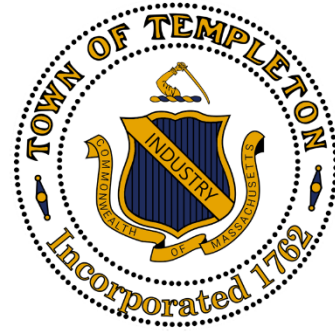


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** September 12, 2019  
**CC:** All Departments

*Carter*



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### Important Notice to All Departments

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.

Warrant open for citizen petitions closing 10/01 at 4:30p.

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

N/A

**Weekly Report:** We met with one of our cannabis entrepreneurs and – we think – finalized the Host Community Agreement. With a little bit of final wordsmithing by counsel, we are shooting to have it on your agenda of 09/23. Evaluations continued. I attended the CPC to present Stone Bridge. We met with Town counsel and Jeff on the TC Fire Stations lands and the Village Improvement Society. We prepared some financial analysis of the NRSD I have forwarded to them to review (Year over Year increases and our share at \$19,5M). We had contact from the state relative to the process of disposing of the surplus lands at the Templeton Developmental Center. Key staff members will be meeting with them the week of 09/23. We sent out the Invitation for Bids (IFB) for digital vote tabulators for Town Clerk's Office with a bid deadline of September 25, 2019 @ 2.00PM. Additionally, we continue to work with Emergency Management Director Rich Curtis to transition Ethics training to make more efficient for all departments moving forward.

Holly sent a request to Secretary of State's office that was authorized by them to destroy old records essentially doing some more house cleaning in the Selectmen's office. Also, we coordinated a date to meet with the Master of Public Administration students at Westfield State University to hold a kickoff for the recreation study on September 18<sup>th</sup> at the university. Grants of up to \$200,000 that will support the implementation of innovative IT projects through the Community Compact IT grant program will open up on September 16<sup>th</sup> so we are preparing the necessary research to apply. This will be an additional grant that we can receive, if awarded to the town, as we have already received two grants of \$30,000 each (one to study shared fire services with Phillipston and the other for shared accounting services with Hubbardston). Finally, Adam attended the Massachusetts Department of Housing and Community Development (Community Development Block Grant Program) training session with Nichole from Accounting on September 12<sup>th</sup> at the Central Massachusetts Regional Planning Commission in Worcester.

## **Administration & Finance**

**Town Accountant:** Warrant and Payroll were completed. Worked on cleaning out the old general ledger accounts that are not used any longer. Finalized the July 2019 monthly reconciliation for the selectman. Sent out the Budget VS Actual for August 2019. Started working on the August 2019 monthly reconciliation.

**Treasurer/Collector:** We had a good response to our letters that were mailed last week. Many just over looked or misplaced their bills. Excise demands were mailed for Commitment 4 were mailed this week.

**Assessor:** Nothing reported.

**Town Clerk:** Nothing reported.

## **Public Works**

**Highway Department:** All stop lines and crossing walks have been painted for the season. Road side mowing was done on Shore Drive and Baldwinville Road. Miscellaneous maintenance was done on the flail attachment for the trackless mower. The mechanics has been busy with day to day repairs, along with going through the trucks for upcoming winter operations. Pothole patching on South Road, French Road and Farnsworth is almost complete. A drain pipe on South Road was cleaned out and flushed. The new refurbished sweeper was delivered. DPW personnel were all trained on this new addition to the DPW fleet.

**Buildings & Grounds:** The foreman escorted “Air Barrier Solutions” in entering buildings that were not in operation so that the evaluation for the Green Initiative could be completed. A burial for Saturday in Green Lawn was prepped. Mowing and trimming was done @ both cemeteries and all common buildings. Shrubs were removed per the owners request at Pine Grove cemetery. Continued efforts in trimming all shrubs and in cleaning up the entrance to Pine Grove cemetery. Two letters were received by the cemetery department, the first was from a resident close to Green Lawn cemetery, their concern was the “No dogs allowed” signs. The plan was posted publicly as well as open to discussion at a cemetery meeting. There was no opposition at that time, after 30 days we proceeded with the signs. The other letter was commending the cemetery staff on the way it handled a family burial and how professional and courteous they were.

**Sewer Department:** Nothing reported.

## **Public Safety**

**Templeton Police Department:** 8/29 – 9/4 PD – 95 Calls for Service, 23 motor vehicle stops, 2 arrest, Police Station Project – Consultant, GC, OPM, Subcontractor and others inspected the roof, we await the final determination. Work on the rear security gate was completed and it is now operational. Dispatch – 228 Calls (does not include miscellaneous calls). Nothing new to report.

9/5 – 9/11 PD – 152 Calls for Service, 9 motor vehicle stops, 0 arrest, Police Station Project – OPM and Subcontractor reset the core settings of the HVAC system and it appears to be working more efficiently now. Dispatch – 272 Calls (does not include miscellaneous calls). Belltronics was in during the week working on a punch list of items.

**Templeton Fire/EMS:** Nothing reported.

## **Development Services**

**Director:** Attended Planning Board meeting with Municipal Management Fellow and Town Counsel for presentation of draft zoning overlay district for marijuana facilities; worked with Accountant to clear up issues with payment to Gardner News for advertising for Conservation.

**Board of Health:** Reviewed and approved Title 5 inspection report for 192 South; performed both a bed bottom and final inspection for installation of new septic system at 36 Pheasant Ln; assisted occupant(s) of 883 Patriots with housing complaint; scheduled tight tank alarm inspection for the properties at the Templeton Fish & Game.

**Conservation:** Prepared corresponding documents for 275 South Main and Brooks, Lot C for the 9/16/2019 meeting.

**Planning Board:** Prepared draft minutes from 8/27/19 meeting; prepared documentation for members for hearing on proposed zoning overlay; attended meeting of 9/10/2019.

**ZBA:** Members awaiting requested documentation from Mr. Thompson for continued hearing for Shore Drive.

**Building Department:** Prepared August 2019 building permit copies for the Assessor's Office; prepared several building packet applications for Building Commissioner, issued occupancy permit for the Police Station; issued five wiring permits, one gas and one plumbing permit;

**Agricultural Commission:** Nothing to report at this time.

## **Community Services**

**Community Services Director:** I attended the 'Coffee with Sue' program at the Senior Center. I attended the Dept. Head meeting. We are hoping for a break in the weather to hold our Farmers' Market this Thursday afternoon. I plan to attend the Historical Commission meeting on Thursday evening. I reached out to NRHS about the proposed "homework helpers" sessions we hope to begin in October. I began working on 2 Cultural Council grant applications. I will be training with Sue on MART related paperwork on Friday.

**Senior Center:** See Above

**Community TV:** Nothing reported.

**Library Director:** Our preschool Story Hour resumed this Wednesday and Thursday, with lively participants. I began working on the 2 remaining reports to the Board of Library Commissioners (due in early October). Book processing (back to school & Halloween collections) continues. Foot traffic in the library continues to be brisk.

## **Important Dates to Remember**

**Town Administrator's Office Days next week: Tuesday, Wednesday & Thursday**  
**Joint NRSD/BoS Meeting, Wednesday September 18, 2019 5:30 p.m.**

**Kiva Room**

**Selectmen's Business Meeting ~ Monday, September 23, 2019, 6:30 p.m.**

**NOTE CHANGE IN DATE**

**NRSD District Meeting, Wednesday, September 25, 2019, 7:00 p.m.**

**Staff Meeting, Thursday, September 26, 2019, 8:30 a.m.**