan Mayo has resigned his position as Director. We will miss him. I want to thank him for his dedicated service to the community and wish him well in his new endeavors. Amongst the options of addressing this vacancy we must ponder the prospect of shared leadership with another community. Therefore, I have reached out to a number of our neighboring Towns to determine if they want to explore that option. Should they be facing an upcoming retirement in their ranks - and are looking to promote someone in those ranks – I’ve also suggested this might be a great opportunity to “lend” that person out (at our cost of course) for four+/- months to see how they operate an organization of their own while we do our search. The timbering operations at the Highway and Landfill are done realizing \$21k+/- for our coffers.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Nothing to report.

Assessor: Monday evening attended Board of Selectmen meeting for the Quarterly Financial Update. Attended Department Head meeting on Tuesday morning. Worked with assistant on sending out Third notices for Personal Property Forms of Lists and I & E Reports. Getting paperwork ready to go out for property visits next week.

Town Clerk: We have processed several marriage certificates. We are still busy with dog licenses and absentee ballots. Attended the department head meeting. Preparing for the Annual Town Election.

Public Works

Highway Department: Spring has Sprung ,,,,, enabling some street sweeping to get done in the specific areas of Baldwinville. Rainy days provided time to do some maintenance on the sweeper and other road equipment. H33 the department utility vehicle is down for repairs to the brakes and power steering, a number of other issues were identified while the mechanic was working on it. H33 will remain down for more repairs. The Director attended the select board meeting where 4 more roads in the Baldwinville area were approved for reclamation and paving. Road side work to remove trees and brush will also be part of this project. State approval is necessary in order to proceed. The documentation has been submitted to the State.

Buildings & Grounds: The Buildings and Grounds department worked with the Highway crew to sweep the sand off the common in Baldwinville. The trash barrels from Gilman Waite were emptied as the season for events @ Gilman Waite has begun with the Recreation leagues. Spring clean up has been initiated in the Green Lawn cemetery to dress up the lots for the Memorial Day holiday. Card board was recycled from the food pantry and flags were raised and lowered as ordered by the Governor of Massachusetts.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: 4/5 – 4/11 PD – 288 Calls for Service, 35 motor vehicle stops, 4 arrest, Police Station Project has gone out to bid, new estimate for construction cost by OPM \$2,269,169.00. Dispatch – 430 Calls (does not include miscellaneous calls). Nothing new to report.

4/12 – 4/18 PD – 266 Calls for Service, 42 motor vehicle stops, 2 arrest, Police Station Project in bid process. Dispatch – 403 Calls (does not include miscellaneous calls). Nothing new to report.

4/19 – 4/25 PD – 255 Calls for Service, 38 motor vehicle stops, 1 arrest, Police Station Project bid process cont., also debit exclusion for project discussed at Candidate Night. Dispatch – 388 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Nothing to report.

Development Services

Director: Participated in initial meeting for Affordable Housing Trust with Town Administrator, Fellow, CPC and Housing Authority representatives; more research to be done. Scheduled meeting for first Energy Committee for Green Communities, May 1 @ 10:30. Director working with Michael Pingpank, of CDBG, on a property currently for sale, questions with regard to the lien. Director worked with AgCom to create a flyer for the Apiary (Honey Bee) program taking place on June 4 @ 6:30 p.m. at the Council on Aging, all are welcome; a brochure was also created with information describing the AgCom and farming in Templeton.

Board of Health: Administrative Assistant worked with Officer Nick Malnati to schedule and man National Drug Take Back event on Saturday, April 28 from 8 a.m. – 12 p.m. at the Narragansett Regional Middle School; this event is a drive through operation at the front door of the middle school, all are welcome! Food inspection completed at Little League field, no issues. Agent is working on trash complaints on Pail Factory, Circle and Elm. Various appointments scheduled for perc tests for

new build and repairs; worked with and provided information for a repair on Patriots along with Community Septic Loan information/documentation; reviewed two passing Title 5 reports.

Building Department: Occupancy permits were issued for 109 Baldwinville Road and 25 Main Street. Six building permits were issued for various jobs, roof replacement, renovations and pools. Six electrical permits and two plumbing permits were issued. Administrative Assistant worked with multiple realtors researching multiple permits on properties that will be going up for sale.

Conservation Commission: Administrative Assistant prepared for and attended ConCom meeting; prepared minutes; also prepared an update to the DOA (determination of applicability) for 1 Ledge Drive. Prepared and provided DOA document for 66 Rainbow Drive. Chair and Highway Foreman walked 44 Fisher Street due to a complaint of flooding, determination to be filed.

Planning Board: Administrative Assistant prepared documents for members to sign for the Baptist Common Road project; new mylar and plans were prepared by GRAZ Engineering; researching Laurel View Road files at the request of the Director.

ZBA: Administrative Assistant prepared and attended meeting held on April 23 to discuss a request from Lawindys LLC for a remand hearing for 136 Patriots Road; members voted to move forward with the hearing; hearing date will be scheduled by Worcester Superior Court; once the date is set a hearing notice will be published.

Community Services

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

Community TV: This week TCTV recorded and prepared for broadcast the Board of Selectmen's meeting of April 23, the NRSD Community Forum on Re-organization of April 23, the NRSD School Committee meeting of April 25, and Advisory Committee meetings of April 25 and 26. All are also available on TCTV's YouTube channel and Facebook page. TCTV also recorded Question Time, a review of Town Meeting warrant articles with the Town Administrator. The NRSD intern prepared the "Making of Legally Blonde."

Library Director: The May materials order has been compiled and placed. Eighteen members of the NRSD Spring Track team descended upon the library to volunteer as part of their community service requirement. We were able to find enough 'odds and ends' projects for them, and are grateful for their efforts! Although Story Hour was not held during April School Vacation week, the sessions on the week prior and following were very well-attended and busy. We are still awaiting electrical work before we can begin the final training for the CWMars upgrade.

Important Dates to Remember

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

Selectmen's Business Meeting, Monday, May 14, 2018, 6:30 p.m.

Department Head Meeting, Tuesday, May 15, 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