

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: May 23, 2019
CC: All Departments

Carter



Important Notice to All Departments

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.

4. a. From §5 A. of the BoS Operating Policies:

“Following this (*ceremonial swearing in of new members*), the Board shall organize itself, set its schedule for the coming year and make various appointments for the coming Fiscal Year. The immediate-past Chair will preside at this meeting as Chair Pro-Tem until a successor Chair is elected. If there is no immediate-past Chair, the immediate-past Vice-Chair will serve as Chair Pro-Tem, or in the absence of both the most senior member of the Board shall preside to elect a Chair who will preside upon being so voted...

Nominations require a second and there is no prescribed order or prohibition from one serving as an Officer based upon length of service on the Board or as an Officer.

2.) Voting on Selectmen's Assignments

- Capital Planning Committee
- Standing or Ad Hoc Committees
- Regional Districts, Collaborative or Agency Liaison (i.e. NRSD, MRPC)

6. Town Counsel has previously opined that one not need have been present at a meeting to approve the minutes of that meeting.

7. b. This item is to set a date for a joint meeting with the remaining members of the Sewer Commission and then a meeting with the members of the Community Preservation Committee to appoint a person to fill the vacancy on each committee. At this this time I would suggest you post a notice seeking letters of interest and nominations by CoB Tuesday the 11th of June with the joint meetings being on 06/12.

7. d. This study is being funded by a \$30k grant from MA under their Community Compact program. We issued a [Request for Proposals](#) on 04/19 with proposals due in on 05/16. We advertised in the Gardner News, Central Register, our web site and mailed the RFP to

approximately 12 vendors. We received one proposal and rejected a late filed one. Kevin Flynn, Adam and I interviewed the submitter and found them acceptable. We hereby seek authorize to enter into a contract with CGR in the amount of \$25,000 and with authority to execute increases in the scope of work – if deemed advisable and in our best interests – in an amount not to exceed an additional \$2,500.

7. e. This is to discuss what options we might have to meet, resist, or challenge a new budget yet to be certified by the NRSD. As I have written to you; I went into the NRSD School Committee meeting of 05/21 thinking they had a Plan B and we would be able to have a STM on June 19th. (As expressed in my memo(s) of Mid-April [Click Here](#)). As of this writing I did not have in hand a newly certified budget. This means I could not finalize a proposal to you as to how big the deficit between their new budget and our available funds were. Without knowing this I could not pull together a sound proposal as to how to close the gap.

I will be attending their meeting of tonight (05/23) and hope they do finalize a budget at that time that is within the constraints of those mid-April memos. I will forthwith prepare and circulate to you a recommendation as to how to deal with it. At this time, we had hoped to have the STM on 06/19. Please remember that we must have a signed warrant to the Town Clerk 18 days before the meeting to allow for advertising and posting and must have the warrant to the Advisory Committee fourteen (14) days before the meeting itself. If we cannot hit that target, we most likely cannot be into an STM until July thus triggering the 1/12th budget.

As of this writing we do not have any citizen petitions for the warrant although that does not close until CoB 05/29.

7. f. Our newly elected Board member has been serving for a number of years as the Director of our swim program. There is a 268A conflict between their role as a member of the BoS. Town Counsel advises that the issue is resolved by the filing of a disclosure statement and action by me – as the appointing authority – coupled with approval by you given she is a member of your Board and the filing of the same with the Town Clerk.

8. As of this date I do not have the final agreement but do hope to have it in time for action. I shall forward it as soon as possible.

Weekly Report: Much of our time has been spent on the Fire/EMS interviews, reviewing and reacting to the Stone Bridge Draft report (06/05 public meeting), meetings and discussions with the NRSD Superintendent, Town Counsel, and a variety of others relative to the failed over-ride and a gap closing plan. Notices went out to abutters of Stone Bridge in a 1,500 ft radius informing them of the upcoming discussion regarding Stone Bridge with the Board of Selectmen. Additionally, notices and advertisements were completed for the cannabis hearings (06/04 public meeting) in compliance with the Cannabis Control Commission rules and guidelines. Finally, we expanded the Planning & Construction Projects on the town website to include documents showing the progress being with regard to Marijuana Establishments and the Baldwinville Elementary School.

Administration & Finance

Town Accountant: Out of the Office.

Treasurer/Collector: We welcomed our new clerk this week. If you haven't had a chance to meet her yet please stop by and say Hi to Denise.

Assessor: Nothing reported.

Town Clerk: Nothing reported.

Public Works

Highway Department: Although the sweeping schedule had to be modified due to the weather and one, two-day break downs, this last week has gone along smoothly and we are still on schedule. There was one brief break down, but the mechanic and the operator were able to get the sweeper back on the road in a short period of time. Brooks road was continued as rip rap was added to the drainage. The work done on Brooks road should alleviate the damming of water on the road side. Pothole patching was done on South Rd and Royalston Rd. Continued cleaning DPW yard getting ready for the upcoming auction.

Building & Grounds: The grounds staff has worked tirelessly to get the cemeteries in tip top shape for the Memorial Day week end. The commons have also been cleaned up for events this coming week end. Both the Boy scouts and the Girl scouts will be assisting in placing flags on the graves of veterans throughout the town on Saturday. A final meeting was held with the Veteran service representative as we finalize for Memorial Day week end. Thank you, Sheila, for your efforts in sorting through the records and helping identify all the veterans. There were two graves prepared for burials.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: From 5/15 through 5/21 the Fire Dept. responded to 27 emergency calls, and conducted 4 residential inspections. The Chief did a walkthrough of the new school project with the Building Commissioner.

Development Services

Director: Out of the Office

Board of Health: Worked with resident looking to purchase a rain barrel. Recvd one well permit application for Cook Rd. Continued work with previous housing complaint involving multiple agencies. BOH agent is out of the office please direct all phone calls and emails to admin Mallory Seamon

Planning Board: Admin worked on getting items ready for meeting on 5/28

ZBA: Worked with potential applicant for special permit request on 1016 Patriots Rd, application has not been submitted back to ZBA yet.

Con Com: Held monthly meeting NOI's for branch street passed, RDA for new build seasonal club at lot 20 Club Rd passed, hearing for Billiel on Gardner continued, COC's for Fisher 97 French Rd, Paradise Cook Rd, and Parcel 153 Templeton Fish and Game all passed.

Building Department: Eleven Building Permits were released this week three for single family new build homes two on Hubbardston Rd and one on Ross Rd, the rest of the permits were for shed and residential renovations. Three Electrical and Two Plumbing permits issued this week. Letters sent to homeowners on Patriots, Otter River, and Baldwinville Rd for roof replacements with no permits. Admin worked on completing Form 7 to submit to the state on Warrant Article Numbers 13&14. Admin completed abutter notices for Cannabis Community Outreach Meeting to be held on June 4th. Admin continued researching and putting together a comprehensive package of information on Hick's gravel pit for Planning Board meeting 5/28.

Agricultural Commission: No actions to report currently.

Community Services

Community Services Director: I continued to work on/promote the Farmers' Market, and held another planning meeting with volunteers & vendors. Scott Dill (Recreation Dept.) and I attended the Templeton Fish & Gun Board meeting, to 'set the stage' for a successful 'swim program' this summer.

Senior Center: Nothing reported.

Community TV: Last week TCTV recorded the two-night Annual Town Meeting, now available on TCTV Channel 8 and TCTV's YouTube Channel. We also recorded the TESBC Finance meeting on May 20. The slide show that runs between programs was updated. We are planning Memorial Day parade coverage and working with Gail Noel to plan for the Mac & Cheese festival videos. Equipment upgrades have been researched and planned. We are working with our high school intern and prepping her for her part-time position. In previous weeks we planned, co-hosted and taped the Election Forum and all regular meetings. I met with Jackie Prime and business owners about web site business listings, and several ideas to engage the public and area business were discussed. We are also planning Farmer's Market coverage.

Library Director: Two Story Hour sessions were held, and well-attended. I continued planning our Summer Reading Program. The June materials order was compiled and placed. We began to review the collection for our annual weeding.

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.