

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** July 19, 2018  
**CC:** All Departments

*Carter*



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### 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:** I've been advised by MA DOT they expect to move forward with construction of ADA accessible wheelchair ramps/curb cuts at the edge of road for crosswalks (Patriots, North & South Main) and the return of the removed markings at that location this construction season. They have asked us for review and comment on Route 2A in the area of Dudley Road, given the intended use of solar powered LED lights, at this historic location. They will also be reviewing the crosswalks across our State Highway Route 2A in that area, including others near Baldwinville Road and Hubbardston Road, for safety/visibility and accessibility to see if additional improvements, such as signage and accessible wheelchair ramps/curb cuts, are needed in the future. Town Counsel is in the process of reviewing the Laurel View materials and we have set a conference call for mid next week. We remain on schedule for a second neighborhood meeting in early August. We held our kick off on the conversion to the new web-site platform with our orientation meeting next Tuesday. One item of note; many communities are beginning to be more active in posting information on local businesses. We will be reaching out to such communities to see if they have policies governing suitability (i.e. avoiding certain types of vendors such as adult rated business) before we bring this before you but we do ask you to be thinking about it.

### Administration & Finance

**Town Accountant:** This week I have been busy working on closing out the year. Lynn is continuing to go through all the payrolls and doing a full audit of Vacation Sick and Personal from 4/2017 to current. I attended a meeting in Worcester this week. Worked with Cheryl on make sure everything is completed for year end with the bank statements and the collector deposits, corrections...etc.

**Treasurer/Collector:** Nothing to report.

**Assessor:** Board members are helping out with field work from building permits pulled. Continue to implement them into the system with updated pictures, visit history and additional new growth. Trying to get in as many as possible before my upgrade begins. To date, we have exceeded our projected new

growth figure for FY19. Apportioned a new Title V loan, given out by the Board of Health, for FY19. Sue continues to work on Land of Low Value list for Collector/Treasurer office. Exemptions continue to be accepted in the office for the FY19 Real Estate taxes. In accordance to state record retentions, we continue with annual housekeeping of records. Distributed a letter as follow-up to last week's board meeting. Worked with property owners on various plot plan and deed issues.

**Town Clerk:** Updating our statutes accepted list from previous years. Still issuing dog licenses, marriage certificates, business certificates and vital records this week.

### **Public Works**

**Highway Department:** Nothing to report.

**Buildings & Grounds:** Nothing to report.

**Sewer Department:** Nothing to report.

### **Public Safety**

**Templeton Police Department:** 7/12 – 7/18 PD – 271 Calls for Service, 7 motor vehicle stops, 0 arrest, Police Station Project – Construction has started with demolition and gutting of the existing building. We have encountered a few issues with the start of construction of the building, but nothing too extreme as of yet. Our temporary station at the Baldwinville fire station is coming along, but we still have a few issues to address. Dispatch – 353 Calls (does not include miscellaneous calls). Nothing to report.

**Templeton Fire/EMS:** From 07/11 to 07/ 18 the fire department has responded on 14 calls. Of those 2 were false alarms, 1 mutual aid, 3 motor vehicle accidents and 8 EMS. The Chief conducted 2 smoke detector inspections for home sales. We also completed interviews for our open firefighter/paramedic positions. I am expecting that those positions will be filled soon. Next week the Chief will be out of the office on vacation and returning on the 30th of the month.

### **Development Services**

**Director/Board of Health:** Agent Out of Office until 07/30/2018

**Department of Development Service Admin I:** Continued research on Trust Fund project for Town Administrator; and

**Board of Health:** Processed application for new residential perc test on Turner Lane, one application for plan review of new single-family home on Valentine Rd, also received two title five reports all which Health Agent will review when she returns from vacation. Admin worked with members of Templeton Fish and Game in preparation for their show 07/21.

**Green Communities:** With the help of Karen Chapman at MRCP admin was able to complete and submit the application for the META 7 Grant, if Templeton receives this grant funds will be used for Energy Audits needed for a Green Community designation.

**Building Department:** A Total of six building permits were issued this week all residential renovations, three electrical permits, and two plumbing permits were also released. Worked with potential buyer who was looking for information on Gardner Rd to place a Hot Dog/Ice Cream Stand. Completed reports of Building Permits for Assessors Dept. Processed Use Permit Application for new Plumbing Company in town application was approved applicant to get Business Certificate from Clerk

**Zoning Board of Appeals:** Board conducted two hearings one for 41 Elm Street Variance for a shed on a non-conforming lot, and one for 749 Baldwinville Road for a Special Permit to allow for an extension on time to rebuild after a catastrophic loss. Admin completed minutes for chair to review, drafted decision paperwork. Works with abutters of 729 Baldwinville Road fielding questions and

concerns on hearing. Provided Board with current Zoning-Bylaws to start looking into for possible updating in the coming year.

**Planning Board:** Worked with 101 Storage in completing application for Site Plan Review Exemption Request, looking to place a storage unit that is under 5000 Square Feet. Worked with Lawindy's LLC in getting needed documentation for upcoming Site Plan Review of New Pizza Restaurant.

### **Department of Development Service Admin II:**

**Planning:** Continued to work on files. Put together application packets for Site Plan Reviews, ANR's, Special Permit Reviews.

**ConCom:** Site walks entered into the system for Lord Road for the construction of new shed as well as for Town of Templeton for addition & renovation at the Police Station. Both site walks came back with no findings able to proceed. Site Walk application for Rainbow Drive received for work on water front wall homeowner to apply for a NOI. Admin and Chairman worked on ongoing issue on Royalston Road homeowner to file with ConCom for septic repairs that are needed. Admin worked on preparing NOI on south Road.

### **Community Services**

**Community Services Director:** I participated in a conference call with 'Virtual Towns & Schools' about the redesign of templeton1.org. I began researching information about the history of each precinct, and interesting information for their sections on the website. I met with Steve Castle and began to train on 'Canva' the design software for creating slides for TCTV. Steve and I also met with some volunteers to discuss resurrecting the TCTV Advisory Committee. I checked in with the COA staff to see what they need during the Director's absence. Continued gathering information about establishing a farmer's market and summer concert series.

**Council on Aging/Senior Center:** Dianna is recovering from her recent knee surgery. Events and activities are continuing a normal schedule. Our Zumba and Yoga classes continue to grow please come in and have some fun while exercising. We also have Animal Adventures coming on Friday Afternoon thanks to the Cultural Council. Please come over and see the animal all are welcome. Next week we will be joining with the VSO to put on a barbecue thanking our Veterans. We have been busy finishing up year-end reports as we continue to serve the needs of our Seniors and others in the community. Farmer's market coupons have arrived and are being handed out to seniors that qualify. Come in and see all we have to offer.

**Community TV:** This week TCTV recorded the Mac N Cheese Festival and prepared it for broadcast. Production continues on TCTV trailers, short videos to run between shows, other shows, and public notices. Informational meetings were held with community groups to share ideas and explain the benefits of working with TCTV. These meetings may produce volunteers and committee members.

**Library Director:** We continue to review the collection, and discard for August's booksale. We are issuing lots of library cards in the barcoded format, in anticipation of circulating on CWMars soon. The August materials order has been complied and placed. Inter-library loan requests for our items are steady. Many children are participating in one or more facets of our summer reading activities. We held an outdoor fun & games event on Wednesday which was lots of fun.

### **Important Dates to Remember**

**Town Administrator's Office Days for next week: Tuesday, Wednesday & Thursday a.m.**

**Selectmen's Business Meeting, Wednesday, July 25, 2018, 6:30 p.m.**

**Department Head Meeting, Thursday, July 26, 2018, at 8:30 a.m.**