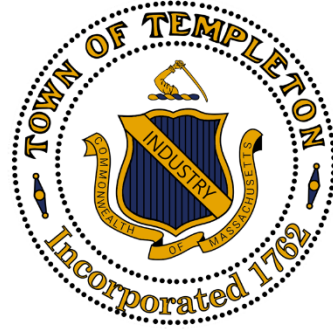


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: March 21, 2019
CC: All Departments

Carter



Important Notice to All Departments

Business Meeting or Workshop:

h. As discussed during the budget sessions, this proposal (see pages 100-103 of budget book), which would allow the town to issue a voter's information guide on local ballot questions such as debt exclusions and overrides. This would be very similar to the voter information guide prepared by the Secretary of State's office on state ballot questions. The local guide would be prepared under the direction of Town Counsel and provide a voice for both those in favor of the question and those who oppose the question. Should monies be needed for such a guide, we would approach the Advisory Committee for a transfer in any given year, so as not to make this an annual budget item when it would be rarely used.

f. The Baldwinville Elementary School Disposition Advisory Committee will be providing a report with a recommendation as laid out in their charge.

Weekly Report: This week we worked on revisions to the Budget Book, worked with Milone & McBroom on the Stone Bridge Study, and began work on a draft of the Town's FY'18 Annual Report. The interns have been working with other departments in Town Hall, providing support as needed.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: The second excise commitment was mailed out this week. The notification of tax taking on all past due property tax from FY18 or prior were advertised this week.

Assessor: Worked on properties going in Chapter 61 Forestry Plans. Working on coding Personal Property from visits and in-house record cards to update into new Vision 8 for Revaluation. Reviewed "current" Zoning maps and am working with Inspectional Services and MRPC on getting an up to date map for town hall offices, will wait until after Annual Town Meeting so that the revisions will include any changes that will be voted on then. Visited a couple on houses on Tuesday afternoon. plans. Continue to work with Cartographics on mapping changes and upgrades to our online maps. Spent Thursday morning with my

representative from Vision going over directives and printing up reports. Much follow-up work to do.

Town Clerk: Nothing reported-Out of the office.

Public Works

Highway Department: The director attended an MPO meeting in Leominster as we continue to push Royalston Road for approval on the state TIP list. Pot holes are erupting throughout town and there have been many complaints from residents with flat tires. There have been two teams out daily addressing potholes as well one team on dirt roads. The seat to the trackless is in repair and when it returns will begin sweeping sidewalks.

Building & Grounds: Chrisscheyl Bango has begun as foreman this week in the cemetery and building and grounds department. Bruce took the time to show her around town, for all of the areas maintained by the department. All walkways were checked and the sand on the walkway to town hall was cleaned off. Shrubs were trimmed @ Pine Grove cemetery and at Green Lawn.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Worked with Assessor and Jason Stanton of MRPC on an updated zoning map, once town meeting is over and we know the results of the Baldwinville Road article, we'll have several new maps printed; worked with 90 Michaels Lane to provide a subordination request to the Selectman's office; prepared draft minutes for the BES meeting and began research for planner options for BES project; providing support to the Town Clerk with the Assessor for census tract information request from MRPC. Director out of the office on Thursday 3/21/19.

Board of Health: Referred an issue of water being pumped onto Shore Drive to Highway; worked with property owner on South Main with regard to a violation notice for nuisance trash; worked with prospective buyer of 428 Dudley on animal regulations in Templeton; continued work on bed bug issue at Bridge Street; reviewed and approved septic plans for Otter River, Lot 6 new build; approved septic repair for Lord Road tank cover collapse; working with MassDEP on rubbish hauler regulation updates. Director out of the office on Thursday 3/21/19.

Conservation: Administrative Assistant prepared packets for members and attended meeting of 3/18/19; prepared draft minutes for same; logged forestry cutting plans for Meadow Lane and Boynton Street for extensions, for review by Chair; prepared a "request for a certificate of compliance" and associated paperwork for 339 Dudley.

Planning Board: Administrative Assistant prepared for meeting of 3/26/19; meeting may be cancelled due to lack of agenda items; completed letter to Town Administrator acknowledging and approving updates to wireless by-law and move to zoning, awaiting signature of Vice Chair.

ZBA: No actions to report currently.

Building Department: The building department is starting to get busy with spring building, currently we have seven new single-family homes under review for permits. This week we issued five building permits two for renovations one for demo of existing garage, and two for single family homes on Hubbardston Rd. Three electrical permits and two plumbing permits were also issued. Richard Hanks has two use permits for business zoning determination under review for 254 Gardner Rd.

Agricultural Commission: No actions to report currently.

Community Services

Community Services Director: Nothing reported.

Senior Center: Week of 03/15/2019-I prepared and attended the COA Board meeting on Tuesday. Every month the Baldwinville Nursing Home donates a cake for the Monthly Birthday celebration. The St. Patrick celebration is next Wednesday, and just about full. I prepared for the budget presentation on Saturday. We are busy providing services to the community. fuel assistance is in demand now from other agencies as people have used all, of their allotment from the New England Farm Workers' Council. We have a driver out for a month, so we are being even more creative in coordinating rides.

Week of 03/22/2019-We had a full house on Mon with Golden Agers, and Pitch happening in two different rooms at the same time. The building does not look like it is under construction anymore. The stone on the front entrance looks spectacular. It is too bad that the original group that started the new building process, are all deceased, except one. They all would have been very happy!

Community TV: This week TCTV recorded and broadcast the Elementary School Building Finance Sub-committee and regular meeting, the Board of Selectmen workshop, and Advisory Committee meeting. Work was done on the slide shows that run between programs on Channel 8. We are receiving and producing event notices daily. Marketing materials for TCTV were also produced. According to YouTube analytics, in the past month TCTV's YouTube channel has recorded 1,400 views and 16,500 minutes of watch time. We are pushing out the YouTube videos and event notices on Facebook as well, where traffic has also picked up. Previously, all of the FY20 budget hearings were recorded and broadcast, as well as the regular meetings.

Library Director: Nothing reported.

Important Dates to Remember

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

Selectmen's Meeting Wednesday, March 27, 2019, 6:30 p.m.

Department Head Meeting, Thursday, March 28, 2019, at 8:30 a.m.

BoS Budget Workshop – Wednesday, April 3, 2019, 8:30 a.m.