

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: May 30, 2019
CC: All Departments

Carter



Important Notice to All Departments

Business Meeting or Workshop: This is where we add material that supplements memorandum or reports or provides the information needed if such is missing or not justified on the basis of brevity.

2.c. (page 32 of your budget document) Recreation & Culture: Other than continual improvement in the work flow of the office, there are no substantial changes proposed. However, we do recommend that you support an initiative to study the possible conversion of the swimming program from a fully tax funded program to one that might require a partial fee from the participants.

2.d. We have discussed at several times in the past the idea of expanding the role of the IAC or creating a small working group of Town employees who would address issues of loss management ie. Workers comp, property loss and liability. And developing a more robust training program such as we recently did on the sexual harassment and hostile work environment. This will be a continuing discussion on that matter.

2.e. This will be an update on the NRSB FY'20 budget process together with a discussion of a path forward for FY'21 and beyond.

Weekly Report: We have completed and posted the IFB for the Department of Public Works relating to road work. This bid invitation seeks a qualified contractor to provide road resurfacing, pulverizing, cold planing, structure adjustments, and materials to be picked up with proposals to be due in the Board of Selectmen's Office by Wednesday, July 3, 2019 at 2:00 p.m. We have been working with town counsel as we will have the Cannabis hearings on 06/04 at 6.30PM. As was mentioned last week, notices were sent to abutters and the ad ran for each marijuana proposers in the Gardner News on 05/25. Additionally, we have been working with Milone & MacBroom on Stone Bridge as they will be presenting to the Board of Selectmen on 06/05 at 6.30PM. Finally, we have been working on collective bargaining.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Nothing reported.

Assessor: Office is busy with information requests and deed searches. Revaluation is in full force with sales analysis throughout the town. Also, cyclical work is starting up for the summer months in the Baldwinville area.

Town Clerk: Nothing reported.

Public Works

Highway Department: Street sweeping continues and is currently on schedule. Pot hole patching was done on Barre Road, under the bridge near Lee's hotdog on Central St., Hospital Hill Rd. and Main St. The highway crew removed the basketball hoops from Gilman Waite park and filled the holes with material. The mechanic is working to bring all vehicles up to date for preventive maintenance and has a good grip on the issues that were awaiting him upon his hire.

Building & Grounds: Many Thanks to all the Boy scouts and Girl scouts and adults' chaperones, that helped place flags on the Veteran graves in Templeton Cemeteries. With the improvement in the weather pattern the Buildings & Grounds crew will be busy cutting grass and keeping the common areas and cemeteries looking nice. A grave site was prepared for a week day burial in Pine Grove cemetery and 2 more will be prepared for both Green Lawn and Pine Grove for Saturday burials.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Out of the Office

Board of Health: Recvd application for 156 Hubbardston Rd new single-family system, Director will review when she returns 6/3. Three Title Five Reports received.

Planning Board: Mallory attended planning board meeting hearing for Bunny's Dairy Barn Held, hearing continued until 6/11. ANR for 40 Baptist Common Approved. Met with representatives looking to establish gravel pit and reclamation at gravel pit on Gavin Rd. Minuets for meeting drafted.

ZBA: Nothing to report

Con Com: Prepared for Con Com meeting 6/3/19, Site Walk Gray Rd for a pool will be completed Thursday afternoon.

Building Department: Five building permits, three electrical, and two plumbing permits issued. Safety inspection at Alternatives Unlimited completed with passing inspection. Admin continued work on trust fund project as well as sand and gravel project. Inspector will be out of Town the end of this week, will be back on Monday 6/3

Agricultural Commission: No actions to report currently.

Community Services

Community Services Director: Out of the office.

Senior Center: Out of the office.

Community TV: This week TCTV recorded and produced programs on the Memorial Day parade and ceremonies, the Planning Board meeting of May 28, and the Board of Selectmen meeting of May 29. We received a nice response, shares and page likes from photos posted of the Memorial Day observances on the TCTV Facebook page. This is becoming a good way to reach out to the community and groups and promote upcoming shows. We are planning Farmers' Market coverage for the initial June 6 event at the library grounds. I interviewed two potential part-time employees to help us as media and marketing assistants.

Library Director: Out of the office.

Important Dates to Remember

Town Administrator's Office Days next week: Wednesday & Thursday
Selectmen's Workshop Meeting-Wednesday, June 5, 2019, 6:30 p.m.
Selectmen's Business Meeting-Wednesday, June 12, 2019, 6:30 p.m.
Staff Meeting, Thursday, June 13, 2019, 8:30 a.m.