

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** July 12, 2018  
**CC:** All Departments

*Carter*



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### 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:** We completed the review of Laurel View and have sent the timeline and 125+/- page of exhibits off to Town Counsel for review and advice. At this point we should be ready for a second neighborhood meeting in early August. The new copiers have been delivered with all of the usual start-up headaches. We are setting up the design review meeting with Virtual Towns and Schools to begin work on the conversion to the new platform. Please remember to be sending us screen shots of anything you have seen out there that you thought might be good for us to include in our design. We have sent out the advert on the DPW Director and Management Fellow (for which we have 13 applications so far).

### Administration & Finance

**Town Accountant:** This week I have Lynn from the Treasurer/Collectors office doing a full audit of the employee's accruals. She will be working on this and I hope to have solid good balances for each employee by the end of the month. Attended the Selectman's meeting and had the OPEB report presented by Parker Elmore from Odyssey Advisors. I am working on the year end financials and working with departments on their final expenses and encumbrances.

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

**Assessor:** Busy week coming back to the office after being out 3 weeks. The 1st week I was away at a MAAO conference. The 2nd two weeks I was on vacation. Thank you, Sue, for the great work covering the office! Had a webinar with Vision in regard to our upcoming mandated upgrade to V8. Spoke with Montalbano Computers to confirm everything is moving along with the computer upgrade part of this. Met with the Board of Assessors on Tuesday for their regular meeting and to go over funding for the computer and Vision upgrade after finding out on June 25th the original funding sources were no longer available. Processed paperwork approved from the meeting. Implemented just under 60 new building permits into the system and spent the major part of the day Thursday doing sight visits for the precinct of Templeton on building permits pulled. Updated deeds and MLS listings into the system.

Residents can now come in to apply for their FY19 Tax Exemption, so we have been busy with yearly returning applicants as well as new applicants. Please remember that current bank statements, Yearly SSI statements and any other paperwork to confirm income and assets needs to be returned with these applications.

**Town Clerk:** Attended the department head meeting. Issued several dog licenses and vital records. Worked on projects.

### **Public Works**

**Highway Department:** The repair to the large hole on the bridge @ Seaman Paper in Otter River, as well as the patch on the repair done @ the end of Baldwinville Rd. Hauled loam from Baldwinville Road to Sadie's pit. Assistance was given to the Buildings and Grounds division in removing stumps in Templeton Common area. Sweeping was done in the area of Ladder hill and Johnson Ave, Musket and Minuteman Road, and Partridgeville Rd. The beavers are still busy on Nyman St and the culvert was cleared to maintain water flow. Storm drains were cleared of debris after the heavy rains. Stop lines and crosswalks were painted in the Baldwinville area. Repair was done road side in Otter River. Approval was given to obtain the materials needed to replace some guardrail on lower Otter River Rd.

**Buildings & Grounds:** Mowing, trimming and clean up was done in Gilman Waite, Pine Grove cemetery, Town Hall, Scout hall, Turner Park, Baldwinville center area, Pine grove cemetery, Houghton Park, ET Ball field, and Templeton Common. A meeting was held with a family interested in purchasing lot location @ Pine Grove cemetery. Flat markers were set in place in Pine Grove cemetery. A lot was prepared monument foundation in Green Lawn and Pine Grove cemetery. The cemetery meeting was held at the senior center. Placed signs @ Gilman Waite field to help clarify specific parking. Trash removal was done in all common areas of town. Special attention was paid to the Templeton common in preparation for the Mac & Cheese Festival this coming week end.

**Sewer Department:** Nothing to report.

### **Public Safety**

**Templeton Police Department:** 6/14 – 6/20 PD – 280 Calls for Service, 173 motor vehicle stops, 1 arrest, Police Station Project is advancing nicely. Dispatch – 545 Calls (does not include miscellaneous calls). Nothing new to report.

6/21 – 6/27 PD – 285 Calls for Service, 105 motor vehicle stops, 0 arrest, Police Station Project met with E911 and the RAC concerning construction questions. RAC indicated during meeting that they estimate that the project will be done before the 10 month or 40 weeks timetable. Dispatch – 489 Calls (does not include miscellaneous calls). Started taking wireless cell calls direct.

6/28 – 7/4 PD – 320 Calls for Service, 17 motor vehicle stops, 2 arrest, Police Station Project preparing for our temporary move to 2 School Street in Baldwinville. Dispatch – 428 Calls (does not include miscellaneous calls). Nothing new to report.

7/5 – 7/11 PD – 258 Calls for Service, 4 motor vehicle stops, 0 arrest, Police Station Project on 7/9 thru 7/11 working to complete the temporary move to 2 School Street. We encountered many obstacles but have overcome most. Dispatch – 344 Calls (does not include miscellaneous calls).

**Templeton Fire/EMS:** From 07/05 thru 07/11 the Fire Department has responded on a total of 22 calls. 18 ambulance, 1 false alarm and 3 motor vehicle accidents. We have also done multiple smoke detector inspections for home sales. On 07/09 we welcomed the Police Department into our Baldwinville Fire Station. This will be the new temporary home for them during construction of their new building. We welcome them here and hope this experience helps us work even closer than we do now.

## **Development Services**

**Director:** Prepared packets for BES Re-use Committee meeting of July 11, 2018; attended same; drafted minutes and confirmed walk through at Baldwinville Elementary on July 19. Director referred an issue at Sunrise Dr. to the AgCom with regard to a nuisance issue. Director will be on vacation for the following two weeks, July 16 – 26.

**Agricultural Committee:** Chair and Vice Chair were referred an issue at Sunrise Dr. with regard to a manure pile and a rogue rooster that attacked a neighbor; Director is awaiting a response from AgCom on the issue.

**Board of Health:** Agent completed perc tests at Lord, Farnsworth, and South Roads (two for new builds and one repair) and processed pumping records; processed a pasteurization permit for Hein's Farm; processed a community septic loan application and reviewed the plans for same on Royalston. Agent met with Region 2 Emergency Preparedness Rep and received two updated emergency dispensing site plans. Agent will be on vacation for the following two weeks, July 16 – 26.

**Building Department:** The Building Department issued a total of six permits, four for renovations, one for the renovations of the Templeton Police Department and on sheet metal permit for the new elementary school. The office issued four wiring permits and one gas/plumbing permit. The Administrative Assistant continued work with the Town Administrator on the Laurel View timeline and the packet for legal to review.

**Conservation Commission:** Admin. Asst. prepared an RDA (request for determination of applicability) and a DOA (determination of applicability) for 191 Royalston Road. Site walks were completed for Turner Lane and Mitchell Road; both were for placement of above ground pools.

**Planning Board:** Admin. Asst. continued to assist Antoon Lawindy with his application to the Planning Board for Lawindy, LLC for 136 Patriots Road.

**ZBA:** Administrative Assistant completed packets for the ZBA hearing on July 17, 2017; prepared meeting documentation.

## **Community Services**

**Community Services Director:** I spoke with the contact person at the Dept. of Agriculture regarding the process for getting the Farmer's Market site approved. I have also spoken with the organizer of the Westminster Farmer's market, which is very successful, and she is willing to advise us going forward. Steve (TCTV) set up a computer in the library, which can be used for TCTV and library needs. I continued to make notes about town-website features which would improve [www.templeton1.org](http://www.templeton1.org).

**Council on Aging/Senior Center:** This week has been a crazy week, between yearend, and getting ready to be out on sick it is nuts. Farmer's Market Coupons will be available next week; we have a very limited supply this year. The garden for the food pantry is doing well except the wood chuck or a deer that lives out back is eating the leaves off the squash. We have a BBQ Luncheon on July 26 to thank our veterans for their service. If you know a vet encourage them to call us to let us they are coming, we want to reach as many vets as possible. We are working with the VSO to be able to make this a really nice celebration. If anyone should have any questions while I am out, please contact Sue Lajoie in my absence.

**Community TV:** This week TCTV recorded and broadcast the Board of Selectmen's Meeting of July 12 and the Advisory Committee meeting of July 13. Both are also available on TCTV's YouTube channel and Facebook page. Production was completed on the July 4 Declaration of Independence reading and Motorpalooza. DVDs of the Declaration Reading are available in the Selectmen's Office. End of fiscal year finances were coordinated with the Town Accountant. New equipment was tested in the field. Plans were made to tape the Mac n Cheese Festival and help promote it next year.

**Library Director:** The circulation computers have been ordered and should be installed in the next week or 2. We are 'ramping up' with issuing barcoded library cards to those patrons who are not already in the CWMars system. We held a 'pizza & board game night, and a fun-filled show featuring Mr. Stupendous Magichead, both as part of our Summer Reading Activities. More students visited looking for their required summer reading books. Discarding continued for the book sale. We are compiling the August materials order. I began data input on the ARIS (Annual Report Information Survey)- which is the first of three reports to the Massachusetts Board of Library Commissioners and is due in mid-August. We processed a large order of children's and young adult books. We began a calendar for Story Hour 2018-2019, with themes, crafts and story books.

**Important Dates to Remember**

**Town Administrator's Office Days for next week: Tuesday, Wednesday & Thursday a.m.**

**Selectmen's Business Meeting, Wednesday, July 25, 2018, 6:30 p.m.**

**Department Head Meeting, Thursday, July 26, 2018, at 8:30 a.m.**