

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: September 5, 2019
CC: All Departments

Carter



Important Notice to All Departments

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

5. g. We are looking at a Fall Town Meeting, on a non-meeting Wednesday night (as seems to be the preferred meeting from the Moderator's survey) somewhere between 10/30 and 11/23. Although the Warrant is always open, your by-laws require a formal "open" period of fourteen days. Thus, we are asking you to announce that the Warrant is open until CoB of October 1, 2019 for citizen petitions for a Fall Town Meeting to be held in October or November of this year.

5. h. In presenting this I once again urge you to pursue the establishment of a housing trust fund to be seeded with CPA dollars. As an FYI, to date, we have lost 9 units of affordable housing in this development and are down to 22 such units.

5. i. I seek to understand what amendment – if any – you might be offering to the school budget and what other actions – if any – you might want me to take in the run-up to the same.

8. Although the appointing authority for this position is the Sewer Commission, the setting of salary and benefits is the province of the BoS.

Weekly Report: We have signed up Fuss & O'Neill to do our MS-4 reports. FYI: We are having a bit of a hiccup with some of our vendors who's practice is to bill based upon the work they have done in a given month. We are attempting to convert them all to payment upon the delivery of the work product. As a follow-up to the meeting with Westfield State University to possibly carry out the recreation study; Adam has also connected with the Department of Political Science to see if they might be interested in some Internship opportunities. We have communicated with NRSD to see if they might also have students interested in internship opportunities as they have proven to be of great help to us and the students over the past few years. Annual performance reviews have commenced.

Administration & Finance

Town Accountant: On Tuesday this week I went to Hubbardston as Nichole was here doing the payroll. Currently I am working on finalizing everything for July as we needed to make sure

everything was closed out in June before moving forward. The payroll and warrant was processed for the week.

Treasurer/Collector: This week we've been working on cleaning up old past due personal property taxes. We also mailed out reminder notices for all 2019 property taxes that remain unpaid.

Assessor: Worked with Vision all week in getting revaluation reports ready for the DOR DLS visit. Went over employee valuation and met with Carter on Wednesday to go over this evaluation along with mine. Worked with Sue in reviewing the current exemption applications received to make sure guidelines have been met. These will be given to the board to review to approve or deny. Downloaded pictures into system from property visits done for building permits. Many inquiries at the counter this week. Spoke with various attorney offices in regard to upcoming closings. Properties in town continue to sell, with most being sold for above asking prices.

Town Clerk: Nothing reported.

Public Works

Highway Department: The Hot Box is in and is being fitted for attachments and will be registered next week. Rip rap was added to Carruth Road to improve drainage. A stop sign was replaced on Ledge Road and one repaired on School Street. Mowing was done on Pete's way and Brooksvillage area and Churchill, Rice, Lamb City and Drury Lane. More pot hole patching was done on South Road and French and Farnsworth. In anticipation of project approval for the 3 Chapter 90 projects that were submitted, an informational Public meeting is being planned. A coordinated effort with the water department in removing asphalt on Patriots Road, where a past water break had occurred.

Buildings & Grounds: Old file cabinets were taken from the Police station to the senior center for storage. Shrubs and bushes were trimmed in Pine Grove cemetery. Assisted the recreation department in moving the basketball hoops to Gilman/Waite field. Signs were added to all cemeteries noting "NO DOGS ALLOWED" except service dogs, this is in effect as of September 1st. An idler pulley was repaired on the zero-turn mower.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: "Envelope" audits took place at the municipal buildings and schools as part of the Green Communities grant application; a report will be generated and submitted to the Dept. of Energy Resources; prepared for and attended the Zoning Board meeting September 3, hearing for Shore Drive continued; continued work with Municipal Management Fellow on proposed zoning overlay.

Board of Health: Reviewed and approved plans for Carruth, Lot 7 new build; conducted inspections at Templeton Center and NRHS/NMS school cafeterias, both in excellent condition with no violations;

Conservation: Documentation prepared for 275 South Main for a “request for determination of applicability” and for Lot C, Brooks for a “notice of intent”, both will be heard at the September 16 ConCom meeting.

Planning Board: Documentation provided to Royalston Farm for a proposed “approval not required” application for the purchase of land abutting Valley Florist.

ZBA: Prepared for and attended meeting of September 3; Shore Drive – Thompson variance request heard and continued, members requested that Mr. Thompson provide documentation showing the size of the proposed structure.

Building Department: Mr. Hanks issued one permit for the construction of an above ground pool deck; many inspections completed for in progress permits; Wiring Inspector issued one permit (new build); the Plumbing Inspector issued two permits (one new build and one remodel).

Agricultural Commission: Nothing to report currently.

Community Services

Community Services Director: Nothing reported.

Senior Center: Nothing reported.

Community TV: Nothing reported.

Library Director: Nothing reported.

Important Dates to Remember

Town Administrator’s Office Days next week: Tuesday, Wednesday & Thursday
Selectmen’s Business Meeting~Wednesday, September 11, 2019, 6:30 p.m.
Staff Meeting,~Thursday, September 12, 2019, 8:30 a.m.