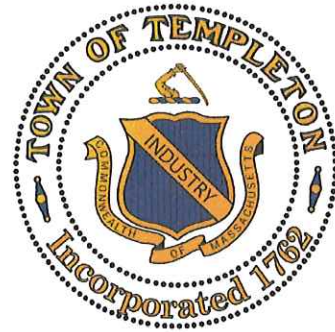


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: November 22, 2017
CC: All Departments

Carter



Important Notices

**Positions Now Open: MART/MOW Van Drivers
Girls Softball Coordinator**

**It's not too early to begin to think about your FY '19 OPEX
And CAPEX budget requests. Expect budget guidance on or
about 12/01/17 and submissions due back on or about 01/01/18
Please make sure all of your units and committees are
submitting their projects to the CPC!**



**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**

5. a. The Jack Frost Festival and Tree Lighting will start from Templeton center at 4:30 Pm and them move along to East Templeton at 5:00 PM, Otter River at 5:30 PM, Baldwinville Center at 6:00 PM.

h. The Financial Policy calls for you to consult with the Advisory Committee and then act upon revenue projections. This started on November 6th. Your vote was originally scheduled to be on November 14th. That vote was moved to November 27th when the Fall TM was scheduled from the original date. The Advisory Committee informs me that "The advisory committee voted at the November 16,2017 meeting to contact you regarding AC input into Revenue projections. The Advisory Committee's next meeting is scheduled for December 6, 2017...". You need to determine if you wish to await that input or proceed to approve the revenue projections we presented as you may deem it best to revise them.

j. This is yet another of these units which may slip out of the affordable housing stock. I would again encourage you to establish a working group to determine how if at all – to maintain them as part of the housing stock.

Weekly Report: I appreciate the interest in the COMMBUYS training at the Athol Public Library on Thursday. Unfortunately, we have only two slots we can use so I've selected Eric P. and Pam R. to attend. I've told them to learn lots and be prepared to act as trainers for an in-house session we will offer. We opened the general contractor bids for the Police Station. They are substantially out of our hoped for budget and are under review now so we might advise you as to the next best steps.

The balance of the week was spent on your numerous agenda items and a personnel matter I will brief you on at the appropriate time.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Busy working on Tax Rate Recap paperwork to submit to the Department of Revenue. Attended the Classification Hearing Monday evening.

Town Clerk: Received and certified over 300 Initiative Petitions.

Public Works

Highway Department: Pothole mix is available again and pot holes were addressed on Depot and Otter river roads as well as Hospital Hill. The mower was removed from the trackless and the sidewalk snow blower was put on. Spot sanding was done on the intersections and bridges due the snowfall on Monday. All sanders are ready to go and plows repaired and inspected and ready to be put on. The director and the Admin attended the multiple towns networking meeting on Tuesday, where many ideas are shared. Topics on various plowing operation were discussed.

Buildings & Grounds: The leaf blower was serviced. The collection system was run @ Pine Grove Cemetery. All town flags were returned to full staff. The Highway assisted in repairing a broken cord for the flag pole in Templeton Center. The staging was moved from scout hall to be used at the senior center so the ceiling could be painted. A foundation for a bench was dug and poured @ Green Lawn. Set a flat marker on the foundation in Pine Grove cemetery. Dug and prepared a grave site for a burial in Green Lawn Cemetery. The first dusting of snow for the season was cause for inspecting all walkways for icy conditions. Flags were returned to half staff as directed by the department of the Governor. Began to work on the Christmas lights, hung lights in Baldwinville and Templeton center. Put all mowing equipment in winter storage. Removed marker flags from the Templeton center common for the winter and finished removing markers @ Green Lawn cemetery and will continue Pine Grove cemetery. The Backhoe was brought to the Highway mechanic for repairs. Worked in coordination with the highway department to place a cabinet on top of a desk at the senior center.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: Nothing to report this week.

Development Services

Building Department: Administrative Assistant out due to illness, Building Commissioner busy with inspections for completed projects, safety inspections with Chief Dickie, and review of new applications for building permits. The office of Development Services has received the plans for the new school build; Commissioner Hanks will begin the review this coming week. There have been two permit applications for the Electrical Inspector and one permit application for the Plumbing Inspector.

Planning Board: Prepared stormwater application documentation for property known at 223 Baldwinville Road. Prepared public hearing notice for 12/12/17 @ 6:30 for Nationwide Auto Recycling, Inc. hearing, submitted to Gardner News. Added missing approved minutes to MyTownGovernment website.

ZBA: Decisions paperwork for hearings pertaining to Daymill and Patriots Roast Beef prepared and delivered to Development Services for processing and review.

Conservation Commission: Prepared three Notice of Intent forms for meeting of 11/20/17; attended ConCom hearing and drafted minutes; added missing approved minutes to MyTownGovernment website.

Board of Health: Agent working on housing condemnation on Circle Street. Agent reviewed as-built plans for new build at 342 Royalston Road. Plans have been submitted and reviewed for an abandoned house located at 178 Main; new septic system to go in, presentation by Chris Mossman (engineer) at the BOH meeting for a 1' offset variance in the SAS. Reviewed and approved updated septic plans for a new build on French. Agent completed a pre-rental inspection for SK Management on Baldwin. Board of Health members, with the Agent and Administrative Asst. participated in an assembly drill for the Region 2 Emergency Preparedness deliverables (requirements for the State); the 24/7 call down list was also tested, to include the contacts for the emergency dispensing site (included Dr. Christopher Casavant, Superintendent of NRSB and Rick Moulton, Facilities Superintendent).

Community Services

Council on Aging/Senior Center: Nothing to report this week.

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's Business Meeting, Monday, November 27, 2017, at 6:30 p.m.

DH Meeting, Tuesday November 28, 2017 @ 8:30 a.m.

[Please note change in time!]