

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator’s Weekly Report
DATE: January 19, 2017
CC: All Departments



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

Important Notice to All Staff

The date of training by the Office of the Inspector General has been deferred into early March. We will advise you

Business Meeting/Workshop Supplements: The following is intended to provide information where a full memo may not have been warranted or to supplement the provided information.

4. g. This item was referred to the Planning, Assessors, ConCom, and CPC for their review. As of this writing, three have indicated there is not a public interest in attempting to acquire the parcels. I shall have to report on the fourth Monday evening. Unless there is some substantial expression of interest from the fourth, which I will report upon on Monday evening, we recommend you not exercise your right of first refusal. As an FYI, the Assessors have calculated the rollback tax to be in the area of \$925.00. There is also a substantial tax delinquency that will be brought current out of the proceeds (\$8k+/-).

h. This is to act upon the revenue estimates and baseline expenditure budget for FY '18 as attached. After further review and consideration, it has been adjusted downward by \$25k by reducing the Building Permit fees. Otherwise both documents remain as presented in your work shop of 01/18.

Weekly Report:

I attended and presented to the MFBO. We have some substantial work to do in response to their concerns in particular with moving our financials closer to completion. In follow-up to the MFBO meeting I have had to look at how we can free some time up for Kelli to accelerate her preparations for Roselli. Originally we had intended to do this with the RIF'd Administrative Assistant from the cemetery. Unfortunately she found another job in the interim. However, Assessing has agreed to lend us Sue and NRSD will be lending us an employee to try to provide some of these needed resources. Budget reviews continued. The DPW neutral evaluator was here for two days. He expects to submit his report early next week.

Administration & Finance

Town Accountant: Finalized the 2nd Quarter report with Carter...attended the selectman workshop to discuss the estimated revenue for the FY 2018 budget...met with Carter to finalize my budget for FY 2018...vendor warrant...out sick one day.

Treasurer/Collector: Nothing to report this week.

Assessor: Continue to receive inquiries and various paperwork over the counter. Prepared for Board meeting held Tuesday the 17th. Received tentative commitment list from RMV and the files came in from Jeffery and Jeffery for 2016 commitment 7 and 2017 commitment 1. I am in the process of committing them into Vadar and creating bills to be exported to the billing company. It is expected that they will be going out by month's end. Typed up a letter from the Board of Assessor's and gathered information for BOS meeting on Monday evening in regards to Chapter Land. Also, worked on information for financial team 2nd quarter report to the BOS. Worked with Vision on closing out FY17 Assessment History in the Real Estate program. Gathered information for the Conway School, a group that is working with John Henshaw and Open Space.

Town Clerk: Busy with residents dropping off and mail their census back. Had several people coming to license their dog(s) Responded and mailed out a few online vital requests.

Highway & Grounds

Highway Department: Many hours of Snow removal early in the week. A sanding operation was necessary the next evening when temperatures dropped. The mechanic serviced several vehicles for Preventative Maintenance. Repairs to one sander is required this week , parts are on order. We will be down one sander until it is repaired. Salt and sand has been prepared for the next storm. Sidewalks will be cleared and sanded. We are resolving questions on the budget and researching for back up info. The Annual report is prepared and ready for review.

Cemetery & Parks: The Crew has been plowing Sanding of Roads & Buildings. Performing Funerals, working on small equipment, and Building maintenance. The Administrative Assistant has been working on Grant, and Office Records. Superintendent has been working on Building repair Budget Quotes. Responded to Sewer Pump Failure at The Senior Center. Pump was repaired and put back in service. The Pump needs some Electrical work, Voltage is inadequate for the Pump, and The High Water alarm needs a neutral wire run to the panel. The pump should also be looked at for relocation and or a two pump system.

Public Safety

Templeton Police Department: Week of 1/5---1/11: Total calls into dispatch 362, Total calls for Police 262, Motor vehicle stops 12, Arrests 3. We are also addressing several radio issues and working with Smith radio repair and Comtronics. Volunteer cell project is continuing with finishing the heat, plumbing and wiring.

Templeton Fire/EMS: Performed multiple inspections. Worked on the Department budget, and attended multiple meetings during the week. On Friday 1/13/17 10:45 Pm the department was called for a MVC on South Main St. Reports of the car on fire with a trapped victim, upon our arrival we found a female on the ground with injuries sustained from the crash. After further investigation, we found that she was pulled from the wreckage by; Marc Surette and his stepson Spencer L'Heureux,

both men are heroes! They saved this woman's life! I would like to commend them on their bravery! Without their action the outcome would have been unthinkable. Accommodations are being sought for both men. On 1/2/17 Brush burning permits went on sale at a cost of \$10.00 each. The burning season started 1/15/17 and will end 4/30/17. Burning permits can be purchased at the Fire stations Mon.-Fri. At station 2 in Baldwinville, 8 Am to 3 PM. Weekends they will be on sale where the duty crew is working, station 1 Templeton Center, or Station 2, Baldwinville, 8 Am to 3 Pm. Agricultural permits must be purchased from the Chief, Mon – Fri. We are in the process of making this program available on line.

Emergency Management: Nothing to report this week.

Development & Inspectional Services

Board of Health: Health Agent attended housing court for the three properties slated for receivership; 109 Patriots and 38 School House were both approved to move forward into receivership. The property at 93 Patriots was tabled to February 8, as the mortgage company stated it will begin repairs to the property. Continued work on the Development Services budget, hours, and office layout. Housing inspections conducted resulting in two violation orders written for the property owners. Began looking at the possibility of hosting a training for local contractors to become court appointed receivers; working with Monica Passeno of the Attorney General's Office and Tim Dunn of the Worcester Housing Court.

Building Department Office: Nothing to report this week.

Planning Board Office: Worked on French Quarters/Lafayette Rd acceptance, wrote up meeting minutes for Planning Board 12-13-16 and 1-10-17 meetings. Worked on Van Dyke/138 Farnsworth Ave DEP walk thru.

Conservation Committee: Compiled packets for Con Com 1-19-17 Board Meeting.

Human Services

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

Library Director: Nothing to report this week.

Community TV: Nothing to report this week.

Important Dates to Remember

Selectmen's Meeting/TA Interviews, Thursday, January 19, 2017, 6:00 p.m.

Selectmen's Meeting, January 23, 2017, 6:30 p.m.

Department Head Meeting, Tuesday, January 24, 2017, 9:00 a.m.