

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: May 17, 2018
CC: All Departments

Carter



ANNUAL TOWN MEETING, SATURDAY, MAY 19, 2018, 9:00 A.M. @ NRSD GYM

Important Notice to All Departments

Job Openings: Seasonal Laborer (DPW) & Laborer/Truck Driver (DPW)

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 met with the School Engineer(s), Ms. White, the Police Chief, DPW Highway Foreman and others relative to the South/Wellington interchange. The Engineer will be providing a marked plan for a minor change during construction and recommendations of minor revisions to the "permanent" improvements which will be carried out in the normal course of construction. Highway will be installing some guard-rail to address concerns of Ms. White. Once we have revisions from the Engineer I can complete my report for your 1st meeting in June. I led the DPW Team meeting (See DPW below). I attended the meeting of the Finance Subcommittee of the School Building Committee. Bottom line they are in good shape money wise and on time. I attended the meeting of the Cemetery and Parks Commission to discuss the Director position and any other concerns they might have. I met with Mike Pingpank of COG to review a potential CDBG application in early 2019 which – believe it or not - we will actually need to start in mid-summer. I'll approach MRPC as well.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Nothing to report.

Assessor: Attended department head meeting Tuesday. Met with Mike Pingpank Wednesday. My assistant attended a workshop on Wednesday, sponsored by WCAA, in regards to Exemption and Abatement applications, Forms of Lists, ABC's, Motor Vehicle excise tax, Chapter land applications and Executive Session procedures. Continue to work with Collector/Treasurer on sewer lien releases. Moving forward with paperwork for Chapter 61 Land rollback taxes and two new applications. Followed-up with paperwork for MAEO. Imputed into property record cards fieldwork done by my Board for new constructions in town. These property visit continue to add new growth to our tax rolls.

Town Clerk: The Annual Town Election has been certified. The DOR website has been updated with the current election information. The moderator and myself attended the Selectmen's meeting to discuss holding the Annual Town Meeting in the High School Gym due to a scheduling conflict. It was voted to hold the meeting in the High School Gym. Signs were posted in Town Hall and in the 3 post offices of the location change. An announcement of the change is scheduled for the reverse 911 and the

connect ed. Contacted the CERT Team who will be helping with traffic control. Printed the voting list and prepared for the Town meeting. We had several marriage certificate applications this week. Attended the department head meeting.

Public Works

Highway Department: Major items of concern continue to be staffing levels and down equipment. We have advertised the full-time positions and are looking to solidify a “co-op” or “school to work” approach with the schools that can let us extend out the interns. The equipment issues are further complicated by year end funding levels which have caused me to place a temporary freeze on spending for supplies and material. For the short term they must do what they can with what they have on hand. Having reached out to 15+/- to determine if any might be interested in retaining a DPW Director under a “shared” approach w/out any takers I will now move on to seek an Interim from several other sources while we sort out the long term approach (i.e. advertise, in-house and the like). We discussed two of our private roads that we plow which have deteriorated to a point where they pose a danger to the equipment and drivers if they are not improved before the next season. We will be sending them a “Red-List” letter notifying them of the improvements they need to make and the timeline for doing the same. This will become SOP for the end of each plowing season. Sweeping continues but given the numerous issues the department is faced may well be deep into the summer before it is completed. Catch basin cleaning starts next week. Met with Carter to discuss ongoing and new projects in the Highway end of the DPW. Communication was received from Mass DOT that our project request for the 4 roads in Templeton has been approved. The foreman and the admin are working closely to monitor the spending as we are getting close to year end. The mechanic will submit all paperwork immediately on an ongoing basis to improve visibility of the budget. Street sweeping has been completed in the area of Baldwinville and has now moved to the side streets off of Baldwinville Road. The position for a Laborer, Operator, Truck driver is still open and we will be posted again in the Gardner News. An outside source has been contracted to do some catch basin cleaning.

Buildings & Grounds: The cemetery foreman sat in on the Cemetery meeting to get an understanding of what to expect with the commissioners. This meeting was held in the Town Hall conference room and Carter Terenzini sat in as well. Trash was picked up in all common areas and the card board from the food pantry was recycled. Thatching was done on Templeton Common as well as, Pine Grove cemetery and over seeding was done @ Gilman Waite. Mowing and lot clean up was done in both Pine Grove and Green Lawn cemeteries. A meeting was held with a family from out of town to discuss the internment of family ashes. All paper work was in place and the internment will take place next week. Work was done at Town Hall to blow the sand off the lawn in anticipation of the sweeper coming thru. The water lines in Green Lawn were prepped and the meter was placed in the pit. The water in both cemeteries is now turned on. Began replacing 3 x 5 flags around town and made a repair list for the highway so they can assist in fixing and replacing ropes. Returned all cemeteries related phone calls and met with Dave from Padula Bros. Equipment sales.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: Nothing to report.

Templeton Fire/EMS: Nothing to report.

Development Services

Director: Met with the Community Services Director to brain storm the development of a farmer’s market for Templeton. Met with Michael Pingpank with regard to liens on properties from CDBG projects, how they work, how they’re released and if we could have a list of the properties with existing

liens (included Town Accountant and Assessor). Director prepared brochures for the Agricultural Commission and Board of Health to distribute at the town meeting, worked with the BoS Sr. Administrative Assistant to create an email address for the Agricultural Commission – agriculture@templeton1.org. The Administrative Asst. continued to do research on a project for the Town Admin and the Accountant.

Agricultural Committee: The AgCom has completed its brochure regarding what farming is about, it will debut at the annual town meeting on Saturday. The commission has also scheduled an informational meeting regarding honey bees for June 4 at the Council on Aging @ 6:30 pm; flyers will also be available at the annual town meeting. The commission is working with the Community Services Director to work on establishing a new farmer's market in Templeton Center; interested parties should contact the AgCom by email at agriculture@templeton1.org.

Board of Health: Agent witnessed a perc test at 65 Winchester for a repair. Agent attended an MPH (Montachusett Public Health Network) meeting in Westminster. Agent is researching the regulations for selling raw milk and raw milk products (yogurt, cheese, etc...) within Templeton. Agent processed a transfer of ownership from MT Trash to E. L. Harvey. Administrative Asst. completed satellite phone testing for Region 2 Emergency preparedness.

Building Department: A use permit was issued for a custom furniture woodshop. Two plumbing and four electrical permits were issued. The Building Department issued five permits to complete home renovations; in receipt of three permit applications for home renovations, and the application for the installation of the high school bleachers, all under review.

Conservation Commission: ConCom Chair with one other member walked five properties; 105 Carruth, 122 Rainbow, 153 Gray, and Lots 3 & 4 on Branch St Ext; to date no wetland issues have been cited. The meeting for Monday, May 21 has been cancelled by the ConCom Chair due to lack of activity.

Planning Board: Administrative Assistant prepared for meeting on May 22; continued work on organization of files.

ZBA: Administrative Asst. worked with a property owner who hopes to build, the property does not currently comply with setback requirements and they will seeking a letter from the Building Commissioner to start the process with the Zoning Board.

Community Services

Council on Aging/Senior Center: Nothing to report.

Community TV: Nothing to report.

Library Director: Nothing to report.

Important Dates to Remember

**Town Administrator's Office Days for next week: Tuesday, & Wednesday
Selectmen's Business Meeting, Wednesday, May 30, 2018, 6:30 p.m.**

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

**Templeton Elementary School Groundbreaking Ceremony
Thursday, June 7, 2018 at 12pm**