

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: June 14, 2017
CC: All Departments

Carter



Important Notice To All Departments

If you are ordering material or services; please try to get these placed by CoB 06/15 so bills against this FY can be processed in time.

Please remember the last date to submit bills for FY '17 is 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.

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: Attended Selectmen's Meeting, worked on various matters Monday & Tuesday. The office will be closed tomorrow (Thursday, June 14) and will reopen on Monday, June 19.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Busy week in the office. The Data bridge conversion was done and the preliminary billing is completed on the assessor's side and the file has been given to the Collector/Treasurer to export to the billing company. Preliminary bills will be out for 1st & 2nd quarter Real Estate and Personal Property bills prior to July 1st. The Board met on Tuesday for their monthly meeting. Reorganization of the board occurred with Bradley Lehtonen now chairman, John Brooks, clerk and Fred Henshaw, member. Luanne Royer was unanimously appointed as Deputy Assessor, July 1, 2017 thru June 30, 2018. Four motor vehicle commitments were signed, along with the Preliminary Real Estate and Personal Property Commitment for the 1st two quarters of FY18. The Omitted & Revised Report for the Bureau of Local Assessments, DLS was signed and has been submitted to the state thru Gateway. Also, the Community Preservation Surcharge report has been reviewed and

signed and has been mailed out to the Municipal Databank. Community Preservation will be copied on this. The board was informed that the Property Tax Exemption report sent to DLS has been approved by the state for FY17. Out doing field work for building permits pulled January thru April. I will be sitting in on interviews for the Veteran Service position on Thursday. I will be out of the office Tuesday (20th) thru Thursday (22nd) as I will be away at a conference. Sue will be covering the office. No report will be submitted by the Assessor office for weeks ending June 23rd and June 30th.

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

Public Works

Highway Department: Addressed some potholes that were called in by residents and/or by dispatch. Residents are the spare pair of eyes and we appreciate their notifications as we cannot possibly see all of the road situations in town. The two trailers that were donated were put in place and will begin to be used to storage of tools and supplies. The trackless mower is out and mowing on the road sides. A tree crew was here and some of the trees that needed to be removed are down. There are more trees to be removed in the new fiscal year. The part needed for the Loader (H13) has been put in and the loader is now back in the fleet. We continuously perform Preventative maintenance on vehicles as required. The director attended the Selectman's meeting on Monday evening and a Commission meeting for both Light and water on Wednesday evening. Also, attended was an appreciation luncheon held @ Wachusett Mountain, sponsored by the WCHA.

Cemetery & Parks: Prepped for two funerals. Loamed, seeded and graded roads @ Greenlawn cemetery and set up new stones. Pruning, mowing general lawn maintenance to common areas of town. Pinegrove was mowed and cleaned. Assisted at town hall with the installation of more A/C units. At Gilman Waite all of the fields were mowed and all trimming done as well as trash pickup. Also @ Gilman Waite the old cement footings were removed. Did some general maintenance on the lawn tractor.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 06/13/17 PD – 215 Calls for service, 16 motor vehicle stops, 5 arrest, 0 PC. Submitted extension request to State 911 for FY2017 Development Grant to complete IMC/TriTech Software update. The Volunteer Cell Project: Project is complete, some additional training is needed before actual use of the cell can begin. BOS will be given a short presentation during a July meeting. Dispatch – 305 Calls (does not include miscellaneous calls). Continuing to experience radio issues with our old frequency, which is utilized by the Highway Department and Light Department. In an attempt to diagnose the issue, the systems repeater will be checked next.

Templeton Fire/EMS: From 6/5 until 6/13 the fire department has responded to 21 ambulance calls, 1 motor vehicle accident, and 5 misc fire calls which included 1 bark mulch fire. This fire was extinguished before it could make it to the building which was only 10' away. We are currently finishing our ambulance renewal application, and continue to be busy with inspections.

Emergency Management: Nothing to report this week.

Development Services

Building Department: Four electrical permits have been issued for various residences; one plumbing permit issued; several permits issued through the Building Department, Mr. Hanks has been busy with inspections.

Planning Board: Meeting held June 13, minutes prepared. Request to change appearance from Alan Drouin from 6/13 meeting to next meeting, allowed

ZBA: Continued work on Housing Appeals Committee documentation (Day Mill Townhouses Condominium Trust vs. Templeton Zoning Board of Appeals; Appeal case H.A.C. No. 2017-08).

Conservation Commission: ConCom Chair to walk property on South Road with Highway Superintendent; called to 39 Cottage Lane, violation of “cease & desist” order; preparation for three hearings at next ConCom meeting.

Board of Health: Inspected a completed septic system on French Road; final interior/exterior inspection of 38 School House Road, all violations corrected and released from order; inspection of Reno’s to complete transfer to Sam & N.K., Inc.; contact with insurance provider for burned property at 729 Baldwinville – investigation ongoing at this time; work with resident on Michael’s Lane for a septic loan.

Community Services

Council on Aging/Senior Center: We have had a normal week, attended the Selectmen’s meeting. We are preparing to say goodbye to Pam next week, and absorb her workload. This will be no easy task, but we will get it done. Everyone will have to patient with us while we adjust. On Friday of this week the Horticulture Class will be coming to the senior center to work in the community garden. They will be preparing the ground for planting as well as providing the plants that they started in the spring to sell at their greenhouse. The plants that didn’t sell they are donating to us, to provide produce for the seniors at the senior housing as well as the food pantry. Anyone wishing to contribute time or wheelbarrows, rakes, shovels, etc will be greatly appreciated. The kids are doing all of this work in memory of Roger Lancey the gentleman that in years past planted and tended the garden, on his belly as he was paralyzed from the waist down. Roger passed away recently; his family and the staff here at the senior center are all very touched by the tribute.

Library Director: Nothing to report this week.

Community TV: This week TCTV recorded and broadcast the Board of Selectmen meeting of June 12-13. Memorial Day Parade and Ceremonies and the Cabin Fever Collectors Shows were scheduled. The Cable TV License Renewal Agreement with cable operator Comcast Corp. was finalized and presented to the Board of Selectmen, who approved and signed it.

Important Dates to Remember

Selectmen Business Meeting on June 26, 2017, at 6:30 p.m.

Department Head Meeting on Tuesday, June 27, 2017, at 9:00 a.m.