

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** February 23, 2017  
**CC:** All Departments



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**The following is intended to provide information where a full memo may not have been warranted or supplement the provided information.**

**Important Notice to All Staff**

**The Office of the Inspector General will be in Templeton to present an abbreviated training on MGL Ch. 30B (the Procurement Statue) on Wednesday, March 8, 2017, from 9:00 a.m. to 1:00 p.m. Please do not make any appointments for you or your staff for that date. The session lasts about 4 hours and certificate of attendance and training will be issued to all.**

**Business/Workshop Meeting: The following is intended to provide information where a full memo may not have been warranted or supplement the provided information.**

4. f. I've made the several changes we discussed except for a revision to the definition of full time. I will continue to ponder but couldn't think of a verbal workaround at this time.

4. g. I'll be making a presentation on this to you.

4. h. This will be a verbal report.

5. a. There is no record of the removal or filling of the former underground gas tanks. If the Town wishes to move forward with a holding – or disposition – of the property I suggest you direct the Treasure/Collector to have Tax Counsel move it into the Land Court foreclosure of rights process. Once title is clear you can then invest the time and energy on the property. Please understand that – as a tax title property – you do have certain liability for it if it remains an attractive nuisance.

**Weekly Report:**

I've been working with MIIA on some alternative insurance rates and requested an IAC meeting for next week to review the options. The lowest increase we could realistically expect is about 11.75%. I met with John Driscoll to review the insurance rates and discuss a request for \$40k+/- in capital purchases (Fire SCBA Tanks, Bldngs & Grounds Mowers, Highway Dump Body).

The balance was spend on various issues relative to the '15 & '16 audits, the FY '17 gap, various personnel matters, and the FY '18 budget.

### **Administration & Finance**

**Town Accountant:** Finalized the financials for FY 15 and FY 16 for the auditors arrival on Monday...met with the Selectman on Wednesday evening to discuss where we are on closing the gap for FY 17 and discussions on the upcoming MFOB meeting on March 8th.

**Treasurer/Collector:** Nothing to report this week.

**Assessor:** Continued to process Motor Vehicle abatements. Working on Building permits for new construction and supplemental billing. Sue and Brad were out doing fieldwork. Worked on gathering information for upcoming town meeting article being submitted by the Board. Worked with a homeowner on a question over land acreage being assessed. Getting ready for the auditors who will be returning to the office on Monday.

**Town Clerk:** Updated and entered census information. Busy with issuing dog licenses. Mailed out absentee ballot applications. Provided nomination papers. Processed marriage certificates.

### **Highway & Grounds**

**Highway Department:** Week of 2.16.17: This week got off to a grand beginning with a HUGE snow storm. The highway department reacted in kind as the flakes began to accumulate mid-day on Sunday. The highway crew stayed on top of the storm for hours, into the day Monday.

Assistance was given to the Ambulance on Maple Street for a 911 call for rescue. A loader was on site to open up the area an enable the rescue team to get in. The same was true last week when a call came in for a man in Day Mill Condominiums had fallen on the ice while trying to assist another individual. While we do not normally address the area of Day Mill because it is private, we are always willing to react when there is an emergency. As the week progressed, the crew moved snow that was obstructing visibility at intersections. Also the sidewalks were opened up for public foot travel. Vehicles are continually being maintained and managed to eliminate breakdowns. The cemetery JBC has a rotten fuel tank and we are waiting info on the cost of the repair. This is a critical piece of equipment for the cemetery department and needs to be back in the fleet. There were 2 modular units left over from the auction, we will wait until Spring before making any further decisions as to what to do with them. Week of 2.23.17: Pushing back snow and opening up catch basins was first on the list for highway this week. As the weather is getting warmer the highway department has also begun addressing potholes that are remnants of the winter wear of the pavement. The Street sweeper will be tuned up for street sweeping in the spring. The Mechanic was busy as several pieces of equipment needed repairs. The Trackless (H5) sidewalk plow/snow blower, The Hydraulic Cooler and the Radiator had to be replaced, as well as the alternator. This is a vital component of our fleet. Highway was able to open up sidewalks that had not been finished when H5 broke down by using the grader and the loader. A loader (H3) blew a transmission hose and a power stirring hose. The hose and fittings were not immediately available. The 2014 plow of the l loader (H20) needed to be welded, snow banks can sometimes be tough on the equipment, and heavy ice ridden snow causes damage.

**Cemetery & Parks:** 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 & Inspectional Services**

**Board of Health:** BOH Agent completed and mailed inspection report on 730 Baldwinville Rd, several areas in need of correction to come up to minimum standards (copy on file in BOH). Old North Rd has had several corrections already made, still in process. Highland Ave well water issue corrected. Applications for administrative search warrants have been filled out for four properties on Baldwinville Rd, will coordinate with Asst. A. G. and Templeton PD prior to filing. Worked with Brigid at TML&W on several residential water shutoffs, all but one has been rectified. Received test results for ServSafe and Allergen Awareness re-certification, passed on both. Development Services Director emailed Advisory Board on 2/16/17 for clarification on request for transfer of funds for Inspectional Services; no response to date.

**Building Department Office:** The office received four building permit application that are currently in process with the Building Commissioner. There were two applications for “use” permits, one for change of business ownership and one new business that will be conducting online sales from a home office. The Building Commissioner completed a passing safety inspection at Little People Nursery School and issued the permit. The occupancy permit was issued by the Building Commissioner for the new building at 70 Patriots Rd. The office is in receipt of three applications for electrical work and two applications for plumbing work; currently the inspectional services account is in need of replenishing and we await the Advisory Committee’s decision.

**Planning Board Office:** Work continues for the public hearing on the Gardner Airport “T” Hanger; Gale Engineering requested that the continuance date be moved to March 14, 2017. Correspondence sent to VanDyke Construction with regard to the request for Lafayette Road to become a town accepted road; currently in arrears for taxes on properties in Templeton, including Lafayette Road.

**Conservation:** Received correspondence from DEP to Jamison Van Dyke, Van Dyke Construction, in regards to a Certificate of Compliance Request for Lot #4, Farnsworth Rd, Templeton. Deviations from the plan were pointed out and must be corrected prior to the Certificate of Compliance being granted. Received correspondence from BOH that a device was installed in a well at 142 Highland Ave, stopping an illegal flow of water from said property.

### **Human 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**

**Selectmen's Meeting, February 27, 2017, 6:30 p.m.**

**\*Department Head Meeting, Tuesday, February 28, 2017, 9:00 a.m.\***

**MGL Ch. 30B (Procurement) training, Wednesday, March 8, 2017, 9:00 a.m. to 1:00 p.m.**