

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator’s Weekly Report  
**DATE:** January 26, 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: N/A**

**Weekly Report:** I attended the MMA annual conference and – amongst other seminars and vendors – met a vendor of surplus equipment that may prove fruitful for trying to dispose of the modular units left at the Senior center. The House 1 Cherry Sheet estimates have been released and show us essentially flatline with FY '17 (Down \$5k+/-). There is one item where our reimbursements have dropped in half by \$60k so that will bear some investigation. We held the meeting with the retirees relative to the conversion to the Medex II PDP plan and change in contribution rate. I can't tell you they were happy that we are not making similar changes across the Board. We will send them a follow-up communication early next week. Otherwise, I'm afraid I picked up a bit of a bug and was out the first three days of the week. With that illness and my absence we had yet another setback in attempting to schedule a meeting with the Sewer Commissioners. I'll keep at it. I have authorized, under the provisions of the MuniMod Act which now gives this authority to the Chief Administrative Officer, Bud to enter into deficit spending of \$15k for snow and ice. This is most unfortunate but driven by the absorption of the costs of screening sand this year (\$17.5k+/-), the purchase of the used truck (\$19k+/-), and now the repair to the machine that rescreens the sand at the highway barn again. Given the impact upon public safety, the cost structure of our current processes, spring clean-up and the impact upon our MS-4 plans and filings I must respectfully suggest that it is critical that the Town revisit its snow and ice operations.

**Administration & Finance**

**Town Accountant:** Worked more on FY 2015...trained Sue in the assessors office to enter the Vendor Warrant for the next few weeks...out sick most of the rest of the week...worked from home on Thursday on more of FY 2015

**Treasurer/Collector:** A/R is entered and submitted to accountant for final posting to the GL. Payroll & Vendor warrants are processed and waiting for selectmen's signatures. All deposits have gone to the bank. Last week I went into Boston with the Town Administrator and Chairman of the board to meet with the MFOB. December reconciliation is complete and over to the Accountant for final reconciliation to the GL. W2's have been given out to all employees. Met with MIIA and the retirees regarding changes to their Medex plan.

**Assessor:** Nothing to report this week.

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

### **Highway & Grounds**

**Highway Department:** An early week Rain and snow storm was the norm for highway again this week, and next day was spent sanding and salting roads for resident safety. Pothole work and general clean up on roads for debris. Some limbs came down in the wind and had to be moved.

The mechanic maintained plows and sanders to assure availability for storms. The motor for the screening plants has been sent out for rebuild and should be back by the end of the week. One sander is down and we are waiting for the coolant tank to get it back up and running.

The budget is complete and ready for review. The annual report for the Highway department is done and has been sent to town hall.

**Cemetery & Parks:** Nothing to report this week.

### **Public Safety**

**Templeton Police Department:** 1/12/17-1/18/17, Total calls 381, Police Department 286, M/V stops 16, Arrests 3; 1/19/17-1/24/17, Total calls 295, Police Department 207, M/V stops 9, Arrests 0

Narragansett Regional High School received an automated phone call reporting a terrorist attack on 01/19/17. TPD and NRHS are investigating and will keep you updated. Superintendent of schools sent out an e-mail with more information. Smith Electronics and Comtronics are coming to TPD to fix the radios on 1/26/17. Volunteer cell project has toilet installed and we have to install a water pressure pump to increase the low pressure to the building for it to work properly.

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

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

### **Development & Inspectional Services**

**Board of Health:** The Board of Health met with SK Management Companies with regard to a problem with heat and hot water at the Heatherwood Apartments; this issue has been rectified. Contacted Republic Services and spoke with Templeton's representative, Bill Ellis; requested an extension of contract for rubbish removal for all town properties, Republic will work with the town and grant an extension. Work continues on the budget for Development Services.

**Building Department Office:** Nothing to report this week.

**Planning Board Office:** Planning-Worked on town acceptance of Lafayette Rd as a town accepted road. Planning Board meeting-1-24-17, continuation of Gardner Airport "T" hanger project. Worked on annual reports for planning/ZBA/Conservation.

**Conservation:** Worked on Notice of Intent for single family house construction at 9 & 10 Shore Rd in Templeton.

## **Human Services**

**Council on Aging/Senior Center:** Finished budget and annual report last week. The storm this week, slowed transportation some, but by Wed everybody was back on track. When school is closed due to inclement weather, we do not provide transportation and there are no activities here at the building. We are in the office as always, but we do not encourage the seniors to be out in the weather.

**Library Director:** I 'attended' 2 webinars for our library's enrollment in the commonwealth e-book collections, one was an overview, and the other was an initial training. Open enrollment begins February 1, and we hope to be able to offer this great resource to our patrons by Feb. 6. The library will once again be participating in the Boston Bruins PJ drive, in conjunction with the Board of Library Commissioners, and many of our neighboring libraries. More information will be made available on the library's page of [www.templeton1.org](http://www.templeton1.org), as well as on TCTV, and within the library. We are excited to be a part of North Central Mass School Readiness Through Partnerships latest grant "Tinker Kits". It will target children ages 2 to 6. Training will begin next week, and we are promoting this initiative with the many preschools and daycares in our community. We continue to register patrons on the CWMars network. I have reached out to the NRSD librarian about scheduling visits to the kindergarten and first grade students starting in February.

**Community TV:** This week TCTV recorded, broadcast and uploaded to its YouTube Channel the Select Board meeting of Jan. 23. TCTV also has the Planning Board's Templeton Master Plan hearing on TCTV Channel 8 and YouTube. A new slide show is running with an automated program guide on Channel 8. The Historic Society's fall Car & Engine Show is also available on Channel 8 and TCTV's YouTube channel. The license renewal draft has been returned with Comcast's proposals, and any final negotiations should take place next week, with a potential approval before the Select Board on Feb. 13.

### **Important Dates to Remember**

**Selectmen's Meeting, February 13, 2017, 6:30 p.m.**

**\*Department Head Meeting, Tuesday, February 14, 2017, 9:00 a.m.\***