

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: December 1, 2016
CC: All Departments



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 met with the Town Auditor in the run-up to his schedule start on 12/12. He is – absent any major roadblocks – upbeat about being able to complete his work in a fairly expeditious manner. We also reviewed Best Management Practice in the run-up to the preparation of the FY '18 budget. Some changes we can make now administratively (Budget at 53 weeks, include certificate compensation as wages) while others will require a sit-down with the Sewer Commission and maybe others. I've been working with those in the proposed Development Services office on job descriptions and setting up a 12/06 meeting with Boards where the Chair of the Board felt one was advisable. I've been working with Bud and Allan on revised job descriptions for the proposed DPW realignment. I believe we can have both matters ready for you on 12/12. Work on the issuance of the budget template is about five days behind but we will be able to extend time of the Dep't to respond and still stay on track. A preparation session was conferenced for the Municipal Finance Oversight Board meeting to be attended by the Chair, myself, Treasurer, NRSD Business Manager and two project proponents.

Administration & Finance

Town Accountant: Attended the Selectman's meeting to answer any questions the board might have with regards to the Fiscal Gap closing for FY 2017...Vendor Warrant...worked on the Accounts Receivable for FY 14...Met with Tony Roselli and Carter to discuss how we are currently handling some things and to get his professional thoughts on how we should handle them going forward...the biggest one was in the wages budget to avoid all the rounding and who works what days...all wages will be budgeted on a 53 week calculation and if we have funds left in the salaries, it can just flow through to free cash...this has been my suggestion and he agreed.

Treasurer/Collector: Worked with Luanne and Carol in the sewer department to get the sewer liens on the 3rd & 4th quarter tax bills. Payroll and vendor warrants are processed and waiting for signature from the selectmen. All bank deposits have gone to the bank. All a/r is entered and submitted to the accountant's side for posting to the general ledger. Started working with Harper's on the ACA paperwork for 2016.

Assessor: Prepared for Board meeting on Tuesday, follow-up from meeting. Worked on imputing Water, Electric and Sewer Liens in Vadar for Billing. Webinar with Vadar on Thursday morning for

billing. Placed and removed chapter land liens with Worcester Registry of Deeds. Usual phone and counter traffic.

Town Clerk: Worked with the Treasurer on getting the documents needed for the Sewer Bond. Attended the department head meeting. Had a meeting at Narragansett to discuss the changes that they were looking to make for the Town's polling location.

Highway & Grounds

Highway Department: Tree work on Baldwinville Road and Gardner Road. Continued to haul winter sand from the Pit to the Barn. Cleaned 15 catch basins. Brought Scrap metal to scrap yard. Looking into internship for High School students for future town support and goals. Working on MS4 Storm water, scheduled meeting with DEP to review requirements. Created list of equipment for Highway, COA, Cemetery and Police Department to develop maintenance schedule.

Cemetery & Parks: Nothing to report this week.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development & Inspectional Services

Board of Health: The BOH has continued work at Circle Street; trash removal costs have been submitted to the foreclosing mortgage company and have been paid to date. A tentative Housing Court date has been set for January 4, 2017 in Worcester to process the three properties from the first round of the Abandoned Housing Initiative. The BOH has scheduled its last perc for the season on 12/7 for a new build on South Rd. Inspected a property on Albert Drive based on a complaint of junk & debris and operating a junk business out of the home; referrals going to Zoning regarding the business. Processed renewal applications for tobacco/nicotine sales, rubbish haulers, septage haulers and system installers.

Building Department Office: This week in the building department, we received multiple applications for renovations, and one new build. We issued a total of 4 new approved applications as of 12/1. Admin worked on scheduling the last of the safety inspections for liquor licenses. Admin wrapped up proposals for increase in FY18's Plumbing/Gas, Electric, Building department fees, as well as inspectors pay. Admin worked with TA and Planning Admin in creating a comprehensive job descriptions for Developmental Service administrative positions. Work has begun on proposal of creating a Vacant Property Registry in Templeton, and admin will continue to work on this in time to come. We received a package back from Forester Richard Valcourt with his proposal for harvesting timber on town property; she will continue to work forward on this project as well.

Planning Board Office: Nothing to report this week.

Human Services

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

Library Director: Nothing to report this week.

Community TV: Nothing to report this week.

Important Dates to Remember

Convention of the Committee's, December 5, at 6:30 p.m.

Selectmen's Meeting, December 12, 2016, 6:30 p.m.

Department Head Meeting, December 13, 2016, 9:00 a.m.

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