

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** September 27, 2016  
**CC:** All Departments



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**Important Note to All Staff**

**Please be sure to complete and send the excel sheet for your Circle of Influence for the 360<sup>0</sup> if you have not already done so!**

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

**Business Meeting: N/A**

**Weekly Report:** I've reached out to USDA about taking our debt on the Police Station (Term and Rate @ 2.25%+/- look good at first glance with a potential of 15% of the project as a grant in aid) and am setting up a meeting to pursue in more depth. We met with the key players in the School Project to discuss the bidding timeline, change order and invoice processing, shortening the MSBA to NRSD to US cash flow, and how to keep the public apprised of construction progress. Staff and I met with the UMass team to kick-off the Financial Management project. Meeting notes should be available shortly. Of six parties contacted to look at the FD station leaking roof only one has responded to date. I do hope to have one more quote next week (think \$6k+/-). This will pretty well wipe out the line item and we will still have another leaking roof at Highway to deal with. We have received two quotes on the Ladder pump repair (Think \$25k+/-). We will not be able to absorb that within the \$6k allotted for repairs of fire vehicles and will probably have to hit the general vehicle maintenance account for a substantial portion of it. The viewing date for the surplus auction will now be 10/15 with bids opening on 10/26. This will hit your agenda at your following meeting. Kelli and I met with one of the potential auditors for the out years past FY 2013 and hope to wrap those up by 10/15. I met with the Advisory Committee and although it went well, they did have questions. I've asked Bud to reach out to his association to see if anyone has policies on how to dispose of tree cuttings, cutting the shoulders on roadway edges, and similar waste materials in a manner the public can understand, provides them access, and avoids a claim of preferential treatment for employees who may also want these waste materials. I'll likewise contact the IG's office to see if they have anything. The Interim FD and PD Chief and I sat to review a fire of organizational structures and staffing possibilities to report back to you on 10/11. In conjunction with some of those options I'll be reaching out to some of our neighbors. I've also begun a more in-depth review of the prospective ALS revenues and expenses so we can try to finalize the staffing plan to meet our needs and have that discussion in context of the overall organizational structure. I've also learned that we are a tad overdue on filing our MS-4 permit

(think storm water drains) and have reached out to Bob M to see who has completed them previously. The upcoming statewide MS4 permit becomes effective on July 1, 2017, and has much more detailed requirements than the current permit. We will need to sort this out as part of our FY '18 budget planning. The NRSD certified a new assessment about \$14k lower than its initial assessment. Unfortunately, you did not include a trigger to automatically lower your appropriation in such an event. I'll be seeking DOR guidance as to how to deal with this on the recap sheet.

### **Administration & Finance**

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

**Treasurer/Collector:** This week the USDA loan paperwork for the water storage tank was completed. I came into some information from Worcester Regional Retirement that if an employee should go from full time to part time that they remain in the retirement system and their withholdings continue. Information for the DE-1 has been entered into gateway, just waiting on one more answer prior to submitting the form.

**Assessor:** Continue to receive and review Statutory Exemption Applications and Chapter Land Applications. Department Head meeting, Finance team meeting and met with U Mass Collins Representatives. Usual counter activity.

**Town Clerk:** Worked on certifying signature for Town and State petition's that were submitted. Busy with voter registration. Entered data into Board & Committee program. Processed marriage licenses and vital records

### **Highway & Grounds**

**Highway Department:** All hands at the Sand pit prepping to mine winter sand. Office preparing for surplus sale of items no longer needed. Investigation /Education into Stone Bridge, Grant may be available to repair it. Many repairs to highway vehicles.

**Cemetery & Parks:** I spent most of my time on Templeton Common Loaming & seeding Boynton St. Area. Scheduled one funeral, Removed AC units at Town Hall for the Winter months. Mowing at PineGrove, Greenlawn, & Commons.

### **Public Safety**

**Templeton Police Department:** Nothing to report this week.

**Templeton Fire/EMS:** Last week the E-mail system went down for the FD. It took me 3 days of phone calls to get it straightened out. This week we had 1 underground propane tank inspection. 9 Ambulance calls, 4 Fire calls. I am caught up to; May 2016 of the state M.A.T.R.S. reports. Our E-1 was out of service for 2 days after it shredded the V belts, (they had to be ordered and shipped). It was repaired in house. Ladder 1 needed the batteries replaced after having starting problems.

**Emergency Management:** Nothing to report this week.

### **Development & Inspectional Services**

**Board of Health:** BOH inspections took place at Dudley Road for completed septic repairs. Letters went out to local farmers for interest in mowing/haying the landfill cap, waiting for responses. Conducted an interview for DPH with regard to Adams Farm food recall; no local establishments sell Adams Farm retail meats. Reviewed AHI affidavit information w/Det. Smith; provided further info and dates to meet request. Reviewed and approved septic plan for Barre Road; new build. Participated in three webinars; drinking water (removing percholate), reporting labs for communicable disease and Commissioner Bharel's quarterly report from DPH.

**Building Department Office:** Nothing to report this week.

**Planning Board Office:** Transcribed notes from Planning Board 9-27 meeting. Turnover check of \$300 to Treasurer for ANR approved at Planning Board meeting. Distributed approved ANR documents to Clerk, Assessor and Building Inspector. Started arrangements for the Planning Board/MRPC Public Forum to review Master Plan Document with the public for comments. Provided approved 9-13-16 Planning Board minutes to Peter Glick-Senior Associate-Civil Engineer, Symmes Maini & McKee for submission to the Massachusetts School Building Authority.

### Human Services

**Council on Aging/Senior Center:** This week I attended a Fire and Life Safety Education Conference. I learned a great deal and am very appreciative of the Senior Safe Grant that the Fire Department received allowing me to attend. This week we had 98 seniors come in for 166 different times to attend events. We provided 9 people with Social Service. The drivers transported 27 people to 129 different places. Lastly we delivered 1097 meals to 23 home bound individuals. I would like to take a moment to thank my staff and the COA Board for their continued support and willingness to give of themselves freely.

**Library Director:** Nothing to report this week.

**Community TV:** This week TCTV recorded and scheduled the Select Board meeting of Sept. 26, the Planning Board meeting of Sept. 27, and the Advisory Committee meeting of Sept. 28.

### Important Dates to Remember

Selectmen's Meeting, Tuesday, October 11, 2016, 6:30 p.m.

\*Department Head Meeting, Wednesday, October 12, 2016, 9:00 a.m.\*