

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** June 22, 2017  
**CC:** All Departments

*Carter*



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**Important Notice To All Departments**

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

**Town Hall will be closed on July 3<sup>rd</sup> (All are using a vacation day) and July 4<sup>th</sup>!**

**Payroll for the week ending June 30, 2017 must be submitted in hand or in the drop box by 7:30 a.m. on 07/05/2017!**

**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. b. The Advisory Committee requested a joint working session with the Select Board to prepare for the DOR/BoS/AC Meeting. They felt it would be in the best interests of the town to jointly prepare responses to the issues raised in the DOR letter of 05/23 to "... to demonstrate there is sufficient determination and cooperation at all levels of local government to address their (*DOR*) concerns." As requested, the Chair placed this on the agenda of 06/26. However, he advised the AC that "... it most likely cannot be the type of "working session" that the Advisory Committee might envision given that this is a regular business session for the Board. There will be a limited amount of time (10+/- minutes) available in order to allow for the Board to act upon the many other matters before it that evening. Further, he wanted to advise you that given the so-called "work-out" plan contained in the memo on the Audit exit meeting with DOR and their setting forth of further specific expectations on page 5 of their letter of May 23, his sense of the 06/28 meeting is that it may well prove to be more of a listening session for the Town than anything else. With that he looks forward to seeing you on 06/26 and 06/28." Further Mr. Fortes requested a similar item for the BoS itself to prepare for the 06/28 meeting.

h. This is an agenda item from Mr. Fortes.

i. As of today we do not have anything for you. We, however, may be prepared to address the snow and ice deficit that evening. Otherwise, we will address it on 07/10.

l & m Unfortunately my time was consumed with items j, k, and n and daily matters. I will have to complete my review and Draft filings over the weekend.

n. After checking with your various schedules for availability I have scheduled a joint meeting with the Winchendon BoS for 07/27 at 7p in Winchendon Town Hall to discuss the opportunities for programmatic and management sharing.

o, p & q are requests from Mr. Fortes.

**Weekly Report:** I participated in interviews of the Treasurer/Collector. As an FYI, I have included in your packet the statute that now allows you to execute an employment agreement with this staff member. I met with the candidates recommended by the screening panels for Assistant Town Accountant and Director of Veteran's Services. I expect to be able to introduce them to you at your meeting of 07/10. I had several meetings with local residents on constituent concerns which Buildings & Grounds addressed quickly.

### **Administration & Finance**

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

**Treasurer/Collector:** Nothing to report this week.

**Assessor:** Nothing to report this week. (Out of Office)

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

### **Public Works**

**Highway Department:** Removed branches, stumps and loamed/seeded where trees were cut. The brush mower continues to mow road side areas thru out town. Re-Patched the pot hole under the bridge on Central St., water seems to be under mining the patch. We also patched in various other areas on Brooks Rd. and Baldwinville Rd. The Sweeper worked in the area of Barre Rd, Harley Hill, Henshaw and Stone Bridge, and continued to Minuteman and Musket. Approximately 15 Ton of milling put out on Claire Dr. to help even out the roughness in the road. This effort will continue as the winter took its toll on the surface of the road.

The director attended the conservation meeting on Monday night to address the situation on Cottage lane. On Tuesday Alan attended the Elementary school meeting seeking info on the ONE WAY and RADIUS changes. Parts for the H7 and H9 ten wheelers are on hand and those two vehicles should be returned to the fleet. Alan reached out to the Light and Water department about obtaining their used bucket truck to replace the one that is out of service @ the highway barn. The meeting was positive in respect to the light and water will be upgrading in the Spring and would be open to surplus their 2006 to the highway department in the spring. The options to repair the 2001 truck are expensive, New motor ~\$12,000.00, Rebuilt out sourced ~\$8,000.00 and rebuild in-house ~\$2000. Since the feeling from the Light & Water department is favorable that they would surplus the 2006 to us, we will be putting a small amount (\$2k+/-) into the truck to get it running. This bucket truck is vital to highway for emergency storm and tree related issues.

**Buildings & Grounds:** Alan attended an all day class on turf conditions on Wednesday. Green Lawn cemetery was prepped for a funeral. The cemetery department assisted the horticultural department of NRHS in preparation of flower beds. The students will be enhancing the soil in the flower beds as well as planting. The dirt around the exterior of the building was removed and reworked with loam to encourage growth. Trimming all areas of the Senior Center has been done as well. Installed basketball hoops @ Templeton Center. Mowing and trimming of cemeteries and common areas of town was done as well as trash pickup.

**Sewer Department:** Nothing to report this week.

### Public Safety

**Templeton Police Department:** Nothing to report this week.

**Templeton Fire/EMS:** Nothing to report this week.

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

### Development Services

**Building Department:** Several permits were issued by the Building Commissioner for renovations, roofing and siding. Five permits were issued and inspected by the Wiring Inspector, and one plumbing permit was issued.

**Planning Board:** Nothing to report this week.

**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 meeting with hearings for the Candlelight Café and 39 Cottage Lane for violations within wetland areas.

**Board of Health:** Housing Court/Worcester re-scheduled again to June 28 for the Baldwinville Road properties in the Abandoned Housing Initiative. Reviewed plans for a new system on French Road; new build, questions on the lot size. Working with Robert Charles on Otter River Road and Royalston Road for wells and septic systems for two new builds.

### Community Services

**Council on Aging/Senior Center:** The kids from Horticulture Program came last Friday and we have a beautiful garden and grass growing where we had weeds before. A senior has been coming on a daily basis and watering and tending to the garden. The hard work of both generations is certainly paying off in a big way. I want to thank all of the volunteers and donors who gave to the project our grounds are certainly more attractive, and especially Dave Smith for 10 yards of compost, THANK YOU ONE AND ALL!!! With the hot weather, this building becomes a cooling station of sorts, seniors come here to spend time to get away from the heat, they are always welcome. While the senior is here staff is able to assess the status of a senior without being

intrusive, so Mother Nature makes our job easier for us. With the added activity above we continue with the normal services that we provide to people of all ages, as well as transportation, and socialization.

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

**Community TV:** This week TCTV recorded and broadcast the Board of Selectmen's meeting of June 19, and the Advisory Committee meeting of June 21, on TCTV Cable Channel 8, as well as on YouTube and via TCTV's Facebook page. The Cabin Fever Collector's Show and Memorial Day Parade & Ceremony have been scheduled and are also available for viewing on TCTV's YouTube channel. Video production of the Lions Club Golf Tournament is taking place, as well as production of a video promo short for the annual Reading of the Declaration of Independence on July 4. Video archives are being culled and backed up from the station's system controller.

**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.**

**Selectmen Business Meeting on Tuesday, June 27, 2017 at 7:00 p.m.**

**Selectmen Meeting with DOR on June 28, 2017, at 6:30 p.m.**