

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: July 5, 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.

5. b. This opening has been posted on the website for 2 weeks. One candidate, John Columbus, has submitted an application.

5. d. Materials on OPEB will be distributed at the meeting to which I have also invited the sewer commissioners.

5. e. Award a \$9m BAN with an interest rate of 2.75%. We will have to roll over the \$2.35m sewer BAN in mid-August and will need to have a third portion in the late fall.

Weekly Report: Eric covered the office on Monday & Tuesday. The Town Offices were closed for the 4th of July on Wednesday. Offices were open regular business hours today.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Nothing to report.

Assessor: Nothing to report.

Town Clerk: Nothing to report.

Public Works

Highway Department: A dead tree was cut on Gray road early in the week. The crosswalks and stop lines throughout town are being freshened up with a coat of paint. A couch was picked up on South Main and efforts are being made to locate the owner. Maintenance was performed on the sweeper and some sweeping was done on Albert Drive, Meadowbrook and Otter River Road. The beaver damn on Nyman St. continues to be rebuilt on a daily basis. Beaver control is now in place and the problem should be resolved soon.

Buildings & Grounds: Several foundations were poured at both Green Lawn and Pine Grove cemeteries. The families of these lots have been notified that the stones will be erected soon. Met with two families to review the preferred location of new marker foundations, as markers were already present and clarification was necessary. A lot was prepared for a burial in Green Lawn cemetery. Some shrubs were removed from a lot in Green Lawn per the request of the owner. A hornets' nest problem @ the senior center in the dumpster was handled, as someone was stung several times. It has been noted that an exterminator is necessary to get the nests that are in the eaves of the building. Flags were raised to full staff throughout town. Mowing and trimming in the Templeton Center common in preparation for the reading of the "Declaration of Independence". Picnic tables were brought to the senior center and will be picked up and delivered to the common for the upcoming Mac & Cheese festival. Met with Alan Mayo to review lot layout in Green Lawn, to resolve some questions as to how, what and why.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: Nothing to report.

Templeton Fire/EMS: The fire dept responded to 79 calls for the month of June. 63 ems calls of which 35 were ALS, 17 were BLS and 11 were non-transport. We also responded on 16 Fire calls, of which there was 1 car fire, 1 oil spill, 1 fertilizer fire, 5 car accidents, 2 accidental fire alarms and 6 public assistance calls. Preparations were also begun to welcome the Police Department into our building during the construction and renovation of their new police station.

Development Services

Director: Agent completed a Title 5 inspection reviews for 15 Barre, 72 Old North, 152 Main, 728 South, 623 Patriots, and 93 Winchester. A final inspection of 93 Patriots was completed for corrections for sited violations from the report of October 17, 2016; all issues have been brought to sanitary code and a letter of compliance was issued to the Worcester Housing Court.

Agricultural Committee: Meeting scheduled for July 9 @ 6:30 p.m.; no other activities to report at this time.

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: Seven building permits were issued; six for residential renovations and one for a commercial bathroom; two electrical permits and one gas permit were issued. Administrative Assistant worked with Stephen Gallagher and RAC preparing information for submittal for the building permit for the Police Station renovations. Administrative Assistant, Mallory Seamon completed research and timeline project for Town Administrator on Laurel View (assisted by summer intern, Brian O'Sullivan). Administrative Assistant continued work on job descriptions and the trust fund project for the Town Administrator.

Conservation Commission: Administrative Assistant worked on consolidating files and moving them into the Development Services office. Two site walks completed by Chair and one member.

Planning Board: Administrative Assistant worked with Lawindy's LLC to collect and process fee for peer review of plans; application package was provided to Antoon Lawindy.

ZBA: Administrative Assistant drafted "decision" paperwork for Zoning Board for Lawindy's LLC; once approved the documentation will be sent to the Town Clerk and the applicant. Administrative Assistant continued process of scheduling and preparing for hearing on July 17, 2018.

Community Services

Community Services Director: I met with individually with Dianna (COA Director), Steve (TCTV) and Sheila (VSO) to gain a better understanding of what each of them is currently working on, and generally discuss our collaboration going forward. I had great feedback from Pat (Cultural Council) about the summer concert series we are hoping to debut in 2019. I attended the COA Board meeting. In addition, I worked on plans for: Open Mike Night and Farmer's Market. I have also been gathering information from and highlighting sections of various towns' websites in anticipation of changes to templeton1.org

Council on Aging/Senior Center: Nothing to report.

Community TV: This week TCTV recorded and broadcast the Advisory Committee meeting of July 5. TCTV also recorded the Declaration Reading on July 4 and is preparing a program for Channel 8 and YouTube. Talk of the Town with Community Services Director Jackie Prime is on TCTV Channel 8 and the TCTV YouTube Channel. Old equipment was moved into storage and production continued on other programming.

Library Director: Our Summer reading activities kicked-off last week with a "Reading Rocks" program from the Audubon Society. This program was held at the library, in conjunction with MOC, and was well-attended and fun. I joined the TA for taping of 'Talk of the Town'. Children have been stopping by to participate in our various on-going reading incentives. A few students have been in to borrow their required summer reading materials. Discarding continues in preparation for the library's booksale in August. We are hoping to have the circulation computers installed and connected to our network in the next 2 weeks.

Important Dates to Remember

Town Administrator's Office Days for next week: Wednesday & Thursday
Selectmen's Business Meeting, Wednesday, July 11, 2018, 6:30 p.m.
Department Head Meeting, Thursday, July 12, 2018, at 8:30 a.m.