

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** August 17, 2017  
**CC:** All Departments

*Carter*



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**Important Notice To All Departments**

**THE SELECTMEN'S OFFICE WILL BE CLOSED ON MONDAY. OPENINGS THE REST OF THE WEEK WILL BE INTERMITTENT AS CARTER'S SCHEDULE PERMITS.**

**If you have procurement questions, you are urged to consult with this Office ASAP.**

It is imperative that all Town Departments understand that any contract which is entered into that is not in compliance with the statute "... shall not be valid, and the governmental body shall make no payment under such contract." (MGL Ch. 30B §17). I think we can all agree that we certainly do not ever want to see the Town in such a position.

**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 worked with the Diane and Keith on the IMA in keeping with a request from the Winchendon representatives to try to move the IMA forward. In keeping with our back-up/supplemental plan of 08/14, the Management Fellow position was posted with 15+/- colleges and universities, ICMA, the northern four New England municipal associations, the municipal managers email blasters, our typical web site postings and the like. Please remember to get me comments on the financial policies ASAP so we can pull them all into the next Draft w/a target of your 09/06 policy setting workshop to finalize them going into budget season. Time was spent seeking additional information on the procurement issue for finalizing the memo for the state. The BAN paperwork is off to the bank and the monies will be in our account(s) shortly.

**Administration & Finance**

**Town Accountant:** Nothing to report this week.

**Treasurer/Collector:** Nothing to report this week. (Out of the Office)

**Assessor:** Returning from vacation so much of this week is catch-up. Worked on the 4th quarter financial report for the assessor's office to submit to the BOS at their next meeting. Chapter land paperwork was sent out to landowners last week. Deadline for filing this paperwork is October 1st. Residents continue to come in to inquire and drop off statutory exemption applications for FY18 Real Estate taxes. No Board of Assessor meeting was held this month. The next scheduled meeting is Tuesday, September 12th at 4 p.m.

**Town Clerk:** Nothing to report this week.

### **Public Works**

**Highway Department:** The traffic direction change on Wellington and South Roads began with the road cut on the corner being re-surfaced, then the arrows were added to Wellington Rd., signs were added and then the arrows added South Road. The actual traffic pattern change became effective @ 3: PM on Tuesday. Mowing was done on Rt 101 (Gardner Rd), Barre Rd and Wellington. Pot holes were filled on South Road and Exchange Street. The tree hearings were held on Monday with no opposition for removing the recommended trees. Removal of 4 Maples on Boynton St, 1 Ash on the common near Country Mischief occurred on Thursday. The director attended the Select board meeting on Monday and the department head meeting on Tuesday. In the Maintenance department, there were many Preventative maintenance checks performed. A vehicle from the COA was brought in with several issues. All of the issues will be addressed and the van returned to the fleet.

**Buildings & Grounds:** Brought the lawn tractor to Padula's for estimate of service and picked up parts that were on order. Replaced an old lawn trimmer and a hedge trimmer with new from Gardner Power Equipment to improve efficiency, the older equipment is clogging and not running as it should. Loamed, fertilized and seeded @ the outside fence area of the burial ground in Templeton Center. Trimmed the shrubs around the Gazebo. Returned 5 picnic tables from the senior center to storage @ Gilman Waite. Prepped areas for 2 funerals at Pine Grove cemetery. Worked in together with the Highway division to remove 5 trees off the Templeton center common. Mowed, trimmed and did general lawn maintenance both cemeteries, as well as all common areas in town in preparation for the Templeton Crafts Fair

**Sewer Department:** Nothing to report this week.

### **Public Safety**

**Templeton Police Department:** 8/10 – 16 PD – 237 Calls for Service, 25 motor vehicle stops, 1 arrest, Still monitoring the issues with recalls on all three of the Ford SUVs. Repair work is scheduled for right after Labor Day for cruiser 17. Police Station Project is awaiting contract approval from Town Counsel in order to go to bid. One-way traffic pattern was put into place on South and Wellington Roads with assistance from the Hwy Dept, we are experiencing minor obstacles as expected. Dispatch – 366 Calls (does not include miscellaneous calls). NexGen change over in the dispatch center is working seamlessly. We are expecting to change over to our new internet provider and closed circuit system this week.

**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:** No activity to report at this time.

**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:** Our Summer Program concluded on Wednesday with an ice cream sundae party, and raffle drawing. We had a wonderful 7 weeks of activities and READING! Many thanks to all who helped, and congratulations to all of our young readers on their progress. The Annual Report Information Survey has been completed and submitted to the Board of Library Commissioners. The final two reports (Compliance and Financial) are due in early October. I will begin working on these next week. We have finished weeding the collection for the library's annual book sale. With rain and thunderstorms in the forecast, we have decided to hold the book sale INSIDE the library. Circulation continues to increase every week, and patrons are taking advantage of the additional morning hours.

**Community TV:** Nothing to report this week.

### **Important Dates to Remember**

**Selectmen Meeting on Monday, August 28, 2017, at 6:30 p.m.**

**Department Head Meeting on Tuesday, August 29, 2017**

**BoS Retreat, Wednesday, September 6, 2017, at 6:00 p.m. Templeton Common Fire Station**