

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator’s Weekly Report
DATE: April 4, 2019
CC: All Departments

Carter



Important Notice to All Departments

The new website was rolled out the weekend of March 23, 2019, and is up and running. It looks great and is much more mobile friendly! Please let Holly know if you notice anything that needs to be changed and she will work on getting those changes made.

**[TO CHECK IT OUT
CLICK HERE.](#)**



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.

- 5. b. At the request of Member Richard
- 5. d. This will be to finalize the budget; We will have a final proposed packet and memo out by CoB next Tuesday covering all items thru last night’s workshop
- 5. e. Our current plan with Town Counsel is to finalize this by Noon Wednesday. I do not expect any major substantive changes from our discussion of last evening but will advise you by CoB Tuesday if we find we do have such changes.
- f. The vote on official ballot question(s) were ride was carried over to this meeting to allow people to consider the needs of the school, set the final number to meet the same, and consider any other needs you might still have and how to best meet them.

8. This will be verbal updates We may have CBA updates but more important is we have two applicants for assistance through a trust fund. Their financial needs are most appropriately discussed in Executive Session.

Weekly Report: We have been busy this week working on budget requests and collective bargaining. Additionally, we have been putting together a draft RFP for the shared fire services study with Phillipston while working on the new website. Our interns continue to work on projects for this office and helping other departments as needed. Finally, we received two proposals in response to the RFI that went out for marijuana establishments as requested by the Board of Selectmen.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: 4th quarter property taxes are due May 1st and we've already had quite a few residents coming in to pay. Payments can also be made online on the Templetonma.gov website. All 2018 past due property taxes that were advertised for taking have now been processed and a lien has been placed on those properties that remain unpaid. Attended the MCTA (Mass Collector Treasurer Assoc) meeting Wednesday morning.

Assessor: Busy week with workshops. Attended a Bureau of Local Assessment workshop on Tuesday in Shrewsbury and Sue and I attended a WCAA Meeting in Leicester all day Wednesday. Board of Assessor meeting was moved forward to this week. Prepared for meeting and much follow-up work done after. Recommended Chapter Land Values have been posted on DLS webpage and changes have been made property record cards to our Chapter Land Properties. Values increased this year.

Town Clerk: We have been very busy with people coming in to license their dogs. Still steady with vital records request. Accepted and certified the nomination papers that were returned by the April 1st deadline. Updated the animal control officer with the list of people who have paid their failure to license citations from last year. Did the parking ticket turnover.

Public Works

Highway Department: Continued cold patching done throughout town, Barre Rd, Highland Ave, Otter River Rd, Partridgeville Rd, Pailfactory Rd, Shore Dr, South Rd, Main St, Depot, Lower Otter River Rd. N. Main St, Rt 101 (Gardner Rd). Milling were graded over Lamb City Rd. Stop lines were put down on the Main St. bridge in Otter River where the traffic has been deterred to one lane. On Friday sweeping began with the trackless side walk sweeper. Town hall parking area was swept and cleaned up by the larger sweeper. The sweepers then headed to the Templeton center Fire station, and to the sidewalks on Dudley Rd, South Rd, and Baldwinville Rd. On Monday the weather permitted continued sweeping at Baldwinville center and Baldwinville Fire station. Mill St and Exchange Streets were swept as the large sweeper headed back to the DPW sweeping Baldwinville Rd. on the way back. The sweeping schedule has been posted to the town website.

Building & Grounds: Two full time seasonal employees started work on Monday. Efforts to spruce up the commons and the cemeteries is in full swing. Plans for Memorial Day events is

underway with support from the schools as well as scout troops. This week end is the volunteer week end at the Gilman Waite field and supplies have been delivered and volunteers scheduled to begin preparation for Spring/Summer/Fall events. Winter decorations are being removed from grave site to clean up. Met with the Veteran representative for the town of Templeton to define and outline how we will go about the Memorial Day events.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Met with Town Administrator and Management Fellow regarding continued work on One Exchange, LLC proposal for Baldwinville Elementary School; continued work with Karen Chapman at MRPC, the RFP for the proposed energy audit will be complete this week in conjunction with the Green Communities grant application; requested a spot on the April 9 Planning Commission meeting agenda to present Baldwinville Elementary information; worked with ConCom Chair on issues at Cottage Lane – violations notice sent.

Board of Health: Agent inspected bed bottom for new septic on South Road; issued four well permits for Hubbardston Road, Lots 1, 2, 3, & 4; responded to a trash complaint on State Road; worked with Asst. Atty. General, Monica Passeno on moving forward with abandoned house on Shore Dr.; trash issue on Otter River Rd has been properly disposed of, trash issue on North Main is in process with progress being made; Agent off on April 3 & 4.

Conservation: Site walk completed at Cottage Lane, violations noted, letter sent to property owner; site walk also completed at 179 Barre Road, 174 Hubbardston Road, and 55 Otter River Rd.

Planning Board: Administrative Assistant began preparing agenda for April 9 meeting; meeting was canceled.

ZBA: Appeal period for Chartier South Road variance was concluded decision paperwork was stamped by clerk and sent to applicant to be filed with the registry of deeds

Building Department: Safety inspection at Little Explorers Daycare was completed, facility passed inspection. Building Commissioner Hanks attended meeting along with the State Building Commissioner, Fire Chief, State Fire Marshall, CM Chartier Contracting, and Property Owners in regard to a project taking place at 10 Baldwinville Rd. Ten Building Permits were issued this week including two single family new builds, and a foundation permit for Battery Cell project for Templeton Light and Water, all other permits were for renovations. Four electrical permits and two plumbing permits issued this week. Admin completed March permit report for Assessors office.

Agricultural Commission: No actions to report currently.

Community Services

Community Services Director: Nothing reported.

Senior Center: The COA Board meeting was held this week which I attended. We are busy preparing for the Health Fair. The Health Fair grows every year. We have vendors that are geared toward the Seniors and Care Givers. This will create additional foot traffic, which is always good. In addition to the Health Fair we will be hosting the Open House for NRSD students and Parents. Their artwork will be on display for the next month. The siding is just about complete. The OPM, Architect, Contractor and I are meeting here on Friday to create the “punch list” of unfinished aspects of the job. For the most part the project is finished and looks beautiful.

Community TV: Nothing reported.

Library Director: Nothing reported.

Important Dates to Remember

**Town Administrator’s Office Days next week: Monday, Tuesday, Wednesday
Selectmen’s Business Meeting – Wednesday, April 10, 2019, 6:30 p.m.
Staff Meeting, Thursday, April 11, 2019, 8:30 a.m.**