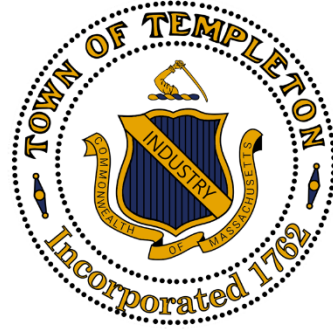


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** March 28, 2019  
**CC:** All Departments

*Carter*



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### Important Notice to All Departments

#### **Business Meeting or Workshop: n/a**

**Weekly Report:** We have been busy working with departments as the new website went up to make sure that everything that was up is still up. Holly has been working tirelessly to address additions, concerns or questions with the website. Our interns have been working with other departments to provide them with the resources they need at times when it gets busy in the offices. Adam will be taking the Supplies and Services course in early April offered through the Inspector General's office as he recently received his certification after successfully passing the MCPPO Public Contracting Overview exam and course.

Adam has been attending the necessary meetings with DPW Director Bob with the Montachusett Regional Planning Commission as we have two road projects on the list. The two projects include Royalston Road with a cost of \$5,134,779 planned for 2024 and the Roundabout construction at the intersection of Patriots Rd, South Main St, North Main St and Gardner Rd with a cost of \$2,405,910 scheduled for 2022. The costs of these projects would be covered by state and federal dollars.

#### **Administration & Finance**

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** It's been a somewhat quite week. We've had a lot of requests for copies of prior years' tax bills for income tax purposes. Erin's also been working on the tailings list. I will be attending the Worcester County Collectors meeting Thursday morning.

**Assessor:** Busy with MV Abatements. Started working on 3rd Quarter Financial Report. Finishing up on last minute exemptions applications, deadline is March 31st. The Boards Monthly meeting has been changed to April 2nd as the meeting scheduled for April 9th was canceled. Did a New Construction site visit to measure and list on Wednesday. Attended a MAAO Conference all day Thursday. Sue covered the office for the day.

**Town Clerk:** Nothing reported.

## **Public Works**

**Highway Department:** H7 was prepared for weekend weather, greased and lights inspected to assure all were operational. H35 and H9 were inspected and approved. 3 Crews were out patching on the following town roads; South Rd to White Circle, Hospital Hill and Old Winchendon Rd, Main St., Barre Road, Royalston Rd, Hubbardston Rd, N. Main and S. Main. A load of millings was graded out on Churchill Rd and Gray Road to fill in pot holes. The street sweeper and side walk sweeper are being prepared for sweeping up the sand in early April. The director had several meetings this week, including a meeting @ Mass DOT.

**Building & Grounds:** Cleanup was done on the Baldwinville Common. The new cemetery foreman trained for the afternoon on the first step of selling a grave lot. The garage is being cleaned up as well as some storage for the Parks and Recreation department. The branches in Green Lawn cemetery were chipped. Some lawn work done at the DPW barn to remove tire marks and get ready to seed. Ruts in the Templeton Center common and @ the Templeton Center fire station were raked in.

**Sewer Department:** Nothing reported.

## **Public Safety**

**Templeton Police Department:** Nothing reported.

**Templeton Fire/EMS:** We have responded on 15 emergency calls of which 13 were EMS, 1 motor vehicle accident and 1 fire alarm call. The roof at the Templeton Center Station (station 1) has been replaced. We have begun the process of updating our patient care reporting software to the most up to date version available, personal should begin training on this software shortly. The transition to electronic fire reporting software is proceeding well with only minor issues. Open burn permit sales have been slow, but we expect sales to pick up as we only have 1 month remaining in the burning system.

## **Development Services**

**Director:** Met with commercial appraiser at Baldwinville Elementary School; attended Board of Selectmen meeting in support of the BES Committee recommendation to sell the school to One Exchange, LLC. Administrative Assistant completed draft minutes for the budget hearings held on March 9, 2019.

**Board of Health:** Agent provided two inspections (bed bottom and final) at 56 Turner for replacement of failing system, all in good order; witnessed a perc test on Brooks for a proposed new residential build; reviewed and approved a Title 5 report for 146 Gray; completed an “emergency” housing inspection for 107 Patriots at the request of the occupant(s), written violation report to be issued; worked with note holder of 25 Circle to get total lien figures due to Templeton; worked on trash and recycling data for 2017 & 2018 for the Central Mass Municipal Assistance Coordinator, Irene Congdon.

**Conservation:** Site walk completed for new build site on Minuteman and 55 Otter River Road; complaint on Baldwinville Road referred to ConCom Chair for inspection. ConCom Chair met with Highway Superintendent at two new builds on Hubbardston to address wetland issues and proposed driveway cuts.

**Planning Board:** Meeting of March 26, 2019 cancelled due to lack of agenda items.

**ZBA:** No actions to report currently.

**Building Department:** Two permits were issued for renovations; one wiring permit and one plumbing permit issued. Administrative Assistant worked with contractor for new battery pack project at Templeton Light & Water.

**Agricultural Commission:** No actions to report currently.

### **Community Services**

**Community Services Director:** 3/09 - 3/16, I attended the Budget Review sessions for: Veteran's Services, Senior Services, TCTV, Recreation, Cultural Council and Library. The first Templeton Farmers' Market meeting was held and attended by approximately 12 interested growers/vendors. Many great ideas were exchanged, and the informational packet was finalized. The next meeting was scheduled. I attended the Historical Commission meeting. The April materials order was compiled.

3/16-3/23, I reached out to the managers of local farmers' markets to distribute our packet to growers/vendors from nearby communities. I spoke with a few musical bands whose information I had and obtained estimates for a performance at our Market. I attended the Recreation Committee meeting.

3/23-3/30, I worked on informational Farmers' Market 'slides' for both the website and TCTV. I spoke with contact at NRHS about utilizing their intern program for our 2019-2020 after-school 'homework helpers' program. I found an enthusiastic volunteer to help make signs for the Farmers' Market.

**Senior Center:** This week was stop 4 on our World Tour. The Hubbardston Swinging Singing Seniors regaled us with traditional and not so traditional songs of Ireland. This group always puts on a great show, and it was the perfect entertainment for our Irish Pot Luck Luncheon. Hopefully spring is going to finally come to stay, and more seniors will be taking advantage of the transportation program. We continue to help community members with needed services. Next Tuesday at 1:30pm will be the April Monthly Board Meeting.

**Community TV:** Nothing reported.

**Library Director:** 3/09-3/16, I presented the library's FY 20 request at the Budget Review session. Two sessions of Story Hour were held and well-attended. The April materials order was placed. I attended the Department Head meeting.

3/16- 3/23, The April materials order was processed and made available to our patrons. Two sessions of Story Hour were held and well- attended. I worked on reconciling the latest Budget vs. Actual with my spreadsheet (3 months' worth).

3/23-3/30, Two Story Hour sessions were held and well-attended. Foot traffic continues to increase, as well as inter-library loan requests, both in-coming and out-going. I began putting together a small informational display for the Veteran's Resource Fair. I attended the Department Head meeting.

### **Important Dates to Remember**

**Town Administrator's Office Days next week: Monday, Tuesday, Wednesday  
BoS Budget Workshop – Wednesday, April 3, 2019, 8:30 a.m.**

# Looking for information about the School Budget?

Join us for **Coffee & Cupcakes with the Superintendent** - a Q&A session concerning the FY20 Budget - on the following dates:

In the NRSD Central Office\* on:

\*462 Baldwinville Road - at the rear of the MS, near the ballfields - Door C15\*

Tuesday, April 2nd	7:00pm
Thursday, April 4 <sup>th</sup>	7:00pm
Monday, April 8 <sup>th</sup>	7:00pm
Wednesday, April 24 <sup>th</sup>	4:00pm

**We hope to see you there!**

