

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: October 10, 2019
CC: All Departments

Carter



Important Notice to All Departments

3rd NRSD District Wide Meeting – October 22nd @ 7 p.m. (same \$s yet again)

Annul Employee Luncheon – October 24th

Fall Town Meeting Coming Up 10/30 or 11/20

We need your request ASAP as we may have things we need to move through Capital or to legal.

Business Meeting or Workshop: This is where we provide basic information or expand upon memorandum enclosed in your packet.

Weekly Report: We have signed the memorandum of understanding for the assessment of our recreational programs with Westfield State University Master of Public Administration program. We are still working on collective bargaining with some of our units and updating some last job descriptions. We have decided to hold off on going out to RFP for the Baldwinville Elementary School until after the FTM as we have the marijuana zoning bylaw pending before the voters. While the delay until January is unfortunate, we believe that BES can be more marketable if the zoning were to pass. Please advise if you have concerns or questions over this delay.

Administration & Finance

Town Accountant: Worked with Eric at the police department on the reconciliation process of the police detail account. Completed all the deposit postings, began working on the September reconciliations. Warrants and Payroll were completed.

Treasurer/Collector: Nothing reported.

Assessor: Revaluation work continues. Paperwork from my office is submitted and the state is waiting on information from Vision regarding Commercial property. Once this is done, LA3 will be pending approval from DOR DLS. Prepared for board meeting on Tuesday and much of Wednesday morning was spent with follow up work from it. Real Estate exemption applications were reviewed and approved at the meeting for the January tax bills. Applications are still being accepted in the office, please remember that these need to be filed yearly. My "live database" was installed back into the town computers on Monday so much work with data entry from August to now is being imputed back into the system.

Town Clerk: Thursday, October 10th is the last day to register to vote in the October 22nd “Special District-Wide Meeting”. The Town Clerk’s office will be open from 7:00 am – 8:00pm on the 10th.

Public Works

Highway Department: Pot hole patching was done on Partridgeville road from Shore Drive up to S. Main Street. Mowing was done at the sewer treatment plant and some side roads. The wind took down many branches that needed to be removed. Construction on Partridgeville Road is in process, the final grading is getting finished up and will be followed by paving if the weather permits. Milling were hauled from the pit to Partridgeville Road to raise the grade through the swamp area. The foundation of the salt shed has been completed. The salt shed could start seeing assembly as early as next week. The shim and leveling on Royalston Road is postponed due to wind and rain, and is planned for next week.

Buildings & Grounds: Prepared for a burial in PineGrove. A tree had fallen in Pine Grove was cut up and moved out of the way. Prepared signs for the Town Clerks office. Mowed all common areas and blew leaves and pine needles into piles for collection. Mowing and trimming was done @ Gilman Waite field. The A.C. units were removed from all offices in Town Hall. A foundation was prepared for a foundation in Pine Grove cemetery.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Received notification from AG’s office that Article 14 was approved, and that Article 13 will be put through further process, will be working closely with the Town Clerk to properly process; continued work on Green Communities – due to the multiple applications the State is working on, the deadline for submittal has been extended to November 22, 2019; Development Services is pleased to have Rhonda Parenteau as the Administrative Assistant and introduced her to the Board of Selectmen at their 10/9/19 meeting.

Board of Health: Completed a bed bottom and final inspection of new construction septic Carruth, Lot 7; reviewed and approved plans for new construction septic for Carruth, Lot 8; completed septic bed bottom inspections at 120 South Main and 41 Old Winchendon (both repairs); continued work with TMW and COA to resolve additional issues at 871 Patriots; repair perc at 175 Hubbardston, new construction perc at Brooks, Lot 3 and Baptist Common (4 lots).

Conservation: Received forestry notification for cutting on Patriots for Lemieur; received a site walk request for 364 Patriots, Cosentino; received and processed a certificate of compliance for 138 Farnsworth for order of conditions from MassDEP; received and processed NOI documentation for registration of order of conditions for Brooks, Lot C; members signed certificate of compliance for Carruth, Lot 6 – the former property owners failed to complete the required work and new owners will be required to reapply.

Planning Board: Prepared for and attended meeting of 10/8/19; ANR's approved for two lots on Carruth for Drouin; ANR approved for one lot on Brooks for Matusiewicz; approved business permit for 741 Baldwinville to sell wreaths.

ZBA: Processed documentation for Thompson, Shore Drive with Town Clerk; no other actions to report.

Building Department: Processed five building permit applications, to include one new build at Gray, Lot 15; processed multiple certificates of compliance from final inspections completed by the Building Commissioner; other permits processed were one sheet metal, one wood/pellet stove, three electrical, two plumbing and one gas.

Agricultural Commission: No activity to report at this time.

Community Services

Community Services Director: Nothing reported.

Senior Center: Nothing reported.

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, October 23, 2019, 6:30 p.m.
Staff Meeting, Thursday, October 24, 2019, 8:30 a.m.