

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** April 12, 2017  
**CC:** All Departments

*Carter*



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**Important Note To All Departments**

**\*\*Capital Improvements Committee\*\***

If you have a capital item in the budget and did not submit during the normal annual cycle, you **MUST** do so by 04/18 so we can make sure we comply with the by-law when appropriations are put before the Town Meeting.

**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**

**Weekly Report:** This week has been devoted to working through a public records request, working with Town Counsel on litigation matters, preparing a revised ATM Warrant, preparing/following up on various budget matters and preparing a response to the management letter in preparation for the informal presentation being made to DOR to receive their guidance as to how they would like to see us deal with the deficits (by appropriation or raise on the overlay).

**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:** In the office we have been reviewing old records for ones that need to be sustained and those that can be discarded. We will coordinate with the appropriate departments

@ town hall before discarding any records. Also in doing the records we have found that restructuring the current filing system is needed. Street sweeping has begun with Baldwinville Road and some clean up in Templeton Center . Please check the web page for updates on where the sweeper will be. There was money approved for the maintenance of vehicles , however we will repair only those that we feel are of most importance and hold off on any others. We will put back into service H7 and H12.

**Cemetery & Parks:** Tomb stone restoration is scheduled to begin this week. Alan attended the MJTC meeting in Fitchburg and the Department Head meeting. We are currently monitoring beaver activity in Depot Pond and the water is rising and there is a need to take action. The cemetery department has been working in coordination with the highway department in picking up the sand in commons areas. The director has taken many calls on drainage and trees issues. Evaluated a historic well cover in Templeton Center for damages. Installed an “UNDER CONSTRUCTION” sign @ Gilman Waite ball field. Until construction is complete use of the field should not be allowed. Inspection of areas in the cemetery where winter burials took place to assure there is no disturbance in the soil.

**Sewer Department:** Rose Paradis the new part time sewer clerk began work. Contacted Bond Counsel concerning Capital Planning Committee/bylaw issue. Began WWTP process adjustments in preparation for summer permit season. Adjusted the level of floats at the Patriots Road pump station and the pump cycle time at the Cook Pond pump station to reduce the incidence of nuisance alarms. Marked out 7 dig safes. Had a conference call with engineers concerning the Department of Environmental Protection’s inflow and infiltration mandate. Worked with EPA to solve access problems with NETDMR (electronic submission) for monthly reporting. Adjusted tension and replaced all worn belts of WWTP blowers. Constructed new blue print holder and review table. Moved old files and blue prints into new records room. Had parts fabricated for 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. Conducted yearly sampling and testing of monitoring wells. Pulled and repaired pump at Crotty Ave. pump station. Called roofing contractor to address leaking process building.

### **Public Safety**

**Templeton Police Department:** 212 Calls for service, 5 motor vehicle stops, 1 arrest, 0 PC. The Department will be starting a new campaign against unregistered motor vehicles this spring. The Volunteer Cell Project: Still working on the water pressure issue. Dispatch – 307 calls (does not include miscellaneous calls). FY18 E911 Developmental Grant to update the infrastructure of dispatch is almost complete and should be ready for submission early next week.

**Templeton Fire/EMS:** Nothing to report this week.

**Emergency Management:** Nothing to report this week.

### **Development Services**

**Building Department:** Building Commissioners cell phone is back up and working; inspections can be scheduled with him direct via cell phone. This week the Building Department issued one

permit for an in-ground pool, two permits for renovations on existing residences, and two permits for new builds, one on Shore Drive and one on South Road. Building is awaiting site walk approval from Conservation for a new build on Highland Avenue. Little Explorer's Day Care opened a new section at their facility after a passing building inspection. The office has been very busy with residents gearing up for warm weather projects. Plumbing issued two permits and Electric issued two permits.

**Planning Board:** Completed minutes for Planning Board meeting of March 28, 2017.

Administrative Assistant provided information to residents regarding wetlands on Baldwinville Road and Skunks Misery Road. Administrative Assistant completed an updated staff record for the Worcester Registry of Deeds for all Planning Board members.

**ZBA:** Public hearing posted for April 19, 2017 for Day Mill project; minutes completed for ZBA meeting of April 5, 2017.

**Conservation Commission:** An Extension Permit for Orders of Condition (WPA7 form) was started for 9 Ridgewood Lane; for a proposed addition to the single family residence.

**Board of Health:** Accompanied Highway Superintendent at Depot Pond to view the spillway blocked by beaver activity; will follow regulations to properly rectify the damming. Reviewed plans for new septic system on King Phillips Trail for new build and issued permit to install. Agent completed an inspection of a bed bottom for a septic installation at a new house build on Pail Factory Road. Agent filed with the Town Accountant for fees for administrative search warrants for Gardner District Court for four properties on Baldwinville Road. Agent completed a food establishment inspection at Patriots Roast Beef, no violations that impair the safety of patrons. Agent attended the monthly meeting of the Montachusett Public Health Network in Westminster.

### Community Services

**Council on Aging/Senior Center:** Last week we had a very successful Health Fair, with a wide variety of vendors. The fair was well attended by baby boomers as well as our older seniors. All of the vendors expressed interest in making this an annual event; we will probably have to find a larger venue next year.

**Library Director:** Nothing to report this week.

**Community TV:** This week TCTV recorded and broadcasted the April 10 Select Board Meeting, and the April 11 and 12 budget workshops. Work progressed on the final cable license negotiations, as well as Facebook page outreach to local residents and organizations.

### Important Dates to Remember

**Joint Selectmen's/Advisory Budget Workshop, Wednesday, April 12, 2017, 6:30 p.m.**

**Joint Selectmen's/Advisory Budget Workshop, Wednesday, April 19, 2017, 6:30 p.m.**

**Selectmen Business Meeting on April 24, 2017, at 6:30 p.m.**

**Department Head Meeting on Tuesday, April 25, 2017, at 9:00 a.m.**