

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: August 8, 2019
CC: All Departments

Carter



Important Notice to All Departments

Nominations for Merit Awards Now Being accepted (See Web Site for Details)

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

5. k. There are two basic questions to be resolved. The first is that of whether or not you propose to offer an amended budget figure at the District Meeting. Please remember that you will be voting on the total district budget number NOT your Town's contribution. By Wednesday I will have the ability to work through a variety of "what if" scenarios once I have worked through their spreadsheet. The second question is that of what process you want to follow to get to the budget cuts that consult with both the public and Advisory Committee. Assuming you have an NRSD budget by 08/31 one possibility is:

Gap Closing Plan to BoS on 09/11 and AC on 09/12
Public Informational Session 09/18 (w/AC) settling final proposal by meeting end
BoS Action 09/25

On a related note, we have received the minutes of the Phillipston STM. While they did not specifically ask for a meeting, there are two items of import to us together with general matters relative to the NRSD and the District Agreement. The Chair and I have discussed the merits of pre-emptively inviting them to the workshop of 10/02 and wanted to have a brief discussion of the merits of doing so.

Weekly Report: Fuss & O'Neill will be evaluating the tailings left on site of the old Sadie's pit so we may offer them for sale. Our hope is for a gross sale of \$20k for a net of \$15k. We have received a review of the Main Street bridge inspection reports and a recommended planning budget from Howard Stein Hudson engineers. They undertook it pro-bono (Sr. Engineer is known commodity and the former Spencer Director of Utilities & Facilities). Our original hope had been to seek \$25k+/- to develop some low cost (\$100k) short term (3+/- years) while we undertook the full bridge design and sought the needed funding (initial thoughts were \$1.5M). After due consideration they are advising that the temporary repairs would be closer to \$275k+/- in construction alone and not worth the investment as they would not be part of the permanent repair. They are advising that the full rebuild could well be in the range of Total project construction cost budget range: \$1.75 to \$2.25M. The design work will be in the range of \$250k

- \$350k. These costs will be impacted if the replacement structure needs to be widened or if a new substructure is required. Costs are also impacted if the eventual construction is funded under the State TIP program or a grant program imposing greater design and construction requirements. Coordinating with the water department will be required. Design and Permitting will be on the order of 18+/- months depending upon when survey and soils can be commenced. We are considering approaching the Fall Town Meeting for roughly \$200k to get to a stage where we are ready to be competitive for various grants (Mass Work and the like). The other thing we are exploring with MDOT and the IG's office is to enter into a definite term, indefinite quantity contract with an on-call engineering firm. As it is now, every time we get a grant or tackle a project, we need to issue a new RFP. Adam attended the Sewer Commission meeting of 8/5 as we have been working with the Sewer Commissioners to provide support for them to find a Sewer Superintendent and the move of collections from Sewer to Town Hall as well as the closeout of the Pleasant Street Pump Station. Additionally, Adam worked on the IFB for crack sealing and the supply and install Salt Shed at the DPW. Had meetings with Royalston and 1620 Labs on 8/6.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: The office was busy this week. Q1 preliminary property taxes were due Aug 1. The next excise commitment was released and has been mailed out.

Assessor: Cyclical Inspections and field reviews continue in town. On Tuesday and again on Thursday, DOR DLS was in town working with me on the Revaluation for FY2020. Data entry for visits continues to be implemented into the real estate program. Sue has been working on letters and record cards to go out to our chapter land owners. These will be mailed the week of the 12th. A reminder to residents that exemption applications are now being accepted in our office, remember when returning them to bring along the necessary paperwork. The week of August 5th office hours will be Monday 7:30 to 6:30, Tuesday and Wednesday 7:30 to 4:30 and closed on Thursday, due to vacation and jury duty. Please plan your visits accordingly.

Town Clerk: Nothing reported.

Public Works

Highway Department: Two catch basins were rebuilt on Hubbardston Road, this along with the road side work done should improve the flow of rain water. Ditch work was done on South Road and will continue as other issues have been attended to. There are many road issues throughout town, and we are trying to address all of them. We have been fortunate that the weather has been cooperating. Catch basin cleaning continues in Baldwinville back bay area. Brush was cut along Partridgeville Road. During a week end rain storm trees came down and required one man to attend to them. Trees were cut and chipped on Stoney Bridge, North Main and Memorial streets. Road side mowing was done on Partridgeville road and on South Main to the Rt2 over pass. The mechanic is going thru all the sanders in preparation for the winter season.

Building & Grounds: The owner of a burial lot on Pinegrove requested an evaluation of the bushes at her family site. They are over grown, and it is questionable if they can be trimmed back or if they need to be replaced. An advertisement was placed in the Gardner news regarding the

notification that dogs would no longer be allowed in the cemeteries. Service dogs will be allowed. There were 2 flat markers received for placement and will be done as time and weather allow this week. All common areas and the cemeteries were mowed and trimmed.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 7/3 – 7/10 PD – 323 Calls for Service, 9 motor vehicle stops, 1 arrest, Police Station Project – interior painting second coat. Dispatch – 435 Calls (does not include miscellaneous calls). Nothing new to report.

7/11 – 7/17 PD – 216 Calls for Service, 8 motor vehicle stops, 1 arrest, Police Station Project – lockers installed, new antennas installed. Dispatch – 341 Calls (does not include miscellaneous calls). Nothing new to report.

7/18 – 7/24 PD – 216 Calls for Service, 13 motor vehicle stops, 2 arrest, Police Station Project – interior floors finished, initial move in started. Dispatch – 355 Calls (does not include miscellaneous calls). Nothing new to report.

7/25 – 7/31 PD – 167 Calls for Service, 8 motor vehicle stops, 1 arrest, Police Station Project – 911, Verizon, CJIS and dispatch consoles installed, officially moved back into the South Road on the 30th. Dispatch – 255 Calls (does not include miscellaneous calls). Nothing new to report.

8/1 – 8/7 PD – 180 Calls for Service, 12 motor vehicle stops, 0 arrest, Police Station Project – Move and set-up at new station continues, parking lot paved, possible date for open house 10/5/19 Dispatch – 278 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Attended ZBA meeting as administrative assistant; worked with Town Admin on burned out properties. I'm sorry to report that today, Thursday, is Mallory's last day, we wish her the best in her new endeavors, she will be missed by all!

Board of Health: Witnessed perc testing for new residential at Brooks, Lot C, Baptist Common, Lot 2 and Gray, Lot 15; reviewed and approved repair septic plans for 203 Turner Lane; worked with Fire Chief on housing violation at 19 Circle, missing locks on back and front entrance, corrected immediately; provided information to PD on person(s) using ET ballfield as personal rubbish disposal; reviewed and approved as-built plan for repair septic at 47 Hamlet Mill and issued certificate of compliance.

Planning Board: Nothing to report.

ZBA: Hearing held for Robert & Jean Soar request to build on a lot less than 2 acres, lot has required setbacks and frontage but is 1.92 acres, variance granted; continued hearing was opened for USA Auto Recycling, no representatives appeared before the members and no additional paperwork deliver, members denied request based on those factors.

Conservation: Correction to weekly of 8/1/19, site walks were completed for flagging only; no hearing dates have been scheduled.

Building Department: Issued five electrical permits, three plumbing permits, and three gas permits; a total of nine permits were issued by the Building Commissioner – pools, roof, addition and remodels.

Agricultural Commission: Nothing to report currently.

Community Services

Community Services Director: I attended the Council on Aging board meeting. I reached out to the other Community Services units re: the FY 19 final quarter reports and the annual employee evaluation process. Farmers' Market continues to grow and attract many visitors. Congratulations and THANKS to the staff of the swim program, all of its participants, and Eric Baker for helping us utilize Code Red for cancellations!

Senior Center: Nothing reported.

Community TV: This week Shawn and I attempted to repair the audio on the video switcher and processor at Town Hall, with the guidance of the manufacturer. We detected at least one faulty computer card, and perhaps more. The unit was disconnected and delivered for service at the manufacturer in Chelmsford. Climate control in the conference room area and improper ventilation may be the cause, as this occurred following the Heat Emergency weekend. We have been discussing the importance of volume airflow and ventilation with the Town Administrator's office and Buildings & Grounds, to ensure that this important and expensive equipment is properly ventilated and treated. I am also working on possible solutions to the cramped quarters in the closet, as the limited space makes servicing the equipment awkward and challenging. Work has continued on several productions from town events and festivals. Last week we covered the Kite Festival and Farmers' Market and are producing programs on each and the entertainers there. Planning for the Arts & Crafts Fair coverage and District-Wide Town Meeting have begun.

Library Director: The August materials order was processed and made available. Summer activities this week included an ice cream party and prize drawing. Many children continue to turn in their reading logs in exchange for ice cream coupons at the Kitchen Garden. I am finalizing the first of the 3 State reports. We are winding up preparations for our book sale on Aug. 17.

Important Dates to Remember

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