

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: April 27, 2017
CC: All Departments

Carter



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 was a meeting w/DOR to review the FY '18 budget projections which resulted in our 04/25 changes. Those have been packaged up and sent along to the Advisory Board. I conferenced with the School OPM and their timing and costs going forward so that I can meet with the Committee next week and have that fully integrated grant chart (Town/School finance actions) before you on 05/08 as promised. Time was spent on various legal matters, finalizing matters for the Audit exit conference, HR matters relative to a FMLA matter, and pursuing a potential opportunity with our neighbor(s) relative to any possible sharing of Finance Team staff per the Auditors/DOR recommendations. As discussed, finding – and keeping – strong staffing in this area is not only critical but difficult. I've forwarded a specific communication to Phillipston to see if they have any interest in exploring this potential. This will be before their BoS on 05/01 to determine that interest and see if someone from their Board might meet with me and their AA to have these discussions joined by someone from our Board. If that is of interest to them I'll put it before my Board on 05/08 and get your named member so we can meet as soon thereafter as possible. Good Luck to all of the candidates at Monday's election and let's keep our fingers crossed for good weather for them.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: This week attended the Board of Selectmen meeting Monday evening with the Financial Team for our quarterly Report. Tuesday morning attended our department head meeting and Tuesday evening attended the Financial Audits Report public meeting in regards to FY13- FY16 audits and recommendations. Finished up working with Cartergraphics for our map updates. Hard copies for our office are being mailed and updated information should be going up on our town mapping site. Some traffic with resident concerns before they pay their 4th quarter tax bills. Otherwise, business as usual in the office.

Town Clerk: Nothing to report this week.

Public Works

Highway Department: Alan and Pam attended Mass BUYS to meet vendors holding State Contracts for goods. Also, Alan attended the Select Board meeting on Monday evening and the Department head meeting on Tuesday. Two trees have been tagged for removal and are posted in the Gardner News. The hearing for tree(s) will be on May 9th. The highway department received the MASS DOT Chapter 90 funding contract, this has been delivered to town hall for signatures. This represents our funding over the next 10 years. Street sweeping continues, Vernon St, Williams St, Prospect St., Grove and Mill St., Memorial St. Summer St., Columbus St., Cherry St., and Backbay area. Alan continues to work on the RSMS (Road Service Management System). The highway Director will also be holding a meeting on May 10th with several Public Works Department heads to share ideas. The state has returned their comments concerning the 25% level of Engineering, of Royalston Rd (RT 68). We are planning on meeting with Fuss and O'Neill to review the comments.

Cemetery & Parks: Moved Tractors to appropriate locations. Completed phase 2 of the land clean up @ Baldwinville Fire station & the EMS office. Place informational signs for voters on the commons. Responded to a call about damage to the picket fence at Pine Grove. The granite post has been moved to a safe location and the fence will be repaired during the summer months. Maintained trash @ Kilman and other common areas. Interviewed 4 applicants for the 2 seasonal positions. Offered to two and both were excepted. Loamed, seeded and fertilized sections Pinegrove. Brought Extinguishers to the Highway Barn to be inspected. Brought bulky waste to the landfill. Changed bulbs in Town Hall and will continue when more are ordered. Tomb restoration is about 50 % complete.

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.

Emergency Management: Nothing to report this week.

Development Services

Building Department: Processed four roofing permits, one pool permit, and five permits for renovations to existing properties; two permits for plumbing and seven permits for electrical permits have been issued. Administrative Asst. has been working closely with Town Administrator to complete a final copy of the new fee schedule for the Building Department; new fees will take effect on July 1, 2017, as voted on by the Board of Selectmen (a press release will go to the local newspaper to inform residents). We are again, experiencing issues with the Building Commissioner's cell phone – please contact the office at 978-894-2770 for questions.

Planning Board: Public hearing held on April 25, 2017 for request to become a town accepted road at Lafayette; hearing continued to May 9, 2017.

ZBA: No action to report this week.

Conservation Commission: Walked property on Red Fox Crossing for pool permit, no issues; walked new build property on Highland, no issues; delivered cease and desist on Patriots for non-filing of Notice of Intent “NOI”; a copy of the cease and desist was forwarded to MassDEP.

Board of Health: Executed four administrative search warrants on Baldwinville Road with Officer Malnati and Asst. Atty. General, Monica Passeno; completed an exterior inspection of a property on Shore Drive in order to add the property to the Abandoned Housing Initiative. Scheduled a Bulky Waste day for May 20, 9 – 11 am; flyers available in BOH Office. Re-inspected food establishment on Patriots Road for minor violations – all corrections made. Issued a permit to trap beaver for a residence on Royalston Road, flooding of well and septic system of major concern. Issued trash violation orders (Sawyer St and Michaels Ln).

Community Services

Council on Aging/Senior Center: This week has been a quiet week. We have had our normal foot traffic with seniors looking for services including those that are still dealing with heating issues. We are currently researching programming that can be a joint effort with the library, looking to expand the intergenerational programming that we currently have.

Library Director: Story Hour resumed after last week’s school vacation break. We continue to fulfill material requests from libraries throughout the region. We have seen the highest totals ever of materials, (coming in and going out) since joining the CWMars online catalog. Work continues on the commonwealth e-book enrollment. A technician from CWMars will be visiting to assess the circulation area where we will be installing a computer, and will advise us of any wiring necessary. Several groups continue to utilize the library for meetings, and circulation is steadily increasing. We are putting together ideas for the Summer Reading Program, as well as re-visiting the renovation project. We hope to identify portions of the project which could qualify for CPC funding.

Community TV: This week TCTV recorded and broadcast the Select Board regular meeting of April 24, the Audit Exit Conference of April 25, the Select Board meeting of April 25, the Advisory Committee meeting of April 26, and Candidates’ Night of April 27. YouTube videos were made available on the TCTV YouTube channel, and are also accessible on the TCTV Facebook page.

Important Dates to Remember

MONDAY, MAY 1, 2017, ANNUAL TOWN ELECTION, 11 A.M. TO 8 P.M.

Selectmen Business Meeting on May 8, 2017, at 6:30 p.m.

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