

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: June 29, 2017
CC: All Departments

Carter



Important Notice To All Departments

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



**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!**

Please remember the last date to submit bills for FY '17 is 10 AM on Monday, July 10, 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: N/A

Weekly Report: I attended the several meetings w/Winchendon and DOR. I worked with Kelli on the year end transfer to cover snow and ice. I want to recognize the hard work of the staff during the re-organizations, staff vacancies, and restrained spending to cover not only this \$132k deficit but the \$200k FY '17 budget deficit as well. You can be rightly proud of their selfless efforts in this matter. We advertised the new Library Assistant to help cover the expanded hours, the Fire/EMS Admin Assistant, and the two Highway Driver/Laborer positions. I met with the DPW Director and Mechanic about the evaluation of all the unit's rolling stock to try to develop a realistic plan to address the multiple deficiencies across the fleet. They will pursue and report back within the next two weeks. The balance of the week has been spent on the OML complaints to possibly be brought by the Board, follow-up on the School project as I briefed you and other daily matters.

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: The Chief of Police and the highway director agree that due to the fact that there have been several accidents at the end of Barre road where it meets Dudley Rd., that a solar powered blinking stop sign would be helpful in warning motorists of the road end. A meeting was held on Monday with engineers involved with the Elementary school project to review details with the new director and to clarify the one way requirements. Sweeping continues as well as some road side brush cutting. Work was done on Clair Drive and Bridge St. using millings to improve the surface. Pot holes were filled on South Rd, Hubbardston Rd., Turner lane and Pail Factory. Catch basins in the area of Central St. where road work has been planned have been cleaned. H7 has been returned to the fleet from the RED LINE status. H9 is still in need of parts for new under lying issues that were discovered after the RED LINE repair had been completed.

Buildings & Grounds: Mowing and trimming done in both Pine Grove and Green Lawn cemeteries. Loamed and seeded @ the Senior center around the Flag pole and mowed the area. Brought the JCB backhoes to the highway barn for repair because the ignition failed and it also has a bad tire. Branches that had fallen on the fence in the Otter River playground were trimmed and removed. Repairs made to the collection system on the zero turn mower. Assisted in moving desks at Town hall. Mowing and trash pickup was done in all parks and common areas. Foreman for Cemetery/Parks, and the director and foreman for highway ops attended a webinar on work place safety.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: The fire department has been very busy over the last couple of weeks. Since June 18th we have responded to 30 emergency calls. We have also done 10 inspections for home sales. The ambulance renewal has been sent in to the State, the next part of renewing our license is to get ready for our site inspection which should be in August.

Emergency Management: Nothing to report this week.

Development Services

Building Department: Five permits were issued by the Building Commissioner for renovations, with several other applications pending return of paperwork; inspections took place and certificates of completion were issued. Four permits were issued and inspected by the Wiring Inspector, and two plumbing permits were issued.

Planning Board: Draft minutes were completed for the last meeting.

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: Site walks for wetland issues completed on Gray Road and Baldwinville Road.

Board of Health: Attended Worcester Housing Court on Wednesday, the banks for 398, 712, & 730 Baldwinville Road have decided to do all the required corrections to bring the properties up to the Sanitary Code requirements; 109 Patriots and 38 School House have been approved for auction/sale; 724 Baldwinville has been sold to an investor who flips properties and has done several in the area. Agent inspected septic bed bottom at new build on Highland Ave. Agent in the process of reviewing plans for a new build on French Road. Day Mill Condos/Empire Management Co. has a leaking sewer line on Old Mill Lane; in the process of getting it repaired. Agent is working on multiple nuisance complaints (noise, odor, rubbish).

Community Services

Council on Aging/Senior Center:

Library Director: We have ordered and processed additions to the required summer reading lists from NRSB and Montachusett Regional Vocational Technical School, and have already had a number of students visit in search of their required books. Our summer reading program is set to kick-off on Wednesday, July 5. We are excited about the fun activities and great reading incentives we will be offering, which are detailed on the library page of www.templeton1.org, on Templeton Community Television, within the library and on social media. The library's new hours will begin on Thursday, July 6, and we have begun the search for a Library Assistant to staff the additional hours.

Community TV: Nothing to report this week.

Important Dates to Remember

Selectmen Business Meeting on Thursday, June 29, 2017, at 6:30 p.m.
Town Hall Closed Monday, July 3 and Tuesday, July 4 for the Holiday
Selectmen Business Meeting on Monday, July 10, 2017, at 6:30 p.m.
Department Head Meeting on Tuesday, July 11, 2017, at 9:00 a.m.