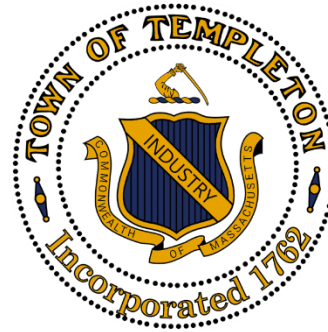


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: July 26, 2018
CC: All Departments

Carter



Important Notice to All Departments

Job Openings: Assistant Town Accountant
Assistant Treasurer/Collector
Director of Public Works

Business Meeting or Workshop: The following is intended to supplement agenda items where a full memorandum may not have been required or updates are needed.

N/A

Weekly Report: If you are one of the departments that got a new copier and are experiencing problems with it please send an email to Holly citing your specific concerns. She will compile them and get them out to the vendor. Please have any suggested articles (at least the subject matter) to me by 08/15 for the Fall Town Meeting. If you are a recruiting Department, please be prepared to move quickly after the closing date to minimize the chances of losing an applicant.

Administration & Finance

Town Accountant: Lynn continues to work through the audit of the Sick, Personal and Vacation. She will be out of the office next week, so we plan to wrap that up by the end of the following week. I am still working on finalizing the year end financials. The hope was to present the final quarter & year-end reports at the selectman's meeting on August 8, but that needs to be pushed off to August 22nd. Luanne will be out of the office that week and I have some appointments that day that can't be changed and I won't be back to town in time for the meeting. The auditors are scheduled to come the week of August 27th to do the field work.

Treasurer/Collector: The office has been busy this week. Property taxes are due next Wednesday so we have had heavy foot traffic. The bills for the next motor vehicle commitment went out on Tuesday and we have already started getting payments on those.

Assessor: Worked with Collector/Treasurer to commit a total of 490 bills for the MV Commitment #4 from the RMV. Bills are dated July 24th and will be due August 23rd and were mailed out on Tuesday. Worked on compiling information in regards to Evans Circle. Reviewed BOS agenda and gathered information in regards to it. Stayed late on Tuesday and Wednesday to work on Sales Analysis for FY19 values. Attended the selectmen meeting Wednesday evening and Department Head meeting Thursday morning. Prepared paperwork to be mailed out to veteran's receiving exemptions. Typed up a letter for town administrator as a follow-up to his meeting in June with Laurelview Road residents.

Town Clerk: We mailed out all the requested absentee ballots for the State Primary. Still receiving and certifying nomination papers for the November State Election. We had vital records requests and business certificate renewals.

Public Works

Highway Department: The Interim DPW Director had a long-planned family vacation next week so will begin on 08/07. We expect to kick-off the snow and ice study that week as well. I met with the Pavement Managements System study engineer. He has completed his ride-over on all of the streets. He expects to circulate a mapping of the Town next week (private vs accepted vs state, etc) for vetting. Our hope is to have a Draft for review and comment by 09/01 and then be before you on 09/26.

Buildings & Grounds: Nothing to report.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: Nothing to report.

Templeton Fire/EMS: Nothing to report.

Development Services

Director/Board of Health: Director out of the office will return 07/30. Multiple requests for applications for Temp Food Vendors were handed out in preparation for the Arts and Crafts Festival which is coming up.

Building Department: Seven residential renovation permits were issued, five electrical, and four plumbing permits issued. Admin fielded many phone calls from potential bidders who are looking to bid on a project involving Gardner Waste Treatment plant which is partially located in Templeton.

Zoning Board of Appeals: Twenty-day appeal period has been met for Lawindys LLC had final decision paperwork stamped by clerk and mailed to Lawindys LLC. Worked with 729 Baldwinville Rd with application will be approaching the ZBA for a variance request on a new construction, once application is completed we will proceed with hearing details.

Planning Board: Attended Planning Board meeting on 07/24/2018 minutes drafted.

ConCom: Prepared an NOI for South Road, Map 3-12, Parcel 44, for construction of a single family home with 1,584 sq ft of house and patio within the buffer zone to a bordering vegetated wetlands.

Community Services

Community Services Director: I spoke with members of the Historical Commission and Historical Society regarding proposed improvements to certain crosswalks on and near the common, as well as a few other issues related to the common. I touched base with the staff at the Senior Center about any issues they have had this week, with their Director on leave. I attended the veteran's luncheon and had an opportunity to speak with some veterans about the library and new Community Services initiative, as well as touching base with the VSO. I practiced creating slides for TCTV using the 'canva' software, which is available on a Mac at the library. I've been gathering more information about the proposed farmer's market and hope to draft a letter to the Agriculture Commission and for distribution to potential vendors. I met with a member of a local semi-professional music group, who has offered to host a free concert to kick off our 2019 summer concert series. I also spoke with the Recreation Director about his great idea for a 'one call' system for updates to all recreation activities.

Council on Aging/Senior Center: Dianna is doing well with her recovery. We remain very busy here at the Senior Center with activities and services for the seniors. There has been a change in the

delivery schedule of Meals on Wheels in order to continue with the service. Meals are being delivered 3 days a week instead of 5 days a week. We continue to deliver on Monday, Wednesday and Friday with extra meals being delivered for Tuesday and Thursday. All seniors are receiving the same number of meals during the week. We are working with each senior to ensure all their needs are being met. It is a busy time of year with fuel assistance, food pantry and housing recertification going out to seniors. They are often overwhelmed filling out these important forms and need help. Activities have continued as usual. Unfortunately, we had to cancel the barbecue because of the unpredictable weather this week and together with the VSO we have rescheduled for August 30th. On another note, we would like to say a special thanks to Richie Caisse from the Cemetery Dept. who has gone out of his way to help us out.

Community TV: This week TCTV recorded and broadcast the Templeton Elementary School Building Finance Subcommittee meeting of July 24, the Planning Board meeting of July 24, and the Board of Selectmen's meeting of July 25. The meeting is also available on TCTV's YouTube channel and Facebook Page. The Narragansett Middle School spring concert was produced and cablecast, along with a short video showing a number from the Jazz Band. Post-production work continued on other programming, including the recent Mac N Cheese Festival and Animal Adventures at the Senior Center. The Channel 8 program schedule was revamped, and archive work was done on station's program server. Research on server capabilities for two channels has begun. New logos, TCTV trailers and a revamped YouTube page have been designed and implemented. A planned revamp of the slide show that runs between programs is in progress,

Library Director: The August materials order has been processed and made available to our patrons. We held 2 summer reading events this week: a teddy bear picnic, (moved indoors due to rain), and pizza and board game night, both were well-attended and lots of fun. Donations for our August book sale have been streaming in steadily. We are working on the schedule & themes for Story Hour 2018-2019. I spoke with a teacher from Templeton Center who may be helpful in re-instating the kindergarten and grade 1 visits for the upcoming school year. I worked on the first-round of State Aid reports, which is due mid-August. I am on vacation next week, so there will be no weekly report submitted.

Important Dates to Remember

Town Administrator's Office Days for next week: Tuesday, Wednesday & Thursday a.m.
Selectmen's Business Meeting, Wednesday, August 8, 2018, 6:30 p.m.
Department Head Meeting, Thursday, August 9, 2018, at 8:30 a.m.