

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** September 27, 2018  
**CC:** All Departments

*Carter*



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### Important Notice to All Departments

**Job Openings:** DPW – Truck Driver (CDL)  
Seasonal Laborer (10 week)

**Business Meeting or Workshop:** Representatives of the Green Communities Program will make a presentation on the stretch code, we have materials from the arborist on the Town Common, and I'll present highlights of the remaining warrant articles. We do need to have a signed warrant at the end of the meeting. Once you have done that we will start on the Voter's Guide. I have sent the Draft of the Warrant to the Advisory Committee and invited them to attend these informative presentations. Once

**Weekly Report:** We had two days set aside for evaluations of all of our non-union staff. There is a bit of work to do on finalizing everything but overall I think it went fairly well. We will discuss ideas for improvement with the staff in about two weeks. I attended the meeting on our MS-4 permit due this fiscal year. More will be forthcoming from DPW in the near future. Town Counsel and I continued work on polishing the enclosed Draft warrant. You will notice a different model is in this final edition drawn from Gloucester. The big difference is this model – over Spencer and Falmouth – will allow us to make permanent repairs on private ways in addition to the temporary repairs we can make under MGL Ch. 40 §6N. We had our follow-up conversation 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 we have agreed it is necessary to roll our current school BANs for roughly three months before we go permanent on any of this. We will also have a fresh BAN offering to provide the next tranche of money for the school. You should expect to see those at your meeting of 11/14. The Historical Commission has advised me they agree that Stone Bridge is a significant local resource and I've forwarded it to the CPC to see if it meets their needs. CPC will consider our request to fund the study on 10/11.

### Administration & Finance

**Town Accountant:** Out of the Office this week.

**Treasurer/Collector:** I've been working on getting the past due 2018 real estate taxes ready for Tax Taking. We mailed out 230 letters of intent to collect this week. We hope this will be incentive to get some of these paid before we have to advertise.

We had 34 delinquent accounts with balances varying from .01 to \$10.00 that due to the cost of stamps, envelopes and time invested we choose to adjust. The total value of these 34 bills is \$71.17. I have Erin and Cheryl G working on a project to clean up old sewer betterment liens that have been paid off but not yet released.

**Assessor:** Nothing reported.

**Town Clerk:** Nothing reported.

### **Public Works**

**Highway Department:** Rainy days allow time for moving winter sand from the pit to the highway barn; this was done on Tuesday and part of Wednesday. A roadside washout on Highland Ave required an emergency call to DIG SAFE so the road could open because the wash out was undermining the road. There was a road side wash out on Brooks Village Road, loam and rip rap were added. The hole on the bridge near Seaman Paper has phase 1 of the repair done. Phase 2 will be completed in a week. The fuel tanks were inspected for water accumulation and any water was removed. Cardinal lane was addressed for washouts as well as excessive millings on the roadway. Lettering and a radio were added to the brand-new Mack 6 wheeled dump truck. The registration is in process. Mike Smith a consultant for Snow and Ice met with the DPW staff on the plow routes for the town. There are still 5 vehicles that are Red Lined. There may be an opportunity to place one of the vehicles back into the fleet. Investigation will be done to evaluate the possibility of removing the dump body and making it into a sander unit. The Highway foreman attended a review meeting about Rt68 (Royalston Road) that will answer questions concerning changes. This meeting will help move the project forward.

**Buildings & Grounds:** The fall town meeting signs were picked up and will be readied for placing on the town commons and town hall. The picnic tables and trash barrels used for the “Motorpalooza” event were retrieved and put away. All sump pumps performed well during the heavy rains. Mowing and trimming was done at Templeton common, Otter River, Turner Park, Scout Hall, Town Hal, the highway barn, Gilman Waite, Green Lawn cemetery and Baldwinville common. A fence was repaired at Gilman Waite field. Trash was emptied throughout town and the corrugated was recycled. General maintenance on the service vehicles was performed. The collection system was assembled for use in fall clean up. A lot was opened for a burial at Greenlawn cemetery

**Sewer Department:** Nothing reported.

### **Public Safety**

**Templeton Police Department:** 9/20 – 9/26 PD – 288 Calls for Service, 12 motor vehicle stops, 0 arrest, Police Station Project – The interior of the old station has been framed, new windows/doors have been framed, new roof over old portion of building has been started. Unit 27 has been placed back in service effective today. October as many of you are aware is Breast Cancer Awareness Month and all officers of the Department will be wearing pink badges to honor victims and survivors. Dr. Casavant, Chief Dickie and Myself attending the Massachusetts School Active Shooter Symposium last Friday at Westfield State University to learn the world’s first standard to help communities with hostile event planning, response, and recovery: NFPA 3000: Standard for an Active Shooter/Hostile Event Response (ASHER) Program. Dispatch – 387 Calls (does not include miscellaneous calls). Nothing new to report.

**Templeton Fire/EMS:** Nothing reported.

## **Development Services**

**Director:** Director completed draft minutes for the Baldwinville Elementary School Re-use Committee; participated in meeting with Frederick Civian of MassDEP as a consult for the Stormwater Notice of Intent permit application; worked with Kelly Brown, ENE and Karen Chapman, MRPC on “Stretch Energy Code” presentation.

**Board of Health:** Agent witnessed perc at 61 Winchester for repairs to septic system; reviewed Title 5 reports for 314 Otter River (conditional pass – needs new tank and d-box, being installed this week) and 10 Pine, which passed inspection; reviewed and approved the first septic plan for Dudley, lot 1 for a 5 BR new build; scheduled tight tank alarm testing for Templeton Fish & Game; reviewed and approved plans for septic repair at 72 Main.

**Conservation:** Conservation Chair and member(s) completed site walks at both 33 Lake Ave (NOI to be filed) and 58 Baldwin Dr (COC issued); Administrative Assistant prepared agenda and hearing documentations for October 15 meeting; NOI filed for Dudley Rd, lot 4; processing request for determination of applicability for 152 Main Street Ext and request for Permit for Orders of Conditions for Partridgeville Pond (Templeton Fish & Game).

**Planning Board:** Prepared agenda and documents for September 25 meeting; meeting was cancelled due to lack of quorum. Administrative Assistant provided documentation to Director for 223 Baldwinville Road with regard to water issues.

**ZBA:** Administrative Assistant continued work on ZBA hearing for 3 Whitney for non-conforming use structure; abutter’s notices sent, hearing notice sent to newspaper, and hearing posted for October 16, 2018 @ 6:30 p.m.

**Building Department:** Building Commissioner issued twelve permits, nine for roof replacements and three general construction in existing homes; three electrical permits were issued, one gas permit, and one for a wood burning stove. The Zoning Officer denied an application for use for a proposed auto sale facility in a village district; the applicant was given information on how to file with the ZBA for a variance hearing. Administrative Assistant prepared monthly report to the Assessor’s Office; continued work on project for Town Administrator.

**Agricultural Commission:** Nothing to report at this time.

## **Community Services**

**Community Services Director:** I presented the FY 18 final quarter report to the Board of Selectmen, including reports from: The Cultural Council, Veteran's Services, Templeton Community Television, Boynton Public Library, Council on Aging, and the Recreation Department. I met with staff at the Templeton Community Services Center to explore volunteer opportunities within the town for some of their clients. I attended the Scout Hall re-use committee meeting. I met with the Town Administrator and Management Fellow for my annual employment review.

**Council on Aging/Senior Center:** Last week we had a trip planned to the 3 Sisters Sanctuary which is an outdoor art gallery but had to cancel due to weather. We also held a card bingo party on Friday night, this is always well attended, 32 people tried their luck, and great fun was had by all. We had interaction with 111 people last week, social services, trips, and activities. We have started receiving donations for our annual trick or treating party on October 27. As we did last year, we will dress in costume and stand at all of the office doors and at a couple of places in the dining room and give candy to the kids that come through. We will also have treats for the kids that can’t have candy and bubbles for the smaller children. If anyone wishes to contribute candy, please bring it to Senior Center during

our normal business hours or would like to dress in costume and give out candy we would love to have you join us. Sue and I had enrolled in a Bullying Course, but it has been canceled, when rescheduled we will re-enroll.

**Community TV:** Nothing reported.

**Library Director:** I met with the final library staff member for her annual employment review. Two sessions of Story Hour were held this week. The October materials order was processed and made available. A few remaining 'bugs' were worked out of the circulation computers. I reached out to NRSD about collaborating with NHS students in our plans for an after-school 'homework club'. We are working with the librarian at the middle/high school to kick-off an initiative to issue CWMars library cards to students who don't have one and make them aware of the library's physical and e-book collections. I continued working on the final 2 reports to the Board of Library Commissioners and Cultural Council grant application, as time allowed.

### **Important Dates to Remember**

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

**Public Meeting for FTM Warrant & Selectmen's Meeting Monday, October 1, 2018, 6:30 p.m.**

**Selectmen's Meeting Wednesday, October 10, 2018, 6:30 p.m.**

**Department Head Meeting, Thursday, October 11, 2018, at 8:30 a.m.**

**Fall Town Meeting, Thursday, October 18, 2018, at 7:00 p.m.**

SAVE THE DATE

All-Boards Meeting

Monday, October 15th

5pm in the Media Center (Library) NRHS

Agenda - TBD