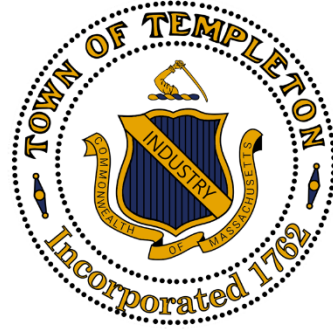


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: September 3, 2020
CC: All Departments

Carter



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.

The Town is offering for sale a substantial number of surplus vehicles and equipment.
Bids are due 09/15 and the viewing date is 09/09!

Viewing Date: Wednesday, September 9, 2020 from 3 p.m. – 7 p.m

Town of Templeton Highway Department 381 Baldwinville Road Templeton, MA 01468
AND the Templeton Senior Center 16 Senior Drive Baldwinville, MA 01436

PLEASE tell anyone you think might be interested it is on the web!

We need any FTM Articles ASAP!
The warrant closes to citizen petitions on Tuesday, September 15, 2020, at 4:30 p.m.

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

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

5. c. Whatever your decision on this matter, we need direction as to what standard you will be setting for applications. Since this is the area of Town which was the genesis for the by-law on this matter we did not require a full petition. However, these public hearings do require advertisement and expenditure related thereto. Therefore, we are wondering if you wish to set a minimum number of persons who must be on a petition or perhaps the payment of the advertisement costs as part of an application? We need direction on what you want as the basis for a public hearing so we are not doing this just on the stand alone request of one person.

e. You may observe the Community Meeting [on YouTube](#) and find Sugar Grove, LLC at about 59:30 minutes into the meeting. We are requesting authority to negotiate a Host Community Agreement (HCA) with this firm upon the deposit of an escrow fund sufficient to cover the costs thereof. The subsequent agreement will be brought back to you for final review and action.

f. You may observe the Community Meeting [on YouTube](#) and find Empress & Bandit Greenery, LLC at about 2:45 minutes into the meeting. We are requesting authority to negotiate a Host Community Agreement (HCA) with this firm upon the deposit of an escrow fund sufficient to cover the costs thereof. The subsequent agreement will be brought back to you for final review and action.

h. We previously advised you that the AG's office had approved our request to consolidate five trust funds into one for the purposes of providing supplemental heating assistance to certain Templeton residents. You are the Trustees of this fund. Consistent with the materials provided to you, we now seek your designation of the Director of the Office of Community Services as the agent to expend. The agency administering the Federal LIHEAP funds has previously agreed to do this on our behalf. Any funds not expended during this FY become a part of the principal which may not be expended.

i. We previously advised you that the AG's office had approved our request to consolidate five trust funds into one for the purposes of creating, preserving works of public art and presenting programming on arts, culture and local history. You are the Trustees of this fund. Consistent with the materials provided to you, we now seek your designation of the Director of the Office of Community Services as the agent to expend. We expect the Cultural Council to be the primary entity soliciting and reviewing proposals. Any funds not expended during this FY become a part of the principal which may not be expended.

j. You may have two people you wish to appoint or you may wish to solicit interest from the Community at large. I will be requesting funding at the FTM for legal services to assist your representatives.

k. As of this writing there did remain a few seemingly minor changes being made. However, it is possible that the document may not be finalized, due to the holiday, until 10 a.m. Tuesday morning. We will distribute it immediately upon its availability. Should it be delayed beyond that time, we will be asking you to table this item.

Weekly: Holly created a new page on the website for Community Services. We still do not have final word on the anticipated culvert replacement grant but have moved forward to get to preliminary design and permitting using the CPC allotted funding. We expect design documents and estimates by mid-September and a submission of the Notice of Intent to the ConCom by September 28th for the hearing on October 19th.

As you know, we have been working with the cannabis operator interested in the Baldwinville School to see if we could find them an alternative location. Unfortunately, they have advised us that "The negotiations fell apart and stopped progressing...". On a positive note they went on to

say that “If you come across any properties that would meet our needs please let me know. I would really like to have a facility in Templeton...”.

Food Pantry RFI undergoing final review and should be issued by next week.

While Adam was attending the retreat, I was observing the NRSD School Committee meeting relative to its FY’21 budget. With the NRSD assessment failing to pass in Phillipston, we now move to a district-wide meeting. The Committee recertified the previously submitted budget and our assessment remains the same. The date of the meeting has been set at Saturday September 19th at 2p on the football field with provisions to move into the gymnasium in the event of bad weather. There will still need to be a meeting of the two SBs to select a Moderator for the meeting

Administration & Finance

Town Accountant: Finished up the Trust Funds with Carter, worked with the DOR on finalizing any questions for free cash, sent out number for July. Processed the Payroll warrant and regular warrant, reviewed unemployment claims and filed for an appeal. Completed employee onboarding through Paychex for 2 employees, moved the room back after the early voting was completed. Working on gathering and completing required information for the audits. Planned the first IAC meeting with Joy Layden from NFP, all members of the IAC should have or will be receiving an e-mail from Joy regarding a remote meeting on 9-10-2020 at 1 PM with a purpose of beginning the process of reviewing the Insurance options for the employees and town.

Treasurer/Collector: Reminder notices had been mailed to residents with past due FY20 property tax. Payment was due this week. We did get a good response to the mailing. Any remaining past due balances for FY20 will be advertised for tax taking in the next couple of weeks. We discovered issues with 4 more properties in tax title that were not taken properly, we will begin the process of correcting these. I attended the ADA zoom meeting.

Assessor: Much of this week is was spent on Sales Analysis for the Tax Rate Recap. Worked on and discussed Administrative Assistants Performance Review. Worked on my Performance Appraisal to submit to Town Administrator. Compiled information for annual report and sent to board members for review. Attended a zoom meeting Wednesday afternoon regarding ADA and grant monies. Worked on CP1 for Department of Revenue, approved, signed and submitted to DOR by Town Accountant.

Town Clerk: We had a very busy week with the State Primary. 27.43% of Templeton Voters, voted in the Primary. The votes have been certified and sent to the State. Our office has also been busy with people apply for marriage licenses.

Public Works

Highway Department: On Cottage Lane a failed culvert pipe was removed and replaced. Continued assistance and documentation of the installation of drained pipes on Orchard Lane. On Shady lane potholes were filled. Hot Topping was done on Ragged Hill and Shore Drive. Roadside mowing was done on Upper Lord Road and Upper Otter River Road. The trackless over the rail mower is down again and is waiting for a master brake cylinder. The second round of Red Letters went out for Private roads. The third letter will go out in early October and will

decide if winter operations will continue on those selected roads for this winter. The DPW exterior project of windows and siding are looking good.

Buildings & Grounds: The mower blades on the 710 mower was replaced and a broken U joint was repaired. A foundation was poured in Green Lawn for a monument. All common areas were maintained in terms of mowing, weed trimming and trash. An area where debris had accumulated in Pine Grove cemetery was cleaned up. Fireman markers that were broken were replaced. Blades were sharpened and decks on mowers were scraped and cleaned. The new dump body for CD-5 has been installed, improving the appearance and safety of the truck.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 8/27 – 9/3 PD – 286 Calls for Service, 31 motor vehicle stops, 0 arrest. Station Project – Contractor was out this week placing hurricane anchors for the sally ports footings. Dispatch – 435 Calls (does not include miscellaneous calls).

Templeton Fire/EMS: Nothing reported.

Emergency Management: Nothing reported.

Development Services

Director: COVID-19 – COVID-19 – Templeton now has two active positive cases of COVID-19; 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).

Board of Health: Provided research and information to Select Board office on “jake brake” counts on North Main Street for hearting; provided documentation for 387 South and 194 North Main for Title 5 inspections; continued work on 21 South Main abandoned housing issue with Asst Atty General, Monica Passeno; scheduled tight tank alarm testing with Norm Cormier at TF&G; reviewed and approved as-build for septic on new single family at 61 Baptist Common, issued COC; bed bottom inspection at Gray, Lot 25; reviewed T5 for 464 Otter River; pump chamber alarm must be replaced prior to receiving a pass; working on housing complaint at Heatherwood, repairs for leak in walls/ceiling; continued work on Patriots, Map 3-08, Parcel 32 (f/k/a 858 Patriots) in conjunction with the Building Commissioner, Select Board Chair and ConCom Chair.

Conservation: Site walks completed at 8 Lafayette and 46 Shore for the issuance of “certificates of completion” for NOI’s on both properties. Site walk completed at 104 N Main for the purpose of the construction of a new single-family home. Follow up by ConCom Chair for a complaint at 88 Rainbow, no violations to report. Worked with ConCom Chair to remind Carruth, Lot 8 that MassDEP sign needed to be up prior to work continuing; provided site walk application to GRAZ Engineering for proposed single family on Whitney.

Planning Board: Prepared for meeting of September 8, 2020; all agenda items from August 25, 2020 transferred to new agenda; preparation or packets for members completed. Provided information to Gary Lanpher pertaining to French Rd for filing an ANR.

ZBA: Nothing to report at this time.

Building Department: Building Commissioner issued 7 permits, 2 for a new SFH's 5 for renovations, Mr. Hanks followed up on two anonymous complaints at the TF&G, no violations noted, occupancy certificate issued for 61 Baptist Common; 4 electrical permits issued, 2 for new SFH's and 2 for updates; 4 plumbing permits issued, 2 for new SFH's and 2 for updates; gas issued 3 permits, 2 for new SFH's, 1 commercial and 1 update.

Agricultural Commission: Continued work on a roaming chicken complaint on Mountain View; working with ACO on a goat complaint.

Community Services

Community Services Director: I sat in on an interview for TCTV opening. I participated in the Cultural Council Zoom meeting. Collaborated with VSO, Sheila to share produce for the Saturday Veterans food initiative.

Library: I 'attended' the bid opening for the Library roof project. I 'attended' the zoom meeting for the town's ADA plan. I worked on the library's reports to the Board of Library Commissioners. We continued to deal with phone problems. Curbside service is steady. We're still awaiting the delivery of our small book order- such deliveries are significantly delayed.

Senior Services: The Center has been scheduling rides to essential medical appointments, as we resume limited transportation. Cindy is working on a flu clinic and a zoom support group. She has connected with many seniors re: SNAP benefits, Farmers' Market Coupons, housing needs, as well as other concerns. Kaley is quickly settling in, and has been staffing the phones, contacting former program 'instructors', and connecting with Seniors. We hope to bring an Activities Assistant on board soon and begin to build back (safe) offerings for our Seniors.

Food Pantry: I compiled statistics for our contact at Heywood Hospital (re: Worcester Food Bank). I put together a list of volunteers and their addresses for the Select board. I personally helped to staff the pantry (to provide at least 2 volunteers) 8 hours this week. I shopped for the pantry on Monday and Wednesday. A large donation was received from Heywood Hospital (re: Worcester County Food Bank), as well as The Kitchen Garden, Growing Places and many residents. We have finalized our plans for a town -wide Food Drive on Saturday, Sept. 19 from 9-12, with drop off locations: at TES, NHS, the Food Pantry and the Phillipston Library.

Community TV: This week TCTV live-streamed several meetings and planned for the new server switchover and live testing. Work continued on community-related productions. We assisted the Senior Center with its Zoom setup. The shared Community Services office at the Senior Center was prepaged as a workplace for staff.

Veterans Services: Nothing reported.

Important Dates to Remember

Town Administrator's Office Days Next Week: Wednesday
Selectmen's Business Meeting, Wednesday, September 9, 2020, 6:30 p.m.
Public Hearing (within Select Board's Meeting):
Wednesday, September 9, 2020, at 6:30 p.m. or as soon thereafter as the agenda permits,
on YouTube

Department Head Meeting, Thursday, September 10, 2020, 8:30 a.m.