

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: October 19, 2017
CC: All Departments

Carter



Important Notices

Positions Now Open: DPW - Highway: Laborer/Truck Driver

Fall Town Meeting: 7:00 P.M on November 14th at Narragansett Regional Middle School

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.

4. c. This will be a presentation by the Committee on the firm, base bid, and alternates they will recommend to the School Committee for the project. The School Committee is scheduled to meet on October 25th to issue a Letter of Intent to Award, we will be issuing our BAN bid request in mid November and receiving bids on or about 11/22 with an expectation that you will award the BAN on 11/27. Once this is done the School Committee can then sign the contract.

4. f. The Draft in your packet is prior to receiving any final comments from the Town Counsel or questions from the Advisory Committee. I will send you any revisions resulting from those ASAP.

4.g.1. & 4.g.2. I would respectfully suggest that you set the new hours as proposed 7:30 a.m. to 6:30 p.m. Monday, 7:30 to 4:30 p.m. Tuesday, Wednesday, and Thursday and keep your meeting night (for now) on Monday for the balance of this fiscal year. A new board could then begin to set their calendar on a fiscal year basis. I can tell you that one of your members has recently made a long term commitment to another function and they would not be able to make Wednesday meetings for the foreseeable future.

Weekly Report: You may have noticed an improved version of the town seal is being used on this memo. You can see it, a black and white version and the current version attached to this memo. Subject to questions, comment or concerns, it is my intent to have the staff begin to use these new versions sometime next week. Alan has completed his inspections of the several (4) active playgrounds and finds that the major issues are (a) the need to install the appropriate playground surfacing (\$5,500+/-) and (b) remove the slide structure at Town Hall. It is our intention, subject to any questions or comments from the Board, to remove the slide structure at Town Hall in the next week or two and- given the advent of winter - prepare a total program and appropriation request for the ATM in the spring. Given concern over data access expressed by the Advisory Committee I asked Vadar to refresh their pricing on a read-only access to the Vadar system. Their pricing remains at a \$700 start-up fee (plus the \$1k costs of training) and then \$700 or higher thereafter each year. At this time, it is not in the budget so we have suggested they consider a transfer of \$1,700 from their reserve account to cover this. We can then include a request - for FY '19 and

beyond - for the annual license fee along with the balance of our software support. Also, we have forwarded to them samples of our check register that we could post on-line each week. This will require about 6 hours of staff time a year but seems worthwhile if everyone thinks it will be useful to the AC and the citizenry. Holly has sorted out a relatively easy way to posting supplemental materials submitted at Board meetings after the original packet was posted. You may look at the 10/16 meeting to see the supplementals from that night as an example. While I will not guarantee we will capture all supplemental documents submitted every meeting, as sometimes neither Holly nor I get an extra copy, we will continue to add these documents as in this example.

Administration & Finance

Town Accountant: This week I spoke with Worcester Regional Retirement and they hope to have their audit completed around the first of November. Once this happens the Water Department auditors will have the Water Department Liability figures to complete their audit. As soon as we get the final audit from the Water Department our auditors Roselli, Clark and Assoc will be able to complete our FY 2017 audit with the Worcester Regional Liability figures and the Water Audit. I would not expect to have our Final FY 2017 audit completed until late December early January at this point. Laura and I are working with Harpers to formulate the accrued time on the payroll checks. This project has been a much bigger task then we anticipated. We had planned to work on this and implement it separately for Personal, Vacation and Sick, but Harpers has to have it all and also the accrual rates for each individual employee. With the labor contracts and the individual employees work hours and days it has been difficult to come up with the entire list. Our hope is to be able to have this complete by mid to late November.

Treasurer/Collector: Nothing to report this week.

Assessor: Returning to the office after a 2 day workshop last week with Vision Government Solutions. This week I have been working with MRPC on mapping for the two new zoning articles for the special town meeting. Research was done in regards to a retention pond in a housing development in town. Compiled fieldwork on new construction for my board members to go out to measure. I went out on Wednesday to 20 different properties to check on status of building permits taken out. Returned to the office to update pictures and visit history. The office is trying to get this field work done before cold weather settles in. Verified weight load with Building Inspector for the new fireproof cabinets we will be ordering shortly. Finished up chapter land paperwork for the board to review and approve at their monthly meeting. Also, reviewed and verified information on exemption applications for board to review and approve. Prepared for and did follow-up to our monthly board meeting held Tuesday. Prepared the 1st quarter financial report from the Assessor office for the Accountant to present at the Board of Selectmen meeting on the 23rd. Traffic flow and the time of the year, is keeping the assessor office busy.

Town Clerk: Processed several vital records, a marriage license, business certificates and dog licenses. Busy with research requests.

Public Works

Highway Department: Rich Curtis from the Emergency Management System with the assistance of Kathy, came to the Highway Barn and made Town Identification tags for all of the DPW employees. We continue to ready the plows for the winter, each plow will be painted with sturdy enamel paint and inspected for needed repairs. Mowing continues throughout the town. More sand moved from the pit to the Highway sand pile. Cold patching done on Gray Rd, Henshaw, Barre and French Road. The Highway division assisted the water department with a water main repair on Patriots road. Gravel was added to the road side on Hamlet Mill as the pavement had broken and the

Mail truck was having difficulty delivering the mail. There were 4 catch basins on Vernon Street that were failing and were rebuilt. The fleet of larger vehicles is creating job delays as repairs are costly and there are many.

Buildings & Grounds: Many burials in the current week and in the weeks to come. Grave preparation was done at both Pine Grove and Green Lawn Cemeteries. The collection system enables the crew the pickup leaves and debris in the common areas as well as the cemeteries. The collection system was run @ the Highway barn, as well as Otter River, Baptist Common, Templeton Common and the burial ground in the center of Templeton. Acorns were manually raked up and removed at Green Lawn cemetery. The Geese continue to make a mess on the fields, as the cooler weather approaches they will finally fly south. Alan attended Complete Streets 202, as well as an Advisory Board meeting and an MPO meeting on Wednesday.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 10/12 – 10/18 PD – 191 Calls for Service, 17 motor vehicle stops, 0 arrest, Police Station Project bid was posted on Wednesday, 10/18. Dispatch – 293 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development Services

Building Department: The Building Commissioner issued one permit; no electrical permits issued and two gas/plumbing permits were issued. The Building Commissioner, with the Fire Chief and the Electrical Inspector, met with the owner of 883 Patriots Road to follow up and inspect the garage where a complaint was filed regarding an illegal auto body shop; no report has been issued at this time. The Building Commissioner issued an occupancy permit for the new build on 217 Pail Factory Road. The annual permitting process has begun for the scheduling of safety inspections for liquor licensing; the Building Commissioner will be working in conjunction with the Fire Chief to complete the inspections.

Planning Board: Prepared draft minutes for the meeting of 9/19/17 and 9/26/19 meetings. Continued preparation of proposed articles and mapping for Baldwinville and Patriots Road.

ZBA: Hearings for November 1, 2017 posted and all abutter's notices mailed out; there will be two hearings; Daymill is first on the agenda, the second hearing is for Patriots Roast Beef for relocation of his business to 136 Patriots Road.

Conservation Commission: Prepared for and took minutes at the 10/16/17 meeting; prepared draft minutes

Board of Health: Agent completed four exterior inspections with the Asst. Attorney General at Albert Drive, Barre Road and Gray Road. Agent reviewed septic plans for new build on South Road, Lot 7 and for replacement of system at 921 Patriots Road. Agent prepared and submitted annual report on recreational camps to MassDPH. Agent witnessed perc tests at Lord Road and Hamlett Mill Road.

Community Services

Council on Aging/Senior Center: A couple of the art teachers from NRSD looked at our art display system this week. They are making preparations for an art show for the kids. We are all very excited; we will be having an open house for the kids just like any other artist. I attended a

luncheon where Governor Baker was the keynote speaker, and I was reminded of some interesting stats yesterday. In the year 2020 the senior population will be at 30% in MA, currently the senior population is higher than the under 20 population. We as a nation, state, and a local community need to start planning accordingly, not play catch up.

Library Director: Nothing to report this week.

Community TV: Nothing to report this week.

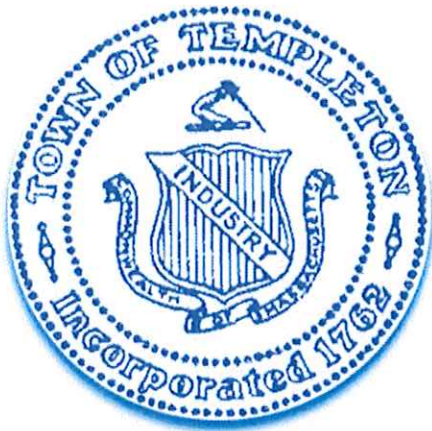
Important Dates to Remember

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

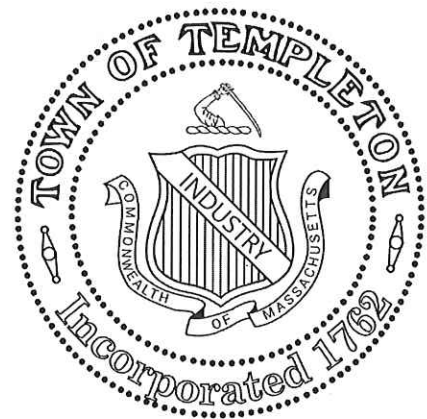
Selectmen Meeting, Tuesday, October 24, 2017 @ 6:30 p.m.

Selectmen Workshop, Monday, November 6, 2017, at 6:30 p.m.

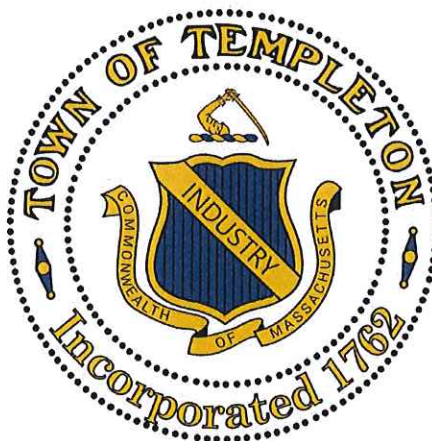
Fall Town Meeting, Tuesday, November 14, 2017 at 7:00 p.m.



Older version



Cleaned up version



Cleaned up version in color