

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: July 13, 2017
CC: All Departments

Carter



Important Notice To All Departments

The Town Clerk is holding a Swearing-In Event on Monday, July 17, from 5-7 p.m. at the Town Hall Conference Room-Picture ID's will also be done for Appointees and Employees

Current Job Openings On Our Web Site Are:

Library Assistant 7+/- hrs/wk
DPW Driver/Operator/Laborer (Full Time)
Fire/EMS Administrative Assistant I (19+/- hrs/wk)

Please feel free to refer potential candidates to us!

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

Weekly Report: I've reviewed the updated cherry sheet revenue and offset figures which are in the final state budget. They are in line with our revenue projections (i.e. \$794 below the projections we used or .048% less than House 1 on a base of \$1.65 million.) w/Respect to FY '18, we now have \$75k in the Ambulance Receipts reserved for appropriation of the \$100k that we need for the Fall Town Meeting. The July receipts will provide us with the balance of what we need. I will warn you that this cycle of making a supplemental appropriation of these receipts at the Fall Town Meeting is what you will need to follow each year for the next few as you build this account up to where it has true reserves. The Advisory Committee approved the two transfer requests (Legal Counsel and Snow & Ice) so we were able to close those accounts out w/out deficit. w/Respect to FY '17, otherwise we are on track to close the FY on schedule and continue on with our plan as per the Gant chart supplied to you. Likewise, the school project remains on track as we described to you on 06/29. I have now received the PD construction timeline and will send you an updated Gant chart once I've been able to review this submission and plug it in. Letters have gone out to all of our unsuccessful applicants for the several positions recently filled. They were advised that their applications will remain on file for 6 months from the closing date in case something for which they are suited comes up. The new town domain email for the Advisory Committee has been established

as advisorycommittee@templeton1.org. We have informed them and asked them to use it in all official communications. Other non-town emails will be swung over in the coming few weeks. The special financial report will be going to the printer next week.

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: The highway guys assisted the committee for the Mac & Cheese festival in supplying barriers. Sweeping continues on Partridgeville road and surrounding areas onto S. Main St. General yard work to prepare areas for storage of plows blades and other equipment. The mechanic is working on getting H7 back into the fleet after down time due to budget constraints. It is expected to be complete by the week end. Parts are on hand for other projects on fleet vehicles that have been red lined. Surveying of the radius cut for the Wellington/Dudley Road has been done for the traffic direction change. Steeple antiques found a large sink hole in their parking lot because it is private property, the state was notified because it was a possible failed drainage pipe off of Patriots Road. A steel plate has been placed over the hole and caution tape to keep people from parking in the area. The director attended the department head meeting.

Buildings & Grounds: Happy FY18, the sun is shining and the grass is growing really fast. Thank goodness for the rain the grassy common areas are healthy and green. The Templeton Center was attended to for the Mac and Cheese festival last Saturday. All common areas were mowed and trimmed and trash and debris disposed of. Gilman Waite field was mowed and readied for the upcoming softball tournaments this past week end. Greased and performed oil changes on the lawn tractors and maintenance to the small trailer and cleaning in the garage. Trimming performed in the rear entrance of the East Templeton ball field. Prepped site for a burial in Green Lawn Cemetery. Established location for foundations for Stone placement.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 7/6-7/12 PD – 268 Calls for Service, 47 motor vehicle stops, 1 arrest, 0 PC. The officers have been out and about with the Departments' new LIDAR enforcing speeding violations throughout the town. Dispatch – 424 Calls (does not include miscellaneous calls). On 7/11 we had our Quarterly RECC Meeting.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development Services

Building Department: Nothing to report this week.

Planning Board: Nothing to report this week.

ZBA: Nothing to report this week.

Conservation Commission: Nothing to report this week.

Board of Health: Nothing to report this week.

Community Services

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

Library Director: A serious leak occurred on Saturday in the Children's room ceiling, but luckily, no books or materials were damaged. We are hoping to have it repaired late this week. The summer reading program's 'bookmark workshop' was well-attended, and many young patrons have been visiting each day to report on their reading progress as part of our Summer Reading Incentive programs. Our patrons are already taking advantage of our extended hours, and their feedback has been very positive. I attended a webinar on the Commonwealth ebook collections. The July book order has been placed. Weeding of the collection has begun in anticipation of our book sale in August.

Community TV: This week TCTV recorded and cablecasted the Board of Selectmen's meeting of July 10, the Planning Board hearing of July 11, and the Advisory Committee of July 12. Production work was completed on the Lions Club Golf Classic video, which debuted on Cable Channel 8. Work continued on the Declaration of Independence reading, the Mac N Cheese Festival and Temperance Tea & Speakeasy events. TCTV is also experimenting with overlays of the TCTV logo on Cable Channel 8. All programs are also available on TCTV's YouTube and Facebook pages.

Important Dates to Remember

Selectmen Business Meeting on Monday, July 24, 2017, at 6:30 p.m.

Department Head Meeting on Tuesday, July 25, 2017, at 9:00 a.m.