

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: August 16, 2018
CC: All Departments

Carter



Important Notice to All Departments

Job Openings: Director of Public Works
DPW – Truck Driver (CDL)
Seasonal Laborer (10 week)

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: I conducted the Laurel View meeting with much time required for preparation and follow-up. I carried out eight interviews with prospective Management Fellows. Final interviews are tentatively set for 08/30 and we have asked if someone from the BoS would like to sit in on that process. We have what looks to be solid pool of candidates for DPW Director and will begin to assemble the interview team on that for the next week or two. We have received some sample RFPs on the Field Data Collection and Replacement Option study from DER and will attempt to finalize and get that out ASAP as we will need to fund it at the Fall Town Meeting.

Administration & Finance

Town Accountant: As Cheryl was out of the office Tue – Thus I had to get the warrant and payroll all completed on Monday. Tuesday was spent trying to get everything put away and organized in my new office location. Wednesday was a catch up day for all the work from July that had been put on hold so that I could get the Town ready for the auditors. Thursday I spent most of the day with the workers comp auditor. During this audit we discovered a few errors that will need to be taken care of over the next few weeks. I got the final numbers from sewer today, so on Monday will finalize everything thing for year end and complete the final quarter/year-end report for the selectman for Wednesday.

Treasurer/Collector: Treasurer/Collector Out of the Office. Sue O'Coin from the Assessor's Office covered the office.

Assessor: Returned to office after being out last week. Worked on Sales Analysis and submitted it to DOR DLS for approval. This is the first steps in the tax rate setting process. Computer and Vision upgrade is proceeding in the office smoothly and everything should be completed by the end of the month. New growth for this fiscal year has been updated to property record cards. Prepared for, attended and continue to finish up work from the Board of Assessors monthly meeting held Tuesday.

Notices were mailed out to Veterans so many are coming in with their paperwork and to sign their applications for FY19 exemptions. A reminder to residents to come in with the necessary paperwork and apply for your FY19 exemptions. Sue worked on Chapter land paperwork and letters will be going out next week to the owners to file with the office by October 1st. Sue stepped up this week to help out the Collector/Treasurer office and as always kept our office running great while I was out.

Town Clerk: Still busy with marriage certificates. We had a lot of vital records request this week. Updated all the new registered voter from the RMV. Held the last day of registration session for the Sept 4th primary. Did some research for different departments.

Public Works

Highway Department: The roof on the Baldwinville Fire Station porch and the roof on the Highway barn office will be started this week. Both projects were approved in the previous budget and were encumbered to be completed in FY2019. The MS-4 (Storm Water Report) has been completed and submitted for FY2018.

The highway department assisted the Buildings and Grounds department in adding rip rap to a retention pond @ the senior center to alleviate the wash out of loam from the heavy rain. Catch basins in the area of Pine Drive, Pheasant Lane & Baldwin Drive were rebuilt because they were failing. A beaver dam was removed on Henshaw Rd and also on Musket Dr. The one that was removed on Musket was rebuilt by the beavers overnight and a trapper was notified of the situation. The heavy rain caused the drain on Drury lane to not be able to keep up with the flow. That is an old stone culvert that will be cleared of debris and inspected for improved flow. Pot holes were patched on Partridgeville Road and Royalston Road. We are working on the several managerial projects:

- Update on Stone Bridge progress for grants.
- Senior Center siding bids have gone out and are due by 8/29/18 no later than 2:PM
- The Roof for the Templeton center fire FD have gone out as well and are due by 8/29/18 no later than 2:PM
- Laurelview was swept, as a courtesy, prior to an informal meeting to be held at 12:30 PM on 8/14/18 with Jim Vacarelo and Jim Fay to assist in identify troublesome areas.
- An evaluation of the streets on the common will be performed by David Hawkins of Arboriculture Services prior to the Sept 5th Select Board meeting, and he will report to the Select Board his recommendation(s).
- Snow & Ice operations plan is ongoing, Mark is working with Mike Smith, consultant.
- STATUS on Street sweeping: All side roads are complete and Main Roads remain to be completed.
- Stantec, a Road Surface Management System company (RSMS) is currently evaluating the roads program and has completed 45.73% of the roads in Templeton. Mark will be meeting with him next week.
- Leo Provencher will be assisting in the Department next week. Thus far he has work 10 hours for the cemetery department; we have in for another 39 hours.
- The chipper is down.
- Work on the roof at the Garage should be starting soon.
- There has been a process created to streamline and increase successful communications. All DPW issues need to come to Pam Rogers, Admin Assistant, at highway@templeton1.org or (978) 939-8666. This will be imputed into a database and to track each issue through resolution.
- Work towards addressing several IT issues are being identified and resolved if practical.

Buildings & Grounds: The Accounting office has been moved to the first office on the right as you enter Town Hall. This was done with the aid of the Worcester County Sheriff's office. With the move there will be some residual changes such as the moving of air conditioning units that will still require assistance from the Buildings & Grounds department. During the heaving rains the sump pumps in

town building were inspected for proper operation. The sump at scout hall was replaced. Took a ride around town with the new interim director of the DPW, to show all areas maintained the Buildings and Grounds department. A section of Green Lawn cemetery was needed to be smoothed out using the John Deere tractor and drag box, after the rains. A flat marker was placed in Green Lawn. Seeding was done at Pie Grove Cemetery after the tree that was struck by lightning was removed. Mowing was done throughout town in all common areas. A meeting was held on location at Gilman Waite with the Highway foreman to assess where to put the emergency egress. Picnic tables and trash barrels were brought to the common for this week ends Templeton Craft fair.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department:

Templeton Fire/EMS: 08/01 - 08/15 we responded on 49 calls of service. 32 EMS calls, 10 Fire service calls, 6 motor vehicle accidents, and 1 kitchen fire.

our primary ambulance is out of service, it is back at the manufacturer getting warranty paint repairs completed before the warranty expires. Our secondary ambulance was out of service for a few days with a unexpected breakdown, this is now fixed and in service. As of today, one of our two new firefighters/ paramedics has started with us, and our other is awaiting his physical. We expect him to begin with us in the beginning of September.

Development Services

Director: Attended 2nd Laurelview informational meeting; per the Town Administrator, contacted Edmond Boucher for any documents he may have on file for the property. Attended Baldwinville Elementary School re-use committee meeting. Provided information to Selectmen's Office and Cable Commission for how to protect yourself and "bug" proof your yard against mosquitoes; both Gardner and Athol have had mosquitoes test positive for West Nile Virus (WNV).

Board of Health: Agent inspected new system on Valentine for a new build. Agent continued to issue temporary food permits for vendors of the Templeton Arts & Crafts Fair; will be attending to inspect vendors while in operation. Agent met with Cassandra Foley and Ryan Scott of LUK, Inc. for updates on the programs being run in conjunction with our local liquor stores to raise awareness and prevent underage drinking. Agent reviewed/approved plans for new build on South – Winslow. Agent witnessed a perc on 152 Main for a system replacement.

Conservation: Chair and members provided inspection services for area flooding at local ponds; MassDOT contacted for assistance. Site walks were completed at 59 Turner Lane, 105 Lord Rd, 191 Royalston Rd, 33 South Rd, 25 Rainbow Dr, South Rd (new build between 203/215), 265 Gardner Rd, 4 Fern St, King Phillip Trail (new build), and 20 Johnson Ave; all documentation completed by Admin. Asst. filed. Admin. Asst. completed agenda and packet for ConCom meeting on Monday, August 20th at 6:30 p.m.

Planning Board: Admin. Asst. prepared agenda and packets for meeting of August 14, attended meeting and took minutes. Chair met with Town Administrator with regard to Planning Board information on Laurelview.

ZBA: Packet for a variance request to construct a new home submitted for 729 Baldwinville Rd; completed all required postings and mailings for a hearing scheduled for September 4, 2018 @ 6:30 p.m.

Building Department: Building Commissioner Hanks completed multiple inspections and issued five certificates of completion. An occupancy permit was issued for completed new builds on 137 Highland

Ave and 103 Laurel View. The Electrical Inspector issued four permits and completed multiple inspections; the Plumbing Inspector issued two permits and completed multiple inspections.

Agricultural Commission: Nothing to report at this time

Community Services

Community Services Director: I met with Dianna and Sue at the COA, and talked about the Mac & Cheese festival, as well as developments with the building, and programs. I was also able to tour the food pantry. I began researching Stony Bridge, as well as following up with a few individuals about issues involving the common and gazebo. I attended the Recreation Committee meeting.

Council on Aging/Senior Center: Nothing to report.

Community TV: This week TCTV recorded and cable-cast the Laurel View Neighborhood meeting of August 14, the Board of Selectmen workshop of August 16, and the Advisory Committee meeting of August 17. Volunteer Ann Lyons recorded the NRSD School Committee meeting of Aug. 16. All are also available on TCTV's YouTube Channel and Facebook page. Plans were made to record entertainment and sites at the annual Arts & Crafts Fair Aug. 18-19, and social media posts and a promotional video for the Fair were distributed throughout the week. A Fall Town Meeting article is being considered to appropriate additional funds to bring the FY19 budget of the Cable Access and Communications Department more in line with revenue projections and to grow TCTV services accordingly. Slide shows of event notices that run between programs have been revamped for viewer convenience and added flexibility.

Library Director: Our Summer Reading program wrapped up with an ice cream sundae party, as well as the prize drawing. The families who have participated and attended programs for the last 6 weeks all said they had a wonderful experience...and so did we. I completed the ARIS, (1st report of 3) to the Mass. Board of Library Commissioners), and submitted it. We processed a lovely collection of 'back to school' picture books, and made those available, as well as the remainder of our August book order. We have set a date of September 12 for the beginning of Story Hour. We are ready for our book sale this Saturday, which will be held indoors 10-4.

Important Dates to Remember

Town Administrator's Office Days for next week: Tuesday, Wednesday & Thursday a.m.
Selectmen's Meeting Wednesday, August 22, 2018, 6:30 p.m.
Department Head Meeting, Thursday, August 23, 2018, at 8:30 a.m.