

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** September 13, 2018  
**CC:** All Departments

*Carter*



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### Important Notice to All Departments

**Job Openings:** DPW – Truck Driver (CDL)  
Seasonal Laborer (10 week)

**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.

2.) The DRAFT remains a work in progress as we await the certification of free cash by DOR and review of Town Counsel. We also need guidance from you on whether or not you want two of the articles included (Draft #s 7 and 16). My personal recommendation would be to pull them at this point and deal with the matters as time progresses. We are trying to keep the review brief so any comments you have ahead of time would allow us to get addressing them right away.

**Weekly Report:** We finalized the RFP for Stoney Bridge Road and will have it posted this coming Monday. We did final interviews for DPW Director and hope to have a candidate before you on 09/26. We had a Board inquiry Re: Town paid dumpsters on Circle Street. While the Board of Health did have a dumpster there many months ago (12+/- months ago) the costs of which we have liened the property for, we do not have such a dumpster at this time. Laurie W and I met with the surveyor who worked on Laurel View in the early 2000's and have asked him to try to find his research form back then including any deeds he may have prepared. Some time was spent with the Auditors on 30B issues with only one being questioned and that now resolved.

### Administration & Finance

**Town Accountant:** The Auditors completed their field work over only three days and I am finalizing the submission of our paperwork to DOR for certified free cash.

**Treasurer/Collector:** Busy week with the new staff and closed today for Vadar training.

**Assessor:** Finished working on the LA4 and LA13 and submitted to DOR DLS. Vision upgrade is complete and all pending paperwork has been implemented into the new system. Training will take place on September 24th. Notarized various documents for town residents. The monthly Board of Assessor meeting was canceled due to no quorum. The next meeting will take place on October 16th. Started reviewing the 41C and 17D Exemption applications for FY19 Real Estate Taxes. Applications have been slow coming in. Reached out to COA and The Gardner News to remind residents to get

these in. Veterans need to also come in to sign their paperwork. Postcard reminders were sent out the beginning of August. Attended the department head meeting Thursday morning. Started working on employee evaluation forms, yearly goals and accomplishments.

**Town Clerk:** Nothing reported.

### **Public Works**

**Highway Department:** Nothing reported.

**Buildings & Grounds:** Nothing reported.

**Sewer Department:** Nothing reported.

### **Public Safety**

**Templeton Police Department:** 8/30 – 9/5 PD – 250 Calls for Service, 16 motor vehicle stops, 0 arrest, Police Station Project – As of right now is 2 months ahead of schedule with an estimated move in date of February 1<sup>st</sup>, 2019. Dispatch – 345 Calls (does not include miscellaneous calls). Minor issue with sewage smell, issue investigated by Chief Dickie.

9/6 – 9/12 PD – 259 Calls for Service, 20 motor vehicle stops, 0 arrest, Police Station Project – mason work/demo almost complete. Addition and roof to start next week. Dispatch – 345 Calls (does not include miscellaneous calls). State 911 Regional PSAP Director in to inspect our current operation. We passed with flying colors.

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

### **Development Services**

**Director:** Continued work on Green Communities to schedule an informational meeting for the criteria on the “stretch energy” code; met with Town Administrator and Edmond Boucher, PLS with regard to Laurel View as-built plan; worked with Planning Chair on documentation for Auto Auctions and Recycling LLC. Director worked with Assessor’s Office and Building Commissioner to compile information for the BES Committees next meeting.

**Board of Health:** Witnessed a perc on 343 Otter River Rd for a replacement septic system; inspected a replacement d-box at 35 Pheasant Lane; provided information and permit documentation for a proposed gravel permit (location unknown at this time). Agent prepared documentation for a betterment loan (community septic) for 191 Royalston Rd; processed well permits for 223 Baldwinville and 119 French. Agent worked with school on what is allowed for food sales at football games (i.e. bake sales, popcorn, etc...). Agent and Assistant Attorney General moving forward with receivership on 23 Shore Drive and 16 Liberty Street, court dates to follow.

**Conservation:** Nothing to report this time.

**Planning Board:** Prepared packets for Planning meeting of September 11, 2018; processed documentation and mylar for an ANR for Otter River Road. Prepared draft minutes from meeting of September 11, 2018.

**ZBA:** Administrative Assistant provided two applications to homeowners who will be seeking variances on minimum required setbacks for the placement of sheds. Administrative Assistant continued

processing the required documentation for the decision for the property located at 729 Baldwinville Road.

**Building Department:** The Building Commissioner issued eight building permits, to include seven for residential remodels and one for a commercial handicap ramp for St. Martin's Church. The office issued eight electrical permits and one gas permit. The Administrative Assistant received and processed use permits for a food establishment and a general contractor; both were approved; working with the Building Commissioner, the Administrative Assistant drafted a letter for a property on French Road with an outbuilding on a property line. Commissioner Hanks completed multiple inspections, certificates of completion were issued for all completed projects.

**Agricultural Commission:** A complaint with regard to the proper management of manure and flies was referred to the AgCom by the BOH; members will reach out to the individuals once the issue has been confirmed to be a nuisance.

### **Community Services**

**Community Services Director:** I began compiling reports from our departments for the final quarter of FY 18, to be presented to the Board of Selectmen, at an upcoming meeting. I checked in with department heads about what they are currently working on and updated a few residents about progress on the crosswalks on the common and plans to remove the rock.

**Council on Aging/Senior Center:** Nothing reported.

**Community TV:** Nothing reported.

**Library Director:** Story Hour resumed on both Wednesday and Thursday, with lively groups each day. I participated in a webinar about providing library services and space to patrons on the spectrum. I spoke with 3 individuals who are interested in helping us develop an after-school homework 'club'. I continued working on the State's compliance and financial reports, due in October. I began writing a cultural council grant application. The final CwMars training was scheduled for late this month. I discussed the town's new evaluation process with the library staff and scheduled those meetings.

### **Important Dates to Remember**

**Town Administrator's Office Days for next week: Monday, Tuesday & Wednesday**

**Selectmen's Retreat, September 19, 2018, 6:00 p.m.**

**Selectmen's Meeting Wednesday, September 26, 2018, 6:30 p.m.**

**Department Head Meeting, Thursday, September 27, 2018, at 8:30 a.m.**

SAVE THE DATE

All-Boards Meeting

Monday, October 15th

5pm in the Media Center (Library) NRHS

Agenda - TBD