

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

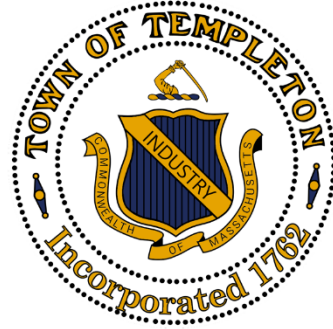
**TO:** Select Board

**FROM:** Carter Terenzini, Town Administrator *Carter*

**RE:** Administrator's Weekly Report

**DATE:** October 22, 2020

**CC:** All Departments



### **Important Notice to All Departments:**

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

c. The success of Kro's on the Common has proven challenging to have a reasonable supply of parking to service the Library. This request would designate approximately 12 spaces for one-hour parking. There is no guarantee that these will be available to Library patrons, but it does ensure some turnover. During the coming months, the Library state grant will be used to retain a Landscape Engineer to review all lands in this immediate area to determine how – if at all – we can expand parking in a way that meets the need and respects the integrity of the Town Common area. This review would include a citizen participation process. With that information in hand, the Town can then pursue any needed land leases, acquisition and capital funding to expand parking for all.

j. During his performance review, the DPW Director indicated he wished to ensure his future with the Town was a tad more grounded than the remaining one year on his current employment agreement provided. We discussed terminating the present contract and tendering a new three-year employment agreement to address his concern and he agreed. The salary in the agreement for this current FY is as budgeted while the next two years were agreed as a very modest effort to try to move his position closer to that of his peers.

**Weekly:** Thank you to everyone that participated and completed the 'Survey to Name the Conservation Area at 4 Elm Street, in the village of Baldwinville! We had the form 'live' from September 16 - October 15, 2020 and received 102 responses. Adam attended the Conservation Commission meeting with Sheila P and Scott D, and they made the recommendation to name it the River's Edge Conservation Area which received the most votes from the survey. Adam has since sent Mr. Henshaw from Community Preservation Committee an email informing him of the action of the Conservation Commission, so the CPC knew of the new name recommendation.

**REMINDER: Fall Town Meeting is Monday, October 26, 2020, at 6 p.m. at NRSD. See you all there!**



Adam had a Zoom discussion with Glenn Eaton from Montachusett Regional Planning Commission, and they discussed a wide range of topics. We have sent out a reminder on the ADA Self-evaluation survey form to the staff as the Self-evaluation is in process. Adam and Holly provided Mike Kennedy with more information and job descriptions which is part of this period of review. Peter Sanborn and Adam went out to check the Orchard Lane project and everything should be completed before Thanksgiving such as the guardrail and some other minor issues. We completed the Voter's Guide for Fall Town Meeting on Monday.

### **Administration & Finance**

**Town Accountant: Nothing reported.**

**Treasurer/Collector:** Payments for 2nd quarter property taxes have been coming in steadily. Property taxes are due by November 2nd. As a reminder property tax, sewer and excise payments can be made online at [templetonma.gov](https://templetonma.gov), mailed or left in the blue drop box located outside of Town Hall. Our tax taking process was completed this week. On October 6th we advertised the "notice of taking" for 70 parcels with delinquent FY20 property taxes. A tax lien was placed on any property remaining unpaid as of October 20th. Liens were recorded on 52 properties, at a cost of \$105 each with the Register of Deeds. The cost to advertise the parcels was \$4400.

**Assessor:** Worked on the 1st quarter financial report for next week's meeting with the BOS. Added approved statutory exemptions into the billing system for 3rd & 4th quarter billing. Notified 3 new chapter landowners of their approval by the board and typed up paperwork to place liens with the Registry of Deeds for these. One denial for chapter land was sent out to a property owner. Still waiting for 3 forestry plans that have not been filed by the October 1 deadline. These will be rolled back onto taxes effective 1-1-2021 with use restrictions. Reviewed paperwork for upcoming Planning Board meeting and the possible removal of Chapter 61B Land. Worked with another property owner for removal of a portion of her Chapter 61B land. Attended an online "chat" with MAAO on Thursday. Working with various departments for upcoming utility liens to be placed on actual real estate bills. Received final approval from board members on FY2020 annual report and submitted it.

**Town Clerk:** We are still very busy with early voting mail ins, drop offs and in person voting. Saturday October 24th is the last day to register to vote in the November 3rd State Election. You may register to vote online at <https://www.sec.state.ma.us/OVR/> or in person at the Templeton Police Station, 33 South Rd., Templeton on Saturday from 9:00am-8:00pm. Early voting continues through Thursday, October 29th. In person, early voting is held at Town Hall which is located at 160 Patriots Rd. in East Templeton. Please note that only 2 people will be allowed in Town Hall at one time. For a list of days and times please visit our website at [www.templetonma.gov](https://www.templetonma.gov).

### **Public Works**

**Highway Department:** Crews continued chipping and cleaning up storm debris throughout town. Including cleaning catch basins. Additional tree work was done on South Main Street, Partridgeville Road, Hubbardston Road, Mechanic Street, and near the library. New culvert pipe

was put in on South Road. Hot top done for driveway apron and potholes South Road, Hubbardston Road, and Carruth Road. Mechanic continues to be busy putting sanders in and going through equipment for winter.

**Building & Grounds:** Painted leaf box and boxes for a/c covers for town hall. Installed flat marker at Pine Grove Cemetery. Mounted leaf plow. Installed a/c covers at Town Hall. Moved boxes at town hall. Cleared leaves and debris at Pine Grove and Greenlawn for burials. Burial duties at Pine Grove and Greenlawn cemeteries. Leaf blowing Templeton Center. Cleaned shop and bathroom. Mowed Town Hall, Scouts Hall, East Templeton, Cottage Lane & DPW. Washed several pieces of equipment.

**Sewer Department: Nothing reported.**

### **Public Safety**

**Templeton Police Department:** 10/15 – 10/21 PD – 281 Calls for Service, 81 motor vehicle stops, 0 arrest. Station Project – Site meeting with involved parties pertaining to the HVAC/humidity/flooring issues took place on 10/22. The date of November 22 was given to the parties to present to the Town their resolution on the issue. The sally port construction continues to move forward as the crew was here most off the week prepping the structure for the roof installation. Dispatch - 479 Calls (does not include miscellaneous calls). Nothing new to report

**Templeton Fire/EMS:** 10/05-10/11: We responded on 20 emergency calls, (14 ems, 2 fire service, 2 brush fires, 1 illegal outside fire, 1 fire alarm). We conducted 10 residential inspections.

10/12-10/18: We responded on 23 emergency calls, ( 14 ems, 2 fire alarm, 1 illegal outside fire, 1 MVA, 1 fire service). We conducted 11 residential inspections. Forestry 1 remains out of service waiting on parts to be delivered. Engine 1 remains out of service multiple issues wrong found with it; parts have been ordered by the repair company. Annual NFPA SCBA flow testing has been completed with only minor issues found and repaired.

**Emergency Management: Nothing reported.**

### **Development Services**

**COVID-19:** As of 10/22/2020 Templeton has one positive cases of COVID-19; if anyone has any interest in being tested, please go to <https://www.mass.gov/covid-19-testing>. Parents and families of children going back to school can find state information at the following MA page <http://www.doe.mass.edu/backtoschool/>. Health Agent continues to participate in twice weekly calls with the State (MDPH); If you wish to receive a flu vaccine, please make an appointment with your physician or visit your local pharmacy; “trick or treat” will take place on October 31 from 5 – 7 p.m.; for more information on the recommendations from the CDC and MDPH on “trick or treating” go to <https://www.mass.gov/news/halloween-during-covid-19>; ICS meeting w/Town Clerk and Town Moderator, fall town meeting to be held in NMS auditorium using the same safety protocols.

**Director:** Participated in ICS team meeting; prepare quarterly report for 10/28; work with Building Commissioner to get out cease and desist letters to three properties working without permits; prepared weekly report.

**Board of Health:** Perc test at Queen Lake Rd; final septic inspection at Queen Lake Rd and Phillipston Rd; referred nuisance noise complaint (roosters) to AgCom; cancelled the scheduled BOH meeting for 10/26 due to conflict with Fall Town Meeting;

**Conservation:** Prepared for and attended 10/19 meeting; worked with Brooks abutter to provide issues to Chair for meeting; site walks completed at 131 Dudley, Brooks Lot 9 and 38 Memorial; draft minutes prepared.

**Planning Board:** Prepared public hearing notice for 11/10 meeting; prepared ANR packets for Brooks and Carruth for 10/27 meeting; referred Ross Rd call to Chair

**ZBA:** Nothing to report at this time.

**Building Department:** Building Commissioner reviewed twelve permit applications (1 sheet metal, 4 roofing, 2 new single family homes, 1 addition of a garage, 1 addition to a home, 2 chimney and 1 solar); completed eleven inspections resulting in the issuance of one occupancy permit for 95 Gray Rd a new single family home, seven certificates of completion and three stove (wood or pellet) certificates, issued three cease and desist letters for working without proper permitting; Plumbing/Gas inspector issued permits for a water heater and a commercial kitchen; the Electrical inspector issued fourteen permits that include six for emergency storm damages, one new commercial, six miscellaneous including upgrades; the clean-up continues – two more files have been completed – ten more letters will be sent out this week; notices have been sent for the annual safety inspections for liquor serving establishments.

**Please note that the Town's website for obtaining permit applications and documentation is [www.templetonma.gov](http://www.templetonma.gov).**

**Agricultural Commission:** Initial investigation into nuisance noise complaint (roosters) on Pine Point.

### **Community Services**

**Community Services:** The Scarecrows on the Common event is off to a good start, with 5 scarecrows 'keeping guard'.... More scarecrows are welcome to join them. I have reached out to NRSD to help with a Christmas toy-drive.

**Library:** The painters began work on the gables of the library roof this week, the first step in the many exterior improvements to take place. Curbside pick-up is going well. New puzzles are added to the outside bin each week for anyone who would like one. I am working on a 'Small & Rural Libraries' grant.

**Senior Services:** The November newsletter was made available online and will be mailed out next week. Yoga in the Yard, Zoom Support Group, Exercise with Kaley were among the programs which took place. Sign-ups began for single-serve Thanksgiving dinners. Grab & Go craft project kits are being put together for interested Seniors, as well as candy jars for 'National Candy Day' (November 4). Transportation for essential medical appointments have continued, as have Meals on Wheels deliveries.

**Food Pantry:** I met with Michelle from the New Hope Bible Chapel to share contact information and cover any issues to make for a smooth transition on Nov. 1. Our participation in the Town of Athol's CDBG grant for assistance has mandated us to change the intake forms

slightly, but visitors are being reassured that all of their information will be held in confidence, and only used to provide data for securing these funds.

**Community TV:** The final installation and switchover of the new broadcast server was completed. We are still ironing out the wrinkles, experimenting with the programming and finding new ways to use the system. This will be an ongoing process. Over the next few months TCTV Cable Channel 8 will receive a thorough makeover. Live broadcasts of meetings on Cable Channel 8 and TCTV's YouTube Channel are now being produced. The way meeting livestreams must start is changing, due to the added complexity. We will alert committees and work with them to make it as easy as possible.

**Veterans Services: Nothing reported.**

**Important Dates to Remember**

**Selectmen's Business Meeting, Wednesday, October 28, 2020, 6:30 p.m.  
(Zoom-Streamed Live),  
Staff Meeting, Thursday, October 29, 2020, 8:30 a.m. on Zoom**