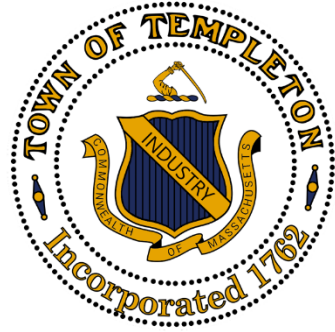


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator’s Weekly Report
DATE: October 26, 2017
CC: All Departments

Carter



Important Notices

Positions Now Open: PT Police Officers & Dispatchers

Fall Town Meeting: 7:00 P.M on November 14th at Narragansett Regional Middle School

**Town Hall Hours Change 11/01 (Mon 7:30a to 6:30p; T/W/Th 7:30a to 4:30p)
Please post notices now and prepare to change web pages and printing CoB 10/31**

It’s not too early to begin to think about your FY ’19 OPEX and CAPEX budget requests. Expect budget guidance on or about 12/01/17 and submissions due back on or about 01/01/18 Please make sure all of your units and committees are submitting their projects to the CPC!

Business Meeting or Workshop: The following is intended to supplement agenda items where a full memorandum may not have been required or updates are needed. N/A

Weekly Report: Efforts were spent finalizing the Fall TM Warrant and circulating it out. I’ve invited the AC to include their recommendation in the Summaries and Motions package for the convenience of the users and savings in production labor and costs. I attended the Capital Planning Committee.

Below is the proposed listing of the reading of motions, advocates, and staff resources in keeping with the policy Draft you reviewed at the 10/16 workshop. Please review this against the Final Warrant and let me know if any changes are desired.

Seating Order	Motion & Advocacy	Staff Resource(s)	Other Advocates
Mr. Caplis	1, 2, 3	Kelli & CT	
Mr. Fortes	4, 5, 6	4, 5: Kelli & CT 6: CT & R. Hanks	
Ms. Richard	7, 8, 9	7: A. Mayo 8 & 9: CT	
Mr. Morrison	10,11,12, 13	10, 11: Kelli & CT	K. Moschetti #12 & #13
Ms. Brooks	14, 15, & 16	15: DM 16: S. Castle	J. Henshaw #14

We began planning for the entry of the Fellow on Monday and look forward to keeping him quite busy. Background materials were provided to the ZBA in the run-up to the 11/01 Day Mill hearing. I've become aware of various issues the AG's office had with both the Veterans Oversight Committee and the Trenching By-Law. We will craft necessary amendments for the ATM. We received the specs for the CoA siding. We are reviewing them now and hope to have it out to bid within two weeks.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: This week we continue reviewing Exemption Applications coming in. I attended the Board of Selectmen meeting Tuesday evening for the 1st quarter Financial Report. Did research and made copies of maps for a Trustee inquiring about various parcels owned by the Fernald Corporation. Went out and viewed properties that are "tree cutting" as a follow-up to residents coming in with questions. Completed work with Jason at MRPC in regards to mapping changes for zoning changes in two areas of town. This is for an article on the warrant for the November Town Meeting. Started working with departments that will be requesting to have utility liens placed on the actual tax bills in January.

Town Clerk: Nothing to report this week.

Public Works

Highway Department: Prep work has begun on South Road to get ready for the paving from Star fire Road to the Water tank. Other portions of South Road will be engineered for drainage and pavement in the future. Very soon a portion of Bridge St and Central St to the railroad bridge will be milled and a layer of pavement laid down to improve the travel lane. We have had to have two vehicles repaired outside of our facility. The first vehicle was H11 (1984 Mack), we do not have the equipment here to safely lift the heavy transmission. The cost was \$8414.90 and is back in the fleet. We also had to send Cruiser # C11 (2011 Crown Victoria) to the transmission company to have the transmission rebuilt and then again to have the drive shaft rebuilt. There was a total cost of \$3300.00 for this repair. Due to the fact that it is critical to the police operation we felt it best to have it professionally repaired and back on the road. We continue to do road side mowing and clearing of debris from catch basins.

Buildings & Grounds: The director attended the Capital Planning meeting and also a meeting @ District 2 to discuss the paving on South Road. A large maple fell in Pine Grove Cemetery; one stone was knocked over and will be up righted. The debris from this large tree will be cut up and later the remainder of the tree will need to be taken down. Preparation for a burial was done in Green Lawn and clean up done after multiple services. The water is now shut off in both cemeteries. The crew assembled the new signs for the Town clerk and placed them as directed. All A/C units from Town hall were removed and placed in storage. Clean up in all common area of tree debris and leaves.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 10/19 – 10/25 PD – 227 Calls for Service, 13 motor vehicle stops, 1 arrest, Police Station Project had its' contractor and subcontractors walk through on 10/23 for the bidding process. E911 Broadband and IMC update project underway. Cruiser 11 is back in service after transmission, driveshaft and rear-end repairs. Dispatch – 316 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: Released three building and three stove permits, received an application for a new build single family home on Otter River Road and for a new storage unit at 101 Storage. Released four gas/plumbing permits, and one electrical permit. Backup Gas/Plumbing Inspector Bob O'Brien will be retiring soon in order to prepare for his retirement we have welcomed Ed Tonet on as a backup inspector.

Planning Board: Meeting held Tues 10/24/2017 ANR held for Marilyn Fisher on Starfire Ave received a passing.

ZBA: Worked with members on Daymill hearing, provided members who were unable to attend the previous hearing with Youtube link to review.

Conservation Commission: Prepared for meeting which will be held on 10/30/17. Site walk for Lot1 Branch Street completed with no findings.

Board of Health: Agent witnessed perc for system repair at 214 N Main; completed bed bottom inspection and field installation at South Rd, Lot 7. Agent completed food inspection at Great Wall, Baldwinville Dunkin Donuts and Baldwinville Cumberland Farms; no safety issues found. Agent reviewed Title 5 inspection reports for 545 South Rd and 618 Patriots Rd; both passing. Agent participated in Hepatitis C webinar; instructions for investigation and reporting through MAVEN (state report system provided to cities/towns). Agent attended Region 2 Jurisdictional Risk Assessment meeting in Worcester. Agent prepared and mailed orders for AHI exterior inspections for Albert Dr, Gray Rd, and Barre Rd.

Community Services

Council on Aging/Senior Center: Our trick or treat event is this Saturday if anyone wishes to pass out candy we will have room, and I am sure the kids will love getting more loot. The Fire and Police Dept, as well as at least one Selectman are participating. We are hoping that some goblins from Narragansett will help give candy out also. Should be a great time for all. We are still looking for candy donations; whatever is leftover will be for another project that we have going in the food pantry. With open enrollment, fuel assistance and the fears that the current federal administration is perpetuating we are busier than ever assisting the seniors in filling out applications, navigating red tape, faxing paper work, and in general being their strongest advocate. Lastly, I will be out of the office for a few days. If anyone needs anything from our department Sue Lajoie will be able to help you.

Library Director: The November book order has been placed. We held Halloween celebrations at both Wednesday and Thursday's Story Hours, which were well-attended and lots of fun! We have finished rearranging collections in the Children's room, and re-classifying item locations in the CWMars database. We have updated the library's page on www.templeton1.org to include instructions for checking out e-books from the Boynton Library, and will be scheduling 'help sessions' for patrons in the library. Training continues for our new Library Assistant, 2 hours per week.

Community TV: Nothing to report this week.

Important Dates to Remember

Town Administrator's Office Days for next week: Monday, Tuesday & Wednesday

Selectmen Workshop, Monday, November 6, 2017, at 6:30 p.m.

Selectmen Meeting, Tuesday, November 14, 2017 @ 6:30 p.m. @NRSD Auditorium

Fall Town Meeting, Tuesday, November 14, 2017 at 7:00 p.m.