

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator’s Weekly Report  
**DATE:** February 9, 2017  
**CC:** All Departments



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**Important Notice To All Staff**

**We have set the date for the Ch 30B training on March 8, 2017 at 9 – 1 p.m. Details will follow.**

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

**4:30 P.M.** Richard Kobayashi of the Collins Institute will be present. Please let me know if you have any questions on the materials we compiled for your consideration.

**6:30 P.M.** 4. a. This is a two-phase process first with a hearing on whether or not there was a violation and, should you believe there was, then what penalty you believe is appropriate.

4. b. This item is at the request of the NRSD Committee.

4. g. As you can see in Town Counsel’s opinion, the MA minimum wage law does not apply to municipalities. The question becomes what you want to set as your minimum wage so that I can use that figure – as needed – in the FY ’18 budget. In general, our current lowest rate is \$10.00 per hour.

5. b. Town Counsel has advised on the several questions presented to him arising out of the 02/06 meeting. The only additional action we jointly suggest, to clearly address any further 268A questions and to address areas where the by-laws or regulations refer to the role of a Superintendent, is to include these in the job description as was done previously with the Tree Warden position.

**Weekly Report:** The Snow & Ice deficit needs to be increased yet again. The Highway Superintendent inform me this date that he has expended roughly \$170k of the total of \$175k now authorized. I have therefore had to authorize an additional \$25k in deficit spending. Inclusive of the previously authorized spending, this will now total an authorized deficit of \$75k. As you can imagine, it is highly likely we will blow past that given the remaining 2+/- months of winter. I compiled the compensation and benefit study you requested for 02/13. This – unfortunately – means the presentation of recommendations arising from the OPEB analysis will have to be postponed to 02/27. I attended a meeting of fire officers to finalize the package before you on 02/13.

## **Administration & Finance**

**Town Accountant:** Nothing to report this week. (Office closed due to inclement weather)

**Treasurer/Collector:** Nothing to report this week. (Office closed due to inclement weather)

**Assessor:** This time of year is a very busy in the Assessor's office. Was involved in a project last week and neglected to submit the weekly report for week end 1/27/17. This report is for the past 3 weeks, as I was out of the office sick on Thursday the 2<sup>nd</sup>. The first commitment for 2017 Motor vehicle excise tax was generated and bills are going out with a January 30, 2017 date due on February 28, 2017. A 7<sup>th</sup> and final commitment for 2016 was also processed with the same billing and due dates. Yearly abatements for these tax bills have been processed in the office and receipts have been mailed out to the registered owners. I met with the Board of Selectmen Monday evening the 23<sup>rd</sup> for the 2<sup>nd</sup> quarter financial team report. Also, I stepped in and updated the Board of Selectmen on Chapter 61 Land that the town had the right of first refusal. I interviewed with Christine from the Gardner News in regards to an upcoming request to CPC for money for fire/water resistant cabinets for abstract deeds and probate papers dating back to 1900 thru the 1980's. These are original historical documents that need to be preserved. Last week and in the weeks to come the assessor's administrative assistant Sue will be stepping in to help out the accountant with work she needs to get done so that she could continue moving forward in the audits. Sue continues to be in the assessor's office during this time and works from her desk. Wednesday, February 1<sup>st</sup> was the final day for any property owner to file for abatement on their real estate and personal property tax bills. We continue to accept statutory exemption applications in the office. Deadline is March 31<sup>st</sup>. Getting the paperwork ready to go out and follow-up on Building permits issued after July 1, 2016 to date. The Board members and myself will be out doing this as soon as weather permits. Tuesday evening, I worked on mapping changes and creating new parcels and getting other filed paperwork ready to submit to Catergraphics for mapping changes to our on-line mapping system. This would be changes with the dates of January 1 – December 31, 2016. Preparing supplemental bills for new homes that have been issued occupancy permits after July 1, 2016. Also, generating omitted/revised bills that need to be sent for FY17. Starting putting in changes to parcels for FY18. Finishing up on final changes to parcels from FY17 Real. Started preparing for our monthly Board meeting next week, full agenda. Heavy counter and phone activity the past couple of weeks.

**Town Clerk:** Nothing to report this week. (Office closed due to inclement weather.)

## **Highway & Grounds**

**Highway Department:** An Icy mix storm came during the evening on Tuesday and the highway department spent the early part of Wednesday treating the roads. The weather warmed up and allowed some melting before the next storm, which was expected on Thursday morning. The afternoon was spent prepping trucks with plows and checking all equipment. The Thursday storm was ear marked a STATE of EMERGENCY by the Governor, the storm started around 6:AM and the highway began by treating the roads with salt and sand. This allows for traction as well as serving as a pretreatment for early travelers. They will be out in full force for the duration of the storm.

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

## **Public Safety**

**Templeton Police Department:** The week of 1/26-2/1: Total call for service 360, PD—211, M/V stops 7, Arrests 2. The week of 2/2-2/8: Total calls for service 400, PD---243, M/V stops 15, Arrests 1.

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

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

## **Development & Inspectional Services**

**Board of Health:** Nothing to report this week. (Office closed due to inclement weather.)

**Building Department Office:** Nothing to report this week. (Office closed due to inclement weather.)

**Planning Board Office:** Nothing to report this week. (Office closed due to inclement weather.)

**Conservation:** Nothing to report this week. (Office closed due to inclement weather.)

## **Human Services**

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

**Library Director:** Nothing to report this week.

**Community TV:** This week TCTV taped and broadcast the Select Board business meeting of Monday, Feb. 6. The video is also available on TCTV's YouTube Channel and Facebook page. We also completed and broadcast a short video, "Where Your Road Sand Comes From," which can be seen on TCTV Cable Channel 8 with the slide show between programs and soon to be uploaded to TCTV's YouTube channel. In addition, the Cable TV Advisory Committee is completing work on final contract language with Comcast for the renewal of the cable TV license. We have successfully migrated our between-shows slide show to a platform that allows us to mix in short videos and produce an automated program guide on the TV channel.

### **Important Dates to Remember**

**Selectmen's Meeting (Exec. Session), February 13, 2017, 4:30 p.m.**

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

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