

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: March 23, 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.

Business Meeting or Workshop: n/a

e. I would request that you refer this to workshop for a full discussion in conjunction with the budget hearings.

g. Bond Counsel cannot complete its legal opinion on the Pleasant Street Pump Station until we can cure the default in not presenting the project to the Capital Planning Committee. This will resolve the problem.

Miscellaneous: I would ask you to consider scheduling an additional budget workshop as I'm not sure we can cover it all in time for you to take informed votes on 04/10.

Weekly Report:

I attended the IAC meeting, met with a potential insurance consultant who might also provide some basic HR services within the scope of their work, worked on a public records request, followed up on the several bond issues (School Feasibility at \$.125M and Design at \$1.25M+/-) to try to have flotation prior to 06/30 to be able to have the cash on the books for FY '17, worked with Alan on the seasonal laborer posting as well as adjusting the Buildings & Grounds budget to account for the HVAC maintenance at the Senior Center (+\$2,750) and Diana to review the various items she proposed to cover from her FY '18 formula grant. I'll be meeting with the Library Trustees and others early next week in time to make a report at your next workshop on the potential Community Service budget changes for your consideration.

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: Some of the Highway crew worked on moving larger snow banks to increase visibility at intersections and to allow the banks to melt and flow into the catch basins. The sidewalk plow finished all of the sidewalks, opening them up for the public to access. At the Highway barn the crew was busy in the absence of the mechanic, changing plow blades and working on sanders and other snow and ice issues. They are prepping the Street sweeper for the Spring so it will be ready to go when the weather permits. Early in the day Wednesday a Snow Quall moved thru the area, we sanded/salted the roads to keep them safe. In the new administration we are looking at catch basins, the road inventory and many other projects.

Cemetery & Parks: Clean up around Green Lawn, removed waste and pruned trees, shrubs and bushes. Sanded around various areas after the Snow Squall as well as shoveling and sanding walkways to town buildings. Inspected in all cemetery areas for downed branches and any damage from high winds. Raised and lowered all town flags to half staff in accordance with the Governor's request.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: PD – 297 Calls for service, 20 motor vehicle stops, 1 arrest, 0 PC. Cruiser 10 – a 2010 Ford Crown Victoria has been taken out of service and we are awaiting its replacement from MHQ. The Volunteer Cell Project: Working on water issues project is still moving along. Dispatch – 394 calls (does not include miscellaneous calls). Dispatch is still experiencing some radio issues we are working with both vendors to hopefully resolve the issues as soon as possible.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development & Inspectional Services

Board of Health: BOH Agent inspected septic system on Farnsworth Road that had to be moved due to wetland issues (worked with Conservation), all components in working order. Participated in a telephone conference with Tobacco Alliance; currently no sales violations in Templeton. Worked with Nashoba Associated Boards of Health on a salmonella case, suspect case proved to be negative. Development Services attended BoS meeting for preliminary budget presentation. Well permit issued for a new build on Shore Drive, septic plans reviewed and permit issued. Participated in training with the Asst. Atty. General and Worcester Housing Court at the Orange Armory for contractors interested in the abandoned housing initiative, invited local contractors to attend.

Building Department Office: This week the Building Department received a total of four permit applications, two were issued and two are waiting for additional info. The ZBA appeal period is up for the property on 9 Grove St., once the property owner has filed the ZBA ruling with the Worcester Registry of Deeds, a building permit for demo and new build will be issued. A Building permit for Daymill Condos was issued for new roofs on all existing units. Four electrical permits and one plumbing permit were also issued. Administrative Asst. was out of the office Monday and Tuesday due to illness and Commissioner Hanks was out on Monday night. Administrative Asst. worked on research for abandoned/vacant property registry for FY18. Administrative Asst. helped research the property at 207 State Road; homeowner came in looking for info on approximate year his house was constructed, as he believed the information he was provided with at time of purchase was incorrect. With the help of the Assessors Assistant and information from the Worcester Registry of Deeds, we were able to determine a more correct date for homeowner.

Planning Board Office: Nothing to report this week. Out of Office.

Conservation: Conservation Chair received an application for new build on South Road. ConCom meeting cancelled for March will resume in April.

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 Business Meeting on March 27, 2017, at 6:30 p.m.

Department Head Meeting on Tuesday, March 28, 2017, at 9:00 a.m.

Joint Selectmen's/Advisory Budget Workshop, Monday, April 3, 2017