

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: July 25, 2019
CC: All Departments



Important Notice to All Departments

Please review and advise on the evaluation and training memos/emails of the past few days so I can move on those next week.

Business Meeting or Workshop: n/a

Weekly Report: I met with the CoA (about 15 in attendance) to review the memorandum on potential staffing changes and budget cuts particularly in light of the recent resignation of one staff member. Jackie P will meet with staff and develop a report on the best way to proceed with respect to “open to the public” hours, staff duties, and the like. They will present that report to the CoA on 08/06. No further actions are being taken at this time. I have received a cost reduction suggestion to eliminate all training. While much of this training is required to meet state standards, obtain or maintain certificates, and the like; we will analyze it to be able to respond. We have reviewed the MassWorks program to determine if we might be able to compete for monies to rebuild the Main Street Bridge. Unfortunately, we must be “shovel ready” and be better able to defend why it is an important economic development (job retention) piece of infrastructure. It looks like we need to procure services for our original approach (short term repairs to open it full width while we search for the \$1M+) and try to be ready for the Spring of 2020. The likelihood that we can close on the permanent RDA financing of the Pleasant Street Pump Station on time are closing fast. We continue to hope we can get there but, as a defensive measure, have received an extension on the BAN for 90 days that will be on your agenda for 08/14. Notices are out seeking bids on the street sweeper and applications for snow plowing. We have roughly 89 of the funding crisis letters that went out to the Governor, Senator and Representative. Selectman Griffis asked Adam a question about M.G.L. Ch. 70 Section 6A, which is related to the minimum contribution levels that the municipality should give to the schools and Adam responded. Here is the link for the statute: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter70/Section6A>

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: The next excise commitment was released and bills will be going out this week. Payments continue to come in for the 1st quarter property taxes that are due August 1.

Assessor: Work continues with Revaluation and Cyclical Inspections. Much traffic flow with exemption applications.

Town Clerk: Nothing reported.

Public Works

Highway Department: A drop inlet on Baldwinville Rd was cleaned and another on Hubbardston road was cleaned and debris removed from the ditch to improve water flow. Continued catch basin cleaning was done on Wellington Road, South Road, Grandview to Templeton Center, Michaels Lane and Hubbardston Road. Road side mowing was done on Dudley road and Barre Road. The mower came in for a brief repair and was out again the next day. The new lift in the garage is being utilized and has proven to exactly what we needed to accomplish many tasks in a safe manner. The chainsaws were serviced, and trees were cut at Green Lawn cemetery. The plastics barrels and barriers were removed from Stone Bridge and replaced with concrete barriers. Gutters were cleared of leaves and debris at the Sewer department and Highway barn. Two catch basins found on Hubbardston Road under the shoulder not in use in an area where we have been having water problems. The DPW and sewer department cleaned the basins and jetted the pipes. The catch basin covers were added and should improve the problem we were having. The DPW was preparing for a new salt shed in setting blocks, salt shed is on hold. The salt shed that was thought out was an off the shelf tubular shed with a 15 to 20 years fabric life. A neighboring town has the same one and it is working out well for them. The building inspector will not issue a building permit for this type of shed. The building inspector is requiring a more expensive shed where it has engineered plans with ratings. We are working on other alternatives, which could be more costly. The DPW director has been working on the racoon problem @ the Baldwinville Fire Station. He has trapped 3 racoons so far and they have been relocated in town.

Building & Grounds: The buildings and grounds crew worked alongside with the highway department as they cut trees in Green Lawn, by moving branches and chipping brush and cleaning up the area. Mowing and weed trimming was done in all cemeteries and common areas. A burial site was prepared in Pinegrove. Wood chips left from the new elementary school were distributed @ Gilman /Waite.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Out of the office until 7/29.

Board of Health: Recvd multiple title five reports. Admin worked housing complaint from tenant at 123 Elm Street.

Planning Board: Admin continued work on meeting min and decision paperwork from meeting of 7/16. Worked close with Laurie Wong from SLR Consulting obtaining information on Sunny Templeton LLC.

ZBA: Recvd application for variance on Shore Drive parcels applicant looking to erect a new build house. Will get hearing date scheduled.

Conservation: Recvd five site walks this week all completed with no findings by Chair and board member. Recvd NOI for Matson homes, requested site walk paperwork be completed awaiting completed paperwork

Building Department: Five building permits for renovations and pools issued, occupancy for 223 Baldwinville Rd and Temp occupancy for 213 South Rd issued. Seven electrical and five plumbing permits issued. Commissioner Hanks completed multiple walk throughs at the school and police station, with hopes that final occupancy for police will be issued 7/26.

Agricultural Commission: Nothing to report currently.

Community Services

Community Services Director: I attended the Council on Aging Board meeting and hope to meet with the Chair and Sr. Center Staff on Friday. With Eric Baker's help, we are a bit closer to utilizing Code Red for swim program cancellations. I reached out to the Community Service units to begin to prepare FY 19 final quarter reports- presentation in mid-August. I updated the Community Calendar.

Senior Center: Nothing reported.

Community TV: This week TCTV recorded the Templeton Elementary School Building Committee meeting of July 23 and broadcast it on TCTV's YouTube Channel and Channel 8. We are working to fix an audio problem with the video switcher and processor used for recording Town Hall Conference Room meetings, and until the system is repaired we will record any meetings there with a basic camera and tripod setup. TCTV also produced a paid recording of a Montachusett Regional Planning Commission Climate Change Roundtable, Talk of the Town with Municipal Management Fellow Adam Lamontagne, and an updated Farmers Market promo. The Mac N Cheese festival and Declaration Reading programs are in final review. A series of Collector Time videos has started a run on TCTV's YouTube Channel and Cable Channel 8 as well, with sponsorship opportunities available. Planning for promoting and recording the Kite Fest on August 4 and the Arts & Crafts Fair has begun.

Library Director: We held a 'Board Games & Popcorn' program, and a Stories & Crafts program, which were both well-attended and fun. We are hoping for a great turnout for Farmers' Market, which will feature singer/storyteller Davis Bates (thank you Cultural Council), and among our other fabulous vendors, we hope to have a gentleman making brick oven pizza! I continued to work on the State report. Our August material order was compiled.

Important Dates to Remember

**Town Administrator's Office Days next week: Monday, Tuesday & Wednesday
Selectmen's Business Meeting–Wednesday, August 14, 2019, 6:30 p.m.
Staff Meeting, Thursday, August 15, 2019, 8:30 a.m.**