

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** May 11, 2017  
**CC:** All Departments

*Carter*



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**The following is intended to provide information where a full memo may not have been warranted or supplement the provided information.**

**Business Meeting or Workshop:** N/A

**Weekly Report:** We finalized the Proposed Motions & Summaries and worked with the Advisory Committee to incorporate their report and recommendations. Thanks to Steve Castle for turning it into a Power Point for us. The Phillipston BoS informs me that they are not interested in sharing the accountant and treasurer positions, at this time.

**Administration & Finance**

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

**Treasurer/Collector:** The Tax Collector's office advertised in the Gardner News, 27 properties with outstanding fiscal 16 Real Estate taxes totaling over \$31,000. This, in a continuing effort to collect all past due taxes and bring all accounts current.

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

**Town Clerk:** Annual Town Meeting preparation.

**Public Works**

**Highway Department:** In the garage all smaller vehicle PMI's were completed by one of the laborers during the mechanics vacation and rainy day weather conditions. Also, rainy days allow the crew time to maintain their equipment and prepare for Spring projects. Street sweeping has been done on many roads throughout Templeton and will continue as weather permits. Please check the Town Web Page for the Street sweeping Schedule. It can be found under Highway Department and is listed on the left hand side of the page under Spring Sweeping 2017. The DPW hosted a meeting with fellow DPW's for neighboring towns, this meeting was very positive and the shared ideas and info will be helpful. It is planned that the DPW meeting will occur on a quarterly basis. The next meeting will be hosted by the town of Winchendon @ their facility.

**Cemetery & Parks:** Flags to half-staff per Governors request. Installed overhead lighting for various offices in Town hall. Thatched all of Pine Grove and moved sand to the edge so the Highway sweeper can sweep it up. Maintained the grass area on the common @ Baldwinville Center. Maintained and emptied trash receptacles @ Gilman Waite. Reviewed job responsibilities with new seasonal hire. Service and cleaned truck and collection system.

**Sewer Department:** Contacted Tuthill Company to demand they repair blower which failed while under warranty at no cost. After unsatisfactory response from local representative, began reaching up the corporate ladder to get results. I attended the Capital Planning Committee (CPC) meeting to provide information about the Pleasant Street pump station replacement project. Pleasant Street pump station project bid opening pushed back to July 12<sup>th</sup> due to CPC issue. Had Clean Basins Company vacuum truck in to clear mass of plastic from “wipes”. Had them clean out other pump station wet wells to fill out the day and maximize value of their service cost. I attended a training seminar in Amherst on advanced nutrient/pollutant removal methods. I attended the audit presentation meeting (which was excellent). I began tabbing and reviewing audit information in detail. I reached out to the accountant and treasurer to begin communication exchange to hopefully ensure that the fiscal year will end on a positive note. Crew conducted spring cleanup of grounds at wastewater treatment plant and 9 pump stations. Cut and chipped many fallen limbs and broken trees that were encroaching on easement in East Templeton. Sampled and had contract lab perform semiannual toxicity testing. Results were 100% positive. Began preparing for the annual NPDES-DMR-QA testing which certifies our in house lab. Owner of Lee’s Hot Dog paid all his arrears to all town departments so his license to operate would be issued. Thank you to all town offices that worked in close concert with the sewer department to bring this habitually delinquent business current with town charges. I reviewed the Mass DOT plans and specifications for the proposed Route 68 road project.

### **Public Safety**

**Templeton Police Department:** 4/20/17 PD – 300 Calls for service, 11 motor vehicle stops, 1 arrest, 0 PC. Department issued warnings to unregistered motor vehicles. The Volunteer Cell Project: Progressing slowly. Dispatch – 390 calls (does not include miscellaneous calls). Radio repair was in working on volume issues.

4/27/17 PD – 275 Calls for service, 10 motor vehicle stops, 1 arrest, 0 PC. Cruiser fleet experiencing some minor issues. The Volunteer Cell Project: Progressing slowly. Dispatch – 379 calls (does not include miscellaneous calls). Service technician in during the week to service the air conditioning unit in dispatch.

5/08/17 PD – 263 Calls for service, 28 motor vehicle stops, 1 arrest, 0 PC. Submitted E911 Development Grant for Infrastructure Upgrades and IMC Software for Templeton Fire. The Volunteer Cell Project: Progressing slowly. Dispatch – 360 calls (does not include miscellaneous calls). Nothing new to report.

**Templeton Fire/EMS:** The Fire/EMS department has responded on 24 emergency calls from 5/1 to 5/8. 20 ambulance calls, 1 structure fire, 1 sprinkler activation and 2 motor vehicle accidents. At the Structure fire the members of our department were able to stop the spread of the fire before it could damage two houses adjacent to the fire. One of those houses at its closest was only about 10' away from the building on fire. We have done multiple fire inspections. I have worked with the Board of Health and the Building department on several issues. Deputy Chief

Hamel went to Baldwinville Nursing Home to help with a disaster drill they were doing. Our Ambulance renewal application has arrived and we are beginning the lengthy process of completing this application including state inspection. We will be having the interviews for our full time firefighter/paramedic on Wednesday the 10th. and hope to have this position filled soon.

**Emergency Management:** Nothing to report this week.

### **Development Services**

**Building Department:** The Building Department issued a total of six permits; including one new build on French and five for renovations on existing properties. Building Commissioner worked in conjunction with the Board of Health Agent and Fire Chief on a non-permitted dwelling (tiny house) on Baldwinville Rd; other permits issued were four electrical and three plumbing/gas.

**Planning Board:** Prepared packets for Planning meeting; Board met on May 9, 2017; hearings continued for Lafayette Road and Gardner Airport T Hanger.

**ZBA:** Processing the decision on the May 3, 2017 Day Mill public hearing.

**Conservation Commission:** ConCom Chair conducted site walks on Drury Lane (requires an application of Notice of Intent), Laurelview Drive (approved), and Cottage Lane (will be issued a “cease & desist” and requires an application of Notice of Intent); public hearing posted for May 15, 2017.

**Board of Health:** BOH Agent worked with Tim Meyer of MassDOT on beaver issue at exit 19 westbound on Route 2; property owner to hire trapper to dismantle dam and trap beaver. Agent worked with Bldg. Comm. and Fire Chief on illegal dwelling on Baldwinville Rd; property owner issued violation orders from all three departments. Inspected progress on 730 Baldwinville Rd. with Asst. A. G., Monica Passeno; bank was given go ahead to list property for sale, safety issues corrected. Inspected trash clean-up at Albert Drive; continued work to be monitored by BOH.

### **Community Services**

**Council on Aging/Senior Center:** Nothing to report this week.

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

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

### **Important Dates to Remember**

**Annual Town Meeting, Saturday, May 13, 2017, at 9:00 a.m. @NRSD**

**Selectmen’s Workshop Meeting, Monday, May 15, 2017, at 6:30 p.m.**

**Selectmen Business Meeting on May 22, 2017, at 6:30 p.m.**

**Department Head Meeting on Tuesday, May 23, 2017, at 9:00 a.m.**