

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: June 6, 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.

You will notice there is no agenda item for the joint meetings with CPC and with Sewer to appoint a member to each, as they both had a vacancy due to nobody being on the election ballot. We heard back from one member of each commission and do not have a quorum for the meeting. We will reschedule for June 26, check with Town Counsel to confirm that a quorum of each board/commission is necessary, and remind each commission member that they need to respond to their email letting us know if they can be present.

5. c. You will also notice in your packet that the proposed reappointments to the various Committees is in your motions while the packet material has a listing of vacancies. In some cases this may be people who have yet to responded to Holly's email while in other cases it is vacancies that need to be filled.

Weekly Report: We have been busy in this office preparing and putting everything together for the Cannabis Establishment Community Outreach hearings that took place on 06/04. Now that the hearings are complete, both proposers have a time window of what we believe to be 60 days to submit their application to the Cannabis Control Commission so in anticipation we prepared a timeline in order to hit target dates. We also worked to get everything ready for the Stone Bridge presentation and to have a report ready for the Board of Selectmen workshop on 06/05. An addendum was issued for the Surplus Auction. Opening bids remain due at the original date.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Nothing reported.

Assessor: Trained Brian, our new Field Reviewer. Adam shadowed us. Site visits done on Tuesday for Personal Property at Templeton Fish & Game. Worked on a new Title V Loan. Took a Vadar Webinar Thursday morning. Vision was in to do data entry on our Sales Analysis. Very busy with Revaluation and Cyclical work.

Town Clerk: Nothing reported.

Public Works

Highway Department: The Street sweeper came back to the highway for some general maintenance and was back out sweeping for the day. The sweeping schedule is on track for the season. The sidewalk sweeper has completed its rounds in the town and is being converted to the over the rail mower. Road side mowing will begin this week. The cleaning of catch basins has started, beginning with Baldwinville Road. The newly purchased catch basin truck will be beneficial as it is well equipped to handle both the catch basins and drop inlets. The mechanic has been working on getting established in the garage and is caught up on PMI's and other issues that have arisen.

Building & Grounds: There was preparation done in Pine Grove for 2 burials, one was held over the weekend. There was also preparation made for a burial in Green Lawn for Saturday. Mowing was done in Templeton Center and weed whacking done in Pine Grove cemetery. Summer help started this week and will be a bonus to all of the work needed in caring for the building, common areas and cemeteries.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 5/16 – 5/22 PD – 217 Calls for Service, 13 motor vehicle stops, 1 arrest, Police Station Project started site work, handicap ramp and sewage pump well. Dispatch – 344 Calls (does not include miscellaneous calls). Nothing new to report.

5/23 – 5/29 PD – 207 Calls for Service, 9 motor vehicle stops, 1 arrest, Police Station Project – hung most interior doors, installed new exterior doors started installing bathroom fixtures. Dispatch – 316 Calls (does not include miscellaneous calls). Nothing new to report.

5/30 – 6/5 PD – 196 Calls for Service, 15 motor vehicle stops, 1 arrest, Police Station Project – MBI circuit installed, IT installation started, waiting on installation of Verizon lines for fire alarm and lift in order to start final punch list. Dispatch – 292 Calls (does not include miscellaneous calls). Nothing new to report

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Request to Jason Stanton @ MRPC to provide maps and mylars for Baldwinville Elementary School and Valley Florist properties for review; worked with Planning Chair on GL funds for Gardner Airport project; worked with Maintenance Supervisor, Rick Moulton, regarding an equipment shed at the Templeton Elementary School; met with CPC representative, John Henshaw for an update on a request for administrative assistance for the commission. Administrative Assistant, Mallory Seamon, attended the BOS workshop on 6/5/19 to provide support regarding the trust fund project and continued work on the proposed reopening of the gravel pit formerly known as Hick's Gravel Pit. Big thanks to Administrative Assistant, Mallory Seamon, for holding down the fort while Director, Laurie Wiita, was out for four weeks medical leave; Development Services was in great shape for her return on June 3, 2019.

Board of Health: Issued a well permit for new build at Cook, Lot 10; temporary food permit issued to Highland Ledge Farm for Templeton Arts & Crafts fair; witnessed repair perc test at 293 South; reviewed and approved Title 5 reports for 270 Gray, 203 Turner, 306 South, 822 Patriots and 357 Dudley (one failure at 203 Turner, perc scheduled for 6/17/19); reviewed and approved repair septic plans for 156 Hubbardston and 115 Otter River; return visit to 34 Albert for trash complaint(s); scheduled percs for two new septic systems at Cook and Queen Lake; updated photos/info for abandoned houses at 23 Shore and 28 Albert, all photos/info sent to Asst. Atty. General for processing; final repair septic inspection completed at 72 Main, notified TL&W notified that water could be restored.

Planning Board: Administrative Assistant prepared documentation for the meeting on June 11, to include continuance of Gardner Airport plan; Valley View Farm gravel parking area; Bunny's Ice Cream continuance for gravel parking area and ANR on Dudley to split parcel into two lots.

ZBA: Nothing to report

Conservation: Administrative Assistant prepared for and attended meeting of April 3; prepared partial certificate of compliance for Hubbardston, Lot 1; issued certificate of compliance for 50 Shore new garage; notice of intent for Hubbardston, Lot 1; site walks took place at 50 Shore, Hubbardston, Lot 1 and Lot 2.

Building Department: Issued 9 building permits including a new build on Albert and eight for residential renovations; there are currently five other applications in process including two single family new builds and three for residential renovations; three electrical and two plumbing permits were also issued. Administrative Assistant, Mallory Seamon, began the re-filing of the files for the Building Department.

Agricultural Commission: Working with the Community Services Director, Jackie Prime, the AgCom will be participating in the first Farmer's Market held in Templeton on June 6, 2019 from 4:00 p.m. to 7:00 p.m.

Community Services

Community Services Director: Out of the office.

Senior Center: Last quarter we had 206 people sign in 1391 times for events or trips. We are on track for about the same in this quarter. I am preparing for the final COA Board meeting of this fiscal year. We have another artist preparing to hang artwork on the gallery hall. We are seeing an increased need for housing, which is in short supply. The seniors are really struggling to keep a roof over their heads. As always, we continue to support the senior and disabled in any way we can.

Community TV: Nothing reported.

Library Director: Out of the office.

Important Dates to Remember

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

Selectmen's Business Meeting--Wednesday, June 12, 2019, 6:30 p.m.

Staff Meeting, Thursday, June 13, 2019, 8:30 a.m.