

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: July 11, 2019
CC: All Departments

Carter



Important Notice to All Departments

Business Meeting or Workshop: This is where we add material that supplements memorandum or reports or provides the information needed if such is missing or not justified on the basis of brevity.

Weekly Report: Fontaine has scheduled the paving of South Road (from the police station to Rt. 101) for July 29 through August 2 (weather permitting). This will affect the parking / access to the General Store and Serendipity Salon. We were contacted by Matthew Dunn, Construction Representative of the project, and Carter gave permission for the patrons of these two establishments to park on the grass in front of the fire station during this time. The Fire Chief has given his permission for them to utilize his driveway to access the grassed area. The Highway Superintendent had no issue with this use from his perspective. Due to weather considerations, it is possible that these dates could change. We held a kick off meeting on 7/9 with Paul Bishop for our shared fire services study in coordination with Fire Chief Dickie and officials from both Templeton and Phillipston. Also, we continued working on collective bargaining this week. The big time demand continues to be the NRSD issues.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Property tax bills have been mailed and residents should have received them by now. This first quarter preliminary is due Aug 1. If you haven't received your bill, please give us a call and we can get one out to you. Walk-in traffic has increased in the office this week with many coming in to pay their bills before the August 1 due date.

We have begun the process of moving on some of the older properties that have been in tax title. A list has been sent to attorney to begin foreclosure procedures. This will be an ongoing process that could take quite some time complete.

Erin continues to work on clearing up the tailings.

Assessor: Out of the office.

Town Clerk: Nothing reported.

Public Works

Highway Department: Some of Royalston road was shimmed using hot top. Stone was added to the roadside on Norcross Hill to fill holes created from erosion from heavy rains last weekend, then hot topped. This will improve the surface drainage and eliminate the need to cold patch pot holes for some time. Roadside mowing was done Graves development, Hospital Hill, Bridge Street. A tree fell during the storm on Brooksvillage Rd and needed to be cut up and chipped. Milling were added to Partridgeville Rd. to create a smoother surface. Road side repair was done on Carruth @ the Phillipston line. On Depot Road the catch basins were cleared and a driveway that was damaged because of the water run off was repaired. The mechanic finished the punch list for EM-4, which used to be H-1 used by the DPW director. H-1 was turned over to the CERT department for their use, The Cert department was excited for their new addition. The status on the new salt shed: Blocks are being delivered for the base of the salt shed and the salt shed has been ordered.

Building & Grounds: A burial was prepared for in Green Lawn cemetery for Monday. The grounds at the DPW and other common areas were mowed and trimmed. Hedges in Otter River were trimmed. Both cemeteries were attended to for mowing and bush trimmed. The clear days have allowed for more to be accomplished. A BIG THANK YOU to Mark Moschetti for donating time and equipment to jack hammer the large Rock that had been placed on the town common years ago. The buildings and grounds department removed the debris, loamed and seeded the area. The director attended the Select board meeting and the cemetery/parks meeting.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Worked with Town Administrator to provide staff support to Community Preservation Committee project; research into Hick's Gravel proposed project; continued work gathering information on the three fire damaged properties (North Main, Pleasant and Sawyer). Director will be on vacation for the weeks of 7/15/19 & 7/22/19.

Board of Health: Reviewed and approved Title 5 report for 237 South Main; witnessed perc tests at 203 Turner (repair) and Queen Lake, Lot 7 (new build); completed septic bed bottom inspections at King Phillip Trail and 27 Brooks; completed final component inspection at 193 South; attended Board of Health meeting where members heard Steven Drury complaints regarding the ongoing issues at "858 Patriots". Agent will be on vacation the weeks of 7/15/19 & 7/22/19.

Planning Board: Meeting of July 9, 2019 cancelled due to lack of a quorum; rescheduled to July 16, 2019.

ZBA: Received an application request for a variance hearing on Brooks Village, the property is a vacant piece of land located at 2-08-1 and contains 1.92 acres in the RA2 zone; hearing has been scheduled for August 6, 2019, administrative assistant prepared for the hearing, sent abutters notices and prepared/sent advertisements to the Gardner News to be posted 7/23/19 and 7/30/19.

Administrative Assistant prepared decision paperwork from variance hearing held on July 2, 2019 and will be turned into the Town Clerk the week of July 15.

Conservation: Administrative Assistant prepared for July 15, 2019 meeting.

Building Department: Two gas/plumbing permits issued, eight electrical permits issued, six building permits issued – three for new build single family homes on Ross, Dudley and King Phillip Trail; administrative assistant worked with homeowner's and Building Commissioner on an issue on Ross, question on frontage, still in process.

Agricultural Commission: Nothing to report currently.

Community Services

Community Services Director: A big thank you to Mark Moschetti for breaking up the infamous 'rock' on the common, and to the Buildings and Grounds Dept. for removing the pieces. I'm sure the neighbors are happy to have it gone! We have had 3 more vendors submit paperwork for the Farmers Market, and we hope this afternoon's weather cooperates. Thursday, July 25, singer and storyteller Davis Bates will be performing at 4pm at the Farmers Market (thank you, Cultural Council), and a vendor with brick-oven pizza will be setting up, among the other vendors.

Senior Center: July 3-We have spent the last 2 weeks preparing for yearend reports, etc. We have seen an increase in the number of walk-ins. Community members are seeking refuge from the heat and humidity, both are very taxing for the elderly and disabled. With the increased foot traffic case management will increase. Seniors will stop in to say hello, and while they are here discussions lead to unrecognized needs. With our department staffing up in the air, it has difficult to plan for next month's activities. All the standard activities will continue until further notice. The Mac n Cheese Festival is on Sat, July 13, I hope to see you all there. It is a great family activity.

July 10-We are extremely busy this week with case management. There are not enough hours in the day, and with the impending budget reduction, more will be undone. Next week will be especially busy. If you are out and about come to the senior center on Wednesday. July 17 is National Hot Dog Day and we will be serving from 1 – 2pm and then outdoor games will be set up.

Community TV: Nothing reported.

Library Director: We've been busy with Summer Reading Activities. Thank you to the Kitchen Garden for providing ice cream coupons as a reading incentive. We are continuing to go through the collection, and weed items for the book sale in August. I am working on the 1st of the State reports.

Important Dates to Remember

Town Administrator's Office Days next week: Tuesday, Wednesday, and Thursday

Special Town Meeting, July 18, 2019, at 7 p.m. at NRSD

Selectmen's Business Meeting–Wednesday, August 14, 2019, 6:30 p.m.

Staff Meeting, Thursday, August 15, 2019, 8:30 a.m.