

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: May 24, 2018
CC: All Departments

Carter



Important Notice to All Departments

Job Openings: Seasonal Laborer (DPW) & Laborer/Truck Driver (DPW)
Fire Fighter/EMT-P

Reports on surplus item due by June 14 to highway@templeton1.org

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.f. My apologies that I cannot be present to defend this item due to pre-planned vacation. Please see my memo with this item in your packet.

Weekly Report: I met with the Sewer Commissioner, Sewer Superintendent, and Town Accountant for a lengthy conversation with Vadar and the current sewer software provider in an effort to move forward with the analysis of the costs, savings, and benefits to be realized from a software conversion to the Town standard. Mr. Jeleniewski is very interested – should there be a conversion – in importing all history into the new software as opposed to maintaining the history in a readable and searchable pdf or excel. Pursuing this will need an investment by the Sewer Department of \$4k+/- as Vadar needs to see – up front – the readable files in order to estimate their costs to implement this option. Mr. Jeleniewski felt this was a decision that needed to be made by the entirety of his Board. Unfortunately, given vacation schedules and the like, the first opportunity to do this will be June 18. I notified the state of our need to reject the LAND grant and advised the NRSD of how we will meet their debt assessment. I led the DPW Team meeting (See DPW below). We are bringing Town Counsel back out in early June for (a) the Town Clerk and I to review all in-house comments on the codification prior to submitting our agreed comments to General Code and (b) walk through the various procedures for foreclosing the right of redemption on tax tile properties by using the Lands of Low Value process.

I've agreed an approach to a Co-Op or School to Work program with Dr. Cassavant whereby the "Interns" they place with us - subject to funding, appropriate work task being available, and their proven suitability as shown by their attendance, enthusiasm and aptitude – will be given the opportunity to extend their work day, work during school vacation and work during the summer in their in-between years or the summer following their graduation. We will be paying the Town's minimum wage of \$11.00 for these tasks. By using this approach, I can now justify hiring under 18's which I could not do under our normal hiring standards. My understanding is that their insurance will cover the students during their "Intern" hours and they are working to extend that coverage during this added hours as well. This will provide us some breathing room in the near term on the staffing front given our vacancies and needs. We have commenced the compilation of materials for sale as surplus.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Nothing to report.

Assessor: Received a notification letter from MAAO that the Executive Board approved my application for MAA Designation and I will be presented with my certificate in June at the MAAO Conference. On Tuesday, I interviewed candidates for Administrative Assistant position with the Collector/Treasurer and Town Accountant. I am working with MA GIS on town boundary mapping. I reached out to DOR DLS Attorney in regards to Chapter Land rollback taxes. Tuesday, received an email from Jeffery and Jeffery in regards to pending Motor Vehicle Commitments #3 and #99. Bills will be mailed out next week. Corresponded with our attorney in regards to our pending ATB case. Continue to work with Collector/Treasurer on sewer betterment lien releases. Next week, the Assessor Office will be closed on Monday the 28th Memorial Day and Thursday, May 31st.

Town Clerk: Attended the Annual Town Meeting. Posted the minutes of the Annual Town Meeting. Submitted the amended by-laws, that were voted at town meeting, to the Attorney General's Office. Scanned the voters, who were in attendance, into the State computer. Sent a certified copy of all money article, that were approved at town meeting, to the Department of Revenue.

Public Works

Highway Department: Major items of concern continue to be staffing levels and down equipment. By making progress on the "co-op" or "school to work" approach with the schools and receiving an application for Seasonal Laborer we have taken a bit of strain off. However, that still leaves us short the Truck Driver we desperately need. Structure work has begun on Vernon, Grove, Exchange and Prospect St Ext. to be ready for the road work planned for the 29th of May. All of those roads will be reclaimed and paved over the next two weeks. Time was spent with an arborist to establish a time schedule for FY2019 tree removal. He provided education as well as to why trees fail over time and he can be an asset as we plant new trees in the future. Sweeping of the Baldwinville area has been completed and we will continue in the area of Templeton center. The sweeping schedule is posted on the town web page. The catch basins on Dudley rd. and Gardner rd. were cleaned. The parking spaces and crosswalks on central street were painted. All preventative maintenance and inspections have been done on all that were due. Truck H9 will remain down until the body cylinder is repaired and reinstalled.

Buildings & Grounds: Preparation for Memorial Day is ongoing, mowing, thatching, trimming, bush removal and trimming, lot clean-up loaming and seeding blowing of debris, was done at Green Lawn, Pine Grove and the Templeton Common burial ground. A local Boy Scout troop helped place flags at the grave site of our Veterans. The Highway department assisted in placing new ropes for the pulleys on the larger flag poles in town. The cemetery foreman met with the VSO, Sheila Pelletier to get a better understanding of responsibility and to assure we are doing all veteran related projects with respect and proper etiquette for those that so courageously served our country. Another meeting is scheduled next week to meet with other groups involved in veteran's affairs. Trash removal was done throughout town as well as card board removal from the senior center.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: 5/10 – 5/16 PD – 245 Calls for Service, 26 motor vehicle stops, 0 arrest, Police Station Project - Met with OPM, Designer and Town Administrator to discuss lowest and bid awarding. Dispatch – 368 Calls (does not include miscellaneous calls). Had our quarterly dispatch meeting and will be making some changes to dispatch based off of into from the meeting.

5/17 – 5/23 PD – 275 Calls for Service, 25 motor vehicle stops, 2 arrest, Police Station Project - PASSED AT TOWN MEETING! Final step is to have the BOS accept and award contract. Dispatch – 399 Calls (does not include miscellaneous calls). Met with 911 to start the process of having Wireless Direct calls come to the RECC directly.

Templeton Fire/EMS: Nothing to report.

Development Services

Director: Attended the Annual Town Meeting. Director met with Eric Pollitt, Fellow with regard to a forum/round table on medical marijuana cultivation, date and time to follow. Director attended the Planning Board meeting.

Agricultural Committee: AgCom is sponsoring forum/round table discussion on the cultivation of marijuana for medical use; date and time to follow.

Board of Health: Agent completed a review of a Title 5 report for 22 Pheasant Lane; passing. Agent completed food inspections at K & L Brickoven Bistro, LLC and Peaceful Pine Commissary; completed pool inspection at Peaceful Pines, passing. Agent inspected new septic install at Lot 10, Laurel View, to spec; bed bottom inspection at 97 French. Agent completed a housing inspection at 95 Patriots at the request of the tenant(s), order to follow; scheduled AHI property inspections with Asst. Atty. General, Monica Passeno for June 7, and more information to follow after inspections.

Building Department: We have officially entered building season! Building Department was busy a total of 8 building permits were issued this week, included two new build single family homes, 2 pools and the rest renovations. Permit applications were received for the new bleachers for NRSD Richard Hanks is working close with contractor to wrap up application process. Four Electrical permits and one plumbing permit was issued. One Use Permit application for new business for a DBA working under Baldwinville Station was issued as well. Admin created new updated building permit application packet. Worked with highway department to get rid of scrap metal at landfill from Bulky Waste Days we received payment in the amount of \$3033. A big thank you to Highway for assisting us. Admin received an additional payment of \$3239.17 for remainder of wood chips produced from the forest cutting of the Highway Barn and Landfill, after payment to forester this brings the grand total of Templeton's net payment from both projects to \$18098.05. Richard Hanks will be out of the office the week of 05/28/2018 any questions can be forwarded to admin at 978-894-2770.

Conservation Commission: Worked on completing letters requesting Certificate of Compliance on open Order of Conditions. Updated Site Walk Request applications.

Planning Board: Admin. Asst. prepared agenda and documentation for meeting of May 24; prepared minutes from last meeting for review; continued research on Laurel View Road.

ZBA: Received official ok to hold remand hearing for Antoon Lawindy 136 Patriots Road. Hearing is scheduled for 06/12/18 at 6PM at the Town Hall.

Community Services

Council on Aging/Senior Center: Nothing to report.

Community TV: This week TCTV recorded the 5-hour and 46-minute Annual Town Meeting of May 19, upgrading and learning new editing software in order to handle the length and abnormally large file size of the meeting. The entire Annual Town Meeting was uploaded to the TCTV YouTube channel. It is also available for limited-time viewing on TCTV Cable Channel 8. As expected and explained, the NRHS gym location posed serious audio challenges with setup, recording, and production. Audio quality has been enhanced as much as possible but does not meet TCTV's typical quality standards. In addition, meeting patrons did not wish for TCTV to run an extension cord in the aisle that would have enabled us to run the audio through a mixing device and better control the sound quality of the recording. Recording this lengthy meeting without electrical power also forced a gap in the recording when the technician had to change batteries. This does not meet TCTV quality standards and should be addressed in the future. TCTV volunteer Ann Lyons recorded the Narragansett Regional School Committee meeting of May 23 and the NRHS Talent Show of April 24 and will be instructed by TCTV in using the editing and production software at the schoolmarms. Lyons was allowed to use TCTV equipment to record the Phillipston Annual Town Meeting earlier this month. Phillipston has an agreement with NRSD to record its Town Meeting but lacks adequate equipment. The Phillipston Town Meeting was then produced by TCTV's high school intern Connor Hansen on the school's computer and shared with Phillipston via TCTV's Google Drive. Interns for the 2018-19 school year were interviewed by NRHS intern coordinator Kris Ann Stancomb. Two students have expressed interest. TCTV has inquired about these internships and awaits word from NRHS. The interns were recruited by outgoing intern Connor Hansen. Connor has performed outstanding services for TCTV and has done so without the support of a broadcast or media program, which the school cut last year. He should receive a certificate and recognition, as did other interns working for the Town. Production of other shows must now be restarted from the beginning due to the software upgrades necessitated by producing the lengthy Annual Town Meeting.

Library Director: The June materials order has been compiled and placed. We have begun to review the collection, and discard items in preparation for the annual book sale in August. Planning for Summer Reading activities is underway. We have collaborated with MOC to host a program here in June. The Mass Audubon's Wachusett Meadow Wildlife Sanctuary will present a geology program, "Reading Rocks" on Tuesday, June 26. We have received many donations of flowers for our '6-pack Saturday' planting event and expect that the garden will look amazing! Thanks to all who donated. Electrical and cabling will be done in 2 weeks to (finally) complete the upgrade to CWMars. I worked on the survey that will provide information for our 5-year long-range plan.

Important Dates to Remember

Town Administrator's Office Days for next week: None-Out on Vacation

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

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