

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: August 1, 2019
CC: All Departments

Carter



Important Notice to All Departments

Please review and advise on the evaluation and training memos/emails of the past few days so I can move on those next week.

Business Meeting or Workshop: n/a

Weekly Report: We worked to respond to inquiries on our street sweeper bids, trying to narrow the scope of bidding required for the salt shed, reviewing year end balances to approve carry-overs on certain capital accounts or closing our balances deemed not needed if the projects were closed, the second draft of various documents for leasing the new school to the NRSD (out for review and comment to the BoS), the DDA for Baldwinville, and the HCAs (meeting w/developers next week). A HUGE shout out to Senator Anne Gobi; she has secured \$225k in the state operating budget allowing us to undertake elements of the Police Station (sally port, full building generator) we could not complete within the town funding. The next step is EOPS gets the paperwork to us w/the turnaround time for funds typically being late summer early Fall. I met w/Sewer to procure the needed first step information for the software conversion. We have secured an extension of the BAN due 08/23 as it is readily apparent the contractor will not be complete in time to use the RDA loan closing to pay that off.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: The office was busy this week. Q1 preliminary property taxes were due Aug 1. The next excise commitment was released and has been mailed out.

Assessor: Cyclical Inspections and field reviews continue in town. On Tuesday and again on Thursday, DOR DLS was in town working with me on the Revaluation for FY2020. Data entry for visits continues to be implemented into the real estate program. Sue has been working on letters and record cards to go out to our chapter land owners. These will be mailed the week of the 12th. A reminder to residents that exemption applications are now being accepted in our office, remember when returning them to bring along the necessary paperwork. The week of August 5th office hours will be Monday 7:30 to 6:30, Tuesday and Wednesday 7:30 to 4:30 and closed on Thursday, due to vacation and jury duty. Please plan your visits accordingly.

Town Clerk: Nothing reported.

Public Works

Highway Department: A effort to identify all the chemicals at the highway department and to assure a Safety Data Sheet (SDS) is available for all. Further inquiry will be made in all buildings. South Main Street and South Road were addressed for pot holes. A sink hole developed on Baldwinville Road and measures will be taken to investigate the cause and repair the problem. Racoons continue to be an issue @ the Baldwinville FD, two more were relocated. Trees were cut on Templeton common and on Baptist Common Road. Catch basin cleaning continues as does road side mowing. More road side work done on Hubbardston Road to improve the drainage. The mechanic maintained 2 police cruisers and several highway vehicles.

Building & Grounds: 2 Funerals were held, one at each cemetery. Seasonal laborers have been helping with mowing and general lawn maintenance in the cemeteries and in the common areas of town. The weather has been perfect for outside work. An air conditioner was replaced @ the EMD (CERT) building and an additional was added to the meeting room.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Director – Mailed notices to 165 N Main, 10 Pleasant and 21 Sawyer; received only one reply from 21 Sawyer.

Board of Health:

Witnessed perc at 36 Pheasant Lane; performed inspection at Bunny's Dairy Barn; reviewed and approved T5 reports on 248 Gardner, 1 Valley, 31 Pheasant, 36 Pheasant, 257 South and 85 Main; performed bed bottom and final inspections at 115 Otter River and 27 Brooks; reviewed, approved, and issued certificate of compliance for 370 (lot 3) Hubbardston; issued a permit for a septic d-box replacement at 355 Dudley; issued an septic installers license to TMG Tractor Services; continued work on nuisance issue at 34 Albert; and resolved a housing issue at 361 Royalston.

Planning Board: Nothing to report

ZBA: Prepared for hearing on 8/6/2019 for lot size variance on Brooks Rd. Recvd application for hearing on Shore Drive prepared that paperwork.

Conservation: Site walked for Baldwinville Rd and Matson Homes completed both with wetland findings. Hearings set for 8/19

Building Department: Temp occupancy on the Police Station was issued for thirty days while minor items are wrapped up. Eight Building permits for renovations issued, seven electrical, and four plumbing permits completed. Monthly assessors report completed for July

Agricultural Commission: Nothing to report currently.

Community Services

Community Services Director: Nothing reported.

Senior Center: Nothing reported.

Community TV: Last week Municipal management Fellow Adam Lamontagne was embedded with TCTV and learned how we edit shows, create event and promo slides, and program the broadcast server, among other tasks. Adam, EDIC's Glenn Eaton and I toured the Orange Innovation Center and LaunchSpace, a soon-to-open maker space with 3D printers, art and embroidery studios, wood and metal shops, pottery studio and more. They are eager to work with TCTV and our idea to develop a Multimedia Lab to help area students launch media-related careers. A regional conference on job growth and economic development is being considered. MWCC's Workforce Development may help with a certification program for an Audio/Video workforce that international trade group AVIXA is also interested in supporting. There could be many great fits with maker spaces and business incubators along the Route 2 corridor for TCTV, and this could be a way to increase interest in community activities, promote job growth and entrepreneurial efforts of all kinds. Shawn and I have been addressing the audio issues in the Broadcast Pix video switcher/processor at Town Hall and hope to have it repaired soon. The Cable Committee met to discuss revenue streams such as digital conversions and show sponsorships. Training or new media assistants continues, and they are learning well. Work continued to finish programs for the Declaration Reading and Mac N Cheese festival.

Library Director: Nothing reported.

Important Dates to Remember

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