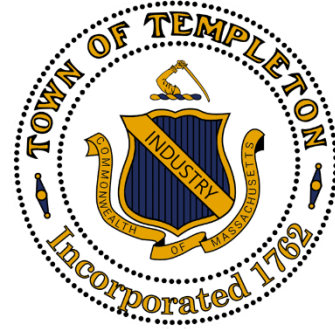


**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** January 3, 2019  
**CC:** All Departments

*Carter*



**Important Notice to All Departments**

**The Codification remains available for review before the 01/15 public meeting.  
Please don't wait until then to tell us you need something addressed. -**

**Business Meeting or Workshop: This is to expand upon items where the attached memos may need some expansion or where a full memo was not required.**

5. e. This supplemental transfer is over and above that made in September to cover merit raises. It addresses an "equity" change in one new hire position and the impact of the new minimum wage law upon our wardens and clerks for the annual election and town meeting as well as with our lower paid seasonal laborers. As discussed, these annual changes to the minimum wage law will put pressure upon our wages over the next five years in addition to the normal and ordinary pressure from inflation and collective bargaining as we strive to keep ahead of what someone can earn at minimum wage elsewhere in the market.

**Weekly Report:** I completed the second draft of the remote participation policy as well as the operating procedures. Diane and I are on track to have it before you on 01/16 for workshop and – hopefully – 01/23 for adoption. We have completed the Draft of the report on the matter of sewer collections being moved to the T/C office and it is now under review by the Finance Team. I have also advised Mr. Jeleniewski it will be available next week for his review if he

would like to do so. Additional reviews were done of the codification document making adjustments for items which should not have been changed and forwarding some additions arising out of the review by all DHs.

### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** Tax bills have gone out and we have been busy answering questions regarding the rate and the property value increases. Demands for the last excise of 2018 will be processed this week.

**Assessor:** Nothing reported.

**Town Clerk:** Nothing reported.

### **Public Works**

**Highway Department: Week of 12/24/18:** A brief sanding operation was necessary on the afternoon of Christmas Eve as snow flurries made for slippery roads. Cold patching was done on Main Street in Otter River and several other locations throughout town. It was necessary to scrape icy spots around town and add sand and salt to keep the ice from reforming. New lights were added to the chainsaw work bench to help create a better work place for repairing and maintaining chainsaws. Assistance was given at the new police station to excavate for gas piping. CD5 was brought in for the brakes and power steering. H11 the dump truck that was red lined for the body has been modified and is now able to be used as a sander/plow truck. Maintenance as in greasing was done to all trucks.

**Week of 12/31/18:** In light of the recent changes in mailbox requirements we have done some research to clarify the correct mailbox for residents and local suppliers. Since there is a high volume of package delivery via the USPS a larger mailbox will be required when you replace a mailbox or erect a new one. The one approved by the USPS is P/N SH400B01 and should be available from local hardware suppliers and online thru websites such as Amazon. Weekend rains and cold winds caused potential icy situations on New Year's Eve and crews were called in to address the roads to keep travelers safe.

**Buildings & Grounds: Week of 12/24:** 2 areas of Pinegrove cemetery were prepared for burials and 1 in Green Lawn cemetery. Trash was removed and corrugate recycled from the senior center. Training Continued of personnel to cover cemetery responsibilities in the absence of the foreman, in the office as well as in the cemeteries. **Week of 12/31/18:** The Christmas lights were removed from the trees in the commons. All public accesses were checked for snow and ice hazards.

**Sewer Department:** Nothing reported.

### **Public Safety**

**Templeton Police Department: 12/20 – 12/26 PD –** 243 Calls for Service, 15 motor vehicle stops, 1 arrest, Police Station Project – Siding of building is approximately  $\frac{3}{4}$  finished along with the roof. Dispatch – 316 Calls (does not include miscellaneous calls). Nothing new to report.

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

## **Development Services**

**Director:** Worked with Municipal Management Fellow on Baldwinville Elementary School draft RFP and continued work on FY '20 budget and documents. Administrative Assistant continued work on Trust Fund project for the Town Administrator.

**Board of Health:** Prepared and provided documentation to Assessor for community septic loan for 61 Winchester; continued permitting for food, rubbish, and septic; reviewed T5 reports on 109 Turner Ln, 35 Laurel View, 32 Winchendon (conditional pass); final housing inspection at 18 Hubbardston – all corrections completed inside, allowing foundation repairs in spring;

**Conservation:** Administrative Assistant continues to work with Denise Child of MassDEP, updating past “orders of condition”; prepared a Request for Determination of Applicability for 65 Rainbow Drive; worked with Town Administrator to organize and file documentation.

**Planning Board:** Administrative Assistant prepared minutes for November 13, 2018 meeting and updated all approved minutes to “MyTownGovernment” website. The Planning Chair has cancelled the Planning Board meeting scheduled for January 8 due to lack of agenda items.

**ZBA:** No action to report this week.

**Building Department:** One commercial permit issued for the Police Station; one use permit for a home jewelry business; two plumbing permits; two electrical permits and one stove permit were issued.

**Agricultural Commission:** No action to report this week.

## **Community Services**

**Community Services Director:** Nothing reported.

**Council on Aging/Senior Center:** Nothing reported.

**Community TV:** Nothing reported.

**Library Director:** Nothing reported.

### **Important Dates to Remember**

**Town Administrator’s Office Days next week: Wednesday, Thursday  
Selectmen’s Meeting Wednesday, January 9, 2019, 6:30 p.m.  
Department Head Meeting, Thursday, January 10, 2019, at 8:30 a.m.**

**Public Meeting Re: Codification  
January 15, 2019 @ 6:30 p.m.  
Meeting Room of Town Hall**

**Public Meeting Re: Input on Town Meeting Procedures  
January 29, 2019 @ 6:30 p.m.  
Meeting Room of Town Hall**