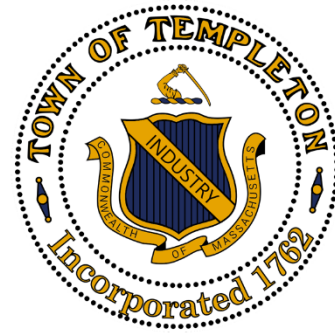


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: May 2, 2019
CC: All Departments

Carter



Important Notice to All Departments

The Annual Report for Fiscal Year 2018 was added to the website and a printed copy is now available for all Department Heads. The Town Clerk will have them available at the Town Election for residents that want a printed copy.

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. i. As of this writing we await language on one item from Hubbardston's Counsel. We will include that in a revised Draft and forward it for your review as soon as possible.
6. As of this writing Town Counsel and Counsel for the License Holder are finalizing the agreement. We will forward it for your review as soon as possible.

Weekly Report: Adam coordinated the move of the ID from Emergency Management to the Town Clerk. EM Director Rich Curtis brought the ID machine and trained Asst Town Clerk Cheryl Kasper how to utilize the software to print the IDs. This new move will make it more efficient to have individuals sworn in while simultaneously receiving their ID card. Additionally, the Town Clerk's Office will be able to provide town employees / officials with an ID card. Adam worked with EM Director Rich Curtis and Eric Arnold from FEMA to finalize the paperwork for which we will receive a \$30k+/- reimbursement. He also met with DPW Director Bob Szocik and Development Services Director Laurie Wiita to continue work on the MS4 permit as another deadline of June 30, 2019 is approaching to submit the Stormwater Management Plan, Sanitary Sewer Overflow inventory and report and various other paperwork that needs to be submitted to the EPA. Adam and Laurie successfully submitted the Notice of Intent (NOI) back in October and now Bob Szocik will be taking the lead to submit the next round of necessary paperwork to be in compliance with the MS4 permit. We began the preparation of the Voter's Guide as well as the public hearings for the sale of BES and Cannabis Host Community Agreements (06/04) and Stone Bridge design report (06/05) as well as a survey for Town Meeting to see what suggestions there might be to improve attendance and participation as a follow-up to the Moderator's public meeting. We finalized our grant application for the Municipal Vulnerably Preparedness planning grant (\$20k+/-) which is a pre-

cursor to applying for infrastructure construction grants to build, repair, or relocate infrastructure impacted by climate change.

Administration & Finance

Town Accountant: Out of the Office.

Treasurer/Collector: 4th quarter real estate taxes were due Wednesday, so it's been a busy week.

Assessor: Town Revaluation is in full swing. Working on sales analysis. Vision is in town doing field reviews on sales, new construction and building permits. Busy printing property record cards and getting ready to send out notification to Baldwinville residents of upcoming Cyclical work to be done in the coming months.

Town Clerk: Out of the Office.

Public Works

Highway Department: Highway: Sweeping in the Baldwinville area has been completed and we have moved on to Templeton center common to assist in preparation for the Memorial Day Holiday. Otter River will be the next precinct to be swept. Hauling gravel from Gilman Waite to the pit to help enlarge the parking. Brush was removed from the side of the road on Pail Factory Road. Brush from the grounds around the Highway barn was cut back. A spreadsheet was prepared for the items in both DPW divisions that will be available for the auction.

Building & Grounds: Clean up and loaming at Pine Grove cemetery in preparation for the Memorial Day holiday. The water line was repaired @ Pine Grove cemetery. All holiday decorations were removed from grave sites. Assisted the fire extinguisher company in opening building for his access. Marked out 2 head stone locations for foundations and 2 flat markers. The digging and foundation will be done as weather allows. A door in the Senior center was repaired.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Director presented third quarter report to Board of Selectmen at the meeting of April 24. Working with John Henshaw to coordinate administrative services to the Community Preservation Committee; attended Stormwater Committee meeting; Administrative Assistant, Mallory Seamon prepared for and managed the Drug Takeback Day, Saturday, April 27 @ NMS, this event was very successful filling three large packing boxes with unwanted/unused prescriptions, big thanks to Officer Sawicki for his part! Director will be out of the office for the next two weeks, please contact Admin. Asst., Mallory Seamon @ MSeamon@templetonma.gov with any questions.

Board of Health: Agent witnessed a perc test on Gray Rd (Map 2-14, Parcel 17.12) a new build; bed bottom inspection at 72 Main; final housing inspection at 18 Hubbardston, all violations corrected; reviewed and approved septic plans for new build at Brooks; inspected Farm at Baptist

Common residential kitchen and mobile wagons; worked with Little Explorers Daycare regarding occupancy expansion for the septic system; completed T5 course and exam for continuing education credits; renewed T5 Inspectors license; met with Asst. Atty. General, Monica Passeno at 17 Gray to complete final inspection for the Abandoned Housing Initiative, all violations have been brought up to code, certificate of compliance to be issued to Worcester Housing Court. Agent will be out of the office for the next two weeks, please contact Admin. Asst., Mallory Seamon @ MSeamon@templetonma.gov with questions or scheduling appointments.

Week of 4/25/2019 Board of Health – Reviewed T5 inspection reports for 168 Brooks Village and 97 French (both passing), witnessed perc at 115 Otter River, participated in MAVEN webinar for tick borne diseases, sent letters with permit applications to D & I Rubbish Removal and Mallet Rubbish Removal (both operating without permits at this time), issued a permit to MassDOT for work to the culvert at the pond near Huhtala's; continued work with trash issue at 29 Sawyer, violation order sent (Ditech Financial, LLC); working with condo unit owners of 947 Patriots on Community Septic funding, failing septic system that needs to be replaced.

Conservation: Admin prepared DOA for Kelly Spofford looking to erect 20x24 camp on Club Rd. Completed request for COC Patrick Fisher French Rd.

Planning Board: No actions to report currently.

ZBA: No actions to report currently.

Building Department: Building Department issued two building permits one for extension of barn and one for replacement windows. Currently we have six permits waiting for review including two new build family homes. All asbestos abatement certificates recvd on 136 Patriots Rd demolition completed 5/1/2019. No electrical permits issued this week, six plumbing permits issued, one stove permit, and one Use Permit for home office issued. Admin comp

Agricultural Commission: No actions to report currently.

Community Services

Community Services Director: I met with both Steve C. (TCTV) and Sheila P. (VSO) about FY 19 third quarter reports among other things. I also spoke with Scott D (Rec.) and Pat G. (Cultural Council) about the same. I worked with volunteers to complete the mailing for the Business & Non-Profit meeting (re: utilizing the website). Investigated other volunteer opportunities. I 'ramped up' publicity for the Farmers' market.

Senior Center: Nothing reported.

Community TV: Nothing reported.

Library Director: Story Hour was held both last week and this week with continued great attendance. The May materials order was placed last week, and the items were processed this week and made available. 'Foot traffic' within the library continues to be brisk. We are beginning to accept donations of flowers for the library garden- planting will occur on Saturday, May 25.

Important Dates to Remember

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

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