

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** August 22, 2019  
**CC:** All Departments

*Carter*



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### **Important Notice to All Departments**

**Nominations for Merit Awards Now Being accepted ([See Web Site for Details](#))  
Last Date for Public to Submit – CoB 09/04**

**Business Meeting or Workshop: This is where we provide basic information or expand upon memorandum enclosed in your packet.**

5. e. Our original plan had been to allow some time for Mr. Haley to investigate the possibility of fixing the bridge close to its current configuration. I've met with him and can tell you that he has made a very serious effort to get insights from engineers and contractors skilled in the restoration of stone bridges. Unfortunately, that has not – as of yet – yielded him any results to present to us. He is most passionate about how saving the Bridge in its current configuration is the “right thing to do” – though that appears to be mostly from a nostalgia perspective - and is hopeful that we can continue on a path that leaves that possibility open.

On the more conventional side of the process, we had suggested getting additional survey and begin discussions with adjacent landowners as the next best step to keep moving forward and further narrow the options. Also, it has become clear that a failure to narrow the options could have cost impacts upon our next phase of work. If you are now prepared to narrow those options, we are hopeful – even in this hyper heated development economy - we might be able to get that additional work completed within six weeks allowing us to more fully vet the schematic plans and be more serious in our approach to abutting land owners. This could put us back in front of you as early as September 25<sup>th</sup> to make a more formal decision from amongst the several options we put before you.

That said we are asking you to consider eliminating the options accommodating full vehicular traffic (two lane or one lane) out of cost concerns and reduce the alternatives to Option 1, 2 or 2A thus reducing project costs immediately by \$400k to \$500k. In the meantime, as we await the survey work and next report and if agreeable to you, I would approach the CPC at its September meeting to determine if it would participate in any of those three Options by providing the funding to get one of them to 75% design and permitting. As a means of keeping the process as flexible and fluid as possible I would suggest that – if pressed – I be authorized to discuss proceeding with Option 2A by including the pedestrian bridge as an alternate in the bidding process.

That might then then allow us to seek that CPC design funding at the Fall Town Meeting putting us in a position for construction monies in the Spring of 2020 grant (Culvert Replacement Program, Municipal Vulnerability Program or other) or ATM funding through the CPC. It also provides Mr. Haley with some additional time if he should continue with his efforts. As a reminder, the entirety of the study is available on the Town web site at [www.templetonma.gov](http://www.templetonma.gov) (click on Planning or Construction Projects on our home page).

I will say that – in any event – our efforts should have a heavy emphasis on interpretive signs and markers to celebrate the role of the bridge in the Town.

f. As you all know the 4 Elm Street site was previously the Town Hall and had reportedly also been used at one time as a highway facility. It has been represented that a spill of diesel fuel (150+/- gallons) occurred on the site a number of years ago. Anecdotally, I am told by one town resident that there was believed to be a report of oil/gas leaking into the ground in that general area (perhaps from the adjacent gas station).

We have made an exhaustive file search with the Board of Selectmen's Offices, the Board of Health, the MA Department of Environmental Protection and the like. The Fire Chief tells me that any records they may have had are "long gone". However, he will make a request of the state fire officials for any reports it may have had. The only records we could find were for an asbestos remediation completed by ADEP Group in 2015 as a pre-cursor to the building demolition. We cannot find any other records relating to this property. It is impossible to prove a negative; that is to say something does not exist without performing an extensive research and analysis. So, we have three choices:

1. Proceed to develop the site and address anything found during the excavation (unlikely in that the park will cause minimal if any site disturbance);
2. Proceed to undertake a full site assessment placing the park on hold (6+/- months and \$25k+/-); or
3. Move the park to an unquestioned site (Which poses substantial storage problems for items on order and requires a Town meeting vote to reauthorize the funds for a new site).

Given what we perceive to be the nominal risk – if any – from proceeding based upon one unsubstantiated complaint, I am recommending we proceed with Option 1.

Whatever the choice that is made we shall need to address concerns raised about access. Over the next few days I will review whatever title records we have to fully determine our ability to control access. For instance, the Army Corps of Engineers has a Right of Way we cannot block. Once we make the determination of our full rights, we can then determine parking restrictions, place signage and the like.

**Weekly Report:** I met with representatives of MART to discuss possible expansion of our Dial A Ride service area which could bring further regionalization of services and/or possible dispatch services being provided by them which could reduce staff demands on our reduced staffing plan for Senior Services. I expect it to be 8+ weeks before I hear much back from them. Adam arranged a meeting with the Westfield State University Professor teaching the MPA course on Organization Behavior (how a community goes about engaging with the citizenry to

research, develop and process proposed initiatives) who might be interested in working with us and the Recreation Committee on the services and fee study we suggested in the budget process. We received the letter from the AG's Office relative to its review of various by-laws adopted or amended at the ATM. All were approved with limited exception. The exceptions were the fines set forth for violations of the Wells, and Alcohol/Marijuana Open Container. The use of MGL Ch 21D (municipal violations) requires that the fines be specific. We proposed fines of not less than \$100 or more than \$300. I will circle back to the BoH and Police Chief to receive their input before submitting a proposal for your consideration. There are no other technical amendments required anywhere in the full recodification. Personally, I consider this a great affirmation of the hard work of the Town Clerk, Counsel and all involved in this process.

Mr. Arsenault has notified us that he will appeal the decision of the Board relative to the suspension of his license. I have placed his suspension on hold until that process is completed. We have interest from the Friends of the Templeton Elders in managing the Food Pantry and have provided them with a Draft MOA (as reviewed by Counsel to address CH. 30B issues).

### **Administration & Finance**

**Town Accountant:** Completed payroll and vendor warrants for both towns. Worked on all the roll forward balancing for the July 2019 Budget VS Actual and sent out the report on Tuesday. Kelli is out of the office on Thursday. Nichole continues to work on the employee payroll files to make sure we are in compliance with the federal and state laws.

**Treasurer/Collector:** I was out last week attending the yearly MCTA classes so this week I've been playing catch up. Working on getting out reminder letters for any remaining unpaid FY19 property taxes before moving forward with tax takings.

**Assessor:** Received closeout figures (Budget vs Actuals) for FY2019 from the Accountant. Verified information was correct for the Assessor office. Worked on the FY19 Annual Report. Worked with Accountant and Treasurer on writing off bad debt for old personal property accounts. Vision came in to town on Wednesday to do fieldwork in the Templeton area and will be in August 26-28 to finish it up. The Police Department has been notified of their visit and their vehicle information. They also worked on reports for our Commercial Properties. All part of the Revaluation for FY2020. Worked on Personal Property for the FY2020 Revaluation which is required every 7 years. Attended the joint town meeting on Wednesday evening. Updated information into my online mapping program.

**Town Clerk:** We have been extremely busy with couples coming in to apply for Marriage Licenses. We still have a steady flow of vital records request. Prepared for and attended the joint town meeting.

### **Public Works**

**Highway Department:** Roadside work on South Rd was completed. A road cut was done on Baldwinville road to fix a sink hole caused by a failed collar on a drain pipe. Loam from the new elementary school that had been stored at Gilman Waite field was moved to the pit and some was dispersed to the cemeteries for use there. Roadside mowing and stop line painting and catch basins cleaning continues throughout town. The mechanic is putting H7 together and is caught up on all preventative maintenance for all town vehicles.

**Buildings & Grounds:** The foreman attended a meeting in Gardner where a webinar took place on cemetery software. This software was reasonable in cost and would enable us to do more from the field. Collected the trash barrels and picnic tables from the common, that were used for the Templeton Center crafts fair. Assisted the “Green Development” gentlemen in bringing them around to the Library, Town Hall, the cemetery garage, and the senior center. Preparation was made for a burial in Green Lawn cemetery. A new door was installed for the TCTV department in town hall. All the roads in Green Lawn have begun to be graded. The groomer drag was repaired for the recreation department.

**Sewer Department:** Nothing reported.

### **Public Safety**

**Templeton Police Department:** Nothing reported.

**Templeton Fire/EMS:** Nothing reported.

### **Development Services**

**Director:** Work with Planning Commission, Town Administrator and Municipal Management Fellow on proposed amendment to zoning for cannabis facilities; prepare to interview four candidates for the open positions in Development Services; work with Energy Conservation, Inc. to complete energy audits of town buildings for Green Communities grant; assisting DPH with Animal Inspector renewal and quarantine documentation.

**Board of Health:** Reviewed and approved plans for septic repair for 36 Pheasant Ln; reviewed and approved Title 5 reports for 355 Dudley, 120 South Main, and 215 South; issued two new septic installer licenses; continued work on 34 Albert trash complaint; witnessed percs at Valentine, Lot 3 and Otter River (both new builds);

**Conservation:** Site walks performed at 275 South Main, 37 Myrtle, and 87 Winchester; prepared for and attended meeting 8/19/19, prepared NOI order of condition for Lamb City Road; prepared certificate of compliance documents for 358 Hubbardston.

**Planning Board:** Received requests for ANR for Shady Lane and Otter River to appear at next meeting August 27, 2019.

**ZBA:** Nothing to report currently.

**Building Department:** Mr. Hanks issued seven permits (demo, remodel, new residential, trailer and two decks); Plumbing and Gas issued five permits; Wiring issued six permits; one wood/pellet stove permit issued; office working on a request for information on Sunny Templeton solar field and Mr. Hank’s continues to work on land dispute for Ross Road.

**Agricultural Commission:** Nothing to report currently.

### **Community Services**

**Community Services Director:** I worked on evaluations for the Community Services units and met with some staff. I updated the Community Calendar. I distributed 2 Farmers' Market packets to new vendors. The market has enjoyed good weather (fingers crossed), and a steady flow of visitors. We are thankful for the vendors who remain loyal as we grow.

**Senior Center:** Nothing reported.

**Community TV:** This week TCTV recorded the Joint Town Meeting on Aug. 21. We repaired the audio problem on the Town Hall camera switcher/server and are still watching it closely and tweaking audio levels. We got our cameras in the new school on Monday and will have a video on it for the public very soon. The entire staff attended and recorded video at the Arts & Crafts Fair, where we made many new friends. Programs to come from it will include craftspeople profiles, music, local food shorts, a highlight reel and more. Several vendors and others wish to work with us. The video programming for Channel 8 has been restored at a basic level that we can add to. TempleTunes music programs debuted on Channel 8 this week with JB Murray from the Mac N Cheese Fest. Several more TempleTunes shows featuring local entertainers are in production. The Mac N Cheese Fest and Declaration Reading programs are on Channel 8 nightly. Shawn has plans to meet Elvis.

**Library Director:** I worked on the library evaluations. We had a successful book sale on Saturday. We are helping to get the word out about a coloring contest sponsored by Ahimsa and GALA, entrees can be picked up and dropped off here. Story Hour will begin on Sept. 11 & 12.

### **Important Dates to Remember**

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

**Selectmen's Business Meeting~Wednesday, August 28, 2019, 6:30 p.m.**

**Staff Meeting,~Thursday, August 29, 2019, 8:30 a.m.**

**Selectmen's Retreat~Wednesday, September 4, 2019, 6:30 p.m. @Senior Center**