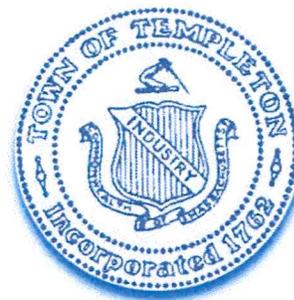


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator’s Weekly Report
DATE: October 13, 2016
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 Note To All Staff:

The Board of Health is holding a Bulky Waste day this Saturday from 9-11 a.m. at the Templeton Land Fill AND the Auction Viewing is also being held this Saturday from 9 a.m.-12 noon at the Highway Department. Information for both are on the website.

Business Meeting: N/A

Weekly Report: The Police Chief, Sewer Superintendent and I met with the USDA. We will file the pre-application for the PD loan within the next ten days and they will review the status of our sewer project and advise us of next steps on the same timeline (Unfortunately the project got transferred to a new project manager). I met with the NRSD current and former Superintendent and Mr. Markel relative to the \$1.74 projection and am comfortable that this was a reasonable projection. I'll work up something in more detail for you and circulate it by email on Monday. I've reached out to two of our neighbors to follow-up on DPW and/or Fire Regionalization opportunities to set meetings (10/19 and 10/31) for the Chair and I. CLA has released us from our engagement letter and will send us a final close-out bill in next few weeks. The audit project team met and we are on target although the various departments will be under a time crunch to supply us with additions/deletions of fixed assets which has not been maintained on an annual basis as needed.

Administration & Finance

Town Accountant: Last week: Worked on the tax recap...Met with audit firms to get bids for out audit process...Prepared the memo to the select board about my recommendation about the audit firms I talked with...Vendor warrant. Current week: Worked on the audit check list for items needed for FY 13....Vendor warrant of which \$970,000 were bills for the school project...Accounts Receivable...Worked on the audit check list for items needed for FY 13.

Treasurer/Collector: Nothing to report this week.

Assessor: Nothing to report this week. (out of office)

Town Clerk: Did the turnover for the previous month. Still have a steady flow of voter registration and absentee voters. Prepared the voting list for the Special town meeting.

Highway & Grounds

Highway Department: All hands at the Sand pit mining winter sand. Items for Surplus sale preparing to be staged for the viewing on 10/15/16. Mechanic performed preventative maintenance on vehicles as needed

Cemetery & Parks: Cemetery & Parks has been mowing & trimming all areas. Clean up of leaves Ect is underway. Spent Time assisting Town Hall, Scout Hall Removing Debris & Trash with the Worcester County Sheriff Dept. Community Service Program. Scheduled & Prep for three Funerals. Painting Of the Benches at Gilman Waite.

Public Safety

Templeton Police Department: PD – 286 Calls for service, 16 motor vehicle stops, 0 arrests, 0 PC. All vehicles at this time are in service. Volunteer Cell Project – F.W.Webb in Fitchburg has donated a large amount of items at cost or no cost for the cell project. Station Renovation/Remodel Project – As a result of a meeting with representatives of E911, NextGen, the Security Consultant Firm and the Architect it was determined that the building would have to be vacated for at least 2 to 3 months end the end of the project in order to finish. Dispatch – 359 calls (does not include incidentals, like someone asking a general question). No updates at this time.

PD – 242 Calls for service, 25 motor vehicle stops and 0 arrest. The officers of the Templeton Police Department put on a dance at the Council on Aging, which was well received. I would like to commend the officers involved for their hard work in putting this event together. The Templeton Police Department has been awarded a grant after submitting the proper application in the amount of \$2,780.00 for the purchase of vest by the BVP Office of the DOJ (50/50 matching funds grant). Dispatch – 315 calls (does not include miscellaneous calls). No updates at this time.

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 spent Tuesday afternoon in Gardner District Court with Clerk Magistrate, Whitney Brown; the administrative search warrants have now been issued and will be executed prior to Tuesday, October 18th. Small issue with free range chickens on neighboring properties, referred to Agricultural Commission to speak with owner. Circle Street trash issues have been corrected. Reviewed plans for a replacement septic system on Airport Road. Continued work on grant for demo properties, referred to Treasurer/Collector for town owned properties.

Planning Board Office: Answered phone calls and emails. Secured Narragansett Middle School cafeteria for the November 8th Planning Board/MRPC Master Plan forum. Coordinated ZBA Public Hearing for a Variance Hearing for the Police Building extension.

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

Special Town Meeting: Thursday, October 20, 2016, 7:00 p.m. @NRSD Auditorium

Selectmen's Meeting: October 24, 2016, 6:30 p.m.

Department Head Meeting: October 25, 2016, 9:00 a.m.