

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** June 13, 2019  
**CC:** All Departments

*Carter*



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### 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.

**Weekly Report:** Some positive news is that Adam took the lead working with our interns to do a little bit of house cleaning with some old public records. Many records must be retained until the completion of a satisfactory audit according to the municipal records retention schedule. They were able to put together four boxes of old public records to submit to the Secretary of State for destruction permission. Adam has started his summer project by reviewing a position classification and compensation study which will include updating job descriptions across all town departments and setting which department that will be provided a position description questionnaire at each step. Work continues on the school front, Stone Bridge, BES, and the marijuana establishments to include HCAs. Annual Appointments to committees and commissions were made at the meeting of June 12. Additional appointments will be made at the meeting of June 26.

### Administration & Finance

**Town Accountant:** Reconciled all the withholding accounts for year end. Working on issues reconciling the Accounts Receivable from a prior year error being fixed. Posted all the deposits that have been sent over from the treasurer's office. Nichole finished the two warrants and payroll.

**Treasurer/Collector:** Fairly quiet week. The files have been sent to the billing company for the FY20 preliminary real estate bills. We are waiting for the proofs to come back. Once approved the preliminary bills should be ready to go out the last week of June.

I will be out of the office next week for the annual Cape Conference.

**Assessor:** Office crazy busy with Revaluation and Cyclical work. Worked on generating Real Estate bills to export to the billing company. Working on Personal Property billing. Received plans and inquiries of parcels being subdivided in town. Went out with Brian to measure a commercial business on Baldwinville Road. Prepared for our board meeting on Tuesday and did follow up work from the meeting. The Board reorganized, Brad, Chairman and John, Clerk and Fred, member of the Board. The board voted unanimously to appoint Luanne as Deputy

Assessor for another 1 year term. Luanne will be out of the office at a conference next week. Sue will cover the office fulltime Monday thru Wednesday and the office will be closed Thursday.

**Town Clerk:** Nothing reported.

### **Public Works**

**Highway Department:** In Templeton center 7 trees were cut down and a couple trimmed, assisted by the DPW. Many events are held yearly on the common and these trees were unhealthy and deemed a safety hazard. One was removed a year ago and the entire inside of a 30 inch diameter tree had only a couple of inches on the inside of the trunk. The weather has cooperated, and sweeping is still on schedule. Catch basin cleaning continues Baldwinville road. The mechanic is currently addressing an issue with the hydraulics on the catch basin truck and it will be down for a short period of time. Cold patching was done on Gardner Rd, Hubbardston Rd, and Central St. under the bridge near Lee's hotdog. Some tree butts were removed on South Road. The administrative assistant attended a COMM buys hand on group meeting held in Petersham. The small group and hands on activity was very beneficial.

**Building & Grounds:** The grounds crew was busy mowing and trimming as the spring / summer weather is the busiest time of the year. A window was repaired in the Emergency management building and a new Air conditioner added @ Town hall in the Conference room office. Repairs to the Emergency management building were done on exterior to maintain the historic value of the building. The blades on one of the mowers were changed. Stone dust was added behind the concession stand to eliminate a trip hazard at Gilman Waite.

**Sewer Department:** Nothing reported.

### **Public Safety**

**Templeton Police Department:** Nothing reported.

**Templeton Fire/EMS:** Nothing reported.

### **Development Services**

**Director:** Working with Building Commissioner and Adm. Asst. on building issues reported at new build on French; working with Town Adm. and Town Counsel on annual town meeting project; attended the first Farmer's Market which had three vendors, while on site it was busy with many residents walking through; provided information to Royalston Farms on the property known as 248 Gardner Road, this is the proposed location for retail cannabis sales; working on a proposed plan for the fire damaged, condemned buildings on Sawyer, North Main and Pleasant

**Board of Health:** Working with residents on Albert to correct violations on property; walked through the new cafeteria facility at Templeton Center Elementary, all appears to be in order at this stage; reviewed and approved septic repair plans for 115 Otter River and 293 South; reviewed and approved T5 inspection reports for 6 Brooks, 35 Ash and 246 South; completed bed bottom inspections at 119 French, Hubbardston Lot 3 and Lot 4; working with AG's office to add 29 Sawyer to abandoned housing initiative.

**Planning Board:** Adm. Asst. prepared for and attended Planning Commission meeting of June 11; the commission approved an ANR for 1 Ross/0 Dudley which will result in two buildable lots. Public hearings for Bunny's Ice Cream proposed gravel parking lot site plan, an addendum to the stormwater management plan for the City of Gardner T Hanger, and the gravel parking area for a proposed event pavilion at Valley View Farm, have all been continued to the meeting of June 25.

**ZBA:** Received an application for a variance at 392 Otter River to place a shed outside the 15' required setback; a hearing will be held on July 2; all documentation and preparation for that hearing has been completed by the Adm. Asst.

**Conservation:** Adm. Asst. prepared for and attended ConCom meeting of May 20, approved certificates of compliance to French, Cook and off Hubbardston; 20 Club had a negative finding on a determination of applicability; reviewed a notice of intent for Branch Ext, Lot 3; prepared for and attended ConCom meeting of June 3, approved an order of condition for Bunny's Ice Cream on Gardner Road; prepared meeting packets for June 17 meeting and prepared draft minutes for May 20 and June 3.

**Building Department:** An occupancy permit was issued to 358 Hubbardston (f/k/a Lot 1); Building Commissioner scheduled to complete final inspect at 360 Hubbardston (f/k/a Lot 2); foundation only permit issued to Lawindy's LLC for Patriots Roast Beef; a permit to build a new residential property on Branch Ext, Lot 3 was issued; three permits for renovations, three electrical and two plumbing permits were issued; Building Commissioner, Adm. Asst. and BOH Agent working together on issues at a new build on 119 French.

**Agricultural Commission:** Members of the commission were present at the 1st Farmer's Market.

### **Community Services**

**Community Services Director:** Nothing reported.

**Senior Center:** This week has been an "exciting" week. We had an auto accident in the parking lot, in which the PD and FD responded. We don't know what has happened, but the seniors are becoming extremely active (more so than ever). The COA Board had to cancel their meeting due to lack of quorum, the next regularly scheduled meeting will be on July 2. We are now offering Restorative Yoga on Saturdays. We are also looking into a new exercise called Cardio Drumming. We are continuing to see the effect of the shortage in Senior Housing. We are looking into a program that helps the Seniors decide whether it might be time to either limit their driving or stop all gather.

**Community TV:** Nothing reported.

**Library Director:** Nothing reported.

### **Important Dates to Remember**

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

**Selectmen's Business Meeting-Wednesday, June 19, 2019, 6:30 p.m.**

**Selectmen's Business Meeting-Wednesday, June 26, 2019, 6:30 p.m.**

**Staff Meeting, Thursday, June 27, 2019, 8:30 a.m.**