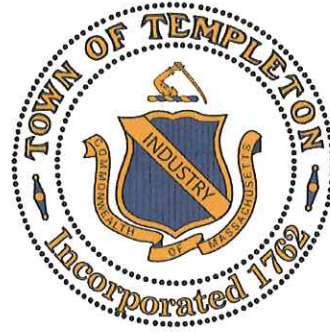


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: November 9, 2017
CC: All Departments

Carter



Important Notices

**Positions Now Open: PT Police Officers & Dispatchers
MART/MOW Van Drivers
Girls Softball Coordinator**

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

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

Weekly Report: I finalized the Voter Information Guide with the AC votes and comments. I've followed up with a request they consider having a special meeting at 6:30p to take any final votes to help the citizenry get through the meeting as easily as possible. I have also suggested further conversation on how we might improve the guidebook and make any tweaks to the Financial Policy to further clarify the use of free cash for non-recurring expenses. We did an interview with the Gardner News about the Management Fellow. The staff discussed the template for the FY '19 budget and it was decided we will provide them with the FY '18 version (appropriately edited for FY '19). We have begun the process of preparing the Guidance Memo and attachments for your final approval on 11/27. Please remember the allocation of article advocates for Town Meeting as agreed:

Seating Order	Motion & Advocacy	Staff Resource(s)	Other Advocates
Mr. Caplis	1, 2, 3	Kelli & CT	
Mr. Fortes	4, 5, 6	4, 5: Kelli & CT 6: CT & R. Hanks	
Ms. Richard	7, 8, 9	7: A. Mayo 8 & 9: CT	
Mr. Morrison	10,11,12, 13	10, 11: Kelli & CT 15: DM 16: S.	K. Moschetti #12 & #13
Ms. Brooks	14, 15, & 16	Castle	J. Henshaw #14

The staff awaits your inquiries should you have further questions. Motions will be on a separate page for each one and provided to you that evening. We have placed the advertisement for the timber cutting with bids due 12/08. The latest estimate is a gross of \$12k or a bit above the \$10k we used in the budget. We opened the sub-trade bids on the Police Station. All 29 bidders from the 10 sub-trades are being formalized on the bid tab sheets now.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Work flow is steady as we move towards preparing paperwork as part of the tax rate setting process. Counter traffic continues with exemption applications, property inquiries and request for various records. I attended department head meeting on Tuesday. Met with Eric, town fellow, to bring up to date how the office operates and the responsibilities of myself and the Board of Assessors. Posted the Classification Hearing and prepared documentation in regards to this. Preparing for monthly meeting with the board to be held next Tuesday the 14th at 4 p.m.

Town Clerk: Printed voter list and prepared for the Fall town meeting. Attended the department head meeting and a State Census workshop. Worked on research projects.

Public Works

Highway Department: The island at the intersection of Otter River Road, Lord Road and N. Main. was pumped out of all of the water accumulating there. Tree branches on Brooksvillage Road, Royalston Road and Hubbardston Rd. The tree stump from the tree that was removed @ Scout Hall in E. Templeton was removed and Noel's nursery replaced it with a young blue spruce that was generously donated. Prep work on South Road was done to lower the structures for the reclamation process. After the road had been reclaimed the structures will be raised to level with the new pavement. The last of the sand was hauled over 3 days to complete the needed sand for the winter season. Cottage lane was mowed and the machine will now be changed over with snow tires and the snow blower for the winter. The director attended a meeting @ the MRPC to discuss Storm Water, ADA compliance and getting the towns engineered roads on the TIP list. He also attended a meeting later in the week @ the MRPC with the Town of Lancaster and the Town of Lunenburg as a workshop to get GPS and mapping tools info on their cell phones. There was a Capital Planning meeting that was also attended to review the requested capital equipment and building needs. The Dump body on H12 was descaled, and had a rust inhibitor applied and a coat of paint put on to preserve the body. The sweeper has been put away in storage for the winter. The mechanic had to replace the wheeling bearing in H 9 because they failed. He also performed Preventive maintenance on vehicles as required.

Buildings & Grounds: Fall clean up continues as all of the leaves and pine needles have not quite finished falling from the trees. The Green Lawn cemetery was thatched and acorns and pine cones were raked up and removed. Old annuals were taken out and the perennials were trimmed down. The water lines at the cemeteries were pressurized with air to eliminate water in the lines so they will not freeze during the winter months. There is now no water available @ the cemeteries. A grave site was prepared for a funeral in Pine Grove cemetery. After the service the area the area was backfilled and loamed and seeded. Trash collection done throughout the town.

Annual Christmas tree lighting will be in conjunction with the Jack Frost Festival. The date will be December 3rd, 2017.

The Tree lighting schedule:

Templeton center at 4:30 Pm

East Templeton at 5:00 PM

Otter River at 5:30 PM,

and Baldwinville at 6:00 PM.

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.

Emergency Management: Nothing to report this week.

Development Services

Building Department: Occupancy permits for 46 Shore Dr and 1174 Patriots Rd were issued by the Building Commissioner; a permit for Branch St, Lot 1 (new build) was also issued. Multiple inspections have been completed with certificates of compliance being issued. The Building Commissioner and Fire Chief completed seven safety inspections for liquor licenses between Monday and Wednesday evening. A total of six other permits were issued through the Building Department. The Plumbing Inspector had one permit issued and the Electrical Inspector had nineteen permits issued.

Planning Board: MA Form 7 was prepared for the proposed articles going to fall town meeting.

ZBA: Draft minutes were prepared for both the executive session and the regular session, which included the two hearings held on November 1st.

Conservation Commission: Notice of Intent(s) were prepared for Barre Rd, 69 Otter River Rd, and 178 Main St; the hearing ads were also created and submitted to the Gardner News for publication. An order of condition was prepared for 491 Hubbardston Rd.

Board of Health: Agent performed final septic inspection at South Rd, Lot 7; reviewed and approved as-built plans for 392 Otter River (lot 6, new build) and 137 Highland (lot D, new build); scheduled perc tests for lots A, B, & C, Baptist Common (all proposed new building lots). Agent received updated information on wetlands located at 223 Baldwinville and visited site to verify compliance with requests made by ConCom and Zoning Officer; all in order; Whitman & Bingham providing plans for storm water and site. Agent worked with owner of 539 Barre to file a 3-bedroom deed restriction, plans filed with Building Department for addition of two offices, cannot issue until deed restriction is returned from Registry of Deeds. Agent is working with Region 2 representative on EDS (Emergency Dispensing Site) Plan.

Community Services

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

Library Director: The library hosted the 4th grade classes from Baldwinville Elementary on Friday, as part of their 'local history' unit. Each class listened to a story, and worked on a map project. I have worked on a detailed outline of the many renovations we hope to accomplish next year, I expect to fine-tune our plans with the Town Administrator and Director of Public Works'

expertise, and have a complete and accurate plan to present to the Capital Planning Committee later this month. We are compiling the December book order. I have reached out to Scott Dill to explore summer activities on which the library and recreation department can collaborate.

Community TV: Nothing to report this week.

Important Dates to Remember

Town Administrator's Office Days for next week: Tuesday & Wednesday
Selectmen Meeting, Tuesday, November 14, 2017 @ 6:45 p.m. @NRSD Auditorium
Fall Town Meeting, Tuesday, November 14, 2017 at 7:00 p.m.
Selectmen's Special Meeting, 11/20 (School BANs & Tax Classification)
Selectmen's Business Meeting, Monday, November 27, 2017, at 6:30 p.m.
DH Meeting, Tuesday November 28, 2017 @ 9:00 a.m.