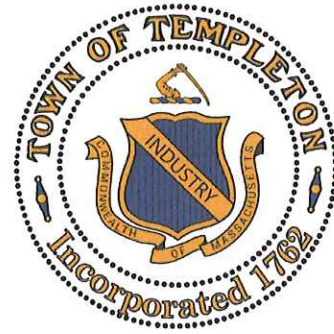


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: November 16, 2017
CC: All Departments

Carter



Important Notices

**Positions Now Open: PT Police Officers & Dispatchers
MART/MOW Van Drivers
Girls Softball Coordinator**

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: Our audit on workers compensation is completed. We will receive a refund of roughly \$2,400 and await a breakdown of Town/Enterprise so that we can refund the sewer fund when the check comes in. We had an initial meeting with the IAC which – unfortunately – did not have a full quorum. We did, however, receive our loss ratios (which are roughly the same as last year) and the so-called decrements which are reductions we might have seen in our premium if we had made various changes in the benefit platform. They return in mid-January with more information on some added items we have asked them to price. Mr. Mayo is finalizing the state-bid pricing on the truck and we hope to have it on your 11/27 agenda. With the article on moving the Town Meeting date resolved we can now finalize the countdown to the 2018 ATM and will have the budget guidance on your 11/27 agenda. Please remember we need comments on the FY '19 revenues ASAP so we can make any revision for 11/27. We are also looking for any suggestions on improving the meeting presentations or materials.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Continue to review and work on Tax Rate Recap. Classification Hearing coming up on Monday, another step closer to setting the tax rate. Board held their monthly meeting Tuesday and I did follow-up work from it. Attended the Fall Town Meeting Tuesday evening. Spoke with Carter in regards to the Overlay account. Participated in a Webinar with Vadar in review of liens and betterment to be assessed on the January tax bills. Processed exemption applications into upcoming real estate tax bills.

Town Clerk: Attended the Fall town meeting. Certified the votes of the meeting. Reported the meeting minutes to the Department of Revenue. Updated the "Town Meetings" on the Town's website.

Public Works

Highway Department: Rainy days are sometimes beneficial for getting things done inside of the garage. Our mechanic takes care of maintaining the repairs on the fleet but some TLC is sometimes necessary on particulars in the vehicles. Also, the area in the large bays where the trucks are kept requires cleaning so there is plenty of room to store trucks in the cold weather. Greasing of each vehicle is the responsibility of each driver. A tree had to be removed from the road on South Main near ragged hill and another was addressed by the light department had to address a limb on Otter River Road. Trees were removed on Wellington Road. The highway division assisted @ NRHS using the loader to off load the new bleachers. Road patching was done @ the corner of Kyle and Lord Road, and an employee was called out on Saturday to sand on Kyle and Lord Road due to water being discharged by a resident and causing ice on the roadway. All of the trucks requiring sanders have been prepared and are ready for the season. The director attended an MPO meeting @ the MRPC and a Tree warden class. We continue to gather quotes for uniforms as our contract is due to expire in March.

Buildings & Grounds: Flags were raised and lowered accordingly. The Building and grounds crew and the highway crew assisted the Town office in moving shelving, records and file cabinets. The B&G group also helped adjust keyboard draws at the Selectman's office. Areas in Pine Grove cemetery were prepared and foundations poured. The collection system was run @ Green Lawn cemetery. Preventative maintenance was done on some equipment at the cemetery garage. Began to remove flags from veteran grave sites for winter storage, they will be put back out in the spring. Pine cone and Acorn continue to make a mess and efforts are continuous to keep them picked up. We have a high school intern for one hour a day that helps in the maintenance of grounds.

JACK FROST FESTIVAL/TREE LIGHTING:

Schedule:

Templeton center at 4:30 Pm

East Templeton at 5:00 PM

Otter River at 5:30 PM

Baldwinville center at 6:00 PM

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 10/26 – 11/1 PD – 227 Calls for Service, 16 motor vehicle stops, 2 arrests, Police Station Project bid process has started. Dispatch – 339 Calls (does not include miscellaneous calls). Nothing new to report.

11/2 – 11/8 PD – 218 Calls for Service, 18 motor vehicle stops, 0 arrest, Police Station Project bid process continues. Dispatch – 302 Calls (does not include miscellaneous calls). Nothing new to report.

11/9 – 11/15 PD – 232 Calls for Service, 12 motor vehicle stops, 3 arrests, Police Station Project bid process continues. Department has received a grant from EOPSS to purchase new bullet proof vests. Unit 17 has returned from the Auto Body Shop and now is at MHQ for final repairs before being put back in-service. Also, MHQ has indicated that the new unit is scheduled for its' build date on November 20th. Dispatch – 317 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: Commissioner Hanks responded to a complaint at 99 Bridge pertaining to venting; liquor licensing/safety inspections continue. An Occupancy permit was issued for a new single-family home on Grove; two new building permits have been issued and many compliance inspections have taken place. Plumbing has issued two permits for work and eight permits have been issued for electrical work.

Planning Board: Prepared for a public hearing with regard to stormwater; minutes from last meeting prepared.

ZBA: Nothing to report this week.

Conservation Commission: Five forest cutting plans have been filed with conservation and entered into the system, a site walk on Royalston was scheduled with the ConCom Chair. Two NOI's were filed and advertised for hearings on the 20th; paperwork for hearings prepared for meeting.

Board of Health: Agent attended the Narragansett Craft Fair on Saturday and inspected food vendors; no issues noted. Agent is working with Police Department on issues at 25 Circle Street. Director attended the Fall Town Meeting.

Community Services

Council on Aging/Senior Center: Nothing to report this week.

Library Director: Nothing to report this week.

Community TV: This week TCTV recorded and prepared for broadcast the Templeton Elementary School Building meeting of Nov. 13, the Fall Town Meeting of Nov. 14, the NRSD School Committee meeting of Nov. 15, and the Advisory Committee meeting of Nov. 16. Post-production continued on a variety of videos and programs highlighting Templeton.

Important Dates to Remember

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

Selectmen's Special Meeting, 11/20 (School BANs & Tax Classification)

Selectmen's Business Meeting, Monday, November 27, 2017, at 6:30 p.m.

DH Meeting, Tuesday November 28, 2017 @ 8:30 a.m.

[Please note change in time!]