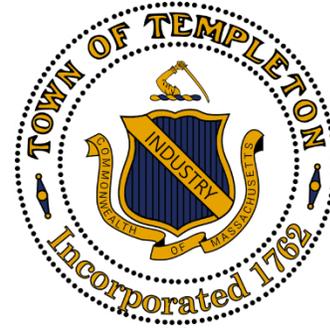


**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** March 29, 2018  
**CC:** All Departments

*Carter*



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**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.**

With the School budget now certified I can work through our final budget deficit and how we might close that gap. I will be concentrating on items which avoid further programmatic disruptions and maintain the resources needed to protect and continue to move forward on your progress on your financial and general management systems. I would ask you to consider whether or not you have any appetite to risk an increase in the Over-Ride amount being requested and what that might cap-out at. This will be your final chance to act upon ballot questions for the Annual Town Election. Your next opportunity for local ballot questions will be 08/01 at which time you can no longer ask the state to add ballot questions to their ballot for you.

**Weekly Report:** I attended the NRSD District reorganization meeting; the next meeting is on 04/09 and their hope is to finalize a recommendation to the School committee on how to best group the grades w/respect to the new TCES and the existing Phillipston school. I attended the NRSD Finance/Budget sub-committee. While I pushed for the lowest number we could get you saw the result of 03/28. I attended the NRSD Committee where they certified the budget. As you can imagine much of the week was spent preparing for and following-up on those. I taped the April Talk of the Town with Dianna Morrison Director of the CoA as my guest. I met with the OPM for the PD project as we push to get the project out to re-bid next week. We drafted new job descriptions for the Treasurer/Collector office and hope to finalize them in the next few weeks so we can move on to the next work group. We will have what we think is the final Draft of an organization chart to distribute Monday night with a hoped for adoption on 04/09.

**Administration & Finance**

**Town Accountant:** Nothing to report this week.

**Treasurer/Collector:** Nothing to report this week.

**Assessor:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works**

**Highway Department:** Plans are being made for tree cutting as the days get warmer. Trimming and pruning of brush and branches that were obstructing the sidewalks was done on several of the side streets off of Baldwinville Road. The Street sweeper will be out as soon as the winter weather has completely gone. The sidewalk on Baldwinville Rd. will be swept this week before the Easter Holiday.

There are many culverts in town that need to be addressed in terms of failing pipes. Currently Cook Road, Henshaw Road and Royalston Road have culvert pipes that need to be replaced. All of the streets in town will be qualified by an outside company and ranked in terms of needed maintenance. H9 one of the 6 wheeled trucks in the fleet was sidelined due to it needing a total brake job. It has been torn down and will be completed as soon as the parts arrive. Many fleet vehicles and police cruisers were maintained. The vehicle used by the Health Services department has been Red Lined due to the brake hoses are rotted and are could fail anytime.

**Buildings & Grounds:** Sharpened all tools for pruning bushes and trees. Washed and waxed the lawn tractors. Prepped 30 barrels used for trash across the town in common areas. Removed and cut up all downed tree limbs in both Pine Grove and Green Lawn cemeteries. Went to Town Hall and addressed a sewer issue, it was a clogged pipe and it was cleared easily. Checked sump pumps @ both Scout hall and the library, found the pump @ scout hall is connected to the light switch @ the top of the cellar stairs and put tape on it to keep it from being shut off.

**Sewer Department:** Nothing to report.

### **Public Safety**

**Templeton Police Department:** 3/22 – 3/28 PD – 244 Calls for Service, 25 motor vehicle stops, 1 arrest, Police Station Project – finalized bid documents for April 4th posting. Dispatch – 366 Calls (does not include miscellaneous calls). Nothing new to report.

**Templeton Fire/EMS:** Nothing to report.

### **Development Services**

**Director:** Completed a draft brochure for the Agricultural Commission with regard to the “right to farm” by-law; will be attending the April 2nd meeting to discuss edits and additional information; assisting AgCom with scheduling a presentation to interested residents by the State Apiary Commission. Presented “Green Communities” information to Select Board @ 3/26 meeting; question from member with regard to penalties if 20% reduction not achieved in five year period; contacted Kelly Brown, DOER Coordinator – no penalties and no payback, continued efforts to achieve 20% goal expected. Director attended presentation by the State Cannabis Control Commission on adult use as it relates to our communities.

**Board of Health:** Agent completed food establishment inspections at Otter River Sportsman Club with no issues. Complaint filed by a resident with regard to a property on Schoolhouse Road; referrals made on specific issues to Fire and Police Departments, order from BOH in process. Agent took updated photos of 15 Gray Road for affidavit being filed by Asst. A. G. for abandoned housing program. Agent began preparation of “draft” health regulation in relation to the sanitary and safe operation of marijuana establishments.

**Building Department:** This week in the Building Department one electrical, one plumbing, and three building permits were issued. The full building permit was released for the new elementary school. Two use permits for new businesses were issued. Tree harvesting at the Town Landfill is set to begin this week, and the Forester is working with admin to locate new areas to harvest for next year.

**Conservation Commission:** Adm. Asst. filed a “determination of applicability” for Lot 66, Rainbow Drive; assisted resident with information with regard to a “cease and desist” notice received from ConCom. Adm. Asst. tasked with researching the role of ConCom Chair in the absence of a Conservation Agent. Adm. Asst. continues to prepare documentation for a ConCom “manual”. Prepared agenda and paperwork for ConCom meeting of 04/16/18

**Planning Board:** Met with and collected documentation for Scribner; prepared for and attended Planning Board meeting of 3/27/18, prepared ANR (approval not required) for the property located at 40 Baptist Common. Adm. Asst. continues to prepare documentation for a Planning Board “manual”.

**ZBA:** No actions to report at this time.

**Community Services**

**Council on Aging/Senior Center:** This week I recorded Talk of the Town with Carter. We had several people come in for social services. The weather easing up has brought people back out for activities, a hint of spring is in the air. Beginning Wednesday April 4, the COA will be closed Wednesday mornings from 8am to 12pm, this will not interfere with any activities, but will allow us to complete our work so that we can better serve the community.

**Community TV:** Nothing to report this week.

**Library Director:** Nothing to report this week.

**Important Dates to Remember**

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

**Selectmen’s Special Meeting, Monday, April 2, 2018, 6:30 p.m.**

**Selectmen’s Business Meeting, Monday, April 9, 2018, 6:30 p.m.**

**Department Head Meeting, Tuesday, April 10, 2018, 8:30 a.m.**