

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: September 6, 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: Laurel View residents have obtained their repair estimates. I have been asked by one if there was any way to reduce it. I have advised an inquiring resident that we tried to limit the work as much as possible to keep the pricing down. Obviously, the greatest concern is to make sure the plows do not hit the raised structures or get caught in serious depressions posing a risk to the equipment and/or employees. I've offered – if they as a neighborhood would like - we can meet with their preferred contractor to see if we can skin some of it back a bit. I said I can't promise anything but perhaps that can find a bit of relief. Laurie and I have arranged to meet with the Surveyor of '05/'06 to see what his work efforts were and what we might re-use. We have commissioned the title exam on Baldwinville Elementary and will proceed to get Survey pricing next. We finalized the Draft of a performance appraisal tool and set a scheduled to have those completed and non-union raises before you for 09/26. I met with the engineer retained to prepare the Stoney Bridge Culvert RFP and expect to have it issued by next week. Pricing will be back in time for the Fall TM. I have submitted a request to the CPA Committee for funding of the RFP preparation (\$2,500). First step interviews for DPW Director will happen on 09/07 and I hope to have a final interview with a candidate before you on 09/26. The School department has asked us to explore fiber connection under a community compact grant between the high school and elementary school (and perhaps the buildings along that route).

Administration & Finance

Town Accountant: Our new assistant accountant started on Tuesday, so I have been training her this week. Lynn that has been helping with the accrual audit has completed that project and worked with Nicole the new assistant on payroll and that was her last day with us, now that both finance offices are fully staffed again. Worked with Carter to prepare for the Selectman workshop Thursday evening.

Treasurer/Collector: The Finance office is now fully staffed. I have been training Erin and Cheryl all week. We mailed out 184 demands for excise commitment 4 this week.

Assessor: No report this week – in the middle of a conversion.

Town Clerk: We held the State Primary on Tuesday. We had a 14.3% turnout with 741 voters coming out to cast their vote. The primary has been certified and all reports have been mailed to the State. Busy with vital records request.

Public Works

Highway Department: Efforts in Street sweeping and in road side mowing are in full force to be completed, weekly status updates will be provide that include details. An ongoing vehicle/equipment status report continues to be developed. The trackless (H5) needs the brakes repaired and may cause a minor delay in over-the-rail-mowing. Other vehicles red-lined, or out to service are: H-35, M-11, H-10, H3, and H-12. Maintenance was done to the sweeper to replace worn brooms. Catch basin cleaning will be starting after street sweeping is complete. This will be done on the town's major arteries, roads that paving was done this year, and other areas of eminent need. There was a records request by a resident, and time was spent in preparing the records for presentation (2 man hrs).

Information on grants that can be used to aid the Stone Bridge repair is in process. Stone bridge is a historic bridge made from stacked granite forming a culvert. This may not be the best option for this bridge in the future as we look towards repairing the structure.

The residents on Laurel View are gathering information and quotes for repairs to the road to bring it up to an acceptable standard to be plowed by the town. The current condition of the road can cause damage to equipment.

Interim Director Mark Shea met with Stantec the company performing the roads evaluation, they continued evaluate the town roads and are communicating with the town in respect to recent road work and moving toward a final report soon. Mark will be also meeting with MRPC to include mapping illustrations to be included in operations plans.

Buildings & Grounds: The hot, humid days will slow the growth of the grass as the guys turn their attention to other projects in the cemeteries as well as in all common building and park areas. An area in both cemeteries was prepared for funerals. At Gilman Waite field the geese have returned to enjoy the freshly cut grass and insects. Please feel free to shoo them away. The trash was picked up at Gilman Waite and the picnic tables were picked up and returned to their prospective places. The large ash tree that had to be removed from the common was cleaned up the area was loamed and seeded. Mowing and trimming was done in both cemeteries. The trailer that had been used for parks and recreation storage is being emptied out, so it can be utilized for other types of storage. Maintenance was done on the 710 Tractor. A student at Narragansett has expressed interest in an internship with the DPW. The town received the final report from David Hawkins; Consulting Arborist of USF Urban Forestry Solutions has been received. This report is a tree risk assessment for the Common and street side trees.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: Nothing to report.

Templeton Fire/EMS: Nothing to report.

Development Services

Director: Worked with Kelly Brown, Regional Coordinator, Green Communities on a date for a presentation on the Stretch Energy Code. Worked with Town Administrator on articles and information

pertaining to Development Services for the fall town meeting; worked with Chief Bennett to resolve an issue on North Main pertaining to a noise nuisance.

Board of Health: Witnessed a perc on Patriots for a repair; reviewed a T5 inspection report for Brandin Dr; completed a submission for a community septic loan for Royalston Rd.; worked with ACO on a complaint on Rice Rd, no violations noted at this time; worked on trash issue at Circle Street, all parties are working with BOH at this time.

Conservation: Preparation in progress for an NOI (notice of intent) for Dudley Rd., Lot 4, ConCom Chair and members completing a site walk for a new build on Valentine Road.

Planning Board: Preparation for September 15 meeting, posted agenda; assisted Director with research and aided with organization and filing.

ZBA: A hearing was held on September 4, 2018 @ 6:30 on a variance request for 729 Baldwinville Rd. The ZBA granted a setback variance for a new single-family residence; minutes and decision paperwork have been drafted for submission to the Town Clerk.

Building Department: Commissioner Hanks was out of the office on Monday due to the holiday; multiple inspections were completed throughout the week and one use permit was issued. The Plumbing Inspector issued two permits and the Wiring Inspector issued five permits.

Agricultural Commission: Right to Farm signs have been approved by Chief Bennett for installation on existing poles; AgCom to prepare and do the installation.

Community Services

Community Services Director: I attended the COA board meeting. I held a neighborhood meeting with residents who live on or near the common, and those who have an opinion about what should be done with the large rock that sits near the Narragansett Historical Society building. There was great discussion, and an exchange of information, and I'm hopeful that the issue can be resolved. I reviewed and talked to Steve about the TCTV information and warrant article for the Fall town meeting.

Council on Aging/Senior Center: We have Doug Stone, from Stone-Ladeau Funeral Home to discuss planning for the future, today. We had 202 seniors last month, for a variety of reasons. We had the Veterans Appreciation BBQ, which was attended by 50 people. The Veterans BBQ was a joint effort with the VSO and the COA. We are now offering Zumba one evening a week, no excuse for not joining. The Boston Harbor Tour was a big hit also, we helped several people with a variety of different issues from case management to car insurance issues.

Community TV: This week TCTV recorded the ZBA Meeting of Sept. 4 and planned to record the Board of Selectmen workshop and Advisory Committee meetings of Sept. 6. TCTV's 5-Year Plan (including capital plan), proposed job descriptions and a proposed revised FY19 budget were produced and distributed to the Board of Selectmen for discussion on the proposed Fall Town meeting warrant article that raises the Cable Access & Communications' appropriation to workable levels. The manager met with the Town Administrator to schedule a possible date to present the proposal to the Board of Selectmen before the warrant is finalized. The manager met with two enthusiastic high school TCTV interns who are already using some of the leftover studio equipment in the Kiva to produce news and announcements for the high school. The interns are also encouraging other students to participate, and they should be valuable assets for TCTV to grow the school program. The manager also met with a volunteer who will record parts of the Narragansett High reunion at the Historical Society on Sept. 8.

Library Director: We installed the CWMars database software on the 2 new circulation computers and are awaiting a date for training to begin fully circulating on the system. I continued working on the two reports to the Board of Library Commissioners, which are due in early October, as well as working

on the survey for our long-range plan. We finalized the plans for next week's Story Hour debut. We processed a large collection of donations.

Important Dates to Remember

Town Administrator's Office Days for next week: Wednesday & Thursday

Selectmen's Workshop, September 6, 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.

SAVE THE DATE

All-Boards Meeting

Monday, October 15th

5pm in the Media Center (Library) NRHS

Agenda - TBD