

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: August 24, 2017
CC: All Departments

Carter



Important Notices

VACANCY – SEWER CLERK - PT @ 19+/- HRS/WK – SEE WEB SITE

BoS: Please submit comments on the financial policies ASAP so we can pull them all into the next Draft w/a target of your 09/06 policy setting workshop to finalize them going into budget season.

BoS: Please submit your Annual Retreat Survey to Holly ASAP so we are ready for 09/06.

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:

4. c. The response takes refuge in a defense on the basis of free speech rights and does not acknowledge the issue of a majority of the board viewing or commenting upon matters over which they have domain. That said, it seems the best approach would be a continuation of that expressed by the Board at its last meeting.

4. d. Should any final draft presented to you gain your approval, or – failing that – should you decide to continue negotiations, we will also need to discuss the schedule for Town Hall and any changes to your meeting schedule. This will also impact potential revisions to the Countdown to the FY'19 Budget & Legislative Package. You asked me to consider accelerating the presentation of the FY '19 revenues (which I can move to your workshop of 10/02 if I am not trying to also present the five-year financial forecasts envisioned in the Draft financial policies). You have also asked me to consider accelerating the review process. I am not at all convinced we can do this by having all departments present and defend on the first workshop of 03/02. First this would be a substantial amount of material for you to have to review in the week between the 02/26 presentation and this workshop. Secondly, I do not believe you could get through all of the departments in the one evening. Therefore, I am going to suggest that we look at adding some meetings in March such that we can target 03/26 as Adoption.

Weekly Report: We have some potential upcoming work-flow issues on the administrative side of Sewer between illness in the full-time position and a vacancy in the part-time position. I contributed to the several redrafts of the IMA/TA work and participated in the joint subcommittee meeting. The Forester has been working on the Dump site marking and measuring trees. He

advises that the area that is harvestable is considerably smaller than we initially thought because of several streams and wetland areas that are inoperable and an area that contained smaller trees. However, he believe the site would generate \$7k to \$10k. Once this site is out to contract he will proceed with the Highway site. I've come to learn that we are not requiring insurance certificates for the use of our various facilities by others (Gilman Waite, Town Common). This is exposing you to great liability risk. I will prepare a full memo for your consideration and schedule it for the first possible workshop inviting the various units involved. I've been doing follow-up on the Barre Road property being developed by the Corporation for Independent Living (CLI) in an effort to answer resident questions. I have not connected with CLI yet but will keep you posted. I met with Mike Pingpank from COG to discuss the upcoming CDBG grant round and who potential partners might be. We also discussed – and he will provide a firm proposal – to retain them to review subordination requests over the next few years (as opposed to us bring it in house). Finally, I spent time with Alan M. and Bob from Highway trying to sort out a cost effective way to have a fleet ready to take on the winter season given deterioration of the vehicles and sanders beyond what we had anticipated and planned for.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: This week continues to bring in residents with exemption applications, veterans signing off on paperwork and chapter land owners returning yearly forms. Started working on and reviewing values and sales for the FY18 Tax Rate Recap Sheet. This is a lengthy process and much time in the next few weeks will be dedicated to this. Many town residents are stopping in to have their yearly retirement paperwork notarized. A home visit was done for one resident in regards to this. Checked out a vacant property and a couple of building permit properties as to the status of ongoing construction.

Town Clerk: Continuing to issue Marriage certificates. Updated our birth and death vital records. Updated our business certificate program. Researched and provided documents for information requests.

Public Works

Highway Department: Two new employees were added to the Highway division payroll to replace two that left earlier in the year. They began getting their feet wet in assisting in cleaning up the trees that were taken down on N. Main Street and Baldwinville Road. Trees were also removed in Templeton Center. Before removal the trees were evaluated by an Arborist and found to be diseased and hollow on the inside, therefore a hazard to residents. A tree hearing was posted and held on the 14th, there was no opposition to the removal of these trees. The new guys also lent a hand in erecting the new Heart Safe signs for the Fire department throughout town. Some hole patching was done and road side trimming. The Director and Administrative assistant attended the quarterly DPW info share meeting held in Winchendon. These meeting are held every 3 months as a way to share ideas with local facilities. Many new ideas were on the table for discussion and we saw a few new faces. The next meeting will be in November and the location is still undisclosed.

Buildings & Grounds: Prepped the Templeton common for the fair. Trimmed and blew off all sidewalks as well as trimming all shrubs in the area. Loomed and seeded the ruts left by the tree

removal. Clean up in the burial ground and at the police station and library. Greenlawn and Pine Grove cemeteries were mowed and trimmed and general detailing was done. Mowing of all of the common areas, including Gilman Waite field and the East Templeton ball field was accomplished. The items brought to the common for the crafts fair (barrels, and picnic tables, as well as folding tables) were picked up and brought back to the storage area

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 8/17 – 23 PD – 175 Calls for Service, 28 motor vehicle stops, 2 arrest, Police Station Project is awaiting contract approval from Town Counsel in order to go to bid. One-way traffic pattern has experienced minor issues. Some tweaks will be needed to improve its' overall effectiveness. SRO ran A.L.I.C.E. training for the school staff in order to prepare for the upcoming school year. Dispatch – 319 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: Building Department- Inspector was out of the office Monday 08/21/2017; worked in conjunction with the Board of Health in regards to a mobile home issue on 70 Otter River Road, denial letter issued. Building Commissioner met with the owner of Patriots Pizza and their engineer to discuss possible location to house new restaurant. The Building Department issued a total of five building permits three for decks, the other for a roof and remodeling. Building Commissioner conducted multiple inspections. Plumbing issued a total of 3 permits and Electrical Dept issued a total of 5 permits this week.

Planning Board: Admin got items ready for next meeting and upcoming hearing. Final site approval documents were drafted for the Gardner T-Hanger. Admin worked closely with Charlie Walker on getting needed information on Lafayette for the detention pond and Farnsworth Rd on the environmental order.

ZBA: Preparation completed for a hearing on 921 Patriots Rd

Conservation Commission: Monthly meeting was held on Monday the 21st. Chairman Andrews along with several other members completed multiple site walks on Victoria Lane, Baldwinville Road, and Ledge Drive. Draft minutes prepared from meeting on 21st.

Board of Health: (includes activities since 8/10/17) Reviewed information on Laurelview Road with Town Administrator and Highway Super regarding the condition and process to become an accepted town road. Reviewed septic information with Title 5 inspector, Neil Jackson for abandoned property known as 38 Shady Lane. Closed Community Septic Loan for 101 French and provided payments to the vendors who did the installation. Assisted Chief Dickie with a call at 29 Sawyer Street; trash related. Perc test at 178 Main (repair), 58 Michaels Lane (repair), and South Road (new build). Attended Templeton Arts & Crafts Fair; monitored all food vendors, found no violations on Saturday or Sunday. Completed school food inspections (NMS/NRHS & Baldwinville

Elem), no violations; completed walk through NMS/NRHS – no issues to prevent opening. Responded to a “mold” (condition of dampness) complaint on Baldwin Drive; order to correct issued to property management. Agent issued a denial letter to 70 Otter River Road (lack of proper sanitary services) for a mobile home that was placed on the property without proper permitting.

Community Services

Council on Aging/Senior Center: The garden that the horticulture class planted for us has now started to provide vegetables. It is wonderful to have fresh vegetables for the seniors to take home with them. We are very grateful to the kids for their hard work. The class also planted grass in front of the building which makes such a huge difference in the appearance of the building. We met with the architect writing the specs for the siding on the building and Alan tells me that the project is moving ahead, this is very exciting news. When we have siding on the building it will be a huge improvement in heating costs. We have a couple of new programs, yoga, and stained glass. The yoga class is a full class every week; we will probably be increasing the class from bi-weekly to weekly in October at a cost of no more than \$4.00 per student per session. The stained glass is geared to everyone, but can be tailored to the disabled. Rick Trifilo received a sizable donation which enables him to do this at no cost to the participants. Renewal applications for fuel assistance have been sent out and the seniors are coming to us for help. We have seen an influx of people needing help with SNAP and Food Pantry Applications. We continue to help those in need, with the decrease in staffing we have had to institute a policy that in most instances an appointment is needed to see Sue or myself, for emergencies we are always available.

Library Director: The library's book sale was a success. We are now preparing for the start of Story Hour. Our additional hours will allow us to schedule two Story Hours each week, on Wednesday and Thursday mornings. Story Hour begins on Wednesday, September 13 at 10 am, and Thursday, September 14 at 10am. September's book order has been compiled and placed. I have begun work on the final 2 State reports, the compliance form, and the financial report. DPW director, Alan came by to further investigate the cause of the major leak in the Children's room. Many thanks to our colleagues at the Senior Center, as we've been sending our patrons who need to print materials over to the Senior Center, as we wait for a replacement part for our printer!

Community TV: This week TCTV taped the Templeton Arts & Crafts Festival, as well as the Advisory Committee and NRSD School Committee meetings. Overlays and slides on Cable Channel 8 have been running on the traffic changes on South and Wellington Roads. We scheduled the video of the Mac N Cheese fest, and continue to do production work on several other videos. The Historic Society and Boynton Library have requested videos as well.

Important Dates to Remember

Selectmen Meeting on Monday, August 28, 2017, at 6:30 p.m.

Department Head Meeting on Tuesday, August 29, 2017

BoS Retreat, Wednesday, September 6, 2017, at 6:00 p.m. Templeton Common Fire Station