

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** June 21, 2018  
**CC:** All Departments

*Carter*



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**Important Notice to All Departments**

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

**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. c. They have acknowledged the need to supply us an insurance certificate and should be required to sign-off on the indemnification language I believe is part of the Draft application Ms. Haley-Brooks is working on.

5. d. You will find attached two proposals to provide these services. We would need to pay COG their full fee of \$9,900 from our program income account with the potential to recover \$6,000 from our application if we are successful. We would need to pay MRPC \$3,000 from our program income account then an additional \$6,000 from our application if we are successful.

**Weekly Report:** Met w/DPW team. Sweeping runs behind due to staffing vacancy and maintenance needed on equipment. Have authorized the use of two Saturdays of overtime to try to get it caught up. I met with roughly 30 residents of Laurel View to discuss the so-called "Red-List" letter they were sent informing them that certain repairs were needed, or we could not continue to plow them. I had the meeting taped and you may view it in its entirety on TCTV cable or the web. It is clear to me from the record that this road was never accepted. However, it is also clear to me from the record that the Town has not followed the provisions of statute with respect to the proposed acceptance of the roadway or repairs nor kept the residents informed of the status of the roadway at any point in time as to what is going on. I have committed to compiling the record and submitting it to Town Counsel for review as to what liability – if any – the Town has in this matter. Further, I will attempt to determine if there is any way we may assist with the needed repairs within the constraints of statute and what monies – if any - we might be able to provide toward such repairs. I expect to be able to submit this matter to Counsel within three weeks and will ask him for a response within two weeks. Assuming that all goes as planned I can then meet with you all again about one week later or roughly the first week of August. Kelli and I met with the Sewer Commissioners to seek their decision as to – in the event of a conversion to the Town's software - they required a so-called "live history" file or they found the use of an "archived history" - in the form of a searchable pdf or excel file - acceptable. They agreed to accept the latter. We can now proceed to finalize the conversion study which I anticipate will take about three weeks. We received the OPEB studies and are reviewing them now. The actuarial will be at your 07/11 meeting to present. We met with Phillipston representatives to review their use of the

expanded community notification system and work on our own PR campaign to try to increase enrollments.

### **Administration & Finance**

**Town Accountant:** Nothing to report.

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

**Assessor:** Deputy Assessor was away at a conference this week and will be out of the office next week. Sue has been covering the office.

**Town Clerk:** I attended the Mass Town Clerk conference last week. I attended classes regarding raffle permits and 2018 Primary & Election. We have been busy doing various research projects. Updated the recent Birth & Death records for Templeton. Still busy with marriage certificates. Processed the RMV voter registrations.

### **Public Works**

**Highway Department:** The culvert on Nyman Street was backed up and causing the road to flood. Many attempts were made to improve the flow and success was achieved when the Light department brought a telephone pole and they pushed it thru to expose a large tree that had become lodged in the pipe. Thanks to the assistance of the Light department and the sewer department flow was maintained. In that same area the beavers have taken up residence and the DPW will work with the health department to follow procedure in keeping the population from backing up the water flow in the future. A culvert pipe was replaced on Cook Road and grading will be done in the next week. A project request was submitted to the Mass DOT for approval to perform full depth reclamation on both Lord and N. Main Streets. If approved, we hope to proceed in July. The heavy storm on Monday was the cause of call-ins for Highway workers for trees down and pooling water in the roadway. The small sweeper was out all day on Tuesday cleaning up debris in the roads throughout town. Cold Patching was done on many roads around town. Potholes are addressed as residents create awareness.

**Buildings & Grounds:** Mowing and trimming was done in Otter River, Pine Grove cemetery, Gilman Waite, Scout Hall, Turner Park, Town Hall and Green Lawn cemetery and Templeton center. The Porta Potty @ Houghton Park in Otter River was removed because the roof was half missing and there were many other safety factors that were a concern. The porta potty will be replaced. Solidified the seasonal helpers for the buildings and grounds department. Secured the loose treads at the police station and noted that the handicap ramp needs to be replaced. Due to the heavy rains, the roads in Green Lawn cemetery needed to be graded using the drag box on the tractor. Delivered picnic tables to town hall for the recreation department swim lesson sign up. Marked out shrubs @ Fire Fighters memorial in Templeton center for removal after dig safe is approved. Posted agenda for the cemetery meeting on the web site. Assisted the Council on Aging with moving of freezers in the cellar of the senior center. Filled and leveled sunken soil on grave sites and seeded. Prepared 2 sites for burials in Green Lawn. Meetings: Cemetery meeting with commissioners, as well as meeting with DPW for project management.

**Sewer Department:** Nothing to report.

### **Public Safety**

**Templeton Police Department:** Nothing to report.

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

## **Development Services**

**Director:** Attended and participated in the panel discussion on “cannabis”; the talk was well attended, many questions were asked and answered; the discussion was recorded in its entirety and is viewable on the Town’s YouTube station. Attended the Laurel View property owners meeting with the Town Administrator; continued research and work on this subject for the Town Administrator.

**Agricultural Committee:** The AgCom hosted the cannabis panel discussion on Monday, attended by two AgCom members. Friends of AgCom have purchased “Right to Farm Community” signs that will be posted throughout town in the near future.

**Board of Health:** Agent attended and participated in Board of Health meeting; Shawn Blythe of Republic Services came before the board members to discuss the lack of services provided in the last two months to their subscribers; at this time all of Templeton’s subscribers have been moved to the Tyngsboro office of Republic, members were advised that with this change there should be no further issues; members voted unanimously to a 30 day probationary term, Agent will provide Mr. Blythe with any further instances that arise and copy the members. Agent reviewed and filed two passing T5 inspection reports for 749 South and 36 Pail Factory. Agent inspected the COA food pantry; found to be in order. Agent worked on several nuisance complaints including but not limited to trash, beavers, and housing; completed a final inspection of a replacement system installed at 214 North Main.

**Building Department:** Administrative Assistant processed five building permits (renovations), eight electrical permits, and five plumbing permits for the inspectors. Administrative Assistant began work on a timeline for Laurel View to aid the Town Administrator; also created new tracking documents for permits and inspections to be put into use on July 1 for FY ’19.

**Conservation Commission:** Administrative Assistant has been working to consolidate ConCom files into the Development Services office and is packing any files that can go into storage; attended the meeting of the 19th and prepared draft minutes. Several site walks were conducted by Conservation members for current building permit applications.

**Planning Board:** Things have been quiet at the Planning Board; the meeting of the 26th has been cancelled and will not be rescheduled. Administrative Assistant working to consolidate Planning files into the Development Services office and is packing any files that can go into storage.

**ZBA:** Administrative Assistant began work on the hearing for a property on Baldwinville Road; working to gather information for an application for a special permit for a proposed house to be built more than a year after a fire.

## **Community Services**

### **Council on Aging/Senior Center:**

**Community TV:** Week ending June 22, 2018: This week TCTV recorded and broadcast the June 18 Private Road Neighborhood Meeting and the June 19 Cannabis Cultivation Business meeting. The meetings are also available on TCTV’s YouTube Channel and via the TCTV Facebook page. Volunteer Ann Lyons recorded the School Committee meeting of June 18 and the June 20 Narragansett Middle School Graduation. Both will be available soon for viewing, as well as the May High School and Middle School concerts and NRHS Talent Show. Equipment orders for FY18 were finalized.

Week ending June 15, 2018: This week TCTV recorded and broadcast the Board of Selectmen’s meeting of June 11 and the Advisory meeting of June 14. Meetings are available on TCTV Cable Channel 8, the TCTV YouTube Channel and TCTV’s Facebook page. TCTV also produced the Memorial Day Parade and Ceremony, as well as the video of the 2018 NRHS graduation. TCTV

volunteer Ann Lyons recorded the Middle School concert of June 14. A meeting with potential interns for the next school year was held, and equipment purchases were researched and conducted.

**Library Director:** The cabling for the installation of the circulation desk computers is complete, and the electrical outlets will be added next week. Supplemental summer reading list materials have been ordered, and a convenient shelving/display area for those materials has been created. The heavy rain on Monday led to yet another leak in the Children's room ceiling. It occurred in the same area as the previous time and is the result of the inadequate dry-well where the roof drainage system ends. I will be talking with Carter to see if THD can enlarge the dry-well somehow. The prizes for our summer-reading incentive have been compiled and set up in the Children's room. The 8 week-long series of events begins next Tuesday with our "Reading Rocks" program. I have reached out to the Reverend of the First Church regarding the Farmer's Market initiative for summer of 2019, and the Templeton Cultural Council regarding a 2019 Summer Concert Series and hope to have good discussions with both.

**Important Dates to Remember**

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

**Selectmen's Business Meeting, Monday, June 25, 2018, 6:30 p.m.**

**Staff Meeting, Tuesday, June 26, 2018, 8:30 a.m.**

**Town Offices closed for 4<sup>th</sup> of July Holiday on Wednesday, July 4, 2018**

**Selectmen's Business Meeting, Wednesday, July 11, 2018, 6:30 p.m.**