

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: June 8, 2017
CC: All Departments

Carter



Important Notice To All Departments

If you are ordering material or services; please try to get these placed by CoB 06/15 so bills against this FY can be processed in time.

Please remember the last date to submit bills for FY '17 is 10 AM on Monday, July 10, 2017.

If you have capital or specialty projects in the FY '18 budget please be prepared to talk soon about the timelines to get those out to bid.

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

5. a. Please see the revised DRAFT questions and let me know of any questions or concerns at your first convenience. I anticipate this interview to take up to 90 minutes.
- b. This Committee was created in September of 2013 to assess Town Buildings. The committee was to be active until the BOS "... decides it is no longer needed...". Since that time, you have addressed several of the issues raised (Town Hall and the surplusing of the modular units) and created a Building and Grounds Division with a department head having overall responsibility for the management of town buildings. Therefore, we do suggest that you dissolve the committee and discharge its members with the thanks of a grateful community.
- e. This is a follow up from your discussion at the workshop of 06/05.
- h. This Draft would normally be referred to a Workshop for further discussion.
- i. This is a follow-up from your discussion at the workshop of 05/05.
- k. This is an extension of time to December 31, 201. There is no cost associated with it. The need is driven primarily by our attention being consumed by the FY 2-13 to 2016 audit process.

- l. This is to authorize the lease purchase of the cruiser as approved in the FY '18 budget.
- m. As of today, it does not look like we will have a need to present any requests for transfers at your meeting of 06/12. We do, however, expect to present transfers for your action at your meeting of 06/26.
- o. In doing the design work on the new elementary school it was discovered that the Town did not have a formal easement for the drainage piping it maintains and the water discharge that we cause. This will correct that issue and allow us to go in to install the new piping and carry-out periodic maintenance.
- p. The easement that the Army Corps granted to the Town for its water infrastructure has expired. This will extend it to 2027. It has been reviewed by Town Counsel. The ACoE has denied all of the various requests. You truly do not have any option but to accept the extension as proposed.
- q. This is a revised Draft coming out of your workshop of 06/05.

Weekly Report:

I met with the Sewer Commission to discuss how to make progress on the matter of data back-ups, monthly reconciliations, the annual lien process, and exploring the DOR recommendation of 2009, subsequently reinforced by several other review entities, that the collections for this Department be made through the Treasurer/Collectors office. They have appointed a member of their Board to work directly with us on these several matters. Our first meeting will be next week. We began to set up the interview teams and dates so we are ready to move quickly upon the closing dates next week. The Advisory Committee did approve our two requests for transfers thus addressing the shortfall in group insurance and the Treasurer/Collector's office. As you may know, the ZBA did turn down an application of the Day Mill Condominium Association for an amendment to their comprehensive permit. They have now appealed to the Housing Appeals Board. I've reached out to Town Counsel and hope to have an update for you on this litigation on Monday evening. I've begun to draft the RFP for a health insurance consultant. Please send me any suggestions or concerns at your first opportunity that I might address them.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Working with RMV on a Motor Vehicle issue. Cleaning up old building permits with Departmental Services. Working on Omitted & Revised Report for DOR DLS. Starting to prepare for next week's board meeting. Had 2nd webinar with Vadar on the Billing steps for Preliminary Billing. Verified Community Preservation Surcharge Report for the Municipal

Databank with the Accountant and for Board of Assessors to sign and to be mailed out. Working on updating Vacant house list for our office and the Board of Health.

Town Clerk: Busy with genealogy and vital records request. Processed several marriage applications. Continued working on the St. List book.

Notice: The Town Clerk's Office will be closed June 14th & 15th due to continuing education classes.

Public Works

Highway Department: Due to the wind and rain on Monday night a tree came down on Baldwinville Road and 2 DPW guys were called in to remove it from the road. The rainy season has created a lot of water accumulation in areas and water has had to be pumped off. Many roads require patching and as the clear days come the crew will be out addressing the potholes.

Sweeping continued on days that were not extremely wet. A blocked drainage pipe was cleared on summer street. The office staff met with "GOV Deals", he assisted us in how to post items on the auction website. We have posted the trailers left over from building the Senior Center. The director and the foreman met with the engineers on the Rt 68 project to go over the project.

In the mechanic bay, the radiator was pulled on the 10-wheeled dump truck (H7) and sent to be re-cored. We need to get this truck back into the fleet for when the construction begins on Rt 68 so we can haul the millings for re-use. The Bucket truck(H23) has a bad #4 cylinder and the entire engine needs to be replaced. This is not feasible at this time due budget constraints.

Cemetery & Parks: Mower and trimmed Otter River, East Templeton, Templeton Center, and Green Lawn cemetery and Pine Grove. Prepared the ground for two funerals and placed flat markers that came in. Attended to the roadside trimming in Green Lawn cemetery. Washed, greased, and changed tires on tractors. Emptied the trash barrels in all common areas. Cleaned the garage and put plows away!

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: PD – 260 Calls for service, 17 motor vehicle stops, 0 arrest, 0 PC. Started work on the new FY18 E911 Grants. The Volunteer Cell Project: Great news the cell has passed inspection from the State Department of Public Health and after some training can be utilized. Dispatch – 364 calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development Services

Building Department: Several permits for roofing, renovations and outdoor improvements have been issued from the Building Commissioner. The Electrical Inspector has issued three permits this week and Plumbing was quiet this week with one permit issued.

Planning Board: Prepared packets for Planning Board meeting on June 19, posted meeting.

ZBA: Prepared copies of Housing Appeals Committee documentation (Day Mill Townhouses Condominium Trust vs. Templeton Zoning Board of Appeals; Appeal case H.A.C. No. 2017-08) for the Board of Selectmen and John Fletcher, ZBA Chair.

Conservation Commission: Prepared packets for Conservation meeting on June 19, posted meeting. Requested Board of Selectmen review and place on their agenda the recommended conservation restrictions for Lot 3 & 4, Farnsworth Rd.

Board of Health: Housing Court appearance for Abandoned Housing files on Baldwinville Road changed from June 7 to June 21. Interior inspection of 93 Patriots completed and letter filed with Housing Court for all corrections completed to sanitary code. Continued work on 729 Baldwinville Road, nuisance complaints regarding debris and smell from burned out property. Identified a beetle specimen for a resident; not an Asian Longhorn. Septic system for a new build on Shore Drive completed and inspected.

Community Services

Council on Aging/Senior Center: This week we had an entertainer come in thanks to the Cultural Council. The seniors enjoyed a musical performance and a light lunch. We continue to have to have questions about the possible changes coming to Medicare and healthcare. All of the seniors seem to have returned from their winter homes, which mean increased activity. Hopefully the rain has stopped for a while and the weather will be conducive to outdoor activities. We are planning outdoor activities for the summer, horseshoes, possibly bocce, and pickle ball.

Library Director: Nothing to report this week.

Community TV: Nothing to report this week.

Important Dates to Remember

Selectmen Business Meeting on June 12, 2017, at 6:30 p.m.

Department Head Meeting on Tuesday, June 13, 2017, at 9:00 a.m.