

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** May 3, 2018  
**CC:** All Departments

*Carter*



**ANNUAL TOWN ELECTION, MONDAY, MAY 7, 2018, 11:00 A.M.–7:00 P.M. @ NRSD GYM**

### 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:** Met with the Advisory Committee for their pre-town meeting discussion. We are part way through preparing the Voters Information Guide. Kindly remember, I still need to know if there are particular articles you wish to speak to. We expect to have that list and final motions in front of you on 05/14. I had a team meeting with DPW staff to address major tasks that need to be completed by 05/30 and 06/30, and how we will allocate those tasks as we develop a long-term plan to replace Mr. Mayo. The group meets again on 05/09. Annual Reports are in and will be distributed at Town Meeting. The electronic version has been posted on the website.

### Administration & Finance

**Town Accountant:** Nothing to report.

**Treasurer/Collector:** Nothing to report.

**Assessor:** This week I worked on submitting paperwork in DLS Gateway for reimbursement for exemptions for FY18. Wednesday went out and did fieldwork for building permits pulled in East Templeton and Otter River. Returned to office and put information into property record cards along with pictures. This work adds to the new growth for this year. Prepared and posted agenda for next week's board meeting.

**Town Clerk:** Nothing to report.

### Public Works

**Highway Department:** H33 the DPW utility vehicle has been returned to the fleet. This vehicle is the core of the crew where as it carries many of the tools necessary on the job site. The milling of Central Street and Bridge Street is complete. Thank you Templeton Light & Water department for their generous contribution towards the completion of the mill/paving of Bridge Street. They reached out

when we began the project and offered to help fund the project complete from the bridge to the town line. The DPW hosted a Cold In place Reclaim seminar @ the town hall. Many surrounding towns joined in, included in the conversation were road preservation tips. Street sweeping was done in Templeton Center and in the Wellington Rd and lower South St area.

**Buildings & Grounds:** Spring is in the air and the Buildings and Grounds department is very active in many areas of the town. Together with the Highway dept. clean- up was done on the Templeton Center common. Several loads of road millings from the Bridge street project were placed at Pine Grove cemetery for use on the roads at both cemeteries and some common areas. Clean up of sand accumulation @ both Pine Grove and Green Lawn cemeteries was done as weather permitted. There were two burials this week in each of the cemeteries. Trash pickup and disposal in all common areas of town as the Spring has increased the use of such areas. Conversations between the Town Administrator, the 2 foremen and administrative assistant have begun in aligning the ongoing projects for the DPW and Buildings & Grounds department. This will enable projects to continue until a new Direct has been put in place.

**Sewer Department:** Nothing to report.

### **Public Safety**

**Templeton Police Department:** 4/26 – 5/2 PD – 230 Calls for Service, 17 motor vehicle stops, 1 arrest, Police Station Project – subcontractor bids are in, waiting on GC bids. Dispatch – 331 Calls (does not include miscellaneous calls). Nothing new to report.

**Templeton Fire/EMS:** Nothing to report.

### **Development Services**

**Director:** Director and Admin. Asst. worked in conjunction with the Police and Fire Departments to staff the National Drug Take Back day on Saturday, April 28; two very full boxes of expired and unused prescription drugs were delivered for incineration. The first Green Communities Energy Committee meeting took place on Monday; criterion 1 has been completed, criterion 2 is near completion.

**Board of Health:** Agent followed up on 25 Circle – dumpster delivered and trash has started to be picked up; followed up on MassDOT call regarding beaver issue at Exit 19 off Route 2, property owner contacted; followed up on complaint call for Highland Ave as a refrigerator with doors still on in yard, contacted owner doors were promptly secured; appeared in Worcester Housing Court for 17 Gray Road – Judge granted request to assign a receiver. Agent reviewed a Title 5 inspection report for 872 Patriots, passing; performed a bed bottom inspection at new build on Laurel View, Lot 10. Agent completed second inspection of septic install at Lord Road, Lot 2 new build.

**Building Department:** 63 Elm has come into compliance from the order written by the Commissioner in December; all construction equipment and supplies have been removed; Commissioner completed a safety inspection at 15 Riverside Street and was found in compliance. A total of six building permits were issued, to include pools, decks, and renovations. The Commissioner also received two permit applications for new builds, which are currently under review. The Plumbing Inspector had two permits and the Electrical Inspector had three permits issued. The Administrative Assistant researched several projects that were completed without permitting; outcome to be determined at a later time after review by the Commissioner.

**Conservation Commission:** Admin. Asst. is conducting research in conjunction with the Agricultural Commission to begin looking at the process of creating a Farmer's Market in Templeton.

**Planning Board:** Meeting of May 8 has been cancelled due to lack of agenda items. Admin. Asst. researching and organizing Laurel View Road file.

**ZBA:** On Friday, May 4, Town Counsel will be appearing along with the plaintiff's counsel to request a motion to remand in the Lawindy's LLC vs. Town of Templeton; if the request for the remand is granted, a hearing date will be set and notice of said hearing will be posted for the public.

### **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: 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**