

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: September 21, 2017
CC: All Departments

Carter



Important Notices

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

Business Meeting or Workshop: The following is intended to supplement agenda items where a full memorandum may not have been required or updates are needed.

4. f. You may recall that we switched from our legacy Medex Plan (Fiscal Year) to a Medex Plan which integrates the Part D prescription program (Calendar Year). I'm pleased to be able to tell you that the rate increase will be 0%. We had planned 6% so we will have some dollars in the budget to offset any overages which we incur throughout the year in the Insurance & Benefits account. This switch not only brought us lower rates but I do believe it will also bring you – over time – a lower annual increase in your trend rates.

k. Every unit taken out of the 40B count hurts us over the long term. These units are now selling out at a very reasonable rate. Affordable work force housing is a difficult thing to recreate. I encourage you to create a process whereby you look at the feasibility of beginning to acquire some of those using CPA funds. Upon disposition, the recouped monies then go back into the CPA.

l. After a preliminary discussion between our two DPW Directors, the Town of Winchendon has made us a formal invite by which the residents and Taxpayers of Templeton could use the Winchendon Transfer Station. They would do so at the same permit/user fees as are being charged to the facility's other users (See Brochure). There would be no annual fee to the Town of Templeton itself. Our residents/taxpayers could buy their stickers and bags at the Winchendon Town Hall(Cash or Check) or the Transfer Station (Checks Only). After discussion with our Town Clerk, it would be our intent to keep a limited supply on stock for sale here. We would then make a monthly payment to Winchendon for those sales. I seek your consent to offering this opportunity to our residents and taxpayers and to enter into the sales of the stickers and bags. We can continue to offer our bulky waste days under this arrangement.

Weekly Report: We prepared for and participated in a 3+/- hour meeting with DOR to update them on our progress and prepare for the Fall TM. They've given us a bit of homework for Sewer that will help them carry out an early review of our Recap sheet. I'll work on the meeting minutes over the next few days and be able to forward them once the participants have signed off. Our Financial Advisor was there and will be making suggested modifications to our Gant chart for the school project to account for the discussion in the meeting. I narrowed the 14 applicants down to seven for ½ hour phone interviews next week. I will then narrow that down to three for a longer in-person interview. Obviously, this may change based upon your discussion on the IMA/TA options.

We are in discussions with the TMLWP about possibly upgrading the lighting here at Town Hall. It will improve lighting and reduce maintenance costs while reducing their outlay for electrical costs. School bidding is underway with sub-bids on schedule. We have inquired of Vadar the costs of a true purchase order system with the hopes of acquiring it through a Community Compact grant.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: LA3 & LA15 have been submitted to and approved by DLS. Worked on LA4 & LA13 and submitted them to the state Wednesday, waiting to hear from them. Processed Motor Vehicle Commitment #5 and bills were sent out on Wednesday from the Tax Collector's office. Working with a property owner on lien releases. Worked on 40B paperwork. Mailed out reminder postcards to veterans to come in with their VA letters and sign their yearly exemption paperwork. A reminder to Chapter Land owner's yearly paperwork that was mailed out in August needs to be in NO LATER than October 1st. Also, a reminder to property owners that real estate exemption applications are still being accepted in the office. Please file early so it can be credited to both your 3rd & 4th quarter tax bills.

Town Clerk: Nothing to report this week.

Public Works

Highway Department: The clear day on Monday allowed the Highway crew to get hot topping done in areas that needed it as well as repairing some catch basins on Ladder Hill and Otter River Rd. Also some repair to South Rd and Farnsworth and cold patching on Depot Rd, Stone Bridge Road and Old Winchendon Rd. Several loads of sand that were mined from Sadie's pit last year, were brought to the highway barn for use this coming winter. Line painting of parking areas, fire lane indicators and directional arrows was done @ the Senior Center. H6 the street sweeper has been gone over again and a faulty conveyor belt replaced. This old machine requires TLC to keep it running each season. The police department brought in C11 noting a noise issue. The front passenger tire was replaced due to a large gash and the drive shaft replaced using the parts from retired car #10. H17 was taken out of service due to an engine issue. We replaced a spoke wheel on H9.

Buildings & Grounds: The director attended a Historical Commission meeting, a Cemetery department meeting as well as the Public works Expo and Cemetery Expo. Goose patrol - continues @ the Gilman Waite field, Thank you to everyone that help chase them away from the fields that are currently being used. Instruction was given to one of the High School interns on how to detail certain areas @ the Highway barn. Filled and loamed and seeded sink hole area of Baldwinville Common near Exchange St/Circle St. Put the drag box on the John Deere and graded the roads in Green Lawn Cemetery that were washed out from the rain. Detailing @ the Library on the shrubs and gardens was accomplished. The senior center requested picnic tables for a function on Tuesday. General mowing, trimming, and trash pickup was done @ all commons areas, as well as Green Lawn and Pine Grove cemeteries.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 09/14-09/20 PD – 211 Calls for Service, 23 motor vehicle stops, 1 arrest. Dispatch – 329 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: The Building Commissioner issued a total of fourteen permits this week; one for new construction of a single family on Royalston Road. Commissioner Hanks also worked on multiple other issues including complaints on Victoria Lane and Exchange Street. There were three plumbing and two electrical permits issued.

Planning Board: Meeting held on Tuesday evening; minutes in process.

ZBA: Nothing to report at this time.

Conservation Commission: Meeting held on Monday evening; George Andrews voted to continue as Chairperson. Site walks were completed on the proposed Valentine Rd, Otter River Rd, and Ledge Dr.

Board of Health: Agent reviewed Title 5 reports for 56 Depot Road and 24 Pail Factory Road, both passing. Prepared and sent complete report to MDPH Toxicology Department for the beach testing data at Templeton Fish & Game, the water had low (within acceptable standards) bacteria counts and remained open without any closures. Agent prepared a “barn list” with all known information for the properties for the Animal Inspectors so they may begin barn inspections in October. Agent, with the Building Commissioner, met with 140 Michaels Lane; all issues were resolved and Ms. Lemieux will be applying for a business certificate and food permit. A re-inspection at 398 Baldwinville Rd. has been completed for the AHI Program; the bank did not make corrections as outlined on the order, an updated order will go to the Asst. A.G. and on from there to the bank. F. A. Moschetti & Son have almost completed the demolition at 729 Baldwinville Road; I believe they will complete the demolition by Friday afternoon.

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

Town Administrator’s Office Days for next week: Monday, Tuesday & Wednesday

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.