

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: April 25, 2019
CC: All Departments

Carter



Important Notice to All Departments

REMINDER: 4th Quarter Taxes are due by Wednesday, May 1, 2019. The Treasurer/Collector's Office is open from 7:30 a.m. to 4:30 p.m. that day. Taxes may be paid online, click here to pay. If you have any questions regarding your tax bill, call the office at 978-894-2763.

Requests to carry-over vacation time must be approved by the BoS.

Section 6. F. Vacation - ... On occasions where an employee is required to forego their vacation due to excessive workload and personnel constraints, carry over may be permitted by Board of Selectmen approval." Please get those requests in by CoB 05/01 for action on 05/08.

Embedding the Town Fellow

I still have some for whom I need to know how you propose we might meet this need! Please advise by CoB 05/01.

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.

2. b. This to follow-up on the idea of establishing a joint labor/management committee to manage/reduce loss and identify needed.

2. c. This is a verbal to review the process, discuss how we are addressing the issue of providing the entirety of the warrant whenever one or more articles is to be read at length, and identify who might wish to present/defend which articles.

2. d. This will follow on the statement I gave you on 04/24 and the agenda packet material relative to this matter.

2. e. This will be to discuss the size of the AC reserve to be used in each annual planning process and update you on our discussions with the Sewer Commission relative to their retained earnings.

2. f. This is to review the overall status of these funds and provide you with additional information we have gleaned from our discussions with Town Counsel.

Weekly Report: I know we do not have a studio as of yet but... I've asked Steve C. and Jackie P. to explore how we might make a part of very election cycle an offer to the various candidates (and ballot committees) a 5 minute segment where they can put themselves before the community via TCTV. Much time was spent with Dr. Cassavant and Mr. Flynn of Phillipston to put forth our over-ride thoughts and plan. We have begun the work to try to secure a \$20k grant to plan to address our Municipal Vulnerabilities (bridges, draining, infrastructure). This plan must be in place to secure the implementation grants. I worked with the Intern and Cheryl R to identify 16 tax liened parcels to move to Land Court. The next step is an internal survey to see if there are issues of concern on any of the parcels (Fire/Police/DPW for illegal burns, dumping, or environmental, Development Services for occupied building issues, wetlands violations, housing redevelopment issues, and the like). I've asked Laurie to follow-up on a statute I've used previously to try to deal with over-due taxes where they are so prohibitive they are a barrier to redevelopment opportunities and to obtain samples in conformance with today's statutes.

Administration & Finance

Town Accountant: Out of the Office.

Treasurer/Collector: Nothing reported.

Assessor: Much of this week been busy with imputing fieldwork done by our inspector for Personal Property for our commercial accounts. A rep from Vision was in on Wednesday to go over the Income & Expense returns and input the information into the system. This work is all to do with the 2020 Revaluation process. Attended the selectmen meeting on Wednesday evening for our 3rd quarter financial report. Attended department head meeting on Thursday morning.

Town Clerk: We are busy getting ready for the Annual Town Meeting & Election. I sat in on the interviews for the clerk's position in the Treasurer's office. Attended the department head meeting. Held the last day for voter registration on Thursday night. Mailed out absentee ballots to the voters that have applied for them. Mailed out business certificate renews for next month.

Public Works

Highway Department: The big sweeper was down for two days last week and one day this week for repairs to hydraulics hoses. The repairs were done in house. It is now back out running in coordination with the small sidewalk sweeper, working through the Baldwinville area. We are now approximately one week behind in sweeping due to rain and break downs in equipment. A drop inlet on South Rd was cleaned to improve the drainage of water. Cold patching was done on South Rd, Depot Rd, Baldwin Drive, and Otter River Rd. Scrap tires were picked up at the Highway barn for proper disposal. The flag poles in Otter River and in Templeton Center were repaired. The director attended a Worcester County Highway Association meeting which highlighted the following subjects; CH90, Worcester County retirement, mutual aid and utility emergencies.

Building & Grounds: A burial in Pine Grove cemetery was prepared for Wednesday. The cemetery crew focused on Pine Grove cemetery for spring cleanup in preparation for the

upcoming Memorial Day holiday. The flags throughout town were raised in lowered twice during the week in honor of two fallen soldiers.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Out of the office today will report next week.

Board of Health: Out of the office today will report next week.

Conservation: Admin continued work on contacting applicants with expired Notices of Intents in hopes to bring them to compliance and completion. ConCom chair completed two site walks this week, one on lot 20 Club road for an applicant looking to erect a new seasonal camp, and one on Gardner Road for a potential Ice Cream Stand.

Planning Board: No actions to report currently.

ZBA: No actions to report currently.

Building Department: Occupancy for 33 Lake Ave was released. Received four building applications which are waiting for review by Building Inspector these include three renovation permits and a new single-family build at 55 Otter River Rd. Two wood stove permits were issued this week. Two electrical permits and one plumbing permit issued. Admin worked with Town Admin on completing Tailing project. Admin worked close with resident who is looking to place trailer at 37 Myrtle St, assisted with getting needed information for Trailer Hearing with the BOS. Admin continued working with forester trying to locate parcels of land that can be harvested. Worked with resident who is looking to hold an outdoor tented event in June with getting all the necessary permits in place.

Agricultural Commission: No actions to report currently.

Community Services

Community Services Director: Nothing reported.

Senior Center: Nothing reported.

Community TV: Nothing reported.

Library Director: Nothing reported.

Important Dates to Remember

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

Selectmen's Workshop–Wednesday, May 1, 2019, at 6:30 p.m.

Advisory Committee Pre-Town Meeting, Thursday, May 2, 2019, 6:30 p.m.

Codification & Town Meeting, Tuesday, May 7, 2019 @ 6:30 p.m.

Selectmen's Business Meeting–Wednesday, May 8, 2019, 6:30 p.m.

Staff Meeting, Thursday, May 9, 2019, 8:30 a.m.

Annual Town Meeting–Wednesday, May 15, 2019, at 7 p.m. at NRSD

Annual Town Election–Monday, May 20, 2019, from 11a.m.-7 p.m. at NRSD Middle School