

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: August 29, 2019
CC: All Departments

Carter



Important Notice to All Departments

Nominations for Merit Awards Now Being accepted ([See Web Site for Details](#))
Last Date for Public to Submit – CoB 09/04

Business Meeting or Workshop: This is where we provide basic information or expand upon memorandum enclosed in your packet.

This retreat kicks off our FY'21 budget planning process. Please review the Board's current work program and ponder the issues raised in the worksheet that Adam gave you to work with last night. We look forward to seeing you there.

Weekly Report: As you may recall, we applied for a \$70k grant from the Culvert Replacement Municipal Assistance Grant Program toward the costs of dealing with Stone Bridge. They have informed us that they received 78 applications requesting over \$6.4 million but were only able to fund 14 projects. Unfortunately, we were not amongst those 14. We have asked for a de-brief prior to next year's application process that we might improve our next submission. I have reached out to the CPC re: Stone Bridge and Scout Hall funding. I have copied the BoS representative to the Capital Planning Committee as it is not only time to kick off the process for FY'21 but also they would need to meet and review any projects proposed at the Fall TM. With respect to the Veteran's park, I find that there remains \$43k in the 4 Elm Street CPC funded project and Sheila tells me she is ok for funding at the moment. If there is something somewhere else folks are thinking of, let us know so we can double check it for you. For those concerned over excessive demands on CPC funding, I wanted to give you some insight into current balances.

Open Space	\$171,676
Historic	\$69,961
Comm. Housing	\$193,352
Undesignated	\$1,056,044
Total	\$1,491,033

Administration & Finance

Town Accountant: This week we completed the regular warrant and payroll. We also processed a School Warrant, hopefully we are getting close to the end of the large expenses on the

school. Looks like we have only a couple of payments due the Fontaine Brothers, the contractor that built the school. The water auditors are in this week and I worked with Jen to reconcile some issues from what the Town had versus what the water department had and worked all of those out. Posted a large batch of deposits. Kelli is in Hubbardston on Thursday.

Treasurer/Collector: Out of the office.

Assessor: Vision was in town Monday and Tuesday finishing up the field reviews in the Templeton area. Continued working on Personal Property as part of the revaluation. Worked on employee performance review. Sue and I worked on Chapter Land liens and releases as part of the revaluation review with the state next week. Attended the department head meeting on Thursday.

Town Clerk: – I spent a lot of time this week responding to a summons for documents from the State Ethics office. I attended the department head meeting. Continue to be busy with marriage certificates and vital records request. Posted the Attorney General's decision on the general by-law changes from the Annual Town Meeting.

Public Works

Highway Department: The mechanic continuing to get plows and sanders ready for the upcoming winter, as well as evaluating materials needs such as hoses and couplings. There were 3 chapter 90 requests submitted for various types of work on town roads. Adam, Carter and Bob reviewed the work to be done and submitted it to Mass DOT. When approved work will begin as weather allows. Upon approval notification will be made via the town web page. Work to be done on Partridgeville Road, Barre Road and Depot Road, with an overlay on Pailfactory Road. The DPW director will be having a neighborhood meeting; to be announced. A tree on South Main street was attended to. On South road potholes were filled, once South Road is completed, patching will be done on French Road and Farnsworth Road. A tree that was dead and leaning into the street was taken down on Stone Bridge Road.

Buildings & Grounds: Two of the seasonal helpers are done for the season, we were grateful to have them and appreciate all their support over the summer. A monument foundation was poured in Green Lawn cemetery. All common areas were mowed and trimmed. As the season comes to an end growth will be much slower. At Gilman Waite there were sonotubes and chains buried in the ground, that previously anchored picnic tables, they were removed because they were a hazard. The #997 mower bagger is not working correctly and will be looked at by the mechanic and foreman.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 8/8 – 8/14 PD – 152 Calls for Service, 20 motor vehicle stops, 2 arrest, Police Station Project – Looks like a bomb went off in the station after the move back in, but we are working out the kinks and getting stuff put away. Dispatch – 275 Calls (does not include miscellaneous calls). Experiencing difficulty with one of the consoles working with radio tech to resolve issue.

8/15 – 8/21 PD – 154 Calls for Service, 12 motor vehicle stops, 1 arrest, Police Station Project – starting to take shape working with roof consultant and GC to figure out issue with roof. Dispatch – 266 Calls (does not include miscellaneous calls). Still working through radio issue.

8/22 – 8/28 PD – 92 Calls for Service, 18 motor vehicle stops, 1 arrest, Police Station Project – place is really coming together now, roof inspection scheduled for 9/4, trying to resolve back security gate issue, working with highway to order signage for parking lot and “no parking” signs for Wellington and South roads respectively. Dispatch – 213 Calls (does not include miscellaneous calls). Finally resolved console issue, working to install new computers for both stations.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Worked with the Assessor and Municipal Management Fellow (MMF) to create maps to show the proposed zoning overlay areas; worked with MMF to mail abutters notices to residents in the 500’ area around 16 School; aided in scheduling “envelope” energy audits for the municipal buildings with Energy Conservation, Inc.; worked with Savvy, Inc. in Leominster to hire a temp to assist in Development Services and Selectmen’s office; attended Planning Board meeting; worked with TA to make an offer to one of the candidates interviewed for the Adm. Asst. I position in Development Services.

Board of Health: Reviewed and approved plans for Carruth, Lot 8 new build; reviewed and approved Title 5 inspection reports for 26 French, 49 Albert, 215 South, and 6 French; working with Ed Podrazik to schedule food establishment inspections for the schools.

Conservation: Site walks performed at Carruth, Lot 7, 34 Lake, 661 Barre and 216 Gray; researching documentation for NOI for Town of Templeton for Highway Department.

Planning Board: Meeting held on the 27th, endorsed ANR’s for Shady Lane and Otter River; paperwork filed with the Town Clerk on the 28th; prepped draft minutes; next meeting September 10, public hearing for proposed zoning amendments.

ZBA: Nothing to report currently.

Building Department: Mr. Hanks issued six permits (two garages, two for new doors, a roof and a deck); Plumbing and Gas issued five permits (two for new residential); Darrell Sweeney will be on vacation from 9/7/19 – 9/14/19, being covered by Gerhard Fandryer, wiring issued seven permits (three for new residential), three wood/pellet stove permits issued, and occupancy permits for 213 South and 174 Hubbardston;

Agricultural Commission: Nothing to report currently.

Community Services

Community Services Director: Out of office.

Senior Center: Nothing reported.

Community TV: This week TCTV recorded the Planning Board and School Committee meetings of Aug. 27, the Board of Selectmen's meeting of Aug. 28 and the Advisory Committee meeting of Aug. 29. The Joint Town Meeting of Aug. 21 was made available. The new school tour video is gaining many views on TCTV's YouTube channel. Work continued on other programming, including videos from the recent Arts & Crafts Fair and other events. Plans were made to cover the weekend's Appleseed Festival at Red Apple Farm. YouTube and Channel 8 video sponsorships are being explored. The programming schedule recently restored on Cable Channel 8 is being modified and developed as new programming is available.

Library Director: Out of office.

Important Dates to Remember

Town Administrator's Office Days next week: Tuesday, Wednesday & Thursday
Selectmen's Retreat~Wednesday, September 4, 2019, 6:30 p.m. @Senior Center
Selectmen's Business Meeting~Wednesday, September 11, 2019, 6:30 p.m.
Staff Meeting,~Thursday, September 12, 2019, 8:30 a.m.