

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: May 9, 2019
CC: All Departments

Carter



Important Notice to All Departments

Annual Town Meeting–Wednesday, May 15, 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: As mentioned last week, Adam and Laurie submitted the Notice of Intent (NOI) for the MS4 Permit back in October, however, the EPA review team wanted additional materials. The EPA requesting additional information from a municipality is common. Adam had a meeting with Bob S and Fred Civian with MassDEP to get the NOI application completed. Work continues on the Cannabis front with hearings scheduled at Town Hall for June 4, 2019 at 6.30PM. The agenda will include the proposed retail marijuana facility behind the Valley Florist at 1 Valley Drive (Proposer: Royalston Farm, LLC) and the proposed use of a cannabis cultivation facility at the soon to be former Baldwinville Elementary School at 16 School Street (Proposer: 1620 Labs, LLC). We completed the Voter Guide and got that off to the printers so we will have it back early next week for the Town Meeting.

Administration & Finance

Town Accountant: Out of the Office.

Treasurer/Collector: The counter was busy again this week with residents paying the May 1st property taxes. Demands were mailed out for the most recent excise Commitment. Cheryl will be out of the office Thursday to attend an MCTA seminar.

Assessor: Busy with Revaluation work. Board members have been out looking at Building Permits pulled. Information and pictures gathered from these visits are being imputed onto the property record cards. Attended Department Head meeting Thursday.

Town Clerk: Out of the Office.

Public Works

Highway Department: Cold patching done on Main St, Depot Rd, and South Road. A culvert was cleared of leaves and debris on Royalston road as it had been noted by a resident that the water was not flowing thru the culvert but over the culvert. A tree was trimmed on Liberty. The rain and 2 days of equipment failure has put the sweeping schedule off by 2 weeks. A new sweeping schedule will be posted on the town web page. The new mechanic has started and has eagerly begun assessing the fleet and catching up on preventative maintenance. The mechanic was addressing the fire chiefs old ford Expedition for possible continued use; upon inspection the mechanic found that the frame of the vehicle has a severe crack and is rusted all the way through. The vehicle will be red lined and placed for future auction. The mechanic will be addressing a couple of other possibilities for a future used vehicle.

Building & Grounds: Rain allowed for some maintenance to a mower that needed repair. Continued cleanup efforts in Pinegrove cemetery as well as a coordinated effort to clean up Templeton common with the Highway division. Clean up in Green Lawn cemetery will begin on Monday. The director attended the Select board meeting to deliver his quarterly report. Some points of interest were raised, and questions answered satisfactorily. The front entrance door and the side entrance doors of the highway department were replaced. Replacing these doors was budgeted last year because the functionality of the doors was deteriorating.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 5/2 – 5/8 PD – 228 Calls for Service, 17 motor vehicle stops, 0 arrest, Police Station Project – is moving along nicely with an estimated move in date of June 17th. Interior doors and cabinets are being hung, landscaping and new sidewalks have begun, and the gutters have been installed awaiting downspouts. Dispatch – 328 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Out of the Office

Board of Health: Back up Agent Phil Leger witnessed a perc test on 156 Hubbardston Rd; Admin M.Seamon, back up Agent Phil Leger worked close together with DCF in regards to a housing complaint, P.Leger will continue follow up as needed. Admin worked with T.A. and Conservation Chair researching for a meeting with a new potential sand and gravel operation Recvd two temporary food vendor applications for the upcoming Arts and Craft Festival. Admin worked with representative from Department of Agricultural Resources who was looking for ACO quarantine records. Agent will be out of the office for the next three weeks, please contact Admin. Asst., Mallory Seamon @ MSeamon@templetonma.gov with questions or scheduling appointments.

Conservation: Legal Ads for upcoming hearings on 5/20/19 sent to the Gardner news, these will be posted 5/13. Recvd two site walk applications one for Gray Road with no findings, and one for 47 Victoria Lane for a pool which will be completed later in the week. ConCom Chair worked

with Admin M.Seamon in preparation for a joint meeting on sand and gravel. NOI paperwork for Branch Street Extension for two new build homes completed hearings will be 5/20

Planning Board: Meeting for 5/14 was canceled. Hearing Notice for meeting for meeting 5/28, request for Gravel Parking Lot was sent to the Gardner News.

ZBA: No actions to report currently.

Building Department: Seven building permits issued this week all for renovations or pools. Occupancy for 97 French Road was issued. Building Inspector did final inspection at the Senior Center awaiting affidavit from architect to issue occupancy. Recvd 7 application which are currently under review for permits, two for new build single family homes, two commercial permits. Three electrical and two plumbing permits issued.

Agricultural Commission: No actions to report currently.

Community Services

Community Services Director: I prepared for the Business & Non-Profit gathering. I participated in the staff and committee website review/training with Holly and Carol. I presented the Community Services FY 19 third quarter report to the Board of Selectmen. Steve and I prepared for the Election Forum. I contacted potential Farmers' Market vendors with reminders.

Senior Center: Nothing reported.

Community TV: Nothing reported.

Library Director: Two Story Hour sessions were held. I reviewed some of the building's issues with Bob. We began accepting donations of flowers for the library's garden- 'planting day' is Saturday, May 25. We began preparations for a summer reading program.

Important Dates to Remember

Town Administrator's Office Days next week: Tuesday, Wednesday & Thursday
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
Selectmen's Business Meeting–Wednesday, May 29, 2019, 6:30 p.m.
Staff Meeting, Thursday, May 30, 2019, 8:30 a.m.