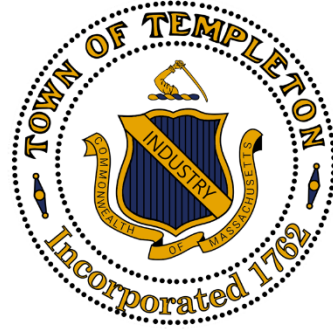


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: March 14, 2019
CC: All Departments

Carter



Important Notice to All Departments

Business Meeting or Workshop: n/a

Weekly Report: We met with our representatives from Milone & MacBroom to discuss Stone Bridge regarding the work status, existing conditions, crossing alternatives, and our MA Culvert Replacement Municipal Assistance Grant Application. DPW Director Bob Szocik and Adam Lamontagne went to the Montachusett Regional Planning Commission meeting as we have two projects pending which include the reconstruction of Route 68 (Royalston Rd.) and the roundabout construction at the intersection of Patriots Rd, South Main St, North Main St, and Gardner Rd.

Administration & Finance

Town Accountant: I was out of the office for most of the week at the MMAAA conference in preparation for taking the certification test for Accountants. This test for certification is a 2 ½ hour exam with long answer. Nichole did a good job while I was away with the payroll and the warrant.

Treasurer/Collector: Busy as usually, high volume of walk-in traffic this week. Prepared list of delinquent property tax owners and submitted to Gardner News. Advertisement should go to print sometime next week.

Assessor: On Monday prepared for Board meeting. Much traffic flow in our office with the Motor Vehicle demands going out. Tuesday, I met with my DOR DLS Rep to go over this year's Revaluation Directives. We also went out to tour the town. Touched base with my rep from Vision to go over some details and to set up a time to meet with him next week. Much follow up paperwork from the Board meeting. Received notification from Jeffrey and Jeffrey that the second batch of Motor Vehicle bills are ready to download and create. Spoke with the Collector/Treasurer to pick dates and these bills will be mailed out next week. Also, included in this are the rebills sent from other towns to Templeton. Worked on sketching 3 new constructions and sent out supplemental bills for them. Attended the department head meeting on Thursday morning and I am hoping to go with ACO to visit a property on Thursday afternoon.

Town Clerk: Attended the budget meeting on Saturday. Attended the department head meeting this morning. Notified all incumbents that nomination papers were available until March 28th. Still steady with people coming in to license their dogs.

Public Works

Highway Department: The DCR sent notification about the Baldwin Water Supply Dam @ Depot pond and the fact it is in poor condition. It is undetermined as to the ownership of the property. Another weekend storm kept the crew busy until late Sunday. The sidewalk plow has been out cleaning up after the storm. The signage for the Main St. bridge has been put in place. Please take note that this is an “All way” stop. The director attended an MJTC meeting on Wednesday evening to discuss Royalston road and the progress to the TIP list. The highway department took delivery of the new Ford F550. This truck has a plow and a wing plow which will be very helpful in winter operations. The truck has a few minor problems which have been taken care of. The truck is out with cold patch, patching many of the pot holes through out town.

Building & Grounds: Working on maintaining the blowers and trimmers and doing general maintenance. Time was spent in clearing walkways at town buildings and sanding in the cemeteries. A snow bank was removed from the Gilman/Waite field by the concession stand to enable access to the building. Many trees that came down during strong winds 2 weeks ago at Green Lawn cemetery are in the process of being cleaned up.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Administrative Assistant provided support to the Office of the Selectmen for the budget hearings held on March 9, 2019 and prepared draft minutes for that event. Director continued to provide support for the BES Disposition Committee by drafting minutes from the hearing/meeting on January 31, 2019 and by attending the opening of RFP's; attended the Planning Commission meeting in support of the changes to the “wireless bylaw” and move to Zoning Bylaw, members approved the changes and move and will be providing a letter in support of this change.

Board of Health: Agent inspected properties on North Main and Otter River for complaints of trash, violation notices were issued; prepared community septic loan documents for Turner Rd, approved at BOH meeting on 3/11/19; received info from Fire Chief on issue of no smoke or carbon monoxide detectors at a Circle St apartment; violation order issued; reviewed and approved plans for a septic repair on Farnsworth; continued work with resident on bed bug info; Administrative Assistant provided quarterly testing of the satellite phone and battery maintenance for the Region 2 Emergency Preparedness group, all in working order.

Conservation: Chair completed site inspection at 136 Patriots, will need to follow up after existing building is demolished; Administrative Assistant prepared packets for meeting of 3/18/19.

Planning Board: Administrative Assistant prepared packets for monthly meeting held March 12, 2019; members approved plans for Lawindy's LLC to put Patriots Roast Beef at 136 Patriots Rd; Administrative Assistant prepared draft minutes.

ZBA: No actions to report currently.

Building Department: The Commissioner issued five permits for renovations and two permits for wood stoves; two wiring and two plumbing permits were issued. The office has been very busy with residents seeking consults with the Commissioner for new builds and plan questions. The Administrative Assistant prepared and provided monthly reports to the Assessor's office.

Agricultural Commission: Monthly meeting held on Monday, March 11, 2019.

Community Services

Community Services Director: Nothing reported.

Senior Center: Nothing reported.

Community TV: Nothing reported.

Library Director: Nothing reported.

Important Dates to Remember

Town Administrator's Office Days next week: Monday, Tuesday, Wednesday

BoS Budget Workshop – Wednesday, March 20, 2019, 8:30 a.m.

Selectmen's Meeting Wednesday, March 27, 2019, 6:30 p.m.

Department Head Meeting, Thursday, March 28, 2019, at 8:30 a.m.