

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: August 30, 2018
CC: All Departments

Carter



Important Notice to All Departments

Job Openings: 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'm pleased to be able to tell you that all three financial positions have been filled and we will be able to introduce these new hires to you on 09/12. We had the Municipal Management Fellow interviews and now begin the reference and background checks. We will be asking you to confirm an appointee on 09/12. Work continued on the Draft Fall Town Meeting Warrant and work with the Chair to revise the Goal Setting Materials (and Financial Management Policy) for your discussion. We opened bids on the Templeton Center Fire Station Roof (\$22,700 vs \$34,800). On the Senior Center we received only one bid; a base of \$154,800 and an add alternate of \$8,600). We will begin the reference check next week. We will need to discuss seeking a supplemental appropriation for this as well as – given the passage of – air quality tests likely to be required by the Building Inspector. I have retained a firm to prepare the

Administration & Finance

Town Accountant: Worked on the July reconciliations and the warrant and preparing for my new assistant to arrive on Tuesday.

Treasurer/Collector: Finished reconciliations for July and continued training with Erin this week. I also sat in on the interviews for the new management fellow.

Assessor: Continue to work on the LA4 and LA13 which will be sent to DOR DLS in regards to the Tax Rate Recap. Vision upgrade is moving along, any work to be imputed is being set aside. The installation should take place on September 4th. Once everything is verified I should be able to proceed with updating our office records and continue to submit state paperwork. Attended, with other department heads, a meet and greet with management fellow candidates on Wednesday. Discussed with a family question in regards to their forestry land (Chapter 61) and continue to do follow-up from that meeting. Notarized various paperwork for residents. Looking over a tentative by-law for private ways and betterments.

Town Clerk: I had a few information request this week that I responded too. Preparing the voting list, the tally sheets, provisional ballot packets, etc. for the September 4th Primary. The Town Clerk's office will be open Friday August 31st from 9:00am-5:00pm for absentee voting. I will also be setting up for the Primary on Friday morning.

Public Works

Highway Department: The DPW assisted the Templeton Water department on Maple St. for a water main break. Road side mowing and over the rail mowing has begun; Areas of Barre Rd, Rt 101, Dudley Rd, Lord Rd. and Baptist Common. The guardrail on lower Otter River Rd was replaced. Cold Patching material is tough to come by at this time of the year. The Highway department was able to get a truck load of material and pot holes were filled on Partridgeville Road, South Main, Pail Factory Rd, Hamlet Mill Rd, Old Winchendon Road and Royalston Road. Street Sweeping resumed, on Brandon Drive, Rice Road, Pail Factory and Shady Lane. Completed the road side loaming on N. Main St and Henshaw Rd. The beavers on Musket Drive seem to have slowed down on the rebuilding of their Dam; hopefully they will continue to stay out of the area. Many loads of sand were moved from the pit to the barn.

Buildings & Grounds: An area of Main St. in Otter River was assessed to determine if the town or the resident owned the fence; it was determined it is owned by the town and the town will assume responsibility for repairs. Two lots were opened for burial this week in Green Lawn cemetery. Trash was removed from all common areas in town and card board was removed from the senior center. Extra trash barrels were brought to Gilman Waite field for movie night. Mowing was done at Town hall, Scout Hall, Turner Park, Baptist common and Otter River common, as well as Gilman Waite field, Greenlawn cemetery. The picnic tables were brought to the senior center for an event. Installed a humidifier at Scout Hall, but after a day it was determined it was not functioning correctly and was returned.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: Nothing to report.

Templeton Fire/EMS: Nothing to report.

Development Services

Director: Participated in department head interviews of three Fellows candidates; met with Police Chief with regard to AgCom sign placement and "strictly no jake brake use" signs for North Main Street. Worked with Assessor on a CDBG issue for a Baldwinville Road property and on the process of how we release betterments for the Community Septic Program. Director requested the Admin. Asst. reach out to Glenn Eaton at MRPC for training for the office staff, including the director, on both Conservation and Planning; met with him in office and he will provide within the next week some training opportunities.

Board of Health: Reviewed several Title 5 inspection reports, worked with admin. asst. on complaint for French Road with regard to proximity of a new build to wellhead on neighboring property, no violations to report. Met with resident on North Main with regard to use of "jake brakes and speed" used by large trucks going to and from Graves; reviewed and approved a component replacement of a pump chamber on Third Street.

Conservation: Completed site walk for proposed new build on Minuteman drive

Planning Board: Met with Glen Eaton from MRPC to discuss training opportunities for admin and board members

ZBA: Prepared meeting documents for hearing on 9/4/2018 for 729 Baldwinville Rd

Building Department: Admin assisted BOH agent with complaint investigation on French Road. Two building permits, two plumbing permits, and four electrical permits were issued as well. Multiple Inspections completed.

Agricultural Commission: Agricultural Commission – AgCom given the go ahead by Police Chief for placement of signs to existing posts; Chair, Christof Chartier will head up the volunteer team to install the signs.

Community Services

Community Services Director: I participated in the staff interviews of the Management Fellow applicants. I spoke with several neighbors about the rock on the common, and the upcoming meeting on Tuesday, and gathered an additional estimate. I also spoke with Sheila (VSO) about the proposed Veteran's park, and the fair she hopes to schedule for October. I talked to Steve (TCTV) about his business plan. I met with Dianna (COA) about any concerns she has. I reached out to our related departments, and asked them to begin to put together their quarterly reports for the last quarter of FY 18, in anticipation of presenting them to the BOS.

Council on Aging/Senior Center:

Community TV: This week TCTV continued production on videos of recent events and musical performances at the Kite Fest and Arts & Crafts Fair, as well as other past productions. No meetings took place this week to record. A request for a warrant article to raise the budget and appropriation to realistic levels and in line with revenues was submitted to the Town Administrator and Board of Selectmen. A working budget and 5-year capital plan was developed for the TCTV Business Plan moving forward. A short video on Arts & Crafts Fair vendors by volunteer Zach Collins was posted on the slide show that runs between programs and TCTV's YouTube Channel. The station manager met with two interns from the high school and showed them the iPad iOgraphers and editing software. They are also welcome to use TCTV's HD cameras. The interns are enthusiastic and interested in producing a Weekly Warrior Wrap-up, possibly via YouTube Live, recording band performances and other school events, and attracting other students to grow a media club.

Library Director: We did some re-organizing of the collection, dismantling the required summer reading section, and integrating those titles back into the stacks. We processed the September materials order and made those available to our patrons. I did more planning for Story Hour 2018-2019. I worked on the 2 remaining reports to the Board of Library Commissioners, which are due in October.

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.