

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: August 23, 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: We finalized the 08/29 interview teams and scheduling with four prospective Management Fellows. One did drop out a bit earlier today, but I am still very pleased with the pool. We have received one inquiry on the Roofing specifications, so we will get the addenda posted by Monday with bids remaining on target. This will provide an opportunity to seek supplemental funding for this and the Senior Center siding – if needed – at the Fall TM. I have advised the Capital Committee we may need to submit projects for review, so we can try to have any such needed report by the time we ask you to vote on the final warrant. I have begun drafting a repair of private ways by-law, special legislation and adoption of the statute allowing for deferral of payments by certain elderly. As you may know we need to get pricing on the engineering study needed for Stoney Bridge Road. I've spoken with John Henshaw who informs me the CPC may be able to provide some funding for someone to write the RFP using the state model. I've reached out to two engineering firms to see if they can do this for us on a very quick turnaround. Much of our time (4+ staff hours) was spent on addressing questions raised about our several financial reports which I have also provided to you. I do have to say that at some point we will no longer be able to continue to provide these kinds of detailed responses unless coming by means of a formal committee vote or a public records request. We are seeking proposals on survey and title work for Baldwinville Elementary School and agreed with Mr. Henshaw these are 100% eligible under our CPC appropriation. We had the kick-off of our CDBG planning. Mike P. should have a follow-up memo out to all within two weeks. Our several interns. work study students ended their service with us. While the program is in some jeopardy due to scheduling changes at the High School we have reached out to the Superintendent to see what can be done to preserve it.

Administration & Finance

Town Accountant: This week has been very discouraging as I have worked with Carter on a number of email concerns about the financial reporting. We have addressed every concern with explanation, but none the less very time consuming and as I said before discouraging. I completed the final

quarterly report and presented it to selectman on Wednesday. Today we interviewed for finance clerk in the Treasurer/Collector office and found a great candidate for the job.

Treasurer/Collector: Just back from school after last week, so the office has been busy; the new Assistant Treasurer/Collector, Erin Caton, started this week; presented my 4th Quarter Financial Report to the Board of Selectmen at their meeting last night.

Assessor: Prepared Financial 4th Quarter Report and presented it at the Board of Selectmen meeting Wednesday evening. Due to our office upgrade we are working with one computer with Vision software, completion is expected the 1st week of September. Sue mailed out chapter land paperwork to our residents; these are due back October 1st. Did research for Inspectional services in regards to Baldwinville Elementary School. Attended department head meeting on Thursday morning. Working with CAIGIS on mapping and the Vision 8 upgrade. Received approval notification from DOR DLS for the LA3 Interim Valuation Summary Report. Continue to work on reports for DOR DLS. Interviewed with Collector/Treasurer and Town Accountant for an administrative assistant position in town.

Town Clerk: Performed the ballot testing for the State Primary. Busy getting things ready for the Primary. The Town Clerk's office will be open Friday August 31st from 9:00am – 5:00pm for the last day for absentee voting. Street list are now available in the Town Clerk's office. The Street List books are \$10.00 each.

Public Works

Highway Department: Henshaw road was closed for the day while a culvert pipe was replaced. Crosswalks and stop lines were painted in the Templeton Common area. Road side repair on Harley Hill and Norcross Hill due to wash outs from the heavy rains. The beavers in the Musket Road area are still causing issues with the culvert. The beaver control expert will be reporting back soon on the next step. In the meanwhile, we continue to clear the culvert of the debris. Driveway debris was cleaned up off of Barre Rd where millings are washing into the road. Hole patching was done on Barre Rd and Harley hill. The culvert on Drury Lane remains on the list to be addressed as soon as the proper equipment is available. The wood chipper was repaired and is back in the fleet. Information on Grants that can be used to help with the Stone Bridge repair is in process. Stone bridge is a historic bridge made from stacked granite forming a culvert. This may not be the best option for this bridge in the future as we look towards repairing the structure. The residents on Laurel View are gathering information and quotes for repairs to the road to bring it up to an acceptable standard to be plowed by the town. The current condition of the road can cause damage to equipment. There are still some areas of Templeton that need to be swept; we plan on street sweeping and road side mowing in the upcoming week. Leo Provencher assisted in maintenance in the highway office; he also assisted in some of the administrative tasks involved. We are using the newly instituted communications tool and all seems to be going smoothly. Soon the 2 foremen will be able to easily access the site and will be able to address issues via this tool. The "Tickle" file as the tool is called, will be a common thread between ALL DPW aspects. The new printer/copier/scanner is in place and is worked effectively in all areas of the DPW. The Interim Superintendent, Mark Shea, met with Stantec the company performing the road evaluation.

Buildings & Grounds: The handicap access to the Gilman Waite field was modified. The trash barrels and picnics tables were taken from the site of the Templeton craft and put back to locations throughout town. Met with an excavating company to help clarify the placement of the proposed emergency access road at Gilman Waite field. Requested quotes for paving in the same area of Gilman Waite. Contacted Gerry Granite regarding damage done to an area in Pine Grove cemetery, where a tree fell after being struck by lightning Prepared an area in the old section of Pine Grove cemetery and one at Green Lawn for funerals. Mowing and trimming was done at both Green Lawn and Pine Grove

cemeteries. Mowing and trimming was done Templeton Common Burial ground, and Baldwinville Common, mowing was done at Gilman Waite. The shrubs at the library were trimmed. Phone calls were returned to specific lot owners about shrub maintenance/removal and future burials. Spoke with Mack funeral home to verify lot locations.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: 8/9 – 8/15 PD – 270 Calls for Service, 14 motor vehicle stops, 1 arrest, Police Station Project is well under way, at our last construction meeting our GC indicated that he believes the project will be completed by 1/18/2019 with a move in date of 2/1/2019 which would be approximately 2 months ahead of schedule. The weather has caused some delays, but the GC moves on to other areas of work to make up time. Dispatch – 376 Calls (does not include miscellaneous calls). We have been meeting with the State 911 Dept. concerning our dispatch operations. Currently our 911 calls are routed to our alternate site (Winchendon PD) then transferred to us on a dedicated line, 911 wants to change this for better service, preparations are underway to make this a full PSAP location.

8/16 – 8/22 PD – 265 Calls for Service, 17 motor vehicle stops, 1 arrest, Police Station Project, experienced a minor issue when the Sewer Department drawings of the sewer line were wrong, steps have been taken to locate sewer line location. Dispatch – 373 Calls (does not include miscellaneous calls). State 911 has determined that it is a priority for our dispatch operation to be a fully operational PSAP location and has fast tracked this action, which should be fully installed and operational by Friday (8/24/18) afternoon.

Templeton Fire/EMS: Nothing to report.

Development Services

Director: Participated in informational meeting with Michael Pingpank of Community Opportunity Group with regard to CDBG funding; attended the BES Re-Use Committee meeting, working on an RFI to get a feel from the private sector; worked with a Select Board member on the proposed public event application and permit; worked with Karen Chapman and Kelly Brown on Green Communities.

Board of Health: Completed the school café inspections at NRHS/NMS and Baldwinville, all in good shape for school opening, no violations noted; attended and inspected all vendors at the Templeton Arts and Crafts Fair, no violations noted.

Conservation: Admin. Asst. prepared for and attended monthly meeting and prepared draft minutes; ConCom had a hearing South Road – Winslow; issued order of conditions, a determination was issued to 191 Royalston Road for the installation of a new septic system. Admin. Asst. completed NOI/COC research for the property known as 55 Turner Lane.

Planning Board: Admin. Asst. prepared for and attended monthly meeting and prepared draft minutes; Planning approved changes to the plans for Auto Auctions & Recycling LLC as presented by their engineer.

ZBA: No actions to report at this time.

Building Department: Commissioner issued three new build permits for single family homes; issued various permits for renovations, completed multiple inspection; occupancy was issued 103 Laurel View (new build). Electrical Inspector issued two permits, Plumbing inspector issued two permits. Admin. Asst. researched a noise complaint for a new build located on French Road.

Agricultural Commission: No actions to report at this time.

Community Services

Community Services Director: I worked on two issues involving the common; gathering information about the history behind Stone Bridge and obtaining estimates for creating a memorial using the large rock near the Historical Society, or having it removed. I responded to a concern from a member of the beach community where the swimming program takes place and will be working to resolve that issue with the Recreation Committee at their next meeting. I met with TCTV program manager, and later with he and the Town Administrator to discuss the direction that the department will go in the future. I talked with VSO Sheila about planning for the Veteran's resource fair at the library.

Council on Aging/Senior Center: August thus far has been a very busy month. We had a comedian come in during a BBQ to entertain the seniors. Once again on the 30th of the month we will try again to honor our veterans with a special cook out, and activities, providing the weather does not spoil the day again. The Boston Harbor Tour has been moved to next Wed due to the forecasted thunderstorms. The tour will take place on 8-29 instead. We have had a great deal of traffic coming in with help on the recertification application for fuel assistance. As well as housing applications, mass health applications, and soon the questions in regard to new health care plans will be on everyone's minds.

Community TV: This week TCTV recorded and cablecasted the Conservation Commission meeting of Aug. 20, the Templeton Elementary School Building Committee meeting of Aug. 21, and the Board of Selectmen meeting of Aug. 22. All are also available via TCTV's YouTube Channel and Facebook page. Videos of live music and the Community Emergency Response Team (CERT) were produced and scheduled. Production continued on videos of recent festivals and events. Student volunteer Zachary Collins produced a video on craftspeople at the Arts & Crafts Fair, A request for a warrant article at Fall Town Meeting to adjust the Cable Access & Communications FY2019 appropriation and budget to appropriate and reasonable levels was submitted to the Town Administrator. The staff and a volunteer worked the Templeton Arts & Crafts Fair on both days Aug. 18 and 19. We received very encouraging and positive feedback from vendors interested in possible program sponsorships. Most musical performers during the Fair were recorded for future TCTV programming. TCTV hopes to work with the Arts & Crafts Fair to grow the event appropriately. Community-wide interest in additional TCTV programming and growth remains strong and is accelerating.

Library Director: Computers, scanners and receipt printers were installed at the circulation desks and networked to our Wi-Fi and printer. We hope to have the CWMars software added next week. We are seeing an increase in students wanting to borrow their required summer reading materials as the beginning of school approaches. We are utilizing these few weeks "between" programs to plan for Story Hour, reach out to NRSD about kindergarten and grade 1 visits, and other small projects around the library. We are happy to be hosting an exhibit of children's artwork "The Ideal House: "Kazakhstan" from the Fermata Arts Foundation, for the next month.

Important Dates to Remember

Town Administrator's Office Days for next week: Wednesday & Thursday

Selectmen's Workshop, September 5, 2018, 6:30 p.m.

Selectmen's Meeting Wednesday, September 12, 2018, 6:30 p.m.

Department Head Meeting, Thursday, September 13, 2018, at 8:30 a.m.