

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: July 18, 2019
CC: All Departments

Carter



SPECIAL TOWN MEETING TONIGHT, July 18, 2019, at 7 p.m. at NRSD

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: Ms. King, CoA Chair, and I met to review the memorandum on potential staffing changes and budget cuts and will be meeting with the full Board at 1:30 p.m. on this coming Tuesday. We have received a planning grant in the amount of \$15,000 to retain a firm to analyze the “vulnerability” of our municipal assets to the impacts of weather events. Once completed, we will then be eligible for implementation grants to repair, relocate, harden or otherwise modify that infrastructure. The Thirsty Turtle has not met its obligation to meet with the Fire Chief and Building Inspector. We have told him we will be requesting a show cause hearing before you on 08/14 if this is not completed by 07/31. Town Counsel has ruled that you can modify the open hours of the all-alcohol serving license if you hold a public hearing, given the license holders proper notice and a determination that the change is justified by public need.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Usual busy week. Increase in the volume of mail and walk-ins as we get closer to the May 1 due date for 1st quarter property taxes.

Assessor: Returning back to the office part time after being out 2 weeks for family sick. Much work to be caught up on. Entered many new deeds and posted new MLS listings to property record cards. On Tuesday was interviewed by Adam Lamontagne, Municipal Fellow, for CATV Talk of the Town with the Assessor office. This should be coming out some time in August. Many residents are coming in to file their FY2020 Exemption Applications. Just a reminder to residents to stop in to see if you may qualify for one. Also, residents that have received these in the past need to apply every year. Remember to bring all documentation along with the application. Received notification that the Motor Vehicle Commitment 4 is ready to download, this was done on Thursday and bills will be going out on July 30th. Building permits for June were brought over from the Building Department to be entered on the property record

cards and for future visits. Revaluation work continues to be done by Vision and Brian is moving right along with Cyclical visits in the Baldwinville area.

Town Clerk: The office has been busy preparing for the Special Town Meeting. We have had several vital requests. Business certificate renewals have been mailed out for August. The 2019 St. List are now available.

Public Works

Highway Department: The catch basin truck has been repaired and is back out cleaning catch basins finishing Baldwinville Road and moving on to streets in Baldwinville. The assembly of the salt shed began with the large blocks being put in place. This is a slow and tedious task to get all blocks installed level. The new vehicle lift arrived and the old one has been removed. The new one will be put in place and inspected soon. The rain on Wednesday brought down a tree on Fisher Street and a sump pump was added at the library. A little fishing was required as one on the plastic barriers from Stone Bridge fell in and went down stream. Thank you, Templeton Fire department, for the use of your boat. On Cook Rd we had a problem with some tree cutting and brush from 2017. A contractor removed two town trees and had brush on another property owner's property, the Director investigated this matter and explained the rules on cutting down town trees, along with cleaning up brush of abutters property. The contractor made restitution to the town for the trees by planting a new tree. Both parties involved are satisfied with the outcome.

Building & Grounds: The grounds crew picked up the tables and trash barrels from the Mac & Cheese festival this past weekend. The trash was distributed to trash receptacles @ the senior center and cemetery department. Grounds work in all cemeteries and in the common areas was done as the weather again cooperative this past week. Flags were lowered on Wednesday afternoon. A new sump pump at the library was repaired.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Out of the office until 7/29.

Board of Health: Admin continued work with proposed Gravel Removal project at the old Hicks Gravel Pit. Took in three title five reports and a stack of pumping records. Recvd one well permit application.

Planning Board: Meeting held 7/16. Hearing for Bunny's Ice Cream Closed with Site Plan Approved admin worked on completing decision paperwork with conditions. Hearing for Leclerc Site Plan postponed for two months. Peer engineer review completed for Gardner Airports request to use porous asphalt, board voted to approve admin worked on decision

paperwork. Peter Glick engineer working with the SMMA and Rick Moulton approached the Board looking to change parking pattern at new school to allow for equipment shed on property. Board approved the changes to parking pattern. Minutes for this meeting drafted. Meeting for 7/23 canceled.

ZBA: Completed decision paperwork for shed variance on 392 Otter River Rd. Continued prep for hearing on August 6th for lot size variance on Brooks Village Rd and continuation of hearing for US Auto Auctions.

Conservation: Meeting held 7/15, new Member Vincent Smith joined Conservation this week. Cert of Completion given to Mass Highway DOT for work on Rte. 2 on ramp. George and Vincent completed two site walks for new pools on Main St in Otter River and Hubbardston Rd both with no finding of wetland.

Building Department: Four Building permits, two gas and plumbing, and four electrical permits issued. Admin and Commissioner Hanks worked with residents in regard to complaint on Ross Rd and new construction. Worked with homeowner on who was having trouble with contractor not completing project, admin helped homeowner complete claim with the Mass home improvement contractor arb and guaranty fund. Commissioner Hanks completed inspection at new elementary school, which is coming into its final stages of completion. Monthly report of building permits completed for assessors.

Agricultural Commission: Nothing to report currently.

Community Services

Community Services Director: I spoke with members of the Rec. Committee about various issues: Movie night at Gilman, cancellation notifications for swim program, and use of the Community Calendar. I updated the Community Calendar. I sent out 3 Farmers' Market packets to new vendors. Our market last week was very well-received by dozens of visitors. July 25th market will feature singer/story-teller Davis Bates, and among the vendors will be a gentleman who makes brick-oven pizza. Farmers Market coupons have been made available through the Senior Center, and we are encouraging those who need transportation to the Market, to contact the Senior Center to arrange a ride.

Senior Center: Nothing reported.

Community TV: This week TCTV recorded the Conservation Committee meeting of July 15, the Planning Board meeting of July 16, and the Special Town Meeting of July 18. All meetings will be cablecast on TCTV Cable Channel 8 and uploaded to TCTV's YouTube Channel. TCTV recorded highlights and music for the Mac N Cheese Festival on July 13, prepared a promo for it, and is working on post-production with an eye toward attracting sponsorship. TCTV also planned to record a paid production for MRPC's Climate Change roundtable discussion on July 19, opening a new revenue stream. The Civil War Day at the Historical Society on July 20 will also be recorded. Recently TCTV recorded the Declaration of Independence Reading of July 4 and has been recording the Farmers' Markets on Thursdays and is producing videos on all. Media assistants are now working to produce programming in shared spaces at the Boynton Library and EMR/CERT Building. An expandable grate was requested for the doorway to the broadcast closet in the Town Hall conference room to secure equipment and ensure the proper

ventilation of the equipment, when the Conference Room door lock is removed. (Cameras in the Conference Room will not be safeguarded, unfortunately.)

Library Director: I set up a 'library table' at the Mac & Cheese Festival and had an opportunity to distribute lots of information about our Summer Activities, and to promote the many services that our library provides. Our Summer Activities on Wednesday (Teddy Bear Picnic) and Thursday (Stories & Craft projects) were both well-attended and lots of fun. Many children have been participating in our reading incentive to earn an ice cream cone, as well as our prize raffle (1 ticket is earned for every hour of reading) I am continuing to work on the ARIS (state report).

Important Dates to Remember

**Town Administrator's Office Days next week: Tuesday, Wednesday, and Thursday
Selectmen's Business Meeting–Wednesday, August 14, 2019, 6:30 p.m.
Staff Meeting, Thursday, August 15, 2019, 8:30 a.m.**