

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

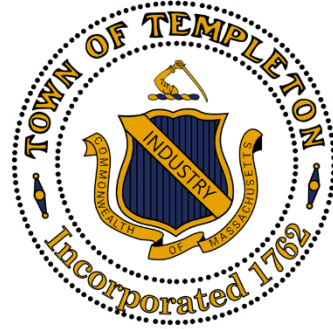
**TO:** Select Board

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

**RE:** Administrator's Weekly Report

**DATE:** September 17, 2020

**CC:** All Departments



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

**The Town is offering seven (7) parcels of land for sale upon which the right of redemption has been foreclosed. This includes the 10 Pleasant Street building. Bids are due by 09/30.**

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**REMINDER: Annual Reports for FY'20 should be submitted as soon as possible.**

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

d. We have reached out and will hear from DHs w/comment by the meeting.

e. We write with respect to the all alcohol pouring license (restaurants, bars, and clubs) renewal for CY '21. We have reached out to our comparison communities to see what – if any – adjustment they might be making to their CY '21 renewals in light of the negative impacts of COVID upon these specific businesses. Several are “considering” a 25%+ reduction in light of the “shutdown” to on-premise licensees. To date, none have taken any specific action. Several other communities consider this event a cost of doing business and do not seem poised to take any action at all. In light of the modest loss of revenues (\$2,625) and the pro-business gesture this would be, we are requesting you authorize a reduction of 25% in the CY '21 renewal fees for all on-premise, alcohol pouring licensees. We will have all paperwork out to the licensees, including news of this reduction by October 1<sup>st</sup>.

**Weekly:** Adam attended the culvert replacement grant announcement in Beckett on Monday which Templeton secured \$25k towards the Stone Bridge Project. Templeton was one of only 14 communities across the Commonwealth to secure these necessary funds. Unfortunately, we will still have a gap to carry out Phase 1 so will need to seek added monies at the FTM. Also, he has been working with other town departments/consultants to get the necessary materials so Bob S can submit the Year 2 Annual Report to meet our MS4 permit obligations. We have been working with other town departments on ADA Plan Self-Evaluations which was sent out to our department heads, board and commission chairs. This ADA review included the physical

walkthrough and inspection of various properties this week. Carter and Adam have been conducting performance reviews this week with some following into next week.

Adam spoke with the CPC Committee not too long ago and started tackling 4 Elm. We have worked on getting out the survey for the naming of 4 Elm Street which can be found at <https://forms.office.com/Pages/ResponsePage.aspx?id=HkES9Zkl7EmmfZtAOudjAHnaUp9Lv6pFqfo0-eUTqFJUNzNXTIJPRFdNWjQ0R0RSSFcwWDIwTjg4Qv4u>. The 4 name options included are **Rivers Edge Conservation Area, Back Bay Conservation Area, Baldwinville Conservation Area and other (where people can write in other)**. We plan to keep this up for a month or so to get input from the town.

Finally, Holly posted the meeting for Capital Planning for Monday on 9/21 at 4:30 p.m which will take place via Zoom.

### **Administration & Finance**

**Town Accountant: Nothing reported.**

**Treasurer/Collector:** Jessica updated the tailings list and processed 15 MLC request. Demand notices for excise commitment 4 were mailed. We discovered another 4 tax lien properties with issues (prior to 2012). I worked with the assessor to research and make necessary corrections. All 4 properties have now been cleared from the tax title list. We will be filing disclaimers to get them released from the Registry of Deeds.

**Assessor:** Continue to work on Sales Analysis for this year. Sales for calendar year 2019 are being used. Property sales in town continue to be selling much above asking prices, therefore, affecting values across town. When out and measured and listed new properties issued occupancy permits. Also reviewed properties with Certificates of Completions. Met with Town Administrator on performance reviews for our office. Working with Collector/Treasurer to clear off debt on old tax titles filed incorrectly. Reviewed information for properties being offered for bid.

**Town Clerk: Nothing reported.**

### **Public Works**

**Highway Department:** Roadside mowing was done on upper Otter River. Potholes were filled on Royalston Road, Barre Road and Depot Road. Paint was ordered for crosswalks and stop lines. The large trailer used for line painting was maintained. The surplus auction is complete, and bidders will be notified if they won. The mechanic has been getting trucks ready for the upcoming winter season. 2 of the 10 wheeled dump trucks need major work to prepare them for the winter. H-11 needs the differential replaced at a cost of \$3500. And H-14 needs hubs and tires at a cost of \$8000. All of these are unexpected repairs and will affect both our Supplies and services budgets. H-7 1995 Ford 10-wheeler will be laid to rest. The new 6-wheeler will be replacing this truck come springtime. H-7 parts are hard to get and if you can get them, it needs several thousand dollars' worth of work. Not having this truck this winter will dampen our winter operations a little.

**Buildings & Grounds:** Maintenance was done on BG21. As the summer season ends the fall season brings other tasks. All commons and cemeteries were mowed and weed wacked. Crews have been working at Gilman Waite field on different projects. areas were addressed.

**Sewer Department: Nothing reported.**

### **Public Safety**

**Templeton Police Department: Nothing reported.**

**Templeton Fire/EMS:** We responded on 18 emergency calls and 2 residential inspections. 11 ems, 3 residential fire alarm, 2 brush fire, 1 MVC, 1 illegal burn. Forestry 1 remains out of service, engine 2 had brake lines and a coolant leak repaired. Members did the classroom portion of our monthly training in preparation of the practical training at the end of the month. This month's topic is drafting and pumping water.

**Emergency Management: Nothing reported.**

### **Development Services**

**COVID-19:** Templeton COVID-19 count is currently at zero; 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); met with NRSD Superintendent, Town Clerks from Templeton and Phillipston, NRSD Maintenance Supervisor, Chief Dickie, Rich Curtis and Susan Varney to plan for the district budget meeting at NMS, after hashing out some details, Dr. Casavant will be sending out a plan for posting; assisted two individuals travelling outside the state with re-entry documentation for MDPH.

**Director:** met with and completed reviews with Adm Asst I and II; met with Town Adm to discuss self-review and employee reviews, more work to do; completed a site inspection at 88 Rainbow at TF&G, no disturbance to the water area, reported to MassDEP and ConCom Chair; completed ADA survey for Center for Living and Working, Inc.

**Board of Health:** On 9/14 met with TF&G to randomly inspect 20 tight tank alarms and to inspect the clubhouse wellhead and SAS, all in good working order and report drafted and sent to MassDEP in accordance with consent order; final septic inspection at 50 Lord (new SF) and Brooks, Lot 4 (new SF); bed bottom inspection at 25 Laurel View (repair); letter to owners of 119 French for missing documentation to sign off on building permit card; work with AG's office on 21 South Main for Abandoned Housing Initiative.

**Conservation:** ConCom Chair continues to work with MassDEP on an anonymous complaint filed with them on 88 Rainbow, no violations noted at this time; cancelled meeting of 9/21 and rescheduled to 9/28 due to an oversight on placing a legal ad in the Gardner News; site walks completed at 84 Queen Lake, 58 Baldwin and 539 Barre.

**Planning Board:** Prepared for meeting of 9/22; letter sent to William Launier pertaining to election to Planning Board and no response to Town Clerk for swearing in, letter requests a decision one way or another; meeting of 9/22 cancelled due to lack of agenda items, next meeting 10/13.

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

**Building Department:** Letter sent to 58 Main due to a complaint of an illegal apartment in the basement of the property; building permits issued for one pool and three residential renovations, certificates of completion issued to 58 Winchester (windows), 117 Rainbow (deck) and 26B Johnson (sill), occupancy permit issued to 4 Brooks (new SF); five electrical permits issued (1 SF, 3 residential upgrades and 1 commercial upgrade); two gas permits issued (both residential upgrades); no plumbing permits issued.

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

### **Community Services**

**Library:** The demand for our curbside service picked up this week but has been complicated by malfunctioning phones and parking problems. I continue to work on the State forms. I conducted annual reviews. We are brainstorming ideas for 'story & project' offerings for our youngest patrons who are missing Story Hour.

**Senior Services:** Several outdoor programs are scheduled for coming weeks, including yoga in the yard, exercise group, a blood pressure clinic and flu shot clinic. Cindy's zoom support group is growing & much appreciated by those attending. Transportation (essential medical only) is going well, as is Meals on Wheels.

**Food Pantry:** FOOD DRIVE, SATURDAY, SEPTEMBER 19

9-12 - DROP OFF LOCATIONS: TES PARKING LOT, PHILLIPSTON LIBRARY PARKING LOT, FOOD PANTRY (16 Senior Dr),

9-2 - DROP OFF AT NHS

We received over 150 lbs of meat donations from the USDA, in addition to our weekly donations from the Kitchen Garden and Growing Places. The pantry remains busy. Farmers' Market coupons are still available, stop by to see if you qualify.

**Community TV:** Nothing reported.

**Veterans Services:** Nothing reported.

### **Important Dates to Remember**

**Town Administrator's Office Days Next Week: Monday & Wednesday**  
**Selectmen's Business Meeting, Wednesday, September 23, 2020, 6:30 p.m.**  
**(Zoom-Streamed Live),**  
**Staff Meeting, Thursday, September 24, 2020, 8:30 a.m. on Zoom**