

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

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

*Carter*



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**Important Notice to All Departments**

**If you have not submitted the means of embedding the Town Fellow in your department, that he might gain a deeper understanding of your operations, and the challenges you face, please do so ASAP so I can set a schedule in place.**

**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:** We issued the RFP for the study of the Templeton and Phillipston Fire/EMS studies funded by the Community Compact Grant of \$30k. We expect it to be on your 05/29 agenda for contract award. You may find it on the web under Paid, Volunteer and Contract Opportunities. We started the ATM Voter's Guide. Pls let us know ASAP if you desire additions or deletions to the type of text we used for the Fall TM. Additionally, we have finished all the revisions to the budget book and they were also placed on the web and distributed to all of the departments. Adam and DPW Director Bob Szocik attended the MPO meeting in regard to the two pending projects (Royalston Road and the Patriots Drive Roundabout) we have in front of them. Adam began building out the Major Projects web page, so our local citizens can follow Royalston Road and other such projects.

**Administration & Finance**

**Town Accountant:** Out of the Office.

**Treasurer/Collector:** Nothing reported.

**Assessor:** Nothing reported.

**Town Clerk:** Nothing reported.

**Public Works**

**Highway Department:** Our appreciation to the assessor's office for their support in a project at the DPW. Continued sweeping efforts in the Baldwinville area is on track. Narragansett and the Baldwinville elementary school were swept as well. The next precinct on the schedule is Otter River. The sweeping schedule is available on the town web page. A new full time Laborer truck

driver began work this week and one interview was held for the mechanics position. A hazardous Pine tree was removed from Pine Grove cemetery.

**Building & Grounds:** A foundation was poured for a flat marker in Green Lawn cemetery. Clean up was done in the Baptist common cemetery. The walking paths and fields @ Gilman are now done. Our appreciation to all the volunteers as well as Powell Stone and gravel for their support. New veteran, police and fire markers were ordered and have been delivered. A full-time buildings and grounds laborer was hired and will begin work soon. The records in the cemetery filing system is being revamped and a process for the new building and grounds foreman established.

**Sewer Department:** Nothing reported.

### **Public Safety**

**Templeton Police Department:** Nothing reported.

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

### **Development Services**

**Director:** Working with the Director of Community Services, submitted a request to use town property adjacent to the library for a farmer's market from June 6 – October 3, 2019.

**Board of Health:** Continued work with 107 Patriots housing issues (water shutoff notice), outcome was that the property owner did bring current the account; fielded a complaint regarding debris from demo of a property on Myrtle; witnessed a perc test on 347 South for a septic repair, sample to be sent to UMass as property was too wet to perc; septic bottom inspection at Hubbardston, Lot 2, septic component inspection at Hubbardston, Lot 1, well permit issued to King Phillip Trail, Lot 1; reviewed a Title 5 inspection report for 633 Patriots, passing; continued work with Asst. Atty. General, Monica Passeno for Abandoned Housing Initiative;

**Conservation:** Administrative Assistant prepared for and attended ConCom meeting; partial COC issued to 339 Dudley; prepared draft minutes; site walks completed for 179 Barre (proposed pavilion), Hubbardston, Lot 1 (new build), Otter River Rd (new build), 22 Pheasant (deck), 16 Ware (new pool) and 1 Ross (addition); Forest cutting plans for Meadow Lane and Boynton Street have been granted extensions from 5/6/19 – 5/6/20; Administrative Assistant will be sending out notices for expiring NOI's (notice of intent filings) and OOC's (order of conditions); updated RFD's (request for determination) tracking.

**Planning Board:** Administrative Assistant out of office, info to be reported with next week's issue.

**ZBA:** No actions to report currently.

**Building Department:** Due to illness, neither the Building Commissioner or the Administrative Assistant have been in the office this week; applications were processed for replacement windows, roofing (2), an above ground pool (2); occupancy permits were prepared in anticipation of the final inspections for the COA and 33 Lake Ave; information was prepared for the Zoning Officer for requests for determinations for vacant lots on Brooks Village and Barre Roads; five permit applications were processed for the Electrical Inspector.

**Agricultural Commission:** No actions to report currently.

**Community Services**

**Community Services Director:** Nothing reported.

**Senior Center:** Thanks to the Cultural Council we had live entertainment for our Twilite Lounge on Friday. Jen Mello is a very accomplished performer, I am sure she will be back again. We finally were able to make the trip to the Russian Icon museum. This trip was originally scheduled in the winter and was canceled due to weather. There seems to be an uptick for those in need of housing, and not enough available to housing. We often provide services to individuals needing safe housing. With the Farmer's Markets starting to open, we will be promoting healthy food choices, such as fresh produce locally grown.

**Community TV:** Nothing reported.

**Library Director:** Nothing reported.

**Important Dates to Remember**

**Town Administrator's Office Days next week: Tuesday, Wednesday & Thursday**  
**Selectmen's Business Meeting – Wednesday, April 24, 2019, 6:30 p.m.**  
**Staff Meeting, Thursday, April 25, 2019, 8:30 a.m.**