

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: September 20, 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.

5. b. This follows on the Board retreat and the recent Collins Center wrap up where they encouraged the Board to become more active in spreading the word about the good things we are doing and the challenges we face in accomplishing those good things. As we discussed at staff meetings; this would be – over time – expanded to include all departments. Similar to the Finance Team quarterly report this concept will spread to all of the teams over the coming weeks with it being completely rolled out by 11/15.

5. g. This is to codify our discussion from the recent workshop in which we discussed procedures to be used in the annual retreat with respect to the setting of priorities amongst our various departments.

5. h. This is to codify the discussion of earlier this year with respect to establishing an award program for our employees who may have excelled in one of three categories.

5. i. This is to transfer various amounts of money from your Intergovernmental account to cover annual merit increases for our non-union personnel. The actual transfers will not be known until the completion of the performance reviews this coming Monday and Tuesday and will be forwarded at the conclusion of that process.

Weekly Report: I met with the CPC which has agreed to cover the costs of preparing the RFP for Stone Bridge Road (\$2,500). It has now been circulated to pre-qualified firms and posted on the web. Response are due 10/15 and the CPC is considering possibly funding it. I communicated with the Historical Commission on the vote needed to classify the area as being of significant local interest in case the CPC wants to use the category of historic preservation to fund the study. We received the Pavement Management Study and have advised the firm of our comments hoping to have it before you on 10/24. We received the title exam for Baldwinville School and responded with comments. There are no use restrictions so that is great news. We will move forward to get pricing on survey next. We worked with our Financial Advisor relative to rolling our various BANs, fresh money being needed and obtaining our credit rating for an offering of permanent financing on a portion of the debt while we

are still in this lower interest rate environment. Given the need for the WRRS report to finalize our audit it may be necessary to roll our school BANs for roughly four months before we can go permanent on any of this.

Administration & Finance

Town Accountant: Out of the Office this week.

Treasurer/Collector: The next excise commitment was released and mailed out this week. Training continued with the new employees

Assessor: Reviewed the LA4 and LA13 with DOR DLS. The state has approved these forms. Work will now continue on the Tax Rate Recap sheet with various departments imputing their information. Continue to notarize many documents for town residents. Continue to receive and review Statutory Exemption applications. Started reviewing Chapter Land paperwork as additional forms continue to come in, deadline for these are October 1st. Sent out applications and reminders to residents who receive the Blind Exemption. Veterans continue to come in with paperwork and to sign their exemption applications. A reminder to veterans to get this in so that they will receive this credit on their real estate tax bills. Completed and reviewed employee evaluation forms, goals and accomplishment paperwork in the office to be presented to Town Administrator on Tuesday. Received notification from MassGIS that the combined map and CAMA data for the town passes the QA and is in the process of being incorporated into the statewide database for distribution.

Town Clerk: Processing "Failure to license" dog citations to be mailed out. Sent absentee ballots, for the November 6th State Election, to overseas voters. Busy with vital records request and marriage licenses.

Public Works

Highway Department: We came to learn that the Bridge Street project had not been submitted to MDOT for Ch. 90 approval properly, so we need to back up and resubmit. W/E 9/16/18 & 9/23/18 - An ongoing vehicle/equipment status report continues to be developed, photos and descriptions of repairs will be documented. The brakes were repaired on the trackless roadside mower and it is back in service. The stairs on H9 were repaired because they were a safety hazard to the driver. The Meals-on-Wheels vehicle had the thermostat changed and is back in service. H33. Other vehicles red-lined, or out to service are: H-35, M-11, H-10, H3, and H-12. Mark will be meeting with MRPC to on mapping illustrations to be included in operations plans. The college intern that assisted in the Highway department over the summer will continue to work 16 hours a week while doing his college courses as well. Maintenance was done by the sweeper operator to replace the deflectors. Sweeping is now 99% done and roadside deck mowing is 40% complete and over the rail mowing is 50% complete. Interviews were held for the Laborer/Operator/Truck driver position. The newly instituted a constitute services communications tool is being utilized. Soon the 2 foremen will be able to easily access the site and will be able to address issues via this tool. All DPW concerns should come thru the office phone # 978-939-8666, or via email to highway@templeton1.org to track issues. The heavy rains from hurricane Florence caused many concerns with culverts over flowing and roadway with excessive amounts of water. The sweeper went out with a cleanup crew on Wednesday to clean up the sand and debris left behind. Henshaw Road was closed during the storm and repaired the next day and re-opened. The bridge at Seaman Paper Company in Otter River has a new hole. A plate was put over it and repairs will take place next week.

Buildings & Grounds: W/E 9/16/18 and 9/23/18 - Prepared 2 lots for burials in Green Lawn cemetery. The flags were lowered to half-staff and raised per the Governor's request. The trash was

collected at all playgrounds and the cardboard at the senior center was recycled. Mowing and trimming was done in all common areas including the cemeteries. A bee's nest that was above ground was eliminated in Pine Grove cemetery. All sump pumps and furnaces were checked and are in good working order prior to the impending storm (Florence). During the storm, both the Library and Scout hall had flooding in the basements. The Library sump pumps into a drain that is too small to manage storms such as we had on Tuesday. Research needs to be done to find an alternative drain option. Information was prepared for Thursday evening Cemetery and Parks meeting. Mark Shea, the director has begun the non-union employee evaluation process, which will be ongoing over the next couple weeks. Picnic tables and trash barrels were brought to the common for an event on Saturday 9/22/18.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 9/13 – 9/19 PD – 282 Calls for Service, 19 motor vehicle stops, 0 arrest, Police Station Project is moving ahead nicely. Construction crews have started to frame the interior of the existing building along with the new window placements. Crews have also started to prep the old roof for the new roof, which will span the old and new parts of the building. Also, this week members of the department attended public records training, while I attended the Massachusetts Chiefs of Police Association Annual Fall Training Conference in Norwood, Ma. Dispatch – 398 Calls (does not include miscellaneous calls). In the near future we will be training 3 full time officers in dispatch to help cover dispatch shifts.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: October 1, 2018 was determined to be the date for the presentation regarding the “Stretch Energy Code”, Building Commissioner Hanks will be attending. The Department was very busy with issues arising from the substantial water from the storm; flooding on Baldwinville Road, Branch Street Ext onto Patriots Road and more. Director worked on preparation for the Baldwinville Elementary School Re-use meeting research, packets and documentation; also worked on employee reviews in preparation for meeting with Town Administrator; met with both Administrative Assistants and completed annual review.

Board of Health: Agent worked on nuisance issues on Prospect Street, Main Street, and Ridge Road; completed a Title 5 inspection review for Pheasant Lane; and assisted NRSD with information for the homecoming weekend affair, worked Chief Dickie for issues surrounding food truck venues.

Conservation: Completed draft minutes from meeting; provided documentation and research to ConCom Chair for issues arising from stormwater damage.

Planning Board: Prepared an ANR for meeting; prepared meeting packets.

ZBA: An application has been submitted for 3 Whitney requesting to add a garage to a nonconforming lot; Administrative Assistant began work on hearing notice and newspaper advertisement.

Building Department: Building Commissioner issued two permits, one for a commercial storage building at 101 Storage and a residential repair permit. An application was received for a Class II license; Mr. Hanks began work on the zoning determination; issued two use permits, one for a construction business and one for a craft business. Administrative Assistant worked closely with Conservation and

DEP on several flooding/washout issues – all in order with no further remediation necessary. Administrative Assistant attended monthly meeting of Tri-Ad in conjunction with Police, Fire and COA.

Agricultural Commission: Nothing to report at this time.

Community Services

Community Services Director: I met with VSO, Sheila to talk about the resource fair, and the plans for the Veteran's Park. I've received most of the quarterly reports to be presented to the Selectboard next week. I attended the Historical Commission meeting. I compiled the feedback I've received about requested features for the town's website re-design.

Council on Aging/Senior Center: Nothing reported.

Community TV: Nothing reported.

Library Director: I met with 2 out of 3 staff members to conduct annual evaluations. I continued working on the final 2 reports to the Board of Library Commissioners. The October materials order was compiled and placed. Story Hour's 2nd week saw an increase in attendance.

Important Dates to Remember

Town Administrator's Office Days for next week: Monday, Tuesday & Wednesday

Selectmen's Meeting Wednesday, September 26, 2018, 6:30 p.m.

Department Head Meeting, Thursday, September 27, 2018, at 8:30 a.m.

SAVE THE DATE

All-Boards Meeting

Monday, October 15th

5pm in the Media Center (Library) NRHS

Agenda - TBD