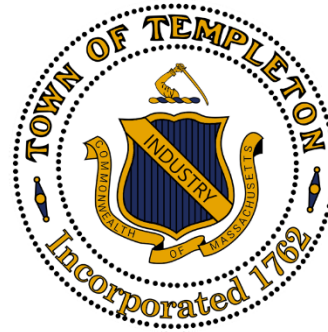


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: June 28, 2018
CC: All Departments

Carter



Important Notice to All Departments

Job Openings:

Assistant Town Accountant
Assistant Treasurer/Collector
Director of Public Works

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. N/A

Weekly Report: I taped the July Talk of the Town w/Jackie Prime to discuss the Library and the launch of the Development Services Office. I prepared the adverts for the various vacancies above. These vacancies and some other recent ones bring up the fact that we do not yet have the formal process in place called for by our Financial Management Policy¹ I'm going to try to make that a priority over the next few weeks together with a defined policy of where and for how long we post these vacancies. Rich Caisse and I met with the equipment suppliers relative to the tractor/groomer items we have budgeted for. Subject to final review with the Recreation Commission it looks like we can meet everyone's needs within the requested budget. We expect to receive the revised quotes w/in the next week or so and hope to have it on your agenda for 07/11. We had three competitive bids on our latest tranche of \$9M of BANs for the school and PD with the lowest being a tad under 2.25% in Net Interest Costs. We will have this on your 07/11 agenda.

(A-4 Position Control/Vacancies: Prior to filling any vacancy, department heads shall review with their appointing authority the services provided by the vacant position, the continued need for such services, and possible alternative service delivery methods.)

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Nothing to report.

Assessor: Deputy Assessor was out of the office this week. Sue covered the office.

Town Clerk: Spent the week performing the regular responsibilities and duties required for this office.

Public Works

Highway Department: The early part of the week was spent investigating a sink hole at the end of Baldwinville Road where a pipe had separated and 6 feet needed to be replaced. Many efforts have been made to clear the pipe on Nyman Street but the beavers have been diligent in blocking it daily. Professional services have been requested through the Board of Health. Sweeping resumed beginning Baptist common Rd and continuing to Templeton Center. Cold patch was placed in potholes on Barre Rd, French Rd, Cook and Gray Rd. The grader was maintained by the DPW workers in preparation for grading on Cook Rd. The mechanic adjusted the brakes on H7 and did some Spring cleaning in the garage.

Buildings & Grounds: Two seasonal laborers have been added for the summer help with the grounds keeping. 1 seasonal had joined the team previously, prior to Memorial Day. Summer requires many hands on for mowing, trimming and grounds keeping. An air conditioning unit from the BOH office was moved to the Accounting office in town hall. Prepared for a burial in Pine Grove Cemetery. Removed the shrubs @ the Fire Fighter Memorial in TC so new greenery could be planted. Researched installing a larger sump pump for Scout hall as the one in place does not handle volumes of water in heavy storms. Assistance was given @ the COA to move 2 freezers. A burial lot was prepared @ Green Lawn cemetery for a burial on Monday. Mowing and trimming was done throughout town. Clean up was done around the TC Fire Station. Brought the sewer dump truck to J.C. Madigans to have the new sander fitted to the body. Met with Padula Bros. to discuss field grooming needs. Met with Alan Mayo to review questions that have come up. Met with Templeton Paving to discuss establishing an Emergency exit @ Gilman Waite field.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: Nothing to report.

Templeton Fire/EMS: Nothing to report.

Development Services

Director: Administrative Assistant working on “job description” project and Laurel View timeline project for Town Administrator. Director was out on Tuesday and Wednesday using up vacation time.

Agricultural Committee: AgCom is working with the Highway Department to place new “right to farm” signs throughout the town.

Board of Health: Agent completed a Title 5 inspection review for 38 Turner Lane and a final inspection of a new system on French Road; Agent was out using up vacation time on Tuesday and Wednesday.

Building Department: The Building Department issued seven permits for renovation or outbuildings on residential properties. Two plumbing permits and six electrical permits were issued.

Conservation Commission: Two site walks were completed by ConCom Chair for building permits in process.

Planning Board: Administrative Assistant assisted 138 Patriots Road, Lawindy’s LLC, with application to Planning Board hearing for site review.

ZBA: Administrative Assistant scheduled hearings for two applicants; a variance was requested for a shed on Elm Street and one a proposed new build on a lot that had a catastrophic loss more than a year ago; both hearings will be held on July 17, 2018. Chairman provided Administrative Assistant with documentation to complete final decision paperwork for the request at 138 Patriots Road.

Community Services

Council on Aging/Senior Center: Nothing to report.

Community TV: This week TCTV recorded and broadcast the Board of Selectmen's meeting of June 25, and continued work on a number of video projects. Talk of the Town with the Town Administrator and Director Community Services Jackie Prime was taped on June 27 and prepared for broadcast. New equipment is being tested, and some old equipment is being moved into storage.

Library Director: Nothing to report.

Important Dates to Remember

Town Administrator's Office Days for next week: Thursday

Town Offices closed for 4th of July Holiday on Wednesday, July 4, 2018

Selectmen's Business Meeting, Wednesday, July 11, 2018, 6:30 p.m.