

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: October 5, 2017
CC: All Departments

Carter



Important Notices

If you are one of the Department's where your employees got a wage adjustment as of 10/02/17; Please be sure to have completed your conversations with them ASAP.

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

BoS Workshop 10/16 to review Draft Warrant. Please plan to attend if you have an article. As of the requested date of 10/02 for staff articles, we had about 12. As of today, we do not have any citizen petitioned warrant articles.

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.i.(1) This is the latest Draft after addressing concerns coming out of your 10/02, a final review with UMass, and a final re-read. We believe it is ready for adoption as is. That said, do please understand that we will need to - in the near future - add a section to accommodate some of our more day to day procedures (i.e. as the Electronic & Bad Check Policy, petty cash, and the like). Please also understand that while we continue to make great progress some of this is aspirational given our current state. That is to say that - rather than putting target dates in numerous places - we simply need to have you - in your adoption vote - get this onto the public record.

Weekly Report: With no changes coming from the participants, I was able to finalize the memo on our meeting with DOR for you. I've been working with team leaders Carol Harris and Mike Branley (TA of Swansea, NH) on final preparations for the assessment center for our Management Fellow this coming Tuesday. Work with Alan to finalize a preferred DPW fleet and capital planning continued as did work with UMass Collins to finalize the Financial Policies Draft coming out of your 10/02 workshop. We received the contract boilerplate for the Police Contract and hope to have it out to bid by next week. Our "free cash" has been certified for the General Fund at \$1,042,588 and the Sewer Fund at \$743,735. With this in hand I can now finalize the several warrant articles we need for clean-up and FY '18. With the construction of the school getting ever close I worked with ODS on how to pay our Inspectors for this extraordinary project which is not covered by the base annual compensation. We have lost one of our Seasonal Laborers (In Training to become a Laborer/Truck Driver). We will re-advertise but are very concerned over our recruitment efforts given our very low starting wages (less than \$15/hr for a CDL). The Daymill remanded hearing will be held on November 1, 2017.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Much of the week was spent working on verifying information brought in by our Chapter Land owners. These will be reviewed at our next board meeting (changed to 10/17/17). Exemption applications continue to come and are also being verified for the next meeting. I will be out of the office next Wednesday and Thursday as I am at a Vision workshop. Sue will be covering the office Wednesday and the office will be closed Thursday. All necessary paperwork that needs to be submitted to the DOR by the Board of Assessors at this point in time has been done. Received notification from DLS that our LA4 and LA13 has been approved and that New growth is \$69,092 plus amended \$22,165 for a total of \$91,257. This figure it is larger than we anticipated. Looking forward to meeting with candidates for the Town Fellow position next week. Enjoy the long holiday weekend!

Town Clerk: Spent the week performing the regular responsibilities and duties required for this office.

Public Works

Highway Department: Some cold patching done on Royalston Rd. Brooks Rd, Hamlet Mill, Sunrise and Henshaw Rd. Millings from Rt 68 were hauled to Gilman Waite Field. More sand brought from the Pit to the bard for use this winter. We are cleaning up, repairing and applying a coat of enamel paint to the plows in preparation for the winter plowing season. Catch basins were rebuilt on Red Fox crossing and hot topping added to Ladder Hill and Partridgeville Rd. Some roadside mowing was done on Carruth, Phillipston Rd and Queen Lake Roads. The mechanic is installing the new sander in H16. He also repaired a corroded transmission line in one of the COA vans. Our general use pickup truck has been red lined because the brakes are gone.

Buildings & Grounds: The director attended a School Building meeting, Select Board Work Shop and a class in Hadley. He is currently working on an audit of all of the playgrounds in Templeton. The crew cleaned and graded the walking path around Gilman Waite field and trimmed back the brush. We are working with an intern from Narragansett in the cemeteries and common areas; his interest is horticultural and landscaping. Grass Mowing at all buildings as well as all common areas in town. Assist was given in spreading millings @ Gilman Waite field to improve the parking area. General maintenance was done to the equipment and cleaning. Prepped an area for a burial in Green Lawn cemetery and placed a bronze marker. Flags put to half Staff for the victims of the Vegas shootings. Swings taken down @ Otter River playground and the bearing, chains and connections will be replaced

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: From 9/25-10/4 the Fire Dept has responded on 25 emergency calls. 1 hazmat incident that was a non-toxic compound of less than 2 gallons, 2 fire alarm activation's, 1 brush fire that was 3 acres in size in a remote location, and 21 EMS calls. Of the EMS calls one was a priority 1 cpr call, The first responding police officer used his AED and the ambulance crew shocked the person 2 more times. This person is on their way to a full recovery. Great job done by all who responded. Ladder 1 is in the repair shop for a major breakdown. We are in the process of getting prices on repairs. The first estimate given is over \$16,000.00. I am working with the Town Administrator on this issue.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development Services

Building Department: Building Commissioner Hanks and Fire Chief responded to a complaint of an illegal body shop on Patriots Rd, more investigation to follow. A total of three building, three electrical, and four plumbing permits issued. Commissioner Hanks was out of the office 10/4/17

Planning Board: Admin worked on warrant articles in regards to zoning changes for the Special Fall meeting

ZBA: Hearing for Daymill Condo as well as Patriots Pizza Scheduled for 11/1/2017 details to follow

Conservation Commission: Nothing to report this week.

Board of Health: Agent completed final septic inspection at new build on Royalston Road, issued certificate of compliance. Agent witnessed two percs/four deep holes at new build site on South Main Street. Agent off 10/3 – 10/5.

Community Services

Council on Aging/Senior Center: Alisha and I met with Dr. Cassavant this week to discuss how the school and the senior center can have joint programming. We all had great ideas and are very excited. We will be initiating several programs in the near future, and a few more later in the year. Our goal is that everything we start is something we can sustain. We hope to feature some of the art from the art classes in our special display area. We treat this display as any other with an open house, etc. Another idea we hope to have come to fruition is one of the smaller bands playing music for the seniors to have a dance and we would hold the dance at the school, as the band would blow us out of the building here. We additionally hope to be able to provide opportunities for students that have public service obligations. The creative juices were flowing. On to more serious matters, unfortunately with the weather starting to change, we are seeing a slight uptake in services. Families will be looking for warm places to live, and ways to heat their homes. The need increases every year, and it seems the resources decrease every year.

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: Tuesday, Wednesday & Thursday

Department Head Meeting on Tuesday, October 10, 2017, at 9:30 a.m.

Selectmen Meeting, Tuesday, October 10, 2017 @ 6:30 p.m.

Selectmen Workshop, Monday, October 16, 2017, at 6:30 p.m.

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