

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: August 10, 2017
CC: All Departments

Carter



Important Notice To All Departments

If you have procurement questions, you are urged to consult with this Office ASAP.

It is imperative that all Town Departments understand that any contract which is entered into that is not in compliance with the statute "... shall not be valid, and the governmental body shall make no payment under such contract." (MGL Ch. 30B §17). I think we can all agree that we certainly do not ever want to see the Town in such a position.

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: I attended (late) the School Building Committee. Final cost estimates show us under budget and not in need of further redesign beyond the tweaks for the energy code. They are on track and may – in fact – be able to go out to bid a bit early. I met with our auditors who were able to complete their field work in just three days. Pending timely receipt of the allocation of our share of the liabilities of the Worcester Regional Retirement System and audits from the TLWP; we are on track to prepare the material for Standard and Poor's and for the needed clean-up actions at the Fall Town Meeting. We opened the bids on the Sewer Pleasant Street Pump Station BAN. We had a nice grouping of four bidders ranging from a net of 1.1440% to 1.6900%. This will further solidify our position that we have access to capital. Several hiring offers (Library and Public Works) were made and the backgrounds are being run now. I would expect to introduce them at your meeting of 08/24. Substantial time was spent on our several litigation matters and I'll brief you on that in Executive. Our 06/30 balance in ambulance receipts is \$127k or some \$27k more than we needed for the supplemental appropriation at the Fall Town Meeting.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week. (Out of the Office)

Assessor: Nothing to report this week. (Out of the Office)

Town Clerk: Continuing to be busy issuing Marriage certificates. We have had several genealogy requests. Updating our Boards & committee's program. Mailed out business certificate renewal forms. Researched and provided documents for information requests.

Public Works

Highway Department: The Excavation was done on Wellington/Barre Roads and the paving has begun. Further work in creating a sidewalk for the area will continue into next week. The traffic change notifications will begin to show up in various areas on the Message board and on many web sites. Highway assisted the water department on Baldwinville road with excavation of a water service for a resident. We were able to double up on mowing on Barre Rd. for a couple of days and began mowing on Rt 101. The 4 corners of Otter river Rd was cleaned up. Cold patching done on South Rd, Depot Rd, Partridgeville Rd, and French Rd.

Buildings & Grounds: Prepped for a funeral service in Green Lawn cemetery. Fertilized areas @ Gilman Waite field. Returned flags to full staff. Mowing was done for all common areas and town buildings. Picnic tables and trash barrels were delivered to the senior center for a function. Both cemeteries were mowed and detailing was done @ Greenlawn and Pinegrove cemeteries. Loamed and seeded @ Templeton common and planted shrubs @ the gazebo. Maintenance was done on some equipment and a list of parts prepared for future maintenance. Parts for the mowers were picked up @ Padula Bros. and an estimate was provided for service on the lawn tractor. The director attended a Complete Streets 101 class in Hadley, as well a CPC meeting, and a cemetery meeting.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 8/3-8/10 PD – 248 Calls for Service, 17 motor vehicle stops, 0 arrest, 1 PC - Cruiser 17 was involved in a MVA on 8/9. Officer involved sustained minor injuries. Cruiser was rear end in traffic on Patriots Road. Cruiser 237 was at the Ford garage for 3 days for recalls and cruiser 15 is now being addressed. We are closely monitoring the CO2 issues for all Ford Police Package SUVs. Dispatch – 358 Calls (does not include miscellaneous calls). E911 has completed the centers' upgrade to NexGen.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development Services

Building Department: Several building permits have been issued for remodeling work, decking, and exterior updates. The wiring inspector has completed 10 inspections in the past week; the plumbing inspector has completed 2. Review of the proposed Police Station continue.

Planning Board: Due to an error with posting, the meeting scheduled for August 8th has been rescheduled to August 15th. By-law research completed at request of Chairman for next scheduled meeting.

ZBA: No activity to report at this time.

Conservation Commission: Site walk completed for Royalston Road, no issues. Hearing publication draft sent to the Gardner News for August 21.

Board of Health: Received and reviewed plans for a new system on Royalston Road. Town has received a check from USAA for monies owed on 729 Baldwinville Road (to include taxes, sewer, water, electric and initial demo for a total of \$23,876.83); USAA will be overseeing the demolition of the property and will be paying for it direct. Met with Cassandra Foley, Collaborative Coordinator for LUK, Inc.; working toward instituting substance abuse programs aimed at decreasing alcohol sales to minors. Bed bottom inspection and final inspection completed on new septic system at White Circle, Lot 6 – White Circle, Lot 2 in process.

Community 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 Meeting on Monday, August 14, 2017, at 6:30 p.m.