

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: August 3, 2017
CC: All Departments

Carter



Important Notice To All Departments

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: Our new Treasurer/Collector, Cheryl Richardson, started on Monday, July 31. She is getting acclimated to the position very well.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Prepared paperwork to be sent out to Chapter Land owners mid August. Worked on a Title V Loan apportionment. Sent out paperwork to Blind Exemption Recipients to fill out and return to the office. Office flow is steady with Veterans coming in with paperwork and to sign exemption forms. Also, residents coming in to obtain exemption paperwork or to inquire about what exemptions we have to offer. Reviewed current exemption applications for eligibility and prepared them for the Board to review and approve or deny. Worked on preparing the FY17 Annual Report. Did site visits for pending building permits and added pictures, information and sketches to property record cards. No report will be submitted the week of August 7th as I will be away. The office will be open usual hours.

Town Clerk: Nothing to report this week.

Public Works

Highway Department: Completed street sweeping and began the road side mowing on Barre Road. Hauled several loads of gravel and sand from the pit to the DPW storage area. Crosswalks were painted on Baldwinville Road, Hubbardston Rd, Cross Rd, Partridgeville Rd, S. Main and Pail factory Rd. Excavation on the corner of Wellington road where it meets Dudley Rd in preparation for the change in traffic direction to “ONE WAY”. In the mechanics area, The MOW (MEALS on WHEELS) vehicle got new tires and the COA’s #3005 passenger van had repairs done to the A/C and was taken for an inspection sticker. The mechanic is continuing to install a new engine on the (H23) bucket truck.

Buildings & Grounds: The director attended the Special Select Board meeting. A grave site was prepared for a funeral in Green Lawn Cemetery. Filled in ruts and holes with loam around the Gazebo and seeded. Addressed an issue of a clogged drain on the Library roof, further investigation is required to clear the pipe to fully resolve the problem. A resident requested that the Tether Ball area be cleaned up @ Gilman Waite and they are willing to donate a tether ball and rope. Brought a tractor to Padula’s for service and picked up supplies for the weed whackers and mowers. Loamed and seeded new walkways @ the TC fire station. Removed trash and cardboard from all common areas in town Put all flags to half-staff per the Governor’s request. Moved mulch pile @ Gilman Waite. Mowing and trimming done in Pine Grove and Green Lawn cemeteries as well as Templeton center and Baldwinville common. Added new cribs (Raised lots) at Pine Grove.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 7/27 – 8/2 PD – 240 Calls for Service, 7 motor vehicle stops, 3 arrest, Handling issues with recalls on all three of the Ford SUVs. Dispatch – 329 Calls (does not include miscellaneous calls). Nothing new to report.

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 repair was done on the area of the Children's room ceiling which experienced a serious leak last month. DPW Director, Alan, has suggested that his crew remove some of the large vines which are growing on the exterior walls and roof to prevent any further interference with the drainage system. This week's summer program, The Teddy Bear Picnic was a huge success! A large group of children enjoyed a picnic and outdoor activities with their stuffed animal friends. Work continues on the Annual Report Information Survey (ARIS), as well as weeding the collection. Inter-library loan exchanges continue to increase. Circulation desks have been very busy.

Community TV: Nothing to report this week.

Important Dates to Remember

Selectmen Meeting on Monday, August 14, 2017, at 6:30 p.m.