

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator’s Weekly Report  
**DATE:** March 30, 2017  
**CC:** All Departments



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**The following is intended to provide information where a full memo may not have been warranted or supplement the provided information.**

**Business Meeting or Workshop: n/a**

**Weekly Report:** I have collected and compiled the various suggestions of the CoA director for budgetary revisions. I met with the Library Trustees and representatives of the Recreation Commission and Cultural Council to ensure all of their items have been covered. I will have a complete report for you at your additional budget meeting of 04/05. I’ve been meeting with the incoming Fire Chief to review various revisions he believes are needed to the original budget request from his unit. Most are driven by his belief that we will need to pay a rate of roughly \$2/hour above that requested and that we will need to offer weekly shifts that are about 6 hours (48 versus 42.5) more than that requested. I worked on the NRSD school request and want to thank all – particularly the NRSD Superintendent and Board – for hearing us and understanding our needs. I met with Laurie W. and Kate M. to review her plans for physical reorganization to have all of the staff members together. Given the space needs of these four people she has come to believe that the 675+/- s.f. area used by the Treasurer Collector would better accommodate them than the 520+/- s.f. she has while the three person Treasurer/Collector staff can collapse into the 400+/- s.f. area now used by Planning. She would then use the space she is currently in for the conference area and files. Kate M. has signed off and is supportive of this. There should be a no cost/low cost to doing this. The team will now prepare a step by step moving plan which we would carry out on a Friday when the building is closed. Sewer has asked for a warrant article to affirm and ratify the original bond vote and is in the process of submitting the project to the CIC. This provides a failsafe support to the Special Legislation.

**Administration & Finance**

**Town Accountant:** Nothing to report this week.

**Treasurer/Collector:** A/R is entered and submitted to accountant for final posting to the GL. Payroll & Vendor warrants are processed and signed. All deposits have gone to the bank. February reconciliation is almost completed. Attended a meeting with the Insurance Advisory Committee and representatives from MIIA regarding the increases in health & Dental benefits for FY18. The 4<sup>th</sup> quarter real estate and personal property bills were mailed 3/25/2017

with a due date of 5/1/2017. We are working with our deputy collector, Jeffery and Jeffery, on collecting the outstanding personal property bills back to 2007 in the same manner as they do motor excise. Approximately 95 letters were sent to those still owing 2016 real estate bills, of which 6 have paid to date with many more inquiries.

**Assessor:** No Report was submitted the week end March 17th. During that week, I processed the data bridge and rolled it over to our billing system, updated and exported the files to the Tax Collector so that the 4th quarter Real Estate and Personal Property tax bills could be generated and mailed out. Spoke with the Collector and bills went out on the 27th. A second batch of Motor Vehicle bills were committed and exported to the Tax Collector and the Collector has confirmed that these bills went out on the 22nd. On Saturday, the 25th, I attended a MAA course in Grafton and will continue for the next two Fridays & Saturdays. This week brings many inquiries on Motor Vehicle Demands that were sent out by the Tax Collector, and requests for abatements. Finalizing information for the upcoming meeting Monday evening with the Board of Selectmen in regards to FY18 budget requests. Attended a department head meeting on Tuesday morning. Cleaning up some additional property record card and mapping issues. Waiting for weather to break so that we can go out and follow up on building permits pulled late last summer to current. This was the last week to file for exemptions on the FY17 Real Estate bills. A reminder to residents, applications for next year cannot be filed until after July 1st. As always, thanks to my assistant for keeping the office “flowing” while I was out.

**Town Clerk:** Last week I attending a 2020 Census workshop which was put on by the Secretary of State’s office. We are busy this week with dog licensing. Submitted information for ballot printing for the Annual Town Election. Received the Organizational Analysis from General Code for the codification process. Met with Carter to discuss the changes that they had suggested. Processing marriage certificates. Attended the department head meeting.

### **Public Works**

**Highway Department:** Attended MS4 meeting hosted by MRPC in Fitchburg and featuring MS4 requirements and concerns. The dampness and cold temperatures required a salt/sand operation over the weekend as the roads became icy. Although we have seen signs of Spring the Highway department may still face some winter weather. Time was spent on the small Island at the intersection of Lord Rd, Otter River and N. Main Street , pumping the water that accumulates during rainy weather. Maintenance on the side walk sweeper and the large sweeper in preparation for the spring clean- up. Brought Sidewalk sweeper to get an inspection sticker. Prep vehicles for possible snow on Friday. Fuss and O’Neill the engineers for the Royalston Road (Rt 68) project came to review the project to date and advise what needs to happen next.

**Cemetery & Parks:** Met with Mike Selig about the TOMB STONE Restoration. Got approval for purchases of a battery for John Deere 3320 and parts @ Padula Bros. week end sale event 15% savings. Brought the JBC to the highway barn for the new tank install and the hood latch cable. The JBC will be needed if we have snow because H13 loader is down. GreenLawn ,picked up sticks and did tree removal where necessary. Sharpened saw and did maintenance on CD5. Maintained trash barrels in common areas and cemeteries. Placed monument on base for owner.

**Sewer Department:** Nothing to report this week.

## **Public Safety**

**Templeton Police Department:** PD – 281 Calls for service, 9 motor vehicle stops, 1 arrest, 0 PC. With warmer weather coming the department will start a crosswalk enforcement program for the spring with the increase of walking pedestrians. The Volunteer Cell Project: Still working on the water pressure issue. Dispatch – 386 calls (does not include miscellaneous calls). Currently working on the FY18 E911 Developmental Grant to update the infrastructure of dispatch.

**Templeton Fire/EMS:** Nothing to report this week.

**Emergency Management:** Nothing to report this week.

## **Development Services**

**Building Department:** Two permits were issued for single family home new builds; three permits were issued for roof replacements. Three electrical permits were applied for and issued; no new permits issued for gas/plumbing. The office has received multiple inquiry calls for pool installation permits and outbuilding permits (sheds). At this time, there is an issue with Commissioner Hanks cell phone, if you need to reach him, please call the office at 978-894-2770 and office staff will relay the information.

**Planning Board/ZBA:** Public hearing documents were prepared for the request by VanDyke Construction for acceptance of Lafayette Road as a town road. Public hearing documents were prepared for the request by Day Mill Condominiums for modification to their comprehensive permit. The Planning Board met on March 28<sup>th</sup>, minutes have been drafted.

**Conservation Commission:** Conservation Chair walked property for new build at South Road, no wetland issues; has received paperwork for a property on Gray Road for an in ground pool installation, hoping to complete this week weather permitting.

**Board of Health:** The training session held on Thursday evening, March 23<sup>rd</sup>, for the Abandoned Housing Initiative, was very well attended with several contractors from the Templeton area in attendance. Work began on 109 Patriots Road with rubbish/garbage being removed from the premises. Continued work on several housing issues (2 @ Patriots Road, 1 @ Circle Street) with some progress being made. Reviewed three Title 5 Inspection reports; one for an abandoned house on South Main that will be closing soon.

## **Human Services**

**Council on Aging/Senior Center:** Nothing to report this week.

**Library Director:** Nothing to report this week.

**Community TV:** This week TCTV recorded and broadcast the Select Board meeting of March 27, the Planning Board meeting of March 28, and the Advisory Committee meeting of March 29. The meetings are also available in high definition on TCTV's YouTube and Facebook pages. Intern and school productions of the March NRSB School Committee meeting, NRHS Spring Concert, and videos for the upcoming Shrek play in Gansett Hour are scheduled. A complete Channel 8 program schedule is available at templeton1.org under Community Information.

Production work also continued on other shows. Work continued on finalizing the cable license renewal contract with Comcast.

**Important Dates to Remember**

**Joint Selectmen's/Advisory Budget Workshop, Monday, April 3, 2017, 6:30 p.m.**

**Tentative Joint Selectmen's/Advisory Budget Workshop, Wednesday, April 5, 6:30 p.m.**

**Selectmen Business Meeting on April 10, 2017, at 6:30 p.m.**

**Department Head Meeting on Tuesday, April 11, 2017, at 9:00 a.m.**