

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: June 14, 2018
CC: All Departments

Carter



Important Notice to All Departments

Job Openings: Laborer/Truck Driver (DPW)
Fire Fighter/EMT-P

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.

Weekly Report: Met w/ Town Clerk and Town Counsel to review the codification. We've prepared a draft schedule to be sure this is ready for the Fall TM - including a Public Hearing - with it now undergoing review by the codification firm as well. Began finalization of equipment quotes and lease. Latest rate hike by the fed and changes to the tax code reducing the value of tax exempt instruments will cause slight increase in projected interest rate but still doable within our initial estimates. Kelli and I will be meeting w/sewer commission in a special meeting next week to try to move the study of converting them to the Town's software forward. Cash flow projections on new school, timing of BANs and new amounts consumed much of the week in an effort to best strategize final placement took much of our time.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Nothing to report.

Assessor: Spent Monday working on conversion of records from Real Estate Program over to Billing. Generated and committed preliminary Real Estate and Personal Property tax bills for FY19. Sent the export files to Collector/Treasurer and these bills should be going out in the mail the last week of June with a bill date of July 1st due August 1st. A reminder to residents, there are two (2) bills generated and mailed this time, the 2nd bill is due November 1st New building permits that were taken out have been entered into the property record cards and are ready to go out to be inspected when the work is complete. Submitted Omitted/Revised and Chapter Land Rollback Taxes into Gateway for Department of Revenue. Attended the Department Head meeting on Tuesday morning. Processed paperwork as a follow-up to the Board of Assessor meeting on Tuesday afternoon. Working with attorney on a pending ATB case. No reports will be submitted the next couple of weeks as I am away at conference next week and will be out of the office the last week of June. Sue will be increasing her hours so that the office will be covered.

Town Clerk: Nothing to report.

Public Works

Highway Department: Roadside grooming & seeding was done in areas of Prospect Ext., Vernon St., Exchange St and Grove St. after the completion of the pavement work done there. The street sweeper is back in service and swept in the area of East Templeton. Cold patching was done in many areas throughout town. The repair to the bridge @ Seaman paper in Otter River has begun and should be completed next week. Tires that had accumulated @ the highway barn were disposed of @ Pete's tire barn for proper recycling. Recycled millings from previous road work were put into the large holes @ the highway department, reserving the cold patch for roadways. The hydraulic cylinder. that was repaired by an outside source was placed back into H9. 2 Police Cruisers were serviced for preventative maintenance. The Animal Control vehicle came in for a recharge on the Air Conditioning unit. The Scion, used by the Council on Aging needed a new puller assembly for the A/C unit.

Buildings & Grounds: Mowing was done in Turner Park, Scout Hall, Town Hall, Otter River, Highway barn, Baptist Common cemetery, Green Lawn cemetery, ET ball field, Senior Center, and Pine Grove cemetery. Trash was cleaned up @ Gilman Waite and all other common areas of town.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department:

Templeton Fire/EMS: Nothing to report.

Development Services

Director: Worked with Eric Pollitt on the "round table" discussion relating to cannabis, this discussion is for the public and is taking place on June 19 @ 6:00 pm in the conference room at Town Hall. Director sat with Town Administrator, Town Clerk and Town Counsel to review by-laws pertinent to Development Services.

Agricultural Committee: The AgCom will be hosting a panel discussion on June 19 with regard to cultivation, medical, and retail cannabis.

Board of Health: Agent sent out three sets of violation orders as a result of the AHI inspections that took place last week with the Asst. Atty. General; 29 S Main, 48 N. Main and 16 Liberty are all in process. The Board of Health has received an application for a community septic loan on Winchester Street and is in process, also reviewed the new septic plans. The Board of Health continues to receive phone calls with regard to Republic Services, Inc.; we have received confirmation that Republic received the documentation notifying them that they would be an agenda item on June 18 with the possibility of revoking their permit to haul trash. Perc testing took place on Dudley Road and South Road with the possibility of five new builds. Agent completed a State Emergency Preparedness drill for Region 2.

Building Department: The Building Commissioner issued ten building permits this week; permits consisted of construction of the new bleachers at NRSD, a new single family dwelling, pools, and renovations. Three wiring permits and three plumbing permits were issued. The Administrative Asst. prepared and submitted monthly reports to the Assessor; completed research on local contractors that do siding and submitted to Town Administrator. Administrative Assistant worked with Accounting to prepare office for move and participated in the monthly TRIAD meeting at the Council on Aging.

Conservation Commission: Processed site walk applications for two at Rainbow Dr, Otter River Rd, Farnsworth Rd, South Rd, and State Rd; processed a certificate of compliance for Lot D, Highland Ave.

Planning Board: Prepared meeting agenda for 6/12/18; prepared subsequent draft minutes from that meeting. Administrative Asst. began process of moving files to Development Services office and packing material that can be archived. Administrative Asst. prepared Planning Board application for Patriots Pizza. Administrative Asst. assisted a resident of Laurel View with research for upcoming meeting on June 19.

ZBA: The hearing for Lawindy's Pizza LLC request for a "variance on frontage and lot size" for a pizza shop at 136 Patriots Rd, was held on June 12, the ZBA voted unanimously to grant the variance. The Administrative Asst. drafted minutes and sent them to the Chairman to aid in his drafting of a decision; the applicant will now schedule to go before the Planning Board for a site approval, Administrative Asst. provided the necessary application from the Planning Board to begin the process.

Community Services

Council on Aging/Senior Center: We are starting to see an increase in ridership on the van, which is due in part to weather. We are also seeing an increase in activities. This next week the Light and Water Department will be sponsoring their annual pizza party here at the Senior Center. They always have good information to impart to the seniors, and we are very appreciative. We are diligently working with the animal trapper, and Board of Health as we continue to try and rid the cellar of skunks. Our intention is to shoo them out the door and send them on their way.

Community TV: Nothing to report.

Library Director: Story Hour concluded with celebrations on Wednesday and Thursday and will resume in September. We have finalized the schedule for summer activities and events, and posted it on the website, local cable channel and on flyers in the library. The July materials order has been compiled and placed - 2 weeks early in order to help with closing out the fiscal year's accounts. The electrician will be completing the work necessary to finish our upgrade in the CWMars network. Many thanks to the Girl Scouts for donating and planting flowers in the library's garden.

Important Dates to Remember

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

LaurelView Road Meeting, Monday, June 18, 2018, 6:00 p.m., Town Hall

Selectmen's Business Meeting, Monday, June 25, 2018, 6:30 p.m.

Staff Meeting, Tuesday, June 26, 2018, 8:30 a.m.

Town Offices closed for 4th of July Holiday on Wednesday, July 4, 2018

Selectmen's Business Meeting, Wednesday, July 11, 2018, 6:30 p.m.