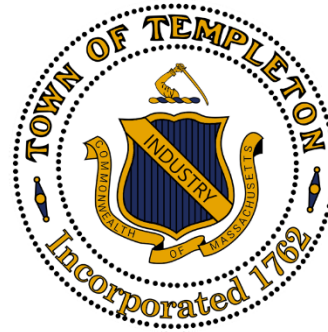


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: May 31, 2018
CC: All Departments

Carter



Important Notice to All Departments

Job Openings: 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.

Weekly Report: Carter was on vacation this week. The office was open Tuesday-Thursday. Holly worked on meeting preparation for Wednesday's Selectmen's Meeting; contacted committee members to confirm whether they wished to be reappointed on the Annual Appointments (effective July 1, 2018); drafted & disbursed a Public Hearing Notice for Transfer of a Liquor License being held on June 25; notified the Town Clerk's office of those reappointed at the meeting of 5/30/18 & emailed the appointees to come in to be sworn in by the Town Clerk; Set up pre-hire physicals for 2 employees; drafted the weekly report; managed the usual daily office tasks including answering phone calls & attending to walk-in residents with questions, answering emails, and managing the mail for the office.

Eric had a vacation day on Tuesday. On Wednesday & Thursday, he worked on developing employee evaluation forms for non-union employees; drafted a Meals Tax letter to notify effected business owners of the coming Local Options Meals Tax; He led the DPW staff meeting and recapped the full-depth reclamation projects, cemetery & grounds landscape updates, and discussed maintenance needs with the mechanic. Discussed staffing updates as well. Developed Baldwinville Elementary School Disposition Committee agenda for its first meeting next week.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Nothing to report.

Assessor: Short work week with the Monday holiday. Compiled an abutters list for the Board of Selectmen office for a Liquor License change. Worked with Treasurer/Collector on an issue with tax title account. Attended a webinar on Wednesday in regards to our upcoming conversion with Vision. Received a list and noted on property record cards past CDBG loans property owners have. Corresponded with Mike PingPank in regards to this. Steady walk-ins with inquiries, document requests and residents needing paperwork notarized. Administrative assistant helped stuff envelopes for the latest Motor Vehicle bills that were mailed out Wednesday. Office was closed on Thursday.

Town Clerk: Spent the week performing the regular responsibilities and duties required for this office.

Public Works

Highway Department: Full depth reclamation was done on 4 roads in Baldwinville. The paving will occur (weather permitting) on Saturday or Monday. Prior to the reclamation, the crew lowered the structures in the roads to enable the re-claimer to go over. Other roads were reviewed and plans are in place to put these projects into play in the new fiscal year. Royalston Road (Rt 68) has been in the engineering stages for going on 3 years. The project will be ready to present to the state for approval in the next year. Street sweeping continued thru Tuesday when the sweeper went down. Parts have been ordered and the sweeper should be up and running by Monday. The fuel tank had a seam separate and after repairing a vapor test proved that all is tight and there are no leaks. The weekly projects meeting for both the Highway division and the Buildings and grounds division was held @ the highway barn. Eric led the meeting in Carter's absence. A cruiser, the ACO truck and the car from the COA all came in for emergency servicing.

Buildings & Grounds: The Buildings and Grounds crew would like to express their appreciation to the following because of your help the Memorial Holiday was perfect.

- The Boy Scouts and civilians that volunteered with flag marker placement in all cemeteries.
 - To the Templeton Light & Water department for fixing the leak in Pine Grove so water would be available on this important holiday.
 - And a Special Thanks to Elijah Hill for volunteering to help with the trimming.
- Mowing and Trimming was done in Otter River, Templeton Common, the Police station, Senior Center, Highway barn, Baptist common cemetery, Templeton common burial ground. Mowing and trash pickup in Green Lawn and Pine grove cemeteries was done as barrels filled as visitors placed flowers on the graves of their loved ones. A granite flat marker was placed in Pine Grove cemetery. Trash pickup @ Gilman Waite and recycling done for the senior center. A meeting was held with the Veterans agent for Templeton and Mr. Brian O 'Coin of the American Legion to discuss future planning for ceremonies.

Due to vacation there will not be a weekly report next week and all will be reported on the following week.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: Nothing to report.

Templeton Fire/EMS: Nothing to report.

Development Services

Director: Out of the office week of 05/28

Agricultural Committee: Nothing to report

Board of Health: Out of the office week of 05/25

Building Department: The building department this week issued a total of 11 building permits. One for foundation for a new single-family home, two pools, and the rest for renovations. Review of the new bleachers for NRHS continued as the contractor is getting the pertinent information to the building department. Admin worked with multiple homeowners and real-estate agents in getting needed

information for home closings that were approaching. The updated Building Permit Application seems to be making the process move along smoother for all parties involved. Admin will be looking at other ways we can update our forms to better assist the public. Three electrical permits and two plumbing permits were issued this week.

Conservation Commission: Received a total of five site walk applications. Chairman Andrews was able to complete three of the site walks two on Main St one on Hamlet Mill Rd all three resulted in no findings. Admin worked on updating NOI tracking reports, and forest cutting records.

Planning Board: Nothing to report

ZBA: Preparations for hearing on 06/12/18. Received letter from Homeowner seeking a setback variance for a shed on Elm St. admin prepaid and mailed all paperwork for hearing request to homeowner.

Community Services

Council on Aging/Senior Center: Nothing to report.

Community TV: This week TCTV recorded and prepared for broadcast the Memorial Day parade and ceremony of May 28, the Select Board meeting of May 30, the Advisory Committee meeting of May 31, and the NRHS graduation of June 1. All will be available on TCTV Cable Channel 8 and the TCTV YouTube channel. Production work continues on additional programs.

The May 19 Annual Town Meeting is available for viewing on TCTV's YouTube channel. DVD copies were also made for archives and sales (two discs required due to length of meeting).

Library Director:

Important Dates to Remember

Town Administrator's Office Days for next week: Monday-Wednesday

Selectmen's Business Meeting, Monday, June 11, 2018, 6:30 p.m.

Staff Meeting, Tuesday, June 12, 2018, 8:30 a.m.

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