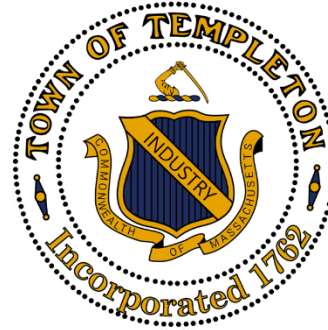


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: August 9, 2018
CC: All Departments

Carter



Important Notice to All Departments

Job Openings: **Director of Public Works**
 DPW – Truck Driver (CDL)

We have a Work-Off participant in need of 30 hours of office work. Please let me know ASAP.

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.

2. b. This will be a follow-up discussion on when we do/do not plow private roads, and the Laurel View meeting where we will discuss the statutes and possible special legislation and by-laws that can move the issue forward. Unfortunately, we would need monies to fund the program and the residents would need to pay it back as a betterment.

2. d. This is drafted by Town Counsel to address recent changes in the statute.

I am assuming that items e through h will be led by the requestor, Mr. Fortes.

Weekly Report: The week was consumed by the Stoney Bridge event and getting the Interim DPW Director settled in. As of today, the water is down 24+ inches from its peak and continues to flow well. We will monitor it at dawn and dusk each day over the weekend (Sat/Sun by the PD). Phillipston continues to monitor it as well. Once we begin to see daylight under the main head stone they will begin to release water from Queen Lake in stages. I'm hopeful by Tuesday a.m. we will be back to normal and can better assess our next steps. We met with representatives of the Division of Ecological Restoration. They will provide some sample RFPs and technical advice in the type of engineering analysis we will need to undertake going forward. (They suggested we need to think in terms of \$30k+/-) We have also reached out to the MDOT folks on their Small Bridge Program.

Administration & Finance

Town Accountant: This week has been very busy in my office. Monday, I spent the morning with the sewer department working with Carol and Kathy on trying to reconcile the differences. I plan to work with them again next week and complete FY 17. The rest of the town is finalized. I will be presenting the final draft at the selectman's meeting on August 22nd. I was out of the office on Wednesday for personal doctor appointments. On Thursday we moved my office from the current location to the first office on the right as you come into the building. This room will now be split in half and half with the Accounts Office and the other half will be the conference room. My old office is now development services file room. This was a much better use of that space. In working with the payroll, I

discovered we had payroll files in three locations in the building...the new space will allow for all those files to be in one location, so we can begin the process of see what we actually have for records. Would like to thank the prisoners from West Boylston for all there help with the move...we could not have done it without them.

Treasurer/Collector: Motor vehicle excise commitment 3 was sent out to the deputy collector for warrant. A total of 106 bills sent for processing. Kelli, Carol Harris and I interviewed several applicants for positions in the Treas/Collector and Accounting departments. Thank you, Carol, for the helping with the process. Attended the department head meeting. I will be out of the office next week attending the UMass Treasurer/Collector school. Sue O'Coin will be helping out in the office in my absence.

Assessor:

Town Clerk: Updated all the registered voter from the RMV. Attended the several, asst. accountant and asst. treasurer/collector, interviews. Received notification from the Attorney General's office that the by-law changes from the Annual Town Meeting have been approved. Posted notices of the approval at the 3 Post Offices, at Town Hall and on the town's website. Busy mailing and receiving absentee ballots.

Public Works

Highway Department: During W/E 7/21/18, Street sweeping was done in the area of Partridgeville Road and Shore Drive, Also on Victoria and Hubbardston road. One driver sent to N.H. for parts for the mechanic. Pothole patching was done on Old Winchendon Road, Redfox Crossing and Depot Road. Loam relocated from Baldwinville Road to the pit for use in projects. Crosswalks were painted @ NRHS. Catch basins were cleared of debris on Dudley Rd, Barre Rd, Main St., Baldwinville Rd. and Michaels Lane. Crosswalks and stop lines were painted throughout town. The old fuel tank @ the Police Station was drained. Trees were trimmed in the area of Lord Road in preparation for road work.

W/E 7/28/18, Stumps pulled on Lord Rd and holes filled with loam. Repair wash-outs in the road Lamb City and Wellington Rd. Cleaned and maintained chain saws. Hauled millings from job site @ Lord Rd and stacked in highway storage area. Cold patched on Lamb City Rd and School Street. Beaver dam removed on Henshaw Rd. Plated the hole on Stone Bridge.

W/E 8/4/18, Mix sand and stone to use as process on road projects. Hauled several loads of winter sand from the Sadie's pit to the highway barn. Lord Road, worked driveway aprons to complete road side work after paving. Removed wood on Baldwinville Rd where a very large and hazardous tree was removed. Assisted with the loader @ NRHS in offloading a delivery of goal posts. Closed Stone Bridge due to rising water. It appears the culvert is blocked by some of the large granite blocks used to build the bridge. The stencils for painting were cleaned and put away. The culvert under the Stone Bridge was excavated and large piece of granite and some smaller ones were removed to improve the water flow.

We are working on the following 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 has gone out as well and are due by 8/29/18 no later than 2:PM
- The porch roof over the Baldwinville FD has been approved to be replaced.
- Laurelvew will be swept prior to a meeting to be held @ 12:30 PM on 8/14/18 with Jim Vacarelo to identify troublesome areas.
- An evaluation of the trees on the common will be performed by David Hawkins of Arboriculture Services and will report to the Select Board at the 9/5/18 meeting

- Snow & Ice operations plan will be discussed for development with Mike Smith
- 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.
- Seeking senior personnel for tax program.
- The vehicle maintenance staff has been informed that an updated status on ALL vehicles/equipment is required to properly assess the fleet condition.
- Creating bid specification for the roof on the Baldwinville Fire Station
- The roof on the office of the Highway department has been approved to be replaced.

Buildings & Grounds: During 7/21/18, Final preparations for the Mac & Cheese festival were accomplished. The water in Pine grove cemetery was shut off temporarily to address a leak. The leak was promptly repaired. The treads on the access ramp @ the Town Library were secured. Lumber was purchased to repair the fence that was damaged by a fallen tree in Houghton Park. Assistance given at Town Hall to replace light bulbs and installed an air conditioning unit. Flags lowered throughout town in respect for the Police Officer killed in Weymouth. Shrubs removed at both Green Lawn and Pine Grove cemeteries per the request of lot owners.

W/E 7/28/18, Picnic tables were delivered to the senior center for a function. Three foundations were poured in Green Lawn Cemetery. A lot was prepared in Green Lawn for a Saturday Burial.

W/E 8/4/18, A downed tree was removed @ Pine Grove Cemetery. A cabinet was repaired in the Veteran Agents office @ Town Hall. Clearing of small trees and brush was done @ Gilman Waite field for an Emergency exit. A lot was prepared for a burial @ Pine Grove cemetery. Weekly trash was picked up in all common areas as well as paper recycling. Grass was mowed throughout town in all common and public build areas as well as trimming and removal of debris. Maintenance to vehicles was done. The sump pumps were checked regularly. The Worcester County sheriff's department assisted is moving the accounting office and with the moving of records from various locations.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: 8/2 – 8/8 PD – 273 Calls for Service, 20 motor vehicle stops, 0 arrest, Police Station Project – Existing building has been gutted and all exterior siding has been removed, along with old driveway and parking area, foundation has been dug and footings are in place. We are still experiencing issues with our CJIS Connection, but feel we has a resolution in sight. Dispatch – 396 Calls (does not include miscellaneous calls). We are experiencing has interference issue with the radios since the move and are exploring moving the Ladder Hill Tower antenna higher up the tower for better service.

Templeton Fire/EMS: Nothing to report.

Development Services

Director: Worked with the Selectmen's Sr. Adm. Asst. and Accountant to coordinate the office move to room 1 with the help of the Sheriff's Department. Worked in conjunction with the Town Administrator to get information out to Laurel View residents for the meeting on August 14 @ 6:00.

Board of Health: Agent completed perc tests at 158 Main (repair) and Hubbardston (four new lots); reviewed Title 5 inspection reports for 576 Barre and 492 South, both passing. Agent prepared temporary food permits for several vendors that will be attending the Templeton Arts and Crafts Fair.

Conservation: Site walks completed on King Phillips Trail (new build) and 20 Johnson (Barn construction); members completed a site walk on Lord for a complaint with regard to water being rerouted from one area to a neighboring property.

Planning Board: Assisted a resident with packet for Planning hearing on 729 Baldwinville.

ZBA: Nothing to report at this time

Building Department: Two plumbing, two electrical and five gas permits were issued; the Building Commissioner was extremely busy with inspections and new permit issuances.

Agricultural Commission: Nothing to report at this time

Community Services

Community Services Director: I have had helpful discussions with the chair of Westminster's Agriculture Commission regarding our plan to start a Farmer's market in 2019. The Westminster Farmer's market is very successful. I plan to attend their meeting next week. I met with TCTV manager Steve Castle to talk about programming, and to brainstorm. The first draft of the re-designed templeton1.org is looking good, I've been informally gathering suggestions from library patrons about features they would like to see and will share those with VTS.

Council on Aging/Senior Center:

Community TV: This week TCTV cablecast the Board of Selectmen's meeting of Aug. 8. The meeting also is available on TCTV's YouTube channel and Facebook page. The 2018 Mac N Cheese Festival video recap was scheduled on Channel 8 and posted to TCTV's YouTube Channel as well. The Kite Festival of Aug. 5 was recorded, and editing begun. TCTV will also produce a music show of band Hoo-Doo Highway for Channel 8. Video promos for the Arts & Crafts festival were produced. The slide show of event notices was revamped. A new volunteer was trained on camera and editing equipment. Outreach to organizations and event organizers continues.

Library Director: I continued working on the ARIS report to the Board of Library Commissioners, and the long-range plan for the library. We are still receiving donations for our book sale on August 18. Summer reading activities are in their final 2 weeks and have been well-attended and fun. Requests for required summer reading materials have remained steady, as has general visitation in the library. A large order of children's books has been processed and made available. The heavy rain this week has caused the leak in the children's room ceiling to worsen.

Important Dates to Remember

Town Administrator's Office Days for next week: Tuesday, Wednesday & Thursday a.m.

Laurel View Neighborhood Meeting, Tuesday, August 14, 2018, 6:00 p.m.

Selectmen's Workshop Meeting, Wednesday, August 15, 2018, 6:30 p.m.

Selectmen's Meeting Wednesday, August 22, 2018, 6:30 p.m.

Department Head Meeting, Thursday, August 23, 2018, at 8:30 a.m.