

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: November 2, 2017
CC: All Departments

Carter



Important Notices

Positions Now Open: PT Police Officers & Dispatchers

Fall Town Meeting: 7:00 P.M on November 14th at Narragansett Regional Middle School

**Town Hall Hours Change 11/01 (Mon 7:30a to 6:30p; T/W/Th 7:30a to 4:30p)
Please post notices now and prepare to change web pages and printing CoB 10/31**

**It's not too early to begin to think about your FY '19 OPEX and CAPEX budget requests.
Expect budget guidance on or about 12/01/17 and submissions due back on or about 01/01/18
Please make sure all of your units and committees are submitting their projects to the CPC!**

**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: I taped a 1 hour show with Steve Castle to explain and discuss the various warrant articles and had an opportunity to do the same with the incoming Gardner News reporter who will be replacing Christine Smith. Now that we have removed the "Interim" from the title, I'm looking to possibly do such an informational show each month. I would appreciate suggestions of topics you think would be of interest to the community. I met with several residents of Day Mill and subsequently attended the ZBA where - upon remand of the case - they did remove the over 55 condition from the development's comprehensive permit. This will resolve this matter. As you can see from the agenda, the major work effort was spent preparing FY '19 revenue projections, a staff response to the AC's presentation, working with our Financial Advisor on the next round of BANs, and preparing a Town Meeting Voter Information Guide for your consideration (please review the 10/27 report for the possible distribution of article advocates). We have had a number of questions about whether or not the ConCom reviewed the Elementary School project and if it complies with our stormwater by-law. The bottom line is all requirements have been followed. I'll get you the detailed memo early next week. The Management Fellow started on Monday and has begun on special projects including the preparation of the information letter and affidavits for use of the finance team in clearing out the multitude of check tailings. He has begun the development of a full organization chart. We finalized the acquisition of our templetonma.gov domain name. More will follow on how this will be deployed and used for our web site and new email protocols.

Administration & Finance

Town Accountant: Laura and I worked on the benefits for all the active and retired employees to make sure all the deductions and insurance coverage's are correct. Laura also has all the accrual numbers to enter for the employees to have their sick, personal and vacation appear on their checks. We are waiting for Harpers to complete the set up and they hope to have this completed sometime in November. Continuing to work with Cheryl each week on the different aspects of the Treasurer/Collector job that I can help with. Both Cheryl and Laura are making great strides in the learning of their positions.

Treasurer/Collector: Nothing to report this week.

Assessor: Nothing to report this week.

Town Clerk: Spent the week performing the regular responsibilities and duties required for this office.

Public Works

Highway Department: Prep work on South Road continued as the planned reclamation took place on Tuesday. The structures will now be raised for the paving process. The company that was supposed to mill and pave on both Central St and Bridge St., will not be able to fit it into the schedule this late in the season. They will be here in the Spring to complete the task. The catch basins on Vernon St. were patched and finished. Catch basins around town were cleared of debris to assure the water could flow into them. In the garage preparation continues for the plow and sand operations this winter. The sweeper is now stored for the winter after having the window and the brakes repaired. The Line Painting Company finished the lines on all public roads with the exception of those that had work planned on them. The load cover was repaired on H7. Several vehicles that are maintained by the Highway mechanic are due for Preventative maintenance and inspection. As time allows they will be scheduled to come in to the department for the PMI and any additional work that maybe required. The director attended an onsite meeting with the reclamation team as well as a meeting with a crack seal/ seal coat company for information on these processes. He also attended a meeting @ the MRPC to discuss Royalston Road and going to the next step on the job.

Buildings & Grounds: Assist @ Town Hall to move boxes of files. Also removed all A/C units and put them in storage, Repaired the trailer lights on the small and the large cemetery trailers. The sump pump at Scout Hall failed and was replaced. The paint shed door at the landfill was repaired. The slide/climbing structure at Town Hall was disassembled and removed. The staging for the removal of the ceiling is now at Scout Hall has been assembled. Picked up branches in Templeton Center, the wind has brought down a lot of branches and leaves. The collection system was run thru out town, as the trees are shedding leaves. Trash receptacles in all common areas were emptied and barrels brought to Templeton Center for the Halloween gathering. The sidewalks around Templeton Center were cleaned for the Halloween festivities. A sink hole formed at the corner of Exchange and Circle Streets, the situation was reviewed by the water department and it was determined that it was NOT due to any pipe failure. The trimming of bushes and leaf blowing done @ Green Lawn cemetery.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development Services

Building Department: Commissioner issued a permit for 69 Otter River Rd. for a new build (single family); occupancy permits were issued for 17 White Circle and 392 Otter River Rd. The Commissioner has been on multiple inspections throughout the week for finished projects, and several more applications have been submitted for new projects, placing a time strain on our part time inspectors. Commissioner issued a "cease and desist" to the new owners of 223 Baldwinville Rd, site work commenced without review or permitting. There was one plumbing permit and three electrical permits issued. The office has coordinated with the Fire Chief to schedule safety inspections for all of the liquor license holders; letters have been sent with appointments and inspections will begin next week. Electrical Inspector, Darrell Sweeney, will be out of the office until November 7, 2017; Gerhart Fandyer will be acting inspector while Darrell is out.

Planning Board: Completed work on Planning Board articles for town meeting maps and narrative. Draft minutes completed for meeting of 10/24/17. Office worked with chairman, Kirk Moschetti to locate information pertaining to stormwater peer review for proposed elementary school build; binder created for easier access should residents wish to view.

ZBA: Public hearing held on 11/1/17 for the Daymill Condo Association with regard to the 55 and over restriction on multiple units; board members voted to remove the designation from the comprehensive permit releasing the 55 and over restriction placed on those units. Public hearing held on 11/1/17 for Patriots Roast Beef & Pizza, Antoon Lawindy, for a requested variance for setbacks and lot size for the property located at 136 Patriots Rd; board members reviewed the plans and voted not to grant the variance as presented.

Conservation Commission: Contact letter sent to new owners of 223 Baldwinville Rd; site work commenced without prior notification to ConCom, chairman requesting a site walk take place and work stop until such time. Admin. Asst. prepared packet for meeting of 10/30/17; draft minutes prepared; file prepared for NOI scheduled for 11/20/17.

Board of Health: Agent witnessed inspected septic installations at 921 Patriots Road (bed bottom), South Rd, Lot 7 (septic field), and 37 Kyle Dr (final components). Septic plan review for 214 N Main Street completed, permit issued. Agent reviewed Title 5 report for 147 Highland Ave, passing. Agent met with Region 2 representatives to begin planning for a state mandated drill for an emergency dispensing site set up; contacted EMS Manager, Richard Curtis to involve CERT; coordinating with PD, FD, and school in the next week.

Community Services

Council on Aging/Senior Center: The trick or treat event was a great success, we had at least 100 kids come through with their parents and or grandparents. The police, fire, selectmen, staff and volunteers made this event possible. I was not able to personally attend, but I do wish to personally thank each and every one of you for making this a success, start now planning for next year's costume. The Police a Palooza is Friday night, I don't know who is more excited the seniors or the police! Stop by after dinner at 6pm to join in with the fun on the dance floor. I came back to work on Wednesday after my medical procedure, I am sore but here. I learned a very important thing I am no spring chicken.

Library Director: We processed the November book and materials order, and made those items available for borrowing. We expanded the DVD display to make room for our ever-growing DVD collection. Wednesday and Thursday's Story Hour were well-attended. Patrons are already taking advantage of our membership in the Commonwealth E-book collections. I am preparing to be a part

of the 3rd grade "local history" unit. Students will be visiting sites on the common on Friday, November 3, and will stop by the library.

Community TV: Nothing to report this week.

Important Dates to Remember

Town Administrator's Office Days for next week: Monday (PM), Tuesday & Wednesday

Selectmen Workshop, Monday, November 6, 2017, at 6:30 p.m.

Selectmen Meeting, Tuesday, November 14, 2017 @ 6:30 p.m. @NRSD Auditorium

Fall Town Meeting, Tuesday, November 14, 2017 at 7:00 p.m.

Selectmen's Special Meeting, 11/20 (School BANs & Tax Classification)

Selectmen's Business Meeting, Monday, November 27, 2017, at 6:30 p.m.

Special DH Meeting, Tuesday, November 7, 2017 @ 9:00 a.m.

FTM & FY '19 Budget Preview