

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: June 1, 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.

If you're going to need vacation rollovers, provide them by June 6, 2017, to Carter with employee name, reason needed, and how many hours needed.

We are seeking applicants for Veterans Services Officer, Assistant Town Accountant, Administrative Assistant I (ODS), Treasurer/Collector & Seasonal Laborer. 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: n/a

Weekly Report: Busy with BAN processing and miscellaneous office work.

Administration & Finance

Town Accountant: Nothing to report this week. (Out of the Office)

Treasurer/Collector: Nothing to report this week.

Assessor: Short week. Tuesday worked on Motor Vehicle Abatements for people coming into the office. Worked on finding plans filed at Worcester Registry of Deeds. Took a webinar with Vadar for Databridge for upcoming preliminary billing. Adjusted property record cards for new Chapter 61 applicants for FY18.

Town Clerk: Entered board and committee information into data base. Started preparing the St. List book. Registered several people to vote via the registry of motor vehicles.

Public Works

Highway Department: Worked with the Bay State roads group and established a connection for the Highway and Cemetery departments to be involved in a program called “listserve”. List serve allows us to reach out to other towns for help with questions concerning roadwork , Parks & Recreation and cemetery as well as post job opportunities. Continued sweeping, now on Dudley – Barre Road area. Pot hole patching on Royalston Rd. Grading work was done on 2 dirt roads, Cook Rd. and Haskel Rd, to smooth the surface and evaluate the roads. 2 Driveway permits were issued. Attended Chipper training in a class sponsored by Baystate Roads. The mechanic performed 3 Preventative maintenance and inspections on 1 Cruiser ,1 CD5 (Cemetery) and the Meals on Wheels vehicle. H6 (Street Sweeper) was repaired by an outside source for AC troubles.

Cemetery & Parks: Completed the preparation for Memorial Day. Assisted in one burial @ Greenlawn Cemetery. Removed trash from barrels @ Gilman-Waite, as well as all common areas and cemeteries. Adjusted Flags according to the direct given by the Governor. Addressed many fallen branches on Thursday & Friday after heavy winds. Mowed Gilman – Waite softball field, Baldwinville Common, Greenlawn Cemetery and the Senior Center. Attended Chipper training in a class sponsored by Baystate Roads. The JCB backhoe was repaired by a mobile AC company to restore the cooling.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 5/22/17 PD – 228 Calls for service, 10 motor vehicle stops, 2 arrest, 0 PC. Had meeting with IMC Rep regarding software upgrades for both Templeton and Phillipston PDs. The Volunteer Cell Project: Started to insulate the exterior of the cell for better climate control. Possible inspection of cell by State coming soon!! Dispatch – 317 calls (does not include miscellaneous calls). Nothing new to report.

5/15/17 PD – 219 Calls for service, 9 motor vehicle stops, 4 arrest, 0 PC. General maintenance conducted on cruiser fleet. The Volunteer Cell Project: Progressing slowly. Dispatch – 320 calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development Services

Building Department: The Building Department issued six building permits and Commissioner Hanks completed multiple inspections Gas/Plumbing was quiet and the Electrical Inspector had two.

Planning Board: Multiple ANR (approval not required) applications in process. Researched and provided information on the retention/drainage pond to prospective buyers on the White Circle.

ZBA: No requests for determinations this week.

Conservation Commission: Processed a request for a Determination of Applicability public hearing. ConCom Chair completed site walks on Highland Ave and Hubbardston Road.

Board of Health: Agent witnessed percs at both Laurelview and Otter River Roads. Inspected the first completed apartment renovation at 133 Patriots Road (apartment was previously condemned by the BOH in 2005). Had conversation with one applicant for the Adm. Asst. position that will be vacated in June. Septic installation inspections completed on French Road and Shore Drive.

Community Services

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

Library Director: Karen Johnson and Jackie planted all of the flowers that were donated last Saturday, and the Daisy troop came by on Sunday with even more flowers for our garden! Everything looks wonderful and just needs a little sunshine! Thanks to all who helped. Story Hour concluded for the summer on Wednesday, 5/31, with a fun celebration. We will resume in September, with an additional ‘toddler-time’ program on Thursday mornings. Continuing to reach out to NRSD about any additions to the Summer Reading lists, so they can be ordered as soon as possible in FY 17.

Community TV: Nothing to report this week.

Important Dates to Remember

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

Selectmen Business Meeting on June 12, 2017, at 6:30 p.m.

Department Head Meeting on Tuesday, May 13, 2017, at 9:00 a.m.