

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: May 16, 2019
CC: All Departments

Carter



Important Notice to All Departments

Annual Town Meeting–Continues today, May 16, 2019, at 7 p.m. at NRSD

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 received the Draft report on Stone Bridge and are reviewing it for quality and compliance with the contract. We remain on scheduled to present to you on 06/05. Various promotional flyers Re: Stone Bridge and Cannabis as well as the survey on Town Meeting were prepared and produced. Final preparation of motions and other supplemental prep work was also carried out. We are closing in on the final offering for surplus and expect to have that advertised by 05/30. I worked with the T/C to identify some 12 properties to forward to Tax Counsel for Land Court action. These can typically take about \$1.5k per parcel and 18^{+/-} months to get through the process. We received only one proposal on the Fire/EMS study. We will interview them this coming Wednesday. We held a scoping session with a firm interested in re-opening and completing the reclamation of the former Hicks gravel pit on Gavin Road.

Administration & Finance

Town Accountant: Out of the Office.

Treasurer/Collector: Usual day to day business this week. Attended the town meeting.

Assessor: Still busy with Building Permit Inspections. Notices are going out to Back Bay residents and other areas of Baldwinville informing homeowners that we will be out the next several weeks to start doing our required cyclical inspections. Finishing up with Personal Property Revaluation work. The Board of Assessors had their regular monthly meeting on Tuesday. Prepared for and did follow up work from the meeting. Went out on Tuesday to do property inspections. Three (3) new Motor Vehicle Commitments came in and were processed. (Regular Plates, Farm Plates and Rebills). Bills will be going out next week. Prepared for and attended the Annual Town Meeting Wednesday evening and will be attending Thursday evening. Finished updating our online mapping site with Cartographics. Worked with Vision on an upgrade to our Real Estate Program.

Town Clerk: Prepared for the Annual Town Meeting and the Annual Town Election. Had a poll worker training. Attended and recorded the votes of the Annual Town Meeting.

Public Works

Highway Department: The retired Expedition formerly driven by the Fire Chiefs was inspected by the DPW mechanic and was deemed not drivable due to broken frame. Sweeping continues in the Otter River area as the weather has been better. Please note that the sweep schedule on the town website has been updated to reflect changes. A Drop Inlet was cleared of debris on Hubbardston Road to improve the flow of water in that specific area. There were 12 catch basins cleaned on Baldwinville Road. There was also a catch basin cleaned in Templeton center. Loam was added to an area on Wellington Road. Cold patching was done on N. Main, Depot, Gray Rs, Baldwin Dr. and Barre Road. The end of Brooks road near Lord Rd had a ditch dug to alleviate an ice damming situation that occurred over the winter. The mechanic replaced a brake line in the Board of Health vehicle and began to address the preventative maintenance on fleet trucks. The trailer for the cemetery department was also repaired as the springs needed replacement. The director attended an MPO meeting as well as the annual town meeting.

Building & Grounds: The clean-up efforts in Pine Grove cemetery are complete and the crew has moved on to Green Lawn. Assistance was given at Gilman Waite to organize and prepare for the upcoming season. Scott Dill assisted the crew and they were able to achieve all projects in a short period of time. The crew split so two could give attention to other town building areas such as Town hall and scout hall and two continued at Green Lawn. A grave lot was prepared for a burial in Green Lawn cemetery. The JCB had some minor repairs done and the mechanic provided the foreman with information on how to perform specific changes to the equipment.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Out of the Office

Board of Health: Admin continued work with Environmental Police and other local agency's in regards to a housing issue. Permit for new septic system at 347 South Rd was released. Beach permit for Pinewood Shore Beach was issued, water testing to begin next week. Admin completed Web EOC drill and quarterly satellite phone testing. Recvd request for a copy of Tobacco regulations from wholesaler copy forwarded. Recvd two applications for temporary food vendors at the Templeton Arts and Craft Festival in August. Admin did extensive research on Gravel Pits this week in preparation for meeting with TA and potential amplectant for a new pit in town. Heath Director Lauire Wiita is out of the office please direct all phone calls and emails to M. Seamon.

Planning Board: Admin prepared for meeting on 5/28

ZBA: Nothing to report

Con Com: Admin prepped for the meeting on 5/20. Chairman Andrews met with TA and Development Service Admin M. Seamon to discuss gravel pits. Admin M. Seamon secured ASL interpreter for meeting of 5/20 per the request of resident.

Building Department: Eight building permits issued this week including a Work Trailer at 223 Baldwinville Rd, restaurant renovations at 10 Baldwinville Rd, and two new single family homes both on Otter River Rd. Certificate of Occupancy was issued to the Senior Center at 16 Senior Drive. Admin worked with resident looking to establish a pavilion for events, provided info needed for planning site plan review. Six electrical and five plumbing permits issued.

Agricultural Commission: No actions to report currently.

Community Services

Community Services Director: I was co-host (with TCTV director, Steve Castle) of a gathering of town businesses and non-profit groups to introduce the new 'Business Listing Page' and Community Calendar on the redesigned www.templetonma.gov. There was good discussion and many ideas exchanged among the four attendees. We have some follow-up to do. I applied for a grant from Farm Credit East. This grant is up to \$1000, and targets small, rural communities' Farmers' Markets (such as Templeton). I met with one of the volunteers to talk about promotion of the Market, and reached out to a few musical performers about participating. Steve Castle (TCTV) and I worked together on the Candidates Forum.

Senior Center: I spent most of the week catching up as I was out of the office for vacation. With the warmer weather we have seen an increase participation. On May 24 Attorney Goodnow will be at the Senior Center to present an informational meeting regarding "Taking Control of Your Future". The stained-glass group is taking the summer off and will return in the fall. Thank you to everyone that worked toward the completion of the siding on the building. We have an occupancy permit. We hope to be able to have a dedication for the building this summer. We continue to provide services to the community daily.

Community TV: Nothing reported.

Library Director: Two Story Hour sessions were held and well-attended. I brought town hall intern, Brian around the building to list any surplus items. I worked on our Summer Reading Program. I spoke with the volunteer coordinator at the Templeton Development Center and outlined the plan for their clients to help maintain the library garden. Foot traffic and circulation continue to be brisk. I attended the Annual Town Meeting.

Important Dates to Remember

Town Administrator's Office Days next week: Monday, Tuesday, & Wednesday
Annual Town Election—Monday, May 20, 2019, from 11a.m.-7 p.m. at NRSD Middle School
Selectmen's Business Meeting—Wednesday, May 29, 2019, 6:30 p.m.
Staff Meeting, Thursday, May 30, 2019, 8:30 a.m.