

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: March 9, 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: I'm sure that most of you have noticed that the Town Hall sign has been vandalized and some letters were removed. We have reached out to the sign company and we are working on getting it fixed or replaced with something less able to be vandalized as soon as possible. We hosted the four-hour Ch. 30B Procurement training on Wednesday, which was a huge success with 42 people in attendance, the majority from Templeton and about fifteen people from seven other neighboring communities. Attendees will get a certificate for completing the training. A lot of work on the Annual Town Meeting Warrant and Budget for FY'18 was done this week. Everything was completed until at the last minute, we received an unexpected \$190,000.00 increase in one of our line items. Therefore, last night and over the weekend I will be going back into the budgets to close this gap. I have also reached out to this organization to try to jawbone the number down. I am afraid that the planned \$105k for capital is the first to go. As to the remaining \$85k, I will do my best to not do great harm to the previous Draft. I received confirmation that the light department will once again provide building & street light electricity at no charge. They will also be helping to underwrite some immediate capital needs for fire and public works. Many thanks to them for working with us on this matter.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Office traffic flow is slowing down a bit. Continue working on new construction input into Real Estate Program and generating Supplemental Bills. Working on a couple of homeowner issues. Met with Carter in regards to town meeting articles submitted. Attended a mandatory 4 hour meeting in regards to Chapter 30B training. Review FY18 budgets with what was sent to us by Carter.

Town Clerk: Still entering census information and issuing dog licenses. Certified nomination papers. Processed marriage certificates. Attended a Chapter 30B training.

Public Works

Highway Department: There was a dusting of snow on Friday night and combined with the low temperatures the Highway department sanded the roads to keep them safe. Other than that the wind last week brought down many branches and some trees, the day Friday was spent on clean up and inspection for any hanging branches. Continued tree work is planned as long as the weather stays fair. The Street sweeper has been out doing some cleanup of the heavier sand in the center land and along the side walk edges.

Cemetery & Parks: The cemetery department has been working on cleanup of branches from trees knocked down by the high winds. Removal of an uprooted tree in Greenlawn Cemetery was needed and re-loaming of the area. Gardens @ the Library were cleaned. Response was necessary to an emergency plumbing issue at the town hall. The Superintendent is working with the town administrator to finalize the FY2018 budgets, attended S.L.D.P. Classes and is continuing to work on the transfer of knowledge with the Highway Administrative assistant.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development & Inspectional Services

Board of Health: BOH Agent met with owner of Patriots Road property, during meeting owner agreed to make all corrections in order to avoid Housing Court; since meeting several items have already been corrected. BOH Agent worked with potential owner of an abandoned property (bid placed on property with bank) on South Main with regard to probable issues with the septic system and the well. Agent attended procurement training offered by Inspector General's office. Flyers going out for local contractors for free training on how to become an Abandoned Housing Initiative Receiver; training taking place March 23rd at 5:30 pm at the Orange MA Armory.

Building Department Office: The Building Office received a total of four building permit applications; we have issued a total of two permits, so far all the others are in process with Building Commissioner Hanks. We are in receipt of three new plumbing applications and one application for electrical work. The Advisory Board voted to move \$2500 into the Inspection Payroll account allowing our Electric and Plumbing Inspectors to continue moving forward with inspections.

Planning Board Office: Planning Office Administrative Assistant attended 30B procurement training offered by the Inspector General's office. Completed draft minutes from the Planning

Board meeting of 2/28/17. Meeting held with Van Dyke Construction with regard to a modified site plan for Lafayette Road request to become a town accepted road.

Conservation: Nothing to report this week.

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

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

Special Staff Meeting on March 15, 2017, at 3:30 p.m.

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

Selectmen/Advisory Joint Workshop Meeting on April 3, 2017, at 6:30 p.m.

Selectmen Business Meeting on April 10, 2017, at 6:30 p.m.