

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: August 31, 2017
CC: All Departments

Carter



Important Notices

VACANCY – SEWER CLERK - PT @ 19+/- HRS/WK – SEE WEB SITE

Town Hall Staff: As you know, the Town is considering sharing a Town Administrator/Manager w/Winchendon. We are now open M-F and they are now open M-F. Obviously, Mr. Hickey cannot be in Templeton 2 days a week and Winchendon 3 days a week if our buildings are only open four days a week. Someone has to change. Without making any commitment to which Town will switch, **there will be a special all (Town Hall) staff meeting at the end of the day Wednesday (09/05)** for me to understand any concerns that you might have if we switched to a Tuesday to Friday work week here at Town Hall.

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: We finalized the forest cutting plan for the Dump site and submitted it to DCR for review and approval. Once we get their OK we can go out to bid. As I mentioned previously we will then proceed with the Highway site. I've prepared a countdown to a potential Fall TM for 11/14. It is now being reviewed by involved staff to make sure I have not missed anything. We had several supplemental filings on ongoing litigation that consumed much of our time. Follow-up on the Barre Road property being developed by the Corporation for Independent Living (CLI) continues and I'll be reviewing the matter again on 09/06 with an area resident who would like the Board to take a formal stand on this matter. Discussions continue on the most cost-effective way to have a fleet ready to take on the winter season given deterioration of the vehicles and sanders beyond what we had anticipated and planned for. Alan and I expect to solicit pricing in the next few days and have a formal proposal before you on 09/11.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Much time put in this week working on Sales Analysis for FY18. Office traffic flow continues to be steady. Worked on cleaning up building permits. Reviewed various plans coming into the office from Worcester Deeds.

Town Clerk: Attended the department head meeting. Mailed out business certificate renewal forms. Preparing the list of residents who failed to license their dogs for the ACO. I received an update regarding the codification of our by-laws. They are working on phase 2, the “Manuscript, Editorial and Legal Analysis”. We should expect to receive that during the 1st quarter of 2018.

Public Works

Highway Department: A sink hole was noted on S. Main St. caused by a pipe that had failed. The pipe was replaced and culverts in the area were cleared of brush and debris and are flowing smoothly. Arrows were added to Gardner Rd. in E. Templeton to better indicate traffic direction and improve public safety. Road side mowing was done on Partridgeville Rd, Pail Factory and Turner Lane as well as South Main, Cross Rd and Shady Lane, Royalston Rd., Gavin Rd, And Norcross Hill. Hole patching was done on Royalston Road. The sidewalk on the corner of Baldwinville Rd. and Prospect St. was repaired after the water dept. needed to open it to do repairs. Brush was cut in the area of the rail road crossing on Rt68 near lee’s hotdog stand, to improve visibility. Winter sand was hauled from the pit to the highway barn. This was a good training exercise for the 2 new laborer/truck drivers in getting use to the equipment they will be responsible for. The mechanic changed some of the fittings on the JCB backhoe from the cemetery dept. to assure no blow outs occur due to wear. Other work to keep this in good working order is planned.

Buildings & Grounds: Mowing at both Green Lawn and Pine Grove cemeteries was done followed by detailing. Repairs were done to the fence at the new park in Baldwinville because it was down. Foundations were poured for stones and flat markers placed at Green Lawn cemetery. Shrubs were trimmed in Baldwinville Center including the old food pantry. Mowing, trimming and detailing as well as trash pickup was done in all common areas of town. The Building & Grounds department appreciates the kind words lately as to how the cemeteries are looking. The director attended the Select Board meeting on Monday evening as well as the department head meeting on Tuesday morning and a Historical society meeting on Wednesday evening. Alan and the Admin Asst attended an afternoon meeting with Ms. Stancomb @ NRSB to discuss incoming interns for the year. 3 students are onboard and will work in various aspects of the DPW throughout the year

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 8/24 – 30 PD – 205 Calls for Service, 17 motor vehicle stops, 2 arrest, Police Station Project is still awaiting contract approval from Town Counsel in order to go to bid. Dispatch – 321 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: For the month of August the fire department has responded on 52 medical calls of which 33 were ALS and 19 were BLS. 2 motor vehicle accidents. 12 Automatic fire alarm activations. 1 Brush fire. 1 building fire which was contained to the cause of origin with no damage to the house. We did 12 smoke/CO detector inspections for home sales. Members of the department on their own time built a fire prevention prop. This prop made from 2x4 and plywood is made and painted to look like a house with fire coming from the windows. Children get to be a firefighter and use a garden hose to knock down panels painted to look like fire. We used this for the first time at the open house the department held during the annual craft fair. Members also gave station tours and handed out fire prevention material to parents and children. The department also held

interviews for the open Admin Assistant position. We are in the process of a second interview for the top applicant at this time and hope to have someone hired by the beginning of September.

Emergency Management: Nothing to report this week.

Development Services

Building Department: Mallory worked with the forester to obtain the information needed for the planned forestry cutting permit; cutting shall begin on the lot located behind the capped landfill. Building Commissioner, Richard Hanks was out of the office August 28, 2017, but was in the office August 29, 2017 and completed multiple inspections throughout the week. Three permits were issued; one kitchen remodel and two decks. Three plumbing permits and three electrical permits were issued.

Planning Board: Received ANR application for the St. George estate property on Baptist Common; hearing to be held on September 12, 2017.

ZBA: Nothing to report at this time.

Conservation Commission: Chairman Andrews, with other Board Members, completed site walks at 618 Baldwinville, 68 Laurelview, and 33 Victoria; no wetland issues noted at Laurelview or Victoria, Baldwinville requires a DOA be filed.

Board of Health: The condemned trailer at 21 Sawyer Street has been removed and corrections have been made; Board of Health to lift order and issue certificate of compliance. Bulky Waste event was successful; scheduling another for September 23rd, 9 – 11. Worked in conjunction with Alan Mayo to have a trailer removed from the turnaround on Turner Lane and have debris removed from same turnaround. Contract has been signed for the demolition of 729 Baldwinville Road, check for monies owed to Templeton signed by all parties and in process. Agent reviewed a Title 5 report for 29 Brooks Village Road – passing. Continued work on two housing issues, Sawyer and Baldwin.

Community Services

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

Library Director: The September book order has been processed. We have begun to train our new Library Assistant, and feel she will make a wonderful addition to our team. Planning for Story Hour continues, and we are thrilled to add an additional session for the coming year. Story hour will be held on Wednesday and Thursday mornings, beginning September 13. We have already had many inquiries and positive feedback for the additional program. I attended a webinar on the changes to the online application for Massachusetts Cultural Council grants.

Community TV: This week TCTV recorded and broadcast the Board of Selectmen meeting of Aug. 28. We also scheduled the Aug. 23 Inter-Municipal Agreement Subcommittee meeting for Templeton and Winchendon, and worked to produce several other programs of local events.

Important Dates to Remember

BoS Retreat, Wednesday, September 6, 2017, at 6:00 p.m. Templeton Common Fire Station
Selectmen Meeting on Monday, September 11, 2017, at 6:30 p.m.
Department Head Meeting on Tuesday, September 12, 2017, at 9:00 a.m.