

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator’s Weekly Report
DATE: September 14, 2017
CC: All Departments

Carter



Important Notices

Fall Town Meeting Articles desired by 10/01; Please see me ASAP to begin discussions.

For Town Hall Employees: Kindly finish your review and advise on any comments on the change in Days/Hours Memo resulting from our meeting on this matter.

Business Meeting or Workshop: N/A

Weekly Report: The grant application that MRPC submitted on behalf of the Town this past June to the Massachusetts Department of Energy Resources to assist the Town in becoming a “Green Community” was funded (\$7,500). They will be contact soon to finalize the scope of work. A representative of Royalston has reached out to see if we might be willing to transfer at least one (if not two) of the modular units to them for their storage needs. I’m arranging for them to inspect them to make certain they meet their needs. We will approach you once we know a bit more. As you may recall, the FY 18 budget contained \$10k for merit and equity raises for non-union personnel. I was originally going to leave it to the incoming TA so I was not doing it on the way out the door but... Not knowing the transition date for certain and not wanting to wait much longer I have begun the review process with the various Department Heads. I hope to have finalized the package for you for 09/25. We received 4 direct applications for the Management Fellow position and 11 referrals from the ICMA. I’ll narrow that down over the coming week or ten days to three applicants and then involve Mr. Hickey in a final interview. I’ve met with Diane to take a first look at revisions to the Boards rules of procedure and will begin a redraft based upon that. We also discussed procurement and, after a number of incorrect attempts at the same were presented to this office and had to be done differently, it is clear to me that developing a simpler decision tree to guide people could prove a substantial time saver to all and address many of the issues we seem to keep tripping over.

Administration & Finance

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

Treasurer/Collector: Nothing to report this week.

Assessor: Continued working on Sales Analysis for FY18 and submitted the LA3 to the Department of Revenue, waiting to get approval before the next step. Exemption Applications and Chapter land Paperwork continues to come in. Tuesday met with the Board of Assessors for their monthly meeting. FY18 Real Estate Exemption Applications were reviewed and approved. Bills,

Commitments, FY17 Annual Report and 61 Forestry Land Application for renewal were all reviewed and signed by the Board., CAI GIS contract was signed. Attended the Department Head and the BOS meetings. Thursday attended 2nd day of a workshop in Danvers. Various phone calls received and follow-up work to them.

Town Clerk: Attended the department head meeting. Have been busy with several research projects. Working on the state required interstate crosscheck list.

Public Works

Highway Department: Tree work at Gilman Waite field and on Norcross Hill and Green Lawn Cemetery. Trimming along road edge of branches was done on Norcross Hill. Mowing was in Graves's development and on Bridge Street, parts of Back Bay and Circle St. Patch road side in Gilman Waite. Rebuild catch basins Ladder Hill, N. Main and Otter River Roads. The new sanders were delivered and will be put into trucks and prepped for the upcoming snow/ice season. The mechanic fabricated and welded on H12 to improve the back of the body and the tail gate. The garage intern assisted the mechanic in repairing the back-plate light on the COA vehicle.

Buildings & Grounds: Removed the cover to the water line pit to allow the water department access to repair the meter. Plywood and other supplies were purchased for funeral services. Preparation was done in Green Lawn cemetery for a funeral. Using the drag box on the John Deere, grading was done at the entrance to the building @ Green Lawn cemetery. Changed light bulbs in the finance office and other offices at Town Hall, there is a need for either ballast repair or replacement of certain fixtures. Flags changed to half-staff. The staff cleaned up the dump area at Green Lawn cemetery. Mowing and detailing was done at both cemeteries and all common areas. The director attended the Select Board meeting as well as the department head meeting this week. Also on Friday, he attended the cemetery expo.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 9/7 – 9/13 PD – 254 Calls for Service, 34 motor vehicle stops, 1 arrest, Police Station Project, having received no response from town counsel regarding the project bid documents arrangements are being made to have bid documents prepared by another alternative. A group of officers headed off to LIDAR training with week, which will increase the number of certified officer capable of utilizing the new equipment. Dispatch – 372 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: Total of seven permits issued, including one for the demolition of 729 Baldwinville Rd which suffered a fire loss and a new single family home on Royalston Road. Zoning determination letter for a property owner on Rice Road was completed. Nine electrical permits were issued and a total of three plumbing permits. Commissioner Hanks affidavit to submit to town counsel in regards to Patriots Road complaint, worked on complaint call for unsafe egress on Exchange St investigation in progress. Multiple Inspections completed, one Certificate of Completion issued for roofing job.

Planning Board: Planning Board held meeting on 09/12/17. ANR for Marilyn Fisher was denied and another ANR for St. George Estate was approved. Planning Board discussed 101 Storage wanting to put another building up, and also met with Charlie Walker held discussion on Lafayette Road.

ZBA: Hearing for 921 Patriots Road was held 09/13

Conservation Commission: Nothing to report this week.

Board of Health: Agent attended MPH (Montachusett Public Health Network) meeting in Westminister, discussed topics were opioids, state reimbursement for “direct observation therapy” for TB patients, and future budgeting. Agent contacted Agricultural Commission Chair with regard to horse feces at Farnsworth Road. Agent reviewed and approved plans for a repair on Kyle Dr. Title 5 reports for Gray Rd, Main St, and Hamlet Mill Rd were reviewed; notice sent to owner of Hamlet Mill for a failed system. Agent attended a meeting with Animal Control and Chief Bennett to clarify roles and protocols between the three departments. Agent witnessed two perc tests at Valentine Rd. Agent participated in a webinar through MDPH on mumps outbreaks.

Community Services

Council on Aging/Senior Center: Nothing to report this week.

Library Director: Story Hour began this week with a Wednesday and Thursday morning session. Both programs were extremely well-attended, and very successful. Work continues on the second round of reports to the Board of Library Commissioners, as well as applications to our local Cultural Council. We continue to train the newest addition to our team. The October book order is being compiled. Circulation continues to increase, with August numbers of materials checked out, and visitors to the library being the highest totals since those numbers have been tracked.

Community TV: Nothing to report this week.

Important Dates to Remember

Selectmen Meeting on Monday, September 25, 2017, at 6:30 p.m.

Department Head Meeting on Tuesday, September 26, 2017, at 9:00 a.m.

Selectmen Workshop on Monday, October 2, 2017, at 6:30 p.m.

Fall Town Meeting, Tuesday, November 14, 2017 at 7:00 p.m.