

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator’s Weekly Report
DATE: March 16, 2017
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: Worked on the budget and Annual Town Meeting Warrant all week. Held a meeting with several department heads regarding the storm. I want to thank all of the staff in highway, cemetery, police and fire who went above and beyond during the storm and did a great job.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works

Highway Department: Monday was used to prepare all equipment to assure the response to the storm was done timely and efficiently. As the storm hit on Tuesday trucks were out sanding @ 6:AM and continued sanding and plowing operations thru the day into the next morning. A State of Emergency was called @ 6:AM on 3/14/17 and lifted it @ 9:AM on 3/15/17. The crew continued clean up throughout the day. Many pieces of equipment had operation issues and had to be sidelined. In the absence of the mechanic each repair will be evaluated , some can be repaired in-house but some repairs may need to wait.

The director attended the budget meeting as well as multiple meetings to address storm procedure for maximum safety. More winter weather is expected over the week end.

Cemetery & Parks: There were no funerals this week. The cemetery staff was busy with the snow storm in coordination with the Highway department. Great efforts in addressing this storm, to maintain safety of the roads throughout the town.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: The week of 03/02-03/08: Total call for service 375, PD—273, M/V stops 14, Arrests 0. The week of 03/09-03/15: Total calls for service 335, PD---240, M/V stops 16, Arrests 1. Chief Michael Bennett's last day at the FBI Academy is today and he will be graduating tomorrow. He will be at the next Selectmen's meeting on March 27th with a presentation about the FBI program.

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. Out of the office.

Building Department Office: Nothing to report this week.

Planning Board Office: Planning- Turned over \$4246 in back taxes from Van Dyke Construction. Worked on Day Mill Request to abolish the age restriction of 55 and over for certain units within the Day Mill Complex. Due to Town Hall closing on Tuesday 3-14, the Lafayette Rd acceptance Public Hearing will be rescheduled for April 11, 2017.

Conservation: Nothing to report this week.

Human Services

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

Library Director: We continue to fulfill holds for our neighboring libraries with some of our materials that are less in demand here. I 'attended' another webinar on the Commonwealth ebook collections. We are still in the 'set-up' phase, but are moving along. Story Hour was a large and lively group, despite the delayed school opening. The pajama drive concluded with 12 pair of pajamas collected for children in need across the State! Thank you to all who participated.

Community TV: Nothing to report this week.

Important Dates to Remember

Selectmen/Advisory Joint Workshop Meeting, March 20, 2017, at 6:30 p.m.

Selectmen Business Meeting on March 27, 2017, at 6:30 p.m.

Department Head Meeting on Tuesday, March 28, 2017, at 9:00 a.m.

