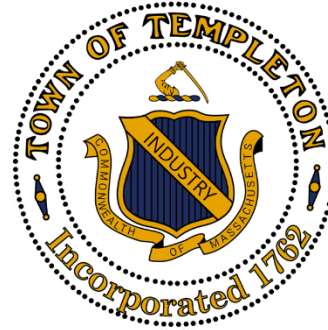


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** June 7, 2018  
**CC:** All Departments

*Carter*



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### 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](mailto: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. b. Given our decentralized structure, we found out we had an additional intern after the presentations of early May. This is to acknowledge their contribution to our organization.

**Weekly Report:** I met with our Financial Advisor and our Finance Team to begin the compilation of our several bond offerings for the Police (\$2.475M) and Schools (\$12M+/-). We look to have these on your agenda for 07/11. You will see in August a renewal of the Sewer Pump Station Ban. The Finance team and I met with Counsel on our 130+/- Tax Title properties looking to move about 13 to Land Court (after we have an initial file search for any potential hazardous waste issues by Police, Fire, BoH, and DPW). We will begin our initial batch of 10+/- lands of low value for submission to DOR for certification which is a far speedier – and less costly – approach than going through Land Court. We had a conference call with the MRPC and environmental scientist relative to procuring funding for added research on the 20+ American Tissue properties. Our goal is to clear more lands than added each year by the time of the fall tax-title process to – slowly but manageably – reduce the list. We had a telcon with the Conway School of Design to secure their design services (\$1k+/-) for the old Town Offices site in Baldwinville to try to move this project forward. We met with our tax mapping firm to look at various upgrades we want to make for better document management and making those documents available to the public. I had several conversations with Laurel View residents over the “Red List” letter they got about needed repairs before we can continue plowing this private road. I’ve arranged a full neighborhood meeting for 06/18 here at Town Hall.

### Administration & Finance

**Town Accountant:** Nothing to report.

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

**Assessor:** Looking into open space in a couple of subdivisions and how to proceed. Board members went out on site visits for building permits. Entered in pictures, sketches and notes onto property record cards. These visits add to new growth for the town. Met with Cartographics on Tuesday for a

demo on upgrades to our current onsite mapping. Met with the town attorney in regards to tax title issues and land of low values, prior to this meeting worked on and updated a list of these properties. Vadar had a webinar Thursday morning in regards to upcoming preliminary real estate and personal property tax billing procedures. Posted the agenda and working on paperwork to be presented to the board at their meeting next Tuesday. Traffic flow in office steady with inquiries about vacant properties and the most current motor vehicle excise tax bills going out.

**Town Clerk:** Nothing to report.

### **Public Works**

**Highway Department:** Due to vacation, weekly report will be updated next week.

**Buildings & Grounds:** Due to vacation, weekly report will be updated next week.

**Sewer Department:** Nothing to report.

### **Public Safety**

**Templeton Police Department:** 5/31 – 6/6 PD – 263 Calls for Service, 26 motor vehicle stops, 0 arrest, 0 PC, Police Station Project – Final approval for the project was given and the bid was awarded to RAC. RAC plans to start construction on July 9 or around that date. This kicked off a mad dash to secure a temporary location for the PD. Chief Dickie has graciously agreed to house the PD for the duration of construction an estimated 40 weeks. Arrangements are under way to move the PD to the Baldwinville Fire Station. Dispatch – 365 Calls (does not include miscellaneous calls). 911 was contacted about the move for the building project and arrangements were made to route our 911 calls through Winchendon PD for the duration of the project. Smith Electronics is in the process of getting backup dispatch up and running at the Baldwinville Fire Station.

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

### **Development Services**

**Director:** Republic Services, Inc. has failed to pick up trash for the last three weeks; department fielding an inordinate amount of complaints from residents; have had no return calls or emails from inquiries from this department; the BOH will be meeting on June 18, revocation of the permit will be discussed and voted on.

**Agricultural Committee:** The AgCom hosted a seminar on bee keeping by the Mass Department of Agriculture; there were approximately 15 attending and there was a lively discussion with many questions and answers.

**Board of Health:** Agent completed abandoned housing inspections with the Asst. Attorney General at 29 South Main, 48 North Main, 16 Liberty, 177 Otter River and 21 Victoria to begin the process of getting the properties into the receivership program; 93 Patriots is near completion. Bed bottom inspection completed at 214 North Main and at 97 French, in good order. Septic plans approved for a new build on Albert Drive. A housing re-inspection was completed at 95 Patriots; many corrections were completed with two left to complete. A community septic loan was completed for a septic repair on Patriots.

**Building Department:** Seven building permits were issued; two foundation only, pools, and remodels. Three electrical permits were issued and one plumbing permit. Admin Asst sent out four letters for work performed without proper permitting; all have responded and proper permits have been issued. Admin Asst. completed a building permit survey for the town accountant; there were many complaint calls fielded with regard to Republic Services lack of trash pick up.

**Conservation Commission:** ConCom Chair and members completed five site walks; Farnsworth, Main, Pail Factory and South; all were found without issues. Admin. received new application this week.

**Planning Board:** Admin. Asst. prepared for meeting on June 12, 2018.

**ZBA:** Admin. Asst. worked on preparations for the ZBA remand hearing for 136 Patriots Road which is scheduled for June 12, 2018. Admin. Asst. received two applications for variance requests.

### **Community Services**

**Council on Aging/Senior Center:** Nothing to report.

**Community TV:** Nothing to report.

**Library Director:** The June materials order was processed and made available to our patrons. We have received the Summer Reading List from Monty Tech, and are supplementing our collection accordingly. No updated lists from NRSD have been received or posted as of yet. I continued working on our Summer Reading activities and incentives. Discarding in the Adult section is complete, we are beginning to discard in the Children's room. Many thanks to the patrons who donated flowers and money for plants to add to our garden, and to the Perennial Patch in Winchendon for their donations. A special 'thank-you' to library assistant Karen Johnson for helping me to plant everything. Story Hour has been busy, as we near the end of this year's sessions.

### **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**