

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: September 19, 2019
CC: All Departments

Carter



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 18th 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 16th 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 12th at the Central Massachusetts Regional Planning Commission in Worcester.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Nothing reported.

Assessor: Nothing reported.

Town Clerk: Nothing reported.

Public Works

Highway Department: Chain saws were sharpened in the shop after cutting a large dead branch in Otter River. Training was provided on the new refurbished sweeper by C.N Wood and any problems with the machine were resolved. Hot top was added to potholes on April Circle, Ladder hill Terrace, Musket and Minuteman, Turner Lane. A load of loam was brought to Green Lawn Cemetery. More Blocks were brought in for the salt shed. A concrete marker was replaced on Shady Lane that had been hit.

Buildings & Grounds: A general dumping area at Green Lawn was cleaned up and a load of metal that was at the cemetery barn was brought to the highway barn for recycling. All mowers were thoroughly washed and inspected. New blades were put on the both 710 mowers and a new belt was put on one of them. All mowers now have a # to define them and keep track of maintenance. A new zero turn mower was delivered, and training done by Padula Bros. Researched lot info for a lot sale. Will meet with the resident next week to show the lot and complete paper work. All cemeteries and common areas were mowed, trimmed and trash removed.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department:

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Accompanied Conservation Chair, George Andrews at Pail Factory Road for a complaint pertaining to forestry cutting; work on Green Communities.

Board of Health: Provided information to department heads on “vaping” and how it is part of the “no smoking” policies for the town; reviewed and approved new Valentine, Lot 3 and Gray, Lot 17.12.

Conservation: Prepared for and set up meeting for ConCom, watched taped meeting to prepare draft minutes. Responded to a complaint on Shady Lane and Pail Factory of forestry cutting without a permit.

Planning Board: Prepared for and attended hearing for proposed overlay district zoning changes on 9/10/19; prepared draft minutes.

ZBA: No actions to report at this time.

Building Department: Received and prepared twelve new building department permits (four for new residential, one addition, one pool, five remodel/update, and one deck); received and prepared four wiring permits; received and prepared seven plumbing permits.

Agricultural Commission: Nothing to report at this time.

Community Services

Community Services Director: I checked in with the other units and hope to schedule a meeting in October for all of us to get together. Farmers' Market is winding down with just a few weeks remaining; I will hold a few meetings with current and potential vendors over the winter months to refine things for a successful 2020 market. I'm training on completing the various MART reports.

Senior Center: This week there was Card Bingo, Book Club and the Monthly Birthday Celebration as well as our regular activities. We had 147 seniors attend activities this week and many more visit for outreach. I have seen an increase in families calling looking for in-house help for their elderly family members. There has also been concern from the seniors about the lack of adequate senior housing. Many have been put on very long waiting lists and have been told it could take several years for them to receive housing. On a more positive note we have seen new and old faces returning and enjoying the Senior Center.

Community TV: Nothing reported.

Library Director: I continued working on the remaining 2 reports to the Board of Library Commissioners. Story Hour sessions were held on Wednesday and Thursday, with great attendance. I reached out to my contact at NRHS about starting our 'Homework Helpers' group in October.

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.

Norcross Hill event in Templeton. establishment of the Norcross Hill Wildlife Management Area
The event will take place on Wednesday, October 9th at 10:00 AM

Templeton Elementary School Opening Ceremony & Self-Guided Tour, Saturday, October 5, 2019 9-11 a.m.