

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator’s Weekly Report
DATE: September 1, 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.

Business Meeting: N/A

Weekly Report: In this abbreviated week I have little to report. One item of note; COG advises that they may be able to get the state to approve the use of some of our leftover CDBG administration funds toward the FY '13 and '14 audits. This is not yet a certainty but we are hoping for something in the range of \$6k-\$8k. I have had initial budget reviews with the Assessor, Town Clerk and Police Chief. All are encouraged to get their material in at their first convenience and are reminded that 01/09 is the final submission date.

Administration & Finance

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

Treasurer/Collector: Nothing to report this week.

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

Town Clerk: Town Clerk-Finalized and submitted the Town Clerk’s Fy18 budget. Continued working on the census. Printed the notices for the changing of the polling location.

Highway & Grounds

Highway Department: Returned from Holiday weekend and address plow and sanding concerns for upcoming end of week storm. Prepare equipment and sand /salt. Repaired pot holes in a few areas of town. Brought equipment for Inspection stickers.

Cemetery & Parks: Cemetery & Parks Crew have been out doing clean-up of branches Ect due to the strong winds. Repaired Turner Park Flag Pole Ropes from wind damage. Working on servicing of small equipment. Sanding walks where needed. Superintendent is working on 2018 budget, and Tomb Restoration Project. Project has been advertised and is presently out to Bid.

Public Safety

Templeton Police Department: PD – 312 Calls for service, 10 motor vehicle stops, 1 arrest, 0 PC. All cruisers currently in-service, with minor issues. The Volunteer Cell Project: the painting of the interior of the cell has been completed and installation of the toilet sink unit has started. Dispatch - 397 calls (does not include miscellaneous calls). No further report.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week. (out of the office)

Development & Inspectional Services

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

Building Department Office: Nothing to report this week. (out of the office)

Planning Board Office: Nothing to report this week. (out of the office)

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

Department Head Meeting, Tuesday, January 3, 2017, 9:00 a.m.

Selectmen's Meeting, Monday, January 9, 2017, 6:30 p.m.

Master Plan Forum, Tuesday, January 10, 2017, at 6:00 p.m. at NRSD Cafeteria