

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: March 1, 2017
CC: All Departments



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. This training is mandatory for those of you that were emailed. The session lasts about 4 hours and certificate of attendance and training will be issued to all.

Business Meeting: n/a

Weekly Report: This week involved Follow up on MFOB, a Personnel Matter Hearing, and follow up on budget work.

Administration & Finance

Town Accountant: Working with the Auditors all week.

Treasurer/Collector: Nothing to report this week. (out of office)

Assessor: Heavy office flow with Motor Vehicle abatements. Working on imputing sketches and information for new construction in town from field work done by Sue and Brad. Went out and measured 3 new construction homes and followed-up on an additional 4 properties. Working on putting in changes to property record cards. Attended Selectmen meeting Monday and Department Head meeting Tuesday.

Town Clerk: Still working on entering census information and issuing dog licenses. Nomination papers are still being taken out. Certified citizen's petition.

Public Works

Highway Department: The forecast for the remainder of the week is warmer temperatures, some rain with no snow in the future. With the milder weather the highway department has been

able to address pot holes issues throughout town. They are also cutting and trimming trees and getting a head start on spring projects. The office is preparing for management changes and will be undergoing some minor rearranging of furniture. The mechanic continues to maintain the Snow and Ice equipment. The small sidewalk plow/snow blower has been repaired and returned to service. The trip edge on H7 cracked in half and had to be replaced @ a Cost of \$1365.00. Planning for spring projects is under way as warmer weather approaches.

Cemetery & Parks: The cemetery crew prepped and performed a funeral early in the week. There was some clean up of some heavy sand that had accumulated. The cemetery staff in coordination with the highway staff , moved the cemetery office to the Highway barn. The Superintendent attended the Select Board meeting to discuss Tomb Stone restoration bid award, as well as 504 Patriots. The Superintendent will continue to work with the current cemetery Administrative assistant to coordinate the transition of record keeping to the highway Administrative assistant. The superintendent will be @ a class on March 3rd in Lynnfield.

Sewer Department: Finished monthly operating report and submitted to DEP Central, DEP Watershed and EPA. During the month of January the treatment plant received a total of 84,355 pounds of pollutants and released a total of 229 pounds to the Otter River. This represents a 99.7% reduction. The new part time sewer clerk has been scheduled for the town required physical and Cori check. Work was completed on the first addendum in preparation for the bid opening of the Pleasant St. pump station replacement project, which will occur March 15, 2017. Submitted the sewer department budget to the Selectmen, Town Administrator and Advisory Committee. Marked out 8 dig safes. Remounted tool boxes and bed liner in bed of sewer truck. Began collecting information and assessing the possible costs for the response to the Department of Environmental Protection's inflow and infiltration mandate. Began third attempt at using NETDMR (electronic submission) for monthly reporting. Built 2 raised floors in old boiler room (new records room) to protect archived files and blue prints. Continued work on new maintenance program. Began engineering a permanent sleeve to enclose the sequencing batch reactor's submersible ultrasonic flow level transducer which has been plagued with a buildup of rags and fibers.

Public Safety

Templeton Police Department: The week of 02/16-02/22: Total call for service 384, PD—292, M/V stops 16, Arrests 2. The week of 02/23-02/28: Total calls for service 344, PD---268, M/V stops 39, Arrests 0.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development & Inspectional Services

Board of Health: BOH Agent out to Baldwinville Back Bay area following up on complaint received regarding household items (i.e. couches, TV's, etc...) being left on the roadside, letters to go out to property owners requesting proper disposal of items. Follow-up on Patriots Road property, no corrections made; meeting with property owner prior to filing in Housing Court. Perc

scheduled for Thursday for a new build on King Philips Highway (Rte. 202). Continued work with bank that is foreclosing on Circle Street.

Building Department Office: The Building Office received a total of seven building permit applications; five of those have been issued and two are in process with Building Commissioner Hanks. We are in receipt of two new plumbing applications and one application for electrical work. The Inspectional Service Account remains in need of replenishing and we await a decision from the Advisory Boards scheduled meeting on 03/01/2017. Commissioner Hanks is currently working with Minuteman Armory who may be relocating within town.

Planning Board Office: The Planning Board voted on Tuesday, February 28th, to continue the Gardner Airport T Hanger Public Hearing to March 28th from March 14th; the change was requested by Gale Engineering, who was not ready to respond to the Whitman & Bingham peer review report. The Planning Board approved an ANR Request by John and Gena Hentnik to create two new lots on a property located at the west side of Lord Rd.

Conservation: Conservation Chair, George Andrews followed up on Highland Ave well water issue; well has been corrected no further water flowing onto adjacent properties; also completed a site walk on 455 South Road for a building permit application.

Human Services

Council on Aging/Senior Center: We have been battling with ComCast and Active PBX for the last 2 weeks. More often than not we have not had cable service which takes out the internet and phones. We seem to be making some inroads this week. The internet has been up consistently since Monday, and we only have one phone not working at this time. Social Services is very busy right now, we are meeting with people who need help with tax credits, mass health applications, heating issues, etc. We are also working with other town departments to help high risk individuals, as well as meet on a monthly basis. The seniors played pitch on Monday, celebrated Mardi Gras on Tuesday, Wed is bingo, Thurs they play cribbage, and clack of pool balls can be heard most anytime. The last Tuesday of the month a manicure, pedicure or a reflexology session can be received by Veronica. We also continue to transport seniors to Gardner and beyond for their shopping and medical needs. As a Notary I have served several seniors in the last couple of weeks.

Library Director: The staff underwent a 3-hour training on fulfilling hold-requests in the CWMars system. It was a lot of information, and we will need to ask the Trustees to weigh in on how much of our collection, particularly the newer titles, we want to send off to other libraries. Given the disparity in library materials budgets from town to town, we will have to come up with some guidelines. The next step in becoming a circulating member of CWMars, is circulation training, which will take place at Boynton, over the course of 2 or 3 days. We will schedule this when we are able to equip at least one of the circulation desks with a computer and scanner. There is a dedicated section of the library at NRHS for grades K & 1, we are continuing to work with staff to schedule visits either there, and/or transporting the children to Boynton. Story Hour continues to be a large and lively group. The pajama drive in conjunction with the Board of Library Commissioners, Boston Bruins and DCF is going well (donations of new pajamas, ages 0-15 can be dropped off at the library for distribution to children in need across the state), and concludes on March 15.

Community TV: This week TCTV recorded and broadcast the Select Board meeting of Feb. 27, and planned to record and broadcast the Advisory Committee meeting of March 1 and the Open Space Plan Forum of March 2. Video production work continued on a Senior Center concert with singer Tommy Rull and the Narragansett Historical Society's Cabin Fever Collectors' Show. Work proceeded to finalize the cable TV license renewal with Comcast.

Important Dates to Remember

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

Selectmen's Workshop Meeting, March 6, 2017, at 6:30 p.m.

Selectmen's Meeting, March 13, 2017, 6:30 p.m.

Department Head Meeting, Tuesday, March 14, 2017, 9:00 a.m.