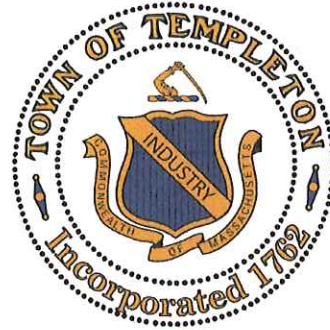


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: December 7, 2017
CC: All Departments

Carter



Important Notices

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

Budget & Legislative Packages Are Due January 2, 2018

Please make sure all of your units and committees are submitting their projects to the CPC!

Eric Pollitt & Pam Rogers put together a CommBuys Training similar to the one they attended in Athol a couple weeks ago. They reached out to the NRSD and Town departments involved in purchasing & bidding to attend this training being held on Tuesday, December 12.

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: We finalized the flyer(s) about the Local Option Meals tax and use of the Winchendon Transfer Station by Templeton residents and taxpayers for inclusion in the census mailing. We have set a kick-off on the informational meetings on the Meals Tax for January 8th at 3 p.m.; a day some of our vendors are closed to normal business and a time of day we think those who are open might best be able to get away. Roughly 30 flyers were mailed out on this first targeted meeting. Additional presentations will be scheduled on different days of the week and times to try to reach as many people as possible. We met with the local agent of the Massachusetts Correctional Industries program. It offers a variety of products at competitive pricing (w/out requiring a public procurement process) and promotes a "... positive work ethic in inmates by providing training and skills through work opportunities and to ensure the highest level of customer service by providing a quality product at a competitive price." With a solid team effort of Eric, Cheryl and Kelli, the responses to our tailings letters are starting to come back in. The \$31k has now been reduced to roughly \$26k. Each week a mailing goes out to new payees and a personal contact is made with at least one non-responding party. Our goal is to be below \$20k in tailings by the end of the FY and then deploy the statue we accepted at the Fall Town Meeting.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works

Highway Department: Many trees that were dead or dangerous on town property were eliminated on Wellington Road and some at Pine Grove Cemetery. Both of the new employees were taken around town to learn their plow and sand routes. Cold patching of pot holes was done in Baldwinville, Highland Ave and Bridge Street area. The paint machine used for line painting and crosswalks was thoroughly cleaned and put into storage. The loader was repaired as well as H17 the 6 wheel dump truck.

Buildings & Grounds: All of the trees in each of the 4 villages in Templeton had the lights added to the trees and tested for the Jack Frost festival that was held on Saturday. Fall clean-up was done @ Baptist Common cemetery. A nice new sign has been added to the entrance of the Senior Center and will greatly help in identifying the location. A memorial tree that was planted in the Baldwinville common was removed because it had died. The collection system was run at the highway barn and the town common. The crew removed a pile of debris from the Police Station that was left over from the construction of the cell. Prepared a site for a burial at Green Lawn cemetery. There were extra toilets @ the Senior Center that were not needed and were donated to the Gilman Waite project. All of the donated supplies were brought to the concession stand @ Gilman Waite.

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: Building Commissioner reviewed and issued a permit for a new build on Otter River Rd; permit issued for a two room addition on Barre Road; completed all safety inspection with Chief Dickie for renewals of liquor licenses, all certificates have been printed and await signatures prior to releasing to the establishments. The Electrical Inspector issued three permits and the Plumbing Inspector issued two permits. The Admin. Asst. drafted a check list for completion for new building permit applications.

Planning Board: Prepared an ANR (approval not required) for meeting of 12/12/17

ZBA: Nothing to report this week.

Conservation Commission: Completed agenda for meeting of 12/18/17; prepared WPA Form 5 – Order of Condition for Barre Rd hearing; prepared NOI and Order of Condition for 25 Minuteman hearing.

Board of Health: Agent with Highway Dept. and Police escort boarded door to 25 Circle, Apt. 2R to secure. Reviewed and approved plans for a repair septic system on Hamlet Mill; completed bed bottom inspection of same. Agent worked with ConCom Chair and Adm. Asst. to draft new site walk request form. Reviewed and approved Title 5 inspection reports for 79 Shore, 153 Gray, 170 Gray, 207 Cook and 70 Phillipston. Agent scheduled date for an emergency dispensing site drill for Region 2 with NRSD and CERT for February 24, 2018. Processed permit renewals for septic installers, food, septic haulers, nicotine/tobacco, and rubbish haulers. Agent provided some

assistance to Selectmen's office for food establishment information pertaining to proposed meal tax change.

Community Services

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

Library Director: I met with the Capital Planning Committee to share the renovation plans we hope to undertake in 2018. Mike Morgan and I are beginning to work on an application to the CPC for the portions of the project which fall under their guidelines. The December book order has been processed and made available to our patrons. I've obtained 3 estimates to outfit each circulation desk with computers and scanners needed for the final phase of our CWMars upgrade, and will be scheduling that work to be done within the next 3 weeks. Work continues on the FY 19 budget.

Community TV: This week TCTV recorded and broadcast the Select Board workshop of Dec. 4, the Advisory Committee meeting of Dec. 6, and the Jack Frost Festival on Dec. 3. Broadcast of Talk of Town with the Town Administrator has been scheduled on Cable Channel 8 and uploaded to YouTube. Holiday music is being scheduled every night on TCTV through Christmas Day. Production of other programs such as Story Time at the Library continues.

Important Dates to Remember

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

Selectmen's Business Meeting, Monday, December 11, 2017, at 6:30 p.m.

Department Head Meeting, Tuesday, December 12, 2017 @ 8:30 a.m.

CommBuys Training, Tuesday, December 12, 2017 @10 a.m.