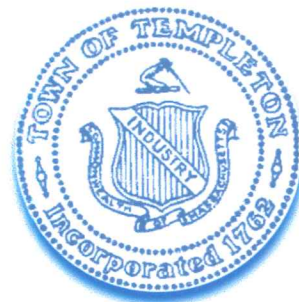


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: August 11, 2016
CC: All Departments



Business Session: N/A

Workshop: N/A

Weekly Activities: Welcome to the first organizational team report. This weekly update will give you an idea of how the staff has been engaged, issues you need to be aware of now, and items which may need your future action or the development of policy. It will probably go through a few iterations before we all settle into a routine so that it is informative but does not consume too many resources to prepare. Please let me know your thoughts so we can make this a useful tool for you and the public.

Most of our attention has been on the Special Town Meeting we reviewed at the budget meeting/ We await a sign-off from DOR, should we need it, to use the stabilization funds to finance the payment of the unanticipated debt expense. A review panel consisting of three Fire/EMS Chief's, Chief of Police and one management professional will be assisting me in narrowing the Fire Chief applicants. All candidates have been informed of your 08/24 interview process, the fact that it will be a public meeting, and reminded of a need for no more than a 15-mile town to town residency. Please be sending me questions you might want to ask that I can begin to assemble them into a compiled list for sign-off at your 08/22 BoS meeting. Staff discussed the annual evaluation process given. I have only been here but a few days. I'm going to have them each do a short self-evaluation as a starting point. We hope to supplement this with a modified 360° peer review and a one on one sit-down. I expect this to take about 8 weeks. We also discussed whether there was merit to presenting the idea of adopting the local option meals tax which could raise as much as \$40k annually. We are following up on a suggestion that we survey our surrounding towns to see if they have done so and what – if any – problems they have encountered. Having been turned down for a Bond Anticipation Note (BAN) by Fidelity, the RDA was provided with a declination letter which seems to have solved the immediate problem. John D. and I will have a conference call with Bond Counsel for Monday to review the next needed steps (probably a bonding resolution for your 08/22 meeting). It appears a similar resolution will be needed by the Sewer Department for the Pleasant Street pump station. With the design for the Police Station upgrade approaching finalization, we need to now consider how to secure that given our experience on the water BAN. Interviews for the HR Assistant are upcoming. Of our three applicants two withdrew. Unless there is objection, I am going to add the second finalist from the Cemetery interviews to the pool for consideration. Lesson Learned: We need a formal policy on how to advertise, process and the like. We've added this to a list we have begun of policies we'd like to address during my time with you (also one dealing with travel). The several personnel matters you were informed of last week will be addressed in various meetings during the front part of next

week. We will keep you posted as they evolve. I met with the Advisory Committee Chair for a general discussion in the run-up to the Fall Town Meeting. Holly attended a meeting with the ABCC and learned they are – over time – moving licensing to an on-line platform. It looks like we will be in a – yet to be defined – Phase 2. As you know, the Planning Board voted 4-2 to not approve the new school plan. We have consulted with Town Counsel as to what the options might be going forward and expect to have his response by close of business on Monday.

Administration & Finance

Town Accountant: FY 2016 Cash is reconciled from GL to Cash Book – Worked on Budget for FY 17 and discovered the Debt line item error of \$87,500 – Will have updated Budget VS Actual out on Thursday (on vacation starting Tuesday 8/16 and be back Wednesday 8/24)

Treasurer/Collector: Nothing to report this week. (out of office)

Assessor: Nothing to report this week. (out of office)

Town Clerk: This week I had Suzanne Owen from General Code come to the Selectmen's meeting to give the board a brief presentation on what the process and the benefits of codifying our by-laws would be. Our office is busy with absentee voting and preparing for the State Primary which will be held on September 8th from 7:00 am-8:00pm. The 2016 Street List has been completed and can be purchased in the Town Clerk's office.

Highway & Grounds

Highway Department: French Road: A town tree fell on private property. Cut and removed tree. There are two more large trees on the same property that are the property of the Town and are dead. Resident is concerned about the branches falling while his 3-year-old is outside playing. Removed 2 trees, the abutter will take the wood. Follow up on comments from residents: Trimmed grass at the Baldwinville end of Baldwinville Road to the left-hand side to improve visibility. Trimmed various branches hanging and obstructing road signs, Baldwinville Road, North Main, Claire and Beech. Rework roadside Shady lane area washing out and creating a groove where the mail truck is complaining of getting stuck. Cold patch Main Street near bridge, French Road, Pail Factory and Turner; Mow along Hubbardston Road. Projected for week ending 8/19/16, continue removing dead and dangerous trees on various roads around Templeton. We anticipate using a tree service to remove some tree that we cannot do. Our 1979 Mack has been sidelined due to frame failure, brake problems and a clutch that needs to be replaced. The estimate to rehab this truck would be \$18,000.00-\$20,000.00 per the quotes. It is my opinion that this truck should be replaced with a used or new vehicle.

Cemetery & Parks: This First Weekly Update I Spent The Majority of Time on Office Administration, and meetings;
Conducted Interviews for Administrative Assistant Position, and recommendation for appointment;
Prepared for Pine Grove Expansion Presentation for Selectmen Meeting;
Met with Lot Owners Pine Grove Cemetery Lot Concerns;
Scheduled two Funerals with Several Pending;
Met with family to sell a Lot (emergency);
Providing support to the Engineer for Tomb Restoration Plans & Specifications;
Followed up with the Highway Superintendent on Boynton St. Area of Templeton Common;

Posted Cemetery Commission Meeting Agenda;
Field work repaired water lines & Mowing for Funeral Green Lawn.

Public Safety

Templeton Police Department: The PD has submitted the COPS Grant and is awaiting word from the Feds. All vests have been ordered for the part-time officers. Interviews to fill the remaining vacancies with the part-time officers will be taking place Thursday the 18th at Town Hall. The PD renovation project has a final review on 8/23. Dispatch had issues with and air conditioning unit used to keep computer equipment at the proper temperature, technician was out and issue should be resolved shortly. Interviews to hire two part-time dispatchers are taking place on Thursday the 18th at Town Hall.

Templeton Fire/EMS: Friday we covered 3 ambulance and 1 fire alarm call that came in with in a 10-minute span; 15 delivery tanker truck inspections were completed, (1/2Hr each); 8 Smoke/carbon home inspections; Assisted a home owner with removing a Bat from their home; Obtained an estimate for the roof repair for St.~2 front foyer. \$2000.00; Obtained an estimate to wire the generator from front building to also run the rear building, \$4450.00; New Deck gun, Master stream nozzle for Engine~2 ordered \$3200.00 below the state bid price using old appliance parts from old E~4; 10 pails of class A foam ordered; Meeting with Kelli about budget request; A new fire coat ordered 3 months ago was received.\$1300.00; Using "FTE" pay would like to hire 1 medic and 1 basic EMT full time 40 Hrs. a week starting September 1st. 8Am to 4Pm to cover OEMS requirements; Hire 1 medic and 1 basic after January 1st. full time 40 Hrs. a week 4Pm to 12 midnight to cover the 16 hours required to keep the ambulance license.

Emergency Management: Received the final, signed grant contract for the 2015 SHSP/CCP grant via email on Friday 8/5/16. This \$2500 grant will be utilized to purchase CPR/AED training equipment for Templeton's CERT and also local CERT programs. On Saturday, 8/6/16, our CERT program assisted Templeton Police Department with traffic control for the annual 5K Wind Turbine Road Race, which started and ended at the Narragansett Middle/High School. This allowed the runners to be safe and the traffic to keep moving with minimal delays. A summary of this event was forwarded to MEMA to inform them of CERT activity. We are working on a complete re-organization of Emergency Management files. This process will take several weeks to complete. Monday night, (8/8/16), we held our regular monthly meeting of our volunteer CERT program from 7PM to 9PM. There were 19 members in attendance. Attended a Department Head meeting at 9AM on Tuesday (8/9/16). On Tuesday 8/9/16, I contacted a new vendor to order equipment for the 2015 SHSP/CCP grant. This equipment will be shipped out immediately. A new laptop computer, purchased by the Town, arrived at Town Hall on Tuesday 8/9/16. This computer will be dedicated to the new ID system that we purchased with the 2015 EMPG grant. This purchase was necessary, as none of our computers had enough internal memory to run the software for this ID system. On Wednesday (8/10/16) the installation representative from Higgins Co. arrived at 8:30 AM to install the software on our new laptop for the ID system. He also set up CERT ID's with this program. One of our CERT members will be trained in the programming of this system and be able to assist other Town Departments in making ID's as necessary.

Development & Inspectional Services

Board of Health: Last week the Board of Health conducted a "bulky waste" collection at the capped landfill that included metal for no cost, bulk waste items for a fee, and electronics for a fee (pamphlet

attached) and we had a good turnout. On July 7, members voted to enact stricter tobacco/nicotine regulations to include, but not limited to, a flavor ban and repackaging of cigars with a price minimum (copy of regulation available in the Board of Selectmen's Office). Work with the AG's office continues with abandoned properties on Baldwinville Road next up for inspection.

Building Department: Nothing to report this week.

Planning Board Office: Time stamped ZBA-Dunkin variance decision for 20-day appeal period. \$1275.00 in turnovers to the Treasurer. Prepared Planning Board 7-26-16 meeting minutes for approval. Prepared meeting packets for Planning Board (8-9) and ZBA (8-10) meetings. Coordinated with the Police Chief, Highway Superintendent to attend Planning Board meeting on New School Site Plan meeting. Created vendor payment for Dunkin Donut new site Peer Review report. Created Public Hearing notification for ZBA 8-24 hearing. Notification emailed to The Gardner News and abutters.

Human Services

Council on Aging/Senior Center: Nothing to report this week. (out of office)

Library Director: The library's summer program, which has included movie & popcorn nights, story & craft time, pizza & board game night, outside fun and puzzle groups is winding down, with our finale – ice cream sundae celebration next week. There has been a steady flow of patrons in search of their children's required summer reading books, and thanks to the cooperation of many teachers, we were able to ensure that we had adequate copies of the books on each list, before school ended in June. Progress continues on attaching records of our collection to the CWMars database, with the entire Adult collection completed, and 1/3 of the Children's collection so far.

Recreation: Nothing to report this week.

Community TV: TCTV taped and scheduled broadcast of four meetings this week: Select Board on Monday (8/8), Elementary School Building Committee (TESBC) and Planning Board hearing on Tuesday (8/9) and Select Board meeting on FY16 budget Wednesday (8/10). We received a request to record Board of Assessors meetings. This week I met with new interim Town Administrator for update and discussed possible continuation of Inside Templeton show with the Town Administrator. And others. We troubleshot the HDMI connection to Conference Room TV, and completed a purchase order for new HD camera equipment and accessories totaling \$6,245. We completed video edits of Historical Society's Downton Abbey event, and began editing the Leclerc Turbine 5K Road Race and Whiskey Johnson rock concert after-party. I continued training Production Assistant Shawn Lampert and new Cable TV Advisory Committee member Virginia Strahan, who is helping with the slide show notices that runs between programs. TCTV also this week received requests to broadcast a church service, an outdoor show and resume broadcast of a SHINE program for seniors.

Important Dates to Remember

Selectmen's Meeting, August 22, 2016, 6:30 p.m.

Fire Chief Interviews, August 24, 2016, at 6:30 p.m.

Department Head Meeting, August 23, 2016, 9:00 a.m.