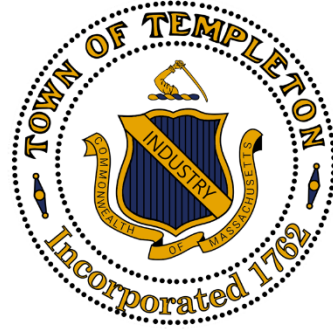


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: July 23, 2020
CC: All Departments

Carter



Important Notice to All Departments None this week.

Business Meeting or Workshop: (This is where we provide basic information or expand upon memorandum enclosed in your packet). None this week.

Weekly: Royalston Farms and Tempest have received their provisional license from the CCC for cultivation/processing and retail respectively. They now move to ConCom and Planning Board. Prepared the Invitation for Quotes for the Animal Control Officer Truck and got out to vendors. Started work on the procurement for the Library Roof working with the Architect.

We have received an inquiry from a cannabis operator on Patriots Rd and are working to schedule the Community Outreach Meeting such that we can seek your approval to negotiate an HCA at one of your two August business meetings. The BES cannabis proposer with whom we have been working with is struggling to get their lease across the finish line that they might schedule the Community Outreach Meeting as well. We have interceded with the lessor on their behalf and hope it is of some assistance.

We have had a follow-up call on our Stone Bridge Grant; they are making their final decisions this week. Their last question was how we might close the gap between their maximum \$75k grant and the estimated \$125k+/- project costs. I advised them that I would seek an appropriation at the FTM from free cash and/or CPC monies and while I felt hopeful, I could not make any promises as to what the voters might do. That seemed to satisfy them, and I am most optimistic we will indeed receive this grant for Phase 1 of removing the top, widening the channel and putting in the "seats" to accept the pedestrian bridge.

Give the numerous questions about fertilizer and material to be spread at Norcross Hill Wildlife Management Area, Laurie and I have placed an agenda item on the 07/27 Board of Health Meeting at which they will be joined by members of the Agricultural Commission to talk about what farmers do, why they do it, what levers of control we have over it and to what extent - if any - we would exercise those controls and/or find ways to create new means of influencing the outcomes. I expect the outcome may be a standalone session of these two bodies with several other state and interested parties joining in on the discussion. We will have COVID and other updates so it may be well worth the watch. It starts at 6:30p on TCTV's YouTube channel.

Completed the contract for the sale of tailings at Sadie's Pitt. Continued work on public records submissions to Secretary of State's office for authorization, on track for 2 boxes each week. Work

continues on projects page to provide citizens with as much information as possible, which can be found at <https://www.templetonma.gov/town-administrator/pages/current-planning-construction-projects>

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: With 1st quarter property taxes due in August we've been busy processing high amounts of mail. The Registry of Motor Vehicles released the next excise commitment. Those bills were mailed out this week. Property tax, excise tax and sewer payments can be made online on the Town website Templetonma.gov or left in the drop box outside of Town Hall.

Assessor: This week postcards were sent out to all Veterans who receive an exemption on their Real Estate explaining the procedure for signing and returning paperwork for FY2021 taxes. Also, residents, who have received an exemption in the past, were mailed exemption applications for FY2021. A reminder that all residents must return this application along with all documentation supporting it. If you are new and would like an application, please contact the office to have one mailed out to you. All residents are encouraged to either mail in paperwork or use the drop box located at the entrance to town hall. Postcards were mailed out to our residents in Otter River informing them that we will be out the next couple of weeks working on our cyclical inspections, any concerns, please call the office @ 978-894-2760. Information is also on file with the Police Department.

Town Clerk: The State has begun their mailing of "Vote by mail application" for the September Primary and the November Election. We have received several applications, daily, this week. Our new voting tabulators have been delivered. We are busy with residents licensing their dog(s). Reminder to license your dog(s) on or before August 3rd to avoid late fees. (online @ www.templetonma.gov by mail Town Clerk, P.O. Box 620, E. Templeton 01438 or in the blue Drop Box located @ Town Hall, 160 Patriots Rd., E. Templeton.

Public Works

Highway Department: On Gray Road and Partridgeville Road, driveway aprons were hot topped and other roadside work done. Roadside mowing was done on in E. Templeton and Otter River and Barre Road. Catch basins in the area of Dudley road were cleaned. Letters were sent to residents on Main Street, South Road and Brooks village Road to make them aware of upcoming construction. Under normal circumstances we would host a neighborhood meeting, but due to the Covid-19 outbreak this is not recommended. The Trackless over the rail mower continues to breakdown due to the age of the vehicle. The constant break downs are putting us off schedule for mowing.

Buildings & Grounds: A Stone in Green Lawn was repaired. The deck boards on one of the trailers were replaced, enhancing the integrity of the trailer. Assisted in moving all items for the FY2021 Auction from Town hall to the Highway barn for sorting and cataloging. Wooded areas of Green Lawn were tended to and debris disposed of. Some sunken flat markers were reset in

Green Lawn cemetery. A woodchuck had made a home at one of the gravesites in Pine Grove, the shrubs were removed per owner's request. The holes were filled, and the area loamed.

Sewer Department: Plant is operating well and within permit limits. Pleasant St Pump Station was struck by lightning recently and will need generator repairs along with alarm controller. Public notice and bid packages were mailed out Friday 7/17/20 for a new (used) Bulldozer for the Sludge landfill. Templeton Sewer Plant received a draft permit for operational limits for all issues sewer system related.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: For the week of 07/13/20-07/19/20, We responded on 21 emergency calls and did 7 residential inspections. Construction on the plymovent vehicle exhaust system at Templeton Center Fire Station was started. Testing on our Fire Hose was conducted. Over 14,000' of hose was tested with 600' failing its test and another 1,750' hose passing but being out of date. This represents approximately 75% of the hose in the department. Working with the State Fire Service we have begun to identify the apparatus that came from the federal government that is no longer in service and start the return process.

Development Services

COVID-19: There are currently no active cases of COVID-19 in Templeton. Continued participation in the twice weekly calls with MDPH and once weekly meeting with the COVID team; picked up supplies in Fitchburg from MPH; working on three complaint calls with regard to the wearing of face coverings; working on one gathering complaint.

Director: Nothing to report at this time.

Board of Health: Agent conducted a final septic inspection at Cook, Lot 2; reviewed and processed Title 5 pumping records; looking into complaints called in with regard to Crow Hill Motor Sports park for noise nuisance; working with SK Management on a housing complaint at Baldwin Rd; working on a report from Conservation of dead bird(s) in "back bay" area.

Conservation: Prepared for July 20, 2020 Zoom meeting (all members attended); site walks completed on Carruth, Alexandria, Oak and Mitchell; NOI filed for 19 Oak and RDA filed for 15 Carruth; completed draft minutes for July 20 meeting.

Planning Board: Nothing to report at this time.

ZBA: Prepared for and attended July 21, 2020 Zoom meeting (had five of seven members); variance approval for 58 Baldwin of a 6' reduction to front setback from 30' to 24'; completed draft minutes for July 21 meeting.

Building Department: Building processed fifteen new applications for permits, one for a new single-family home, the rest were pools, roofing, and other various repairs. Ten permits were issued by the Electrical Inspector with one being for a new single-family home. The Plumbing Inspector had five permits for plumbing and six permits for gas, six of his inspections were for new single-family homes. The inspectors continue to keep things moving and have continued to make inspections and issue permits throughout the COVID situation without interruption or delay to service; all protocols continue to be followed. The office of Development Services has received

multiple with regard to whether or not a permit required for the installation of pools; both electrical and building permits are required for both above and inground pools and require safety inspections. Please contact Rhonda at rparenteau@templetonma.gov with any questions you may have.

Agricultural Commission: No action to report at this time.

Community Services

Library: The library continues to provide 'curbside' delivery of materials. With the resumption of the courier service, we are now able fill and receive material requests once again. The library is staffed: Monday 10-5, Wednesday 9-5 and Thursday 9-5 for these services.

Senior/ Community Services: Meals on Wheels deliveries continued all week. The food pantry remains busy, with another large donation of frozen food expected next week (from MOC). Thank you to THD for servicing our 2 vehicles, and to MART for working on their van. Our volunteers are extremely dedicated and caring, and we could not operate the pantry without them. The Community Garden, as well as Growing Places (Leominster) are both providing fresh produce weekly to the pantry. Interviews for the Admin. Assistant position will take place on Monday.

Community TV: This week TCTV continued to work on community programming and plans to record upcoming events. NRHS Class of 2020 Graduation videos debuted last week. Kite Fest videos were released this week. New trailers and other shows are in various stages of productions.

Important Dates to Remember

Town Administrator's Office Days next week: Wednesday & Thursday
Selectmen's Business Meeting, Wednesday, August 12, 2020, 6:30 p.m.
Department Head Meeting, Thursday, August 13, 2020, 8:30 a.m.