

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: July 6, 2017
CC: All Departments

Carter



Important Notice To All Departments

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

Current Job Openings On Our Web Site Are:

Library Assistant 7+/- hrs/wk
DPW Driver/Operator/Laborer (Full Time)
Fire/EMS Administrative Assistant I (19+/- hrs/wk)

Please feel free to refer potential candidates to us!

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: It was a short week due to the Holiday. Worked on job postings, meeting preparation, public records requests, and returning emails.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Returning to the office after being out 2 weeks, 1 week away at a Conference and the second week on vacation. Reviewed correspondence, emails, property sales at the Registry of Deeds, MLS new listings. Imputed fieldwork sketches and pictures that were done by Board members in June. Closed out files for FY17 and started FY18. Traffic flow steady as residents are coming in to apply for their FY18 Property Tax Exemptions. Notarized paperwork for the Collector/Treasurer for Worcester Registry of Deeds. Prepared agenda and paperwork for upcoming board meeting. Working with attorney in regard to Chapter Land and rollback taxes, to be reviewed at BOS meeting this coming Monday.

Town Clerk: Busy swearing people in for boards & committee's. Richard Curtis & Kathy Matson were in the conference room making ID's for the Board & Committee members who came in on Wednesday night. We will be offering the ID's again on Monday, July 17th from 5-7. Still busy issuing marriage certificates and responding to information requests.

Public Works

Highway Department: Some patching under the Central Street railroad bridge after the town in combination with the State addressed the water issue that previously existed. Also patching on South Rd, Turner Lane, Pail Factory and South Main. Roadside mowing continued Dudley Road. Street sweeping continues South Road areas, including side streets. The catch basins in Baldwinville Center were cleaned in preparation for road work. Millings added to Bridge street to improve the surface and fill pot holes. Millings also added to Gray Rd and Churchill Rd.

The director attended the select board meeting on Monday evening, there were 2 topics, #1 – for the Highway, it was discussed that we need to appoint a person for the Montachusett Regional Planning Commission so that we have proper representation. #2 – a new Cemetery employee was welcomed in as a seasonal laborer.

Buildings & Grounds: Mowing and trimming done in Green Lawn and Pine Grove cemeteries as well as Baldwinville Common, the Templeton Burial Ground in Templeton Center and the Templeton Common. Trash was picked up and fresh empty barrels placed for the Holiday week end. There was added clean up in Templeton center to prepare for a holiday event. With the 2 permanent grounds people and the two seasonal employees addressing grounds maintenance has been more efficient in this Spring Summer season. There was some tree limb removal in the burial ground due to strong winds

Sewer Department: I prepared information packet for town counsel about failed blower. Reviewed draft demand letter from Town counsel and then approved after some changes. Supplied documents to bond counsel and all relevant parties concerning the successful votes and scanned and forwarded the town clerks vote certification to. Received bond counsel's approval to borrow letter. The infrastructure blue prints that were used for the free GIS data development were returned. We advertised in the Gardner News soliciting quotes for the installation of the Crotty Ave. pump station replacement pumps and valves. Crew excavated the rusted and collapsed roof drain line that was undermining the driveway and replaced with corrugated plastic pipe and fresh stone. Employees dressed the swale that drains the wastewater treatment plant site. The roofer was called in to address the lower building roof leaks. The addition of poly aluminum chloride (PAC) solution directly to septage holding tank is showing positive results. Hopefully by the end of the summer permit season I will be able to determine how much in chemical costs will be saved. A total of \$83,875.64 was collected in Fiscal year 2017 from delinquent sewer users by greatly expanding the use of sewer liens. This combined with small claims court action has reduced the total amount of sewer delinquencies over 90 days from \$127,037 on July 1, 2016 to about \$14,660 on July 1, 2017! This is a truly monumental achievement and the sewer department would like to extend its heartfelt appreciation and thanks to the employees at Templeton Town Hall for helping to make this possible. Contacted Tuthill Company executives to demand they repair blower which failed while under warranty at no cost. After receiving no satisfaction, I recommend to Commission that we proceed with litigation having Town Counsel file suit and me representing the Town. Attended

annual town meeting where the budget and the Pleasant Street pump station affirmation vote both passed unanimously. I notified the engineers, USDA, bond counsel and town counsel of the successful votes and scanned and forwarded the town clerks vote certification to relevant parties. I attended the selectmen's audit management meeting. The crew rearranged the secretary's office to improve work flow. Marked out dig safes on Route 68 from Baldwinville center to Gardner line. I learned of a grant from DEP for free GIS data development for all town sewer infrastructures. Only 15 towns were able to participate and we are one of the few! Chuck and I worked to select, organize and tabulate approximately 175 blue prints which were picked up by an engineer from Tighe and Bond Inc. This is a huge leap forward in technological capability that I have wanted to have done for over 10 years, but cost and time were prohibitive. I am elated at this opportunity. Began receiving quotes for the installation of the Crotty Ave. pump station replacement pumps and valves. Investigating a way to possibly lower chemical costs, set up a polymer tank and lines at disc filter. Purchased a new refrigeration unit for head works composite sampler.

Public Safety

Templeton Police Department: 6/15-21 PD – 263 Calls for service, 22 motor vehicle stops, 3 arrest, 0 PC. Dispatch – 377 Calls (does not include miscellaneous calls). Nothing new to report.

6/22-28 PD – 268 Calls for Service, 33 motor vehicle stops, 3 arrest, 0 PC. Dispatch – 363 Calls (does not include miscellaneous calls). Nothing new to report.

6/2-7/7 PD – 301 Calls for Service, 59 motor vehicle stops, 1 arrest, 0 PC. Dispatch – 395 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: Six permits were issued by the Building Commissioner for renovations, with several other applications pending return of paperwork; six inspections took place and certificates of completion were issued. Three permits were issued and inspected by the Wiring Inspector, and three plumbing permits were issued.

Planning Board: Preparation for meeting on July 11.

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: Received requests to perform site walks at Royalston Road and Shore Drive.

Board of Health: Received plans for a new system on Otter River Road for review. Agent working with the AG's office on 712 Baldwinville Road to collect monies due for light, water, and sewer payments. Have received several complaints from neighbors of 729 Baldwinville Road (fire), insurance company has responded that it is still under investigation. Working on several nuisance

complaints for trash. Agent working with new owners of the Thirsty Turtle for a smooth transition for the food establishment part of the transfer.

Community Services

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

Library Director: Although it has been a short week, it has been a busy one at the library. We kicked off our Summer Reading Program on Wednesday with a rock-painting activity. Several of the children who participated have donated their rock art to the library's garden. Many children have stopped by to report their reading progress as part of our 'Read for Beads' and "Raffle" incentives. Our extended hours began this week, and we expect them to be well-utilized by our patrons. There has been a steady stream of students from NRSD and Monty Tech in search of their required summer reading books. The first round of State Reports has begun, with the Annual Information Survey (ARIS) opening online. This report is a collection of statistics in the past fiscal year, and will need to be completed by August 18.

Community TV: This week TCTV filmed the annual Declaration of Independence reading at the First Church, including interviews with the Hubbardston Militia. Production work started on this show and continued on other upcoming programs, including the Lions Club Golf Classic. A promo short for the Friends of the Templeton Elders' Mac N Cheese Festival was produced, aired and uploaded to YouTube. In addition, the previous week's meetings with the Mass. DOR/DLS and Board of Selectmen's meetings are scheduled on Channel 8 and available for viewing on YouTube, with many views. TCTV Channel 8 is also showing the Joint Templeton-Winchendon BoS meeting on sharing a Town Administrator. The video is courtesy of Winchendon's cable TV station.

Important Dates to Remember

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.