

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: July 19, 2017
CC: All Departments

Carter



Important Notice To All Departments

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: Weekly Report: I have some excellent news to share on the elementary school project. As you know there were some modest redesigns required to address changes in the energy code. As you also know we had the cost estimator run new numbers to see where we stood given this redesign and the one year delay. The OPM reports that “We are confirmed that estimates are positive overall and the project remains on target slightly under the original budget with the added year of inflation and the added SMMA and OPM costs. We plan to keep the add alternates as originally anticipated in the bid documents to allow the district to add elements if desired and have the safety of the FF&E if bids were to come in significantly over budget.” I’ve been working with counsel on our litigation matters as you will see on 07/24. I’ve provided comment on the several IMA drafts and have started a Transition Memorandum for Mr. Hickey.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: This week worked on accounts with credits to verify figures. Motor Vehicle Commitment #4 has been committed along with two additional commitments for Rebills. Last

week's meeting was canceled so board members have stopped in to sign these commitments and a bill warrant. Continue to work on building permits and certificates of compliance. Office flow has been steady as Veteran's are coming in with letters and to sign for their yearly exemptions and other residents are coming in to submit their yearly exemption applications or inquire about what we have to offer.

Town Clerk: Nothing to report this week.

Public Works

Highway Department: Highway personal assisted the water department with some excavation on Prospect Street. A flashing "STOP" sign was placed @ the end of Barre Road where it meets Dudley Road. Many accidents have occurred and this is part of an effort to keep the public safe. Some catch basins addressed for blockages and the lines flushed to clear debris. Cold patching done on South Road. Narragansett parking lines were re-painted and the Baldwinville Elementary. Sweeping should be complete by the end of this week. One of the COA vans is in the process of being repaired for power steering issues, and is expected to be available by 7/21/17. H7 is back in the fleet. H23, the bucket truck is in the process of being torn down and engine rebuilt

Buildings & Grounds: The director has been compiling info for the Tomb grant. Trimming and mowing was done @ Green Lawn and Pine Grove. Prepared area for a funeral in Green Lawn cemetery. The crew assisted at the Senior Center in setting up for an outside event. Picnic tables and trash barrels were supplied. Picked up materials at Graves concrete and Agway for use in the cemeteries and commons. All common areas mowed and trimmed and the trash emptied. General maintenance to the lawn tractors and other equipment.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: Since the beginning of the fiscal year the Fire Department has responded on 22 calls for the ambulance, 6 fire alarm calls and 2 motor vehicle accidents. Starting on July 5th and finishing on July 13th we had our annual ambulance inspection. I'm very pleased to say we passed with flying colors. On July 7th, the department conducted interviews for a full time firefighter/paramedic, and we are in the process of hiring with an expected start date of the 7th of August.

Emergency Management: Nothing to report this week.

Development Services

Building Department: Building Department was busy this week, week took in five new applications. Issued four permits two of them for new single family homes, a pool, and a large addition to a home. One use permit was issued for a new business in town. Richard reviewed building plans for the upcoming Police Station upgrade and will be holding a meeting for a plan review with all inspectors and fire department. Two plumbing and two electrical permits were issued.

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. (Out of Office).

Community Services

Council on Aging/Senior Center: Since the beginning of the fiscal year it has been nothing but a whirlwind. We have been adjusting to one less staff member, with our dispatcher no longer on our staff. We have been pretty successful in making this transition as seamless as possible. We also had a picnic for the seniors promoting healthier living, and being more active. The Farmer's Market Coupons are in so we are giving those out as well as taking renewal applications for the Food Pantry, creating an increased need for services for the next month. Transportation and Activities remain about the same. The heat and humidity have created a need for seniors to take refuge from the weather here at the center during the heat of the day.

Library Director: Nothing to report this week.

Community TV: Nothing to report this week.

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.