

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: January 31, 2019
CC: All Departments

Carter



Important Notice to All Departments

The legislative delegation will be here on 02/13. If you have a question or item of import you would like the BoS to bring up with them pls advise by CoB 02/06.

Business Meeting or Workshop: This is to provide additional information where a full memo may not have been needed or supplemental information has become available.

2. a. Our forester advises that the property in question is not suitable for a timber harvest due to wetlands and accessibility issues.
- b. This report was provided to the BoSC together with an invitation to attend the workshop. The BoS Chair also requested I forward it to the Advisory Committee which I have done.
- e., f. and g. Are verbals

Weekly Report: We participated in the Moody's Credit rating conference. We expect to have the actual rating in hand early next week though it may be a few weeks longer until we have all of their rationale. I attended the public meeting on improving Town Meeting attendance. We will get those minutes up on the web site in the next few days. We have been advised by Phillipston they have signed off on the Community Compact Fire Study so we will proceed to file that early next week. They have also signed off on the dispatch IMA subject to review by their town counsel. We had a second round of budget reviews. We opened the proposals on the revaluation (there was only one). They have been referred to the BoAssessors for review and may be viewed there if you are interested. This will be an item for action on 02/13 although it may be the evening of 02/12 before we can get the BoA memo of advice out to to you. Please remember to send me items of concern if you have not yet had a chance to review the DPW CBAs.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: We were extremely busy this week with collections of property and excise tax. Because town hall is closed on Friday the due date for property taxes is Feb 4th this year.

Assessor: Paperwork went out to all Personal Property Record owners. We are in a total revaluation for Personal Property in FY2020 and all active and inactive accounts need to be reviewed, including our personal property at Templeton Fish & Game and Peaceful Pines. Met with our representative who will be going out to visit to our commercial properties in regards to personal property active accounts and new accounts. Had a bid opening on Thursday for RFP's for FY2020 Real Estate Revaluation. All plans, mapping changes and corrections are being reviewed and updated this week into the Real Estate program and will be going out to Cartergraphics next week to update our online mapping program and get new maps for the office. Getting record cards ready for new construction visits. Office traffic steady with excise bills going out.

Town Clerk: Attended and took minutes for the Moderator's Open Discussion Re: Town Meeting. Busy this week with Marriage Licenses, Dog Licenses and census returns.

Public Works

Highway Department: Many ice issues in the roadways were addressed. Rain and warmer temperatures combined with high ground water is making for icy situations all over town. Preparation for the incoming storm early in the week and attention to the storm as it hit. Luckily the storm was mild and clean up done rather quickly considering we are down 3 truck drivers. An additive for the fuel is required now during this cold snap. The diesel equipment will not perform well without the additive and we cannot risk vehicles being down. Be assured that all calls will be addressed, and your input is appreciated during storms. We strive to get the main roads done and the schools before addressing side roads.

Building & Grounds: CD5 the backhoe used in the cemetery was looked at by the mechanic due to issues where it does not run smoothly. A diesel lift pump was replaced, and the backhoe was put back into service. Cemetery staff worked at clearing walkway and common areas after the storm. The approaching cold weather will be cause to check these areas daily for drifts and possible ice. The director attended an excel class on both Thursday and Friday.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Prepared draft minutes for BES Committee and attended meeting of January 31; met with Paula Bertram with regard to proposed permitting software purchase for use by Building, Wiring, Plumbing and Gas Inspectors, proposal being prepared for budget request; Administrative Assistant I met with forester, Richard Valcourt with regard to possible value of town owned parcels for harvest this spring, due to the amount of rain and moisture in the ground it would prove dangerous to harvest; Mr. Valcourt will be looking to other possible parcels and report back to Development Services.

Board of Health: Agent prepared for and appeared at Gardner District Court to obtain an Administrative Search Warrant to go into the abandoned property known as 16 Liberty; warrant executed on January 29 with Assistant Atty. General and Templeton Police; documentation returned to Gardner District Court on January 31. Reviewed and approved plans for Michaels, Lot 18 (new residential), Carruth, Lot 6 (new residential), 27 Brooks (repair), Hubbardston Lot 1, Hubbardston Lot 2, Hubbardston Lot 3, and Hubbardston Lot 4 (new residential). Water shutoff conducted at 29 Sawyer, occupant/landlord dispute; agent preparing to go to Worcester Housing Court. Agent sent out packets to Community Septic Loan users from 2018 for tax credit.

Conservation: Administrative Assistant prepared for ConCom meeting of 1/28/19; Administrative Assistant I attended and drafted minutes in Administrative Assistants absence.

Planning Board: Prepared documentation for meeting/hearing of February 12; documentation and fees collected for proposed building for Lawindys, LLC.

ZBA: All legal ads for upcoming hearings for Cross, Myrtle, and Blackberry (frontage on South) for February 19 have been submitted to the Gardner News to run on February 5 and February 12.

Building Department: Four building permits have been issued, two for roofing and two for renovations; a temporary occupancy permit has been issued for a single-family new build on 101 Lord, expires 5/28/19; three electrical permits were issued; two plumbing permits were issued. Wiring Inspector, Darrell Sweeney will be out of the office until February 25, please contact Gerhard Fandryer for all inspection needs. Administrative Assistant submitted December report of building permits to the Assessor.

Agricultural Commission: No actions to report this week.

Community Services

Community Services Director: Nothing reported.

Senior Center: Nothing reported.

Community TV: This week TCTV recorded and broadcast the Conservation Commission Meeting of Jan. 28, the Town Meeting Discussion of Jan. 29 and the Baldwinville Elementary Dispensation Public Hearing of Jan. 31. The meetings are also available on TCTV's YouTube Channel. Volunteer Ann Lyons recorded the NRSD School Committee meeting of Jan. 30. Work continued on a variety of community programming as well as slides for upcoming meetings and events. The Director met with a new school intern for training on video editing and production and attended Excel training.

Library Director: Nothing reported.

Important Dates to Remember

Town Administrator's Office Days next week: Monday, Tuesday, Wednesday, Thursday
Selectmen's Workshop, Wednesday, February 6, 2019, at 6:30 p.m.
Joint Boards Meeting, NRSD School Library, February 11, 2019 @ 5 p.m.
Selectmen's Meeting Wednesday, February 13, 2019, 6:30 p.m.
Department Head Meeting, Thursday, February 14, 2019, at 8:30 a.m.