

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator’s Weekly Report
DATE: November 9, 2016
CC: All Departments



Business Meeting: Business Meeting & Workshop

The following is intended to provide supplemental information where a memo may not have provided a complete description of the item or we learned something additional since the original memo was prepared.

- 4. a. This is to introduce five recently appointed members of the police department.
- b. Although the Town Meeting did accept the statute allowing you to plow certain private roads, subject to appropriation and your decision process, I cannot find any policy on record as to the standards applicants for plowing must meet. While it is most likely that this road would meet any standards that we might propose for your review and action, the larger question is one of taking on additional service demands at this point in time as we struggle with trying to close the gap on the FY '17 budget. Obviously, against that issue, you will need to weigh the service needs of the residents on the street.

Weekly Report:

The primary focus of our week has been on working with our Financial Advisor in an attempt to place our several bond notes (Police, Sewer Pumping Station, and School), meetings and conference calls with our prospective lender(s). Kelli and I began work on developing a new template for the FY '18 budget. All staff suggestions for closing the gap in the FY '17 budget are in and I have begun to monetize all of those. We will be ready to present all to you on 11/21 with action needed on 11/28. I've scheduled a meeting of the Insurance Advisory Committee to review various FY '17 options, begin a discussion on the FY '18 benefit platform, and talk about possible ways of managing our risk relative to workers compensation (if they'd like to be involved in that). I've reached out to our insurance carrier on various coverage issues relative to the CoA cease and desist and will meet with him next Wednesday.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Worked on mapping changes received from Registry of Deeds. Working on a delinquent account for a homeowner. Updating required paperwork that will be sent out the end of December. Usual counter activity.

Town Clerk: Nothing to report this week.

Highway & Grounds

Highway Department: Tree work, OtterRiver Rd., Wellington Rd, Hubbardston Rd., Ledge Drive, Baldwinville Rd. Pot Hole patching, many roads in Templeton Assisted at Elder Housing installing a new flag pole rope. Prep Equipment for winter weather. Improved road way degraded by rain, S. Main and Raggedhill.

Cemetery & Parks: Cemetery Department Spent time on clean up in PineGrove Cemetery. With some additional clean up at GreenLawn & the Commons. Spent time on Baldwinville Common for the Veterans Day Celebration. Time spent in the office on the Tomb Restoration Project. Assessed the condition of a teeter totter & two jungle gym structures in Templeton Center.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: Performed multiple inspections and Trainings, A small group of officers will be attending a graduation ceremony Wednesday 11/9/16 at the Mass. Fire Academy, for one of our recruits. He has been attending these classes every Tues, Thurs, and Saturdays on his own time. We are proud of his hard work and dedication to the Department and town.

I would like to thank Lt. Wheeler and the Highway Dept. for finishing the walkway behind the Center fire station. By finishing this project we can move forward at making this a state registered training facility.

Emergency Management: Took part in a 2 hr conference call with MEMA concerning the Statewide Citizens Corps Council, of which I am a member. Sent in the application for the 2016 EMPG grant - purchases for this grant will be made after July 1, 2017.

Development & Inspectional Services

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

Planning Board Office: Worked on my evaluation. Answered calls and emails. Exchanged emails with resident of Lafayette Rd concerning drainage issues. Started putting together information for the Annual Report.

Human Services

Council on Aging/Senior Center: I received word that the Formula Grant is being level funded after all this year, so the \$1597.00 I thought we had lost, has been returned, which is really good news. We are going through 2 computer software conversions at once which means we are going crazy here at the Senior Center. As the Holidays near we are doing the usual scramble, will enough turkeys be donated, etc. This week we are all thinking of the Veterans that have and are serving our Country. My heart will always hold a special place for the Vets, my father was in the National Guard, my step-father

was a D-Day survivor on Normandy Beach, my brother and his wife both served more than 20 years in the Navy, so I say THANK YOU TO ALL OF THE VETS THAT HAVE SERVED SO THAT I HAVE THE FREEDOM THAT I ENJOY TODAY AND EVERYDAY.

Library Director: Nothing to report this week.

Community TV: This week TCTV planned to record the Select board workshop of Nov. 9, and continued production on event features.

Important Dates to Remember

Selectmen's Workshop, November 9, 2016, 6:30 p.m.

Selectmen's Meeting, November 14, 2016, 6:30 p.m.

Department Head Meeting, November 15, 2016, 9:00 a.m.

Selectmen's Workshop, November 21, 6:30 p.m.

Convention of the Committee's, December 5, at 6:30 p.m.