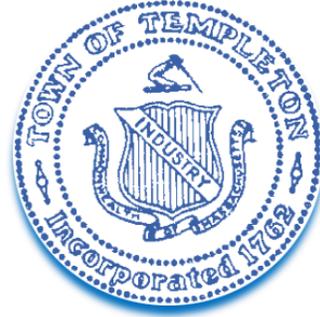


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: May 18, 2017
CC: All Departments

Carter



Important Notice To All Departments

Please remember the last date to submit bills for FY '17 will be 10 AM on Monday, July 10, 2017.

If you have capital or specialty projects in the FY '18 budget please be prepared to talk soon about the timelines to get those out to bid.

We are seeking applicants for Veterans Services Officer and Assistant Town Accountant. Please encourage qualified applicants you may know to consider applying (See Web Site).

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:

4. a. This is a Hearing for the Transfer of a Liquor License from the current owner of Thirsty Turtle to the purchaser. All documents have been submitted and the purchaser has paid for the notification that went out to abutters & the legal ad in the Gardner News. The purchaser will be in attendance at the hearing to answer any questions. The Board will be voting on whether to approve of the transfer of license. If the Board approves, the forms will go to the Alcoholic Beverage Control Commission and they will process the documents for their approval of the liquor license.

4. b. This is the report of our Office of Public Works for the first quarter of the year. Please be prepared to let us know how you like it so we can improve on it for the next quarter. The other team reports will be rolled out until we have them all on a regular cycle.

4. c. John Henshaw of the Open Space Committee will be in attendance to present the draft Open Space & Recreation Plan. An electronic copy of the plan is being emailed to you with your packets.

4. d. Please see memo from John Henshaw in your packet.

4. e. This is in response to your request at the 05/15 workshop. If you feel it needs substantial rewrites I would respectfully suggest that you refer it to your 06/05 workshop. If you feel it is ready to go, or only needs minor amendments, we will set a schedule and proceed with publishing

4. f. This is the program by which employees can set aside some of their monies – open-tax – to pay for medical co-pays, glasses and the like. Its current limit is \$1,250. The maximum limit by law is now \$2,600. We have had several employees ask if we might consider increasing the limit. If you wish to do so I would suggest that an incremental increase to \$1,500 would be a reasonable next step.

4. h. We have found that different departments are handling bad checks in a different manner including but not limited to how long they take to pursue the matter. This proposed policy was formalized by a team meeting, including the Police Chief, to establish a process across all departments. I would ask that you refer it to your workshop of 05/05.

4. i. As you know, there are additional tasks that need to be carried out in order to put the school project out to bid. Amongst those are an analysis of the building given the change in the energy code effective 01/01/17, a redesign to account for any required changes, and a re-estimating to account for that re-design and market conditions. This Amendment #4 is for \$134,930 and is recommended to you by the Building Committee by its vote of 05/16/17. It covers the work of the Owner's Project Manager in overseeing the project through these changes and then administering the project on a timeline that is basically one year behind that envisioned in the original agreement. Please remember that in order to meet our November deadline, we are proceeding about 10 days ahead of having our bond proceeds in hand. While I am most comfortable we will have bids and funding, I do need to make you aware that we could be at risk for approximately \$8k if we fail to get the \$5M BAN.

4. j. This Amendment #7 is for \$105,200 and is recommended to you by the Building Committee by vote of 05/16/17. It and covers the work of the Architect (SMMA) in carrying out the analysis of the building given the change in the energy code effective 01/01/17, a redesign to account for any required changes, and a re-estimating to account for that re-design and market conditions. Please remember, as noted above, that in order to meet our November deadline, we are proceeding about 10 days ahead of having our bond proceeds in hand. While I am most comfortable we will have bids and funding, I do need to make you aware that we could be at risk for approximately \$16k if we fail to get the \$5M BAN.

Weekly Report: I attended the School Building Committee where we discussed the schedule and items 4. i. and 4. j. above. The pre-qualification process will commence next week (see schedule). We also discussed procedures for managing the project with respect to change orders, bill processing and the like to ensure we are best positioned – with the guidance of the OPM – to manage the project in keeping with best practice. A second draft of this procedure will be reviewed at the next meeting and eventually forwarded to you for a review and adoption. Other time was spent in preparing advertisements and/or bid packages for the VSO, Assistant Town Accountant, and legal services. I attended the Insurance Advisory Committee to discuss the

potential of retaining a consultant to help us review and bid out our health insurance. I have been asked to get copies of the NRSD policies and pricing that they might see what opportunities – if any – are presented by teaming up with them. Beyond that, there was an obvious reluctance to change what is considered a known and quality service. I worked with counsel on the several RIF letters (Fire/EMS & CoA) triggered by the adoption of the FY '18 budget. I met with our insurer to sign—off on our FY '18 policies. I have asked them to (a) investigate the cost savings in moving to a \$5,000 deductible (this can oft pay for itself in two years with the difference set aside in a reserve account) and (b) present, after completion of the Rutter services, the merits of a cyber-attack rider to cover our many notification costs now required by statute. The Senate Ways & Means budget was released. There is no substantive change in our anticipated aid.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Submitted Veteran and MDM-1 paperwork to the state for reimbursement. Worked on Verizon ATB Settlement. Typed up various correspondences to be signed by the Board and mailed out. With the passing of the Personal Property Exemption at town meeting, updated property record cards, mailing labels and inactivated affected accounts. Letters were sent out to Peaceful Pines and Templeton Fish & Game in regards to this and to the outstanding accounts. Working on paperwork for newer commercial properties in town to be visited for updated Forms of Lists. Cleaned up and labeled maps in the office. Processed abutter lists for a couple of town residents. Usual office flow.

Town Clerk: Town Clerk- The office has been very busy these last few weeks with preparing for the Annual Town Election, recording the results and voters to the State, preparing for and attending the Annual Town Meeting, certify article for certain departments, prepare and submitting the by-law submission packets. We are still busy with marriage certificates and genealogy.

Public Works

Highway Department: Street sweeping thru out the town continues as weather permits. Rain days permit time for maintenance of vehicles used for sweeping. The mechanic is done with all Preventive Maintenance and Inspections that were due. Work has been completed on larger vehicles that were waiting for parts. H9 continues to be Red Lined until July, when we will have funding for a new left rear leaf spring. H23 the bucket truck for tree cutting is also Red Lined because it needs major engine work. Both the Highway foreman and the Cemetery foreman attended a brief safety seminar on line. The seminar was a refresher for summer safety equipment.

Cemetery & Parks: Continued work in the cemeteries and common areas in preparation of Memorial Day. As the crew blew the sand from the edges, the highway department assisted in

sweeping the sand from the roadways in the cemeteries. Plotted and poured foundations for several headstone installations at cemeteries. Prepared for one funeral service and attended to the completion. Attended to building issues at Town Hall, repairs toilets and installed AC.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: This past week from 5/9 until 5/17 the Fire Department has responded 14 emergency calls. Of which 11 were medical, 2 motor vehicle accidents and 1 residential smoke alarm call caused by a faulty detector. On Wednesday the 17th we worked with the school resource officer and helped present a prom safety program at the High School. Firefighters demonstrated the use of the Jaws of Life and how we would get a person out of a car.

Emergency Management: Nothing to report this week.

Development Services

Building Department: The Building Department issued one permits for a roof replacement; Commissioner Hanks completed multiple inspections and issued four Certificates of Compliance to property owners. Gas/Plumbing had a total of three permits issued and the Electrical Inspector had three as well. Electrical Inspector completed an inspection at Scout Hall and completion of insulation may move forward.

Planning Board: Received payment for the Gardner T Hangar project; preparing for the stormwater public hearing.

ZBA: Prepared packets for ZBA variance hearing for 36 Johnson Lane held on May 17, 2017. Prepared the decision for the Day Mill hearing; board members have signed and it has been recorded with the Town Clerk (four copies have been prepared for the 20 day appeal period); a trustee from the Day Mill Condo Association has picked up their copy. One copy of the decision was scanned and sent via email to Attorney Aylesworth, attorney for the Day Mill Board of Trustees.

Conservation Commission: ConCom held hearings with the Candlelight Café with regard to the unpermitted boat ramp that was being constructed. Hearing held with Patrick Hannula for unpermitted work being done at 39 Cottage Lane; Notice of Intent filings in process for both. Meeting minutes recorded for the May 15, 2017 Conservation meeting.

Board of Health: BOH Agent completed re-inspections of interiors of 109 Patriots Road and 38 School House Road for corrections made to sanitary code violations; these will be the first finished projects in the Abandoned Housing Initiative; both passed. Agent worked on nuisance complaints for Michaels Ln., Albert Dr., and Sawyer St. Worked with multiple residents on issues ranging from septic to bulky waste.

Community Services

Council on Aging/Senior Center: The Senior Center is abuzz with activity, especially on hot humid days where we are a haven from the heat. We have had an unusual amount of people needing assistance with re-certifications for MassHealth. The new MassHealth forms also require documentation and more information than ever before. Some of the seniors find this very intimidating. With school closing for the summer soon, we have rearranged the hours for the food pantry to hopefully make the pantry more accessible to families with children. The Tuesday hours have remained the same 9am – 12pm with Thursday moving to 1pm – 3pm. We are also hoping that when gardeners plant this year, that the food pantry is kept in mind. At harvest time the donation of fresh produce is always greatly appreciated. Our food pantry is completely run on donated food. We live and work in a generous community that takes care of their neighbors.

Library Director: Mr. Henshaw is injured and is at home recovering. Tom Bosworth has agreed to fill in for 90 days working 5 hours per week to do the maintenance at the Library. He will start next week.

Community TV: This week TCTV recorded and broadcast the Annual Town Meeting of May 13 and the Board of Selectmen workshop of May 15. Recordings are available on Cable Channel 8 and TCTV's YouTube and Facebook pages. Work also continued on finalizing the license renewal agreement with Comcast.

Important Dates to Remember

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.

Selectmen's Special Meeting on May 30, 2017, at 6 p.m.

Selectmen's Workshop Meeting, Monday, June 5 2017, at 6:30 p.m.