

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: April 6, 2017
CC: All Departments

Carter



Important Note To All Departments

****BoS/AC Workshop 04/11 @ 6:30 p.m.****

Community Services Discussion and Action on Proposed Budget
CS Units should definitely be there if they wish to weigh in on the proposal. Others are welcome for the balance of the meeting but not required.

****Capital Improvements Committee****

If you have a capital item in the budget and did not submit during the normal annual cycle, you **MUST** do so by 04/11 so we can make sure we comply with the by-law when appropriations are put before the Town Meeting.

The following is intended to provide information where a full memo may not have been warranted or supplement the provided information.

Business Meeting or Workshop: n/a

4. c. This is the general supply and maintenance contract for our printers as was reviewed at the budget meeting. The 39-month contract has a total value of \$20,241. The vendor is on the state bid list.

Weekly Report:

We received a check in the amount of \$7,750 for workers compensation credits for our FY '15 policy. I prepared and submitted the various proposed budget amendments for FY '18. I attended the Advisory Committee in an effort to learn of outstanding issues I might be prepared for next week. Other than a review of their disagreement over our revenue estimates I really do not have much to pass along. That said, there was considerable discussion over why we did not ask for a transfer of \$20,000 for the fire truck repairs instead of \$10k to backfill the Vehicle Maintenance account and how I (as the overall budget manager) came to sign-off on that request

instead of each individual department head. I've explained this on many occasions and in numerous communications but if any of you have questions just let me know. There was considerable time spent on a variety of legal and personnel matters. I will brief you individually or by copy.

Administration & Finance

Town Accountant: Nothing to report this week. (Out of the Office)

Treasurer/Collector: A/R is entered and submitted to accountant for final posting to the GL. Payroll & Vendor warrants are processed and waiting for the selectmen to sign. All deposits have gone to the bank. February reconciliation is completed and over at the accountants office for final reconciliation. Commitment 2 excise bills and demands on commitment 1 excise bills went out with the incorrect office hours. Our deputy collector has been notified of the new hours and the change has been made. I apologize for any inconvenience this has caused any of our residents.

Assessor: This week attended a meeting Monday evening with the Board of Selectmen and Advisory Board to review my FY18 budget requests. I have followed up on information requests in regards to budget. Submitted paperwork to Capital Planning Tuesday morning for the request I submitted to Community Preservation back in January for Steel Fire and Water Proof storage cabinets. I have been made aware recently that this has to be done and approved by Capital Planning before Annual Town Meeting. I have been working with Cartergraphics on a couple of mapping concerns that were sent out to them last month. It is anticipated that our on-line mapping program will be updated by the end of April. (This would be for mapping changes occurring January 1, 2016 thru December 31, 2016). Finished up exemption applications received for FY17 taxes. The deadline has now passed for these. Reminder to town residents, applications for FY18 abatements may not be taken out or returned until July 1, 2017. I am continuing to work on two abatement applications on FY17 tax bills. Moderate foot traffic in the office in regards to motor vehicle bills. Continue to work on pending building permits.

Town Clerk: Issued dog license's. Attended a budget meeting with the Board of Selectmen and the Advisory committee. Mailed out underground storage renew forms. Had several requests for genealogy. Submitted the Town Clerk's monthly turnover.

Public Works

Highway Department: Plowing and sanding of roads thru late on Saturday and into Monday for sidewalks. Maintenance on many vehicles; Some side lined due to the cost to repair and the lack of funds to do so. Vehicles are out of service because there is not enough money in the budget to repair them , H 7(10 Wheeler) Brakes and rear spring, H9 (6 Wheeler) sander is down needs chain and welding, Rear Spring, H12 (10 Wheeler) Brakes, H35 (Ford 1 Ton) brakes, H13(Loader L90) Wiring and fuel pump issue (in yard use only) H7,H9 and H12 are used for plowing also for sanding,,, H9 is not available for sanding. H35 and H13 are used for plowing. The director attended the Advisory board meeting to discuss additional funding needed in the maintenance account for repairs to highway vehicles.

Cemetery & Parks: Snow removal the latter part of the week into the week end, with the slow-moving storm. Cleared sticks and debris in Green Lawn and Pine Grove cemeteries and common areas after the storm. Precautionary checks for icy areas. General maintenance to equipment, CD4 , mount plows on CD4 & CD5, fill fuel cans, re-sharpened chain saws, delivered drag box to Highway barn for welding, change oil in John Deere Z997 and washed and prepared for spring. Changed out the sensor on sump pump in Scout hall, so it does not need constant monitoring. Cemetery assisted the highway in the repair of the drag box. Lowered flags to half staff per the Governors' direction.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 285 Calls for service, 16 motor vehicle stops, 0 arrest, 0 PC. The new Ford Interceptor SUV was picked up on Tuesday and has been put into service. The Volunteer Cell Project: Progressing slowly. Dispatch – 394 calls (does not include miscellaneous calls). Still working on radio issues.

Templeton Fire/EMS: Chief David Dickie's first week on the job. We posted the Firefighter/EMTP in-house.

Emergency Management: Nothing to report this week.

Development Services

Building Department: The Building Commissioner has been out of the office due to illness; he has notified the office that he will be completing several inspections before the end of the week that have been delayed. The office has received a permit application for a new build on Highland Ave and two applications for renovations at existing properties; also, received two electrical permit applications and two plumbing permit applications. At this time, there is an issue with Commissioner Hanks cell phone, if you need to reach him, please call the office at 978-894-2770 and office staff will relay the information.

Planning Board/ZBA: Completed the mailing to the abutters for the public hearing regarding Day Mill Condominiums; recorded the minutes of the April 5th meeting of the ZBA. Processed the payment to Whitman & Bingham for the peer review of engineered plans for the Gardner T Hanger; the Planning Board meeting of April 11th has been cancelled.

Conservation Commission: Conservation Chair walked on Gray Rd for installation of in-ground pool, no wetland issues found; received application for inspection for new build on Carruth Road and Highland Ave.

Board of Health: Met with Region 2 Emergency Preparedness Planner; there will be a company contacting this office, hired by Region 2, to inventory equipment previously purchased with state allocated funds. Worked with Kaltner Construction with regard to violations at 109 Patriots; the

Kaltner's believe the work will be done by the end of April and the property will be ready for auction. Inspected cellar/basement of property on Circle Street due to plumbing issues; violation order issued. Continued work on strategic plan to move offices.

Community Services

Council on Aging/Senior Center: Last week we had a very successful blood drive and the Red Cross has already asked to schedule the next one, which will be in October. Our blood drive was a battle of the badges and the fire and police department tied. We Thank everyone who gave, as giving blood saves lives. We are getting busier here at the senior center, winter is always a little slower than the warmer months.

Library Director: Nothing to report this week.

Community TV: Nothing to report this week.

Important Dates to Remember

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

Department Head Meeting on Tuesday, April 11, 2017, at 9:00 a.m.

Joint Selectmen's/Advisory Budget Workshop, Tuesday, April 11, 2017, 6:30 p.m.

Joint Selectmen's/Advisory Budget Workshop, Wednesday, April 12, 2017, 6:30 p.m.