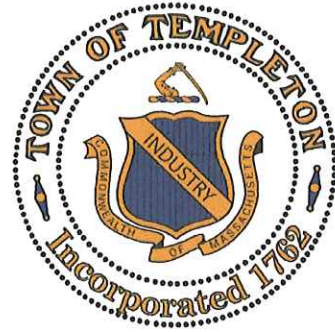


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: December 14, 2017
CC: All Departments

Carter



Merry Christmas

Town Hall will be closing at noon on Thursday, December 21, for the Holiday. Other Town Offices will be closed at noon on Friday, December 22, for the Holiday. All Town offices will re-open on Tuesday, December 26, 2017.

Important Notices

Budget & Legislative Packages Are Due January 2, 2018

Please make sure all of your units and committees are submitting their projects to the CPC!

We are having a continuing problem with CH. 30B procurements. Please confer with this office before entering into any purchase or contract with a value of greater than \$2,500. More formal guidance will be issued in mid to later January after conferring with the BoS.

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: We opened the bids for the timber cut at the Landfill and Highway site(s). Our estimate was for gross income of \$15k with a net of \$10k. The actual bids are closer to a gross income of \$21k with a net of \$15k. This will be on your 01/08 agenda. We have rejected the Police Station bids. The Chief met with the Project Manager and others to try to see where the major differences were between the estimates and the final bids. He will be prepared to brief you at your January Workshop along with a plan to go forward. The several offices of the Treasurer/Collector and Development Services have been relocated. While we have a few more things to do over the coming year, this should address the safety concerns expressed by the Town Auditor. That said, the new security features for the Treasurer/Collector will mean a need to relocate the copying and faxing activities of some to the hall copier or other methods. Eric arranged for Jackie Abbott from

the State's Operational Services Division to come to Town Hall on Tuesday to train staff members how to use CommBuys for state-wide contracts. Jackie trained staff members on how make purchases and post bids for services on CommBuys. The staff felt more confident and prepared to use CommBuys in the future after the training. Along with Eric Pollitt, the following people attended: Eric Baker Dispatch, Felicia Kuehl the Accounts Payable Clerk from NRSD, Holly Young from the BoS Office, Mallory Seamon of Development Services, and Pam Rogers from the DPW Office. COA and Fire both wanted to attend but had other obligations. They will receive training on CommBuys in the near future.

Administration & Finance

Town Accountant: The department was very busy assisting with the moving and reorganizing of the Treasurer/Collectors Office, along with their many daily and weekly tasks.

Treasurer/Collector: The department was very busy moving their office and reorganizing along with their many daily and weekly tasks.

Assessor: The past two weeks have been very busy in our office as work was being done in getting bills ready for 3rd & 4th quarter billing. Exemptions have been posted; liens for utilities have been placed on the tax bills. The Actual FY18 Real Estate & Personal Property Commitment was processed on Tuesday afternoon and the files have been sent to the Collector/Treasurer office to export to the billing company. This year's tax bills bring a tax rate of \$16.72 (an increase of 60 cents per \$1000 valuation). One reason for the increase is for Elementary School Feasibility studies that were never committed to the taxes in 2009 and 2013 to 2015. Also, Real Estate property values have increased this year. Property has and continues to sell for asking or above asking prices. The remainder of the week was spent finishing up paperwork in regards to commitments & exemptions. Calculating In Lieu of Tax Bills to send out and Updating Cartergraphics, our online mapping webpage. Sue has been busy getting yearly paperwork ready to mail out to our exempt properties, Businesses personal property forms of lists and Income and Expense Reports, all due to be mailed before January 1. Preparation was done for our monthly board meeting on Tuesday and then follow up work after the meeting was done. Thursday worked downstairs with other department heads and sheriff's department to organize the area. Add in our department head meeting and all in all I would say it's been a busy week! Hopefully, looking forward to a quieter week next week.

Town Clerk: Attended the department head meeting. Working on the Annual Census mailing.

Public Works

Highway Department: The first real winter storm hit over the week end with a follow up storm on Tuesday. Continued clean up took place all of Wednesday. The sidewalks were cleared beginning on Wednesday. The sidewalks are always done after the storm ,as the plows are busy keeping the streets safe. Keeping the roads clear is our #1 concern during a storm. Filled potholes on Partridgeville Rd. and cleaned up berm on Schoolhouse Road.

Buildings & Grounds: Changed flags to full and half-staff as requested by the Governor. Ran the collection system @ Town Hall and brush was removed that was growing on the fence. Mounted plow and prepared for Tuesday storm. Filled all of the sand containers at all town buildings. Removed snow at all town buildings and cemeteries, and shoveled walkways and put down salt/sand. Assisted the Senior center in clearing the snow off of the vans. Brought CD5 to the highway barn to have a celleniod replaced on the plow, All equipment cleaned and put away for the

next storm. Brought 2 old metal desks from the Town Hall, to the storage area @ the Highway barn for the next surplus auction

Sewer Department: The new assistant sewer clerk Kathy Webster is working out exceedingly well. There is good chemistry between her and the Administrative Assistant Carole Osborne. The office is almost caught up on tasks that had gone undone while we were shorthanded. The contractor has broken ground on the Pleasant St. pump station replacement project. I am working with the engineers in my attempts to get USDA to reimburse the sewer enterprise the cost of the Pleasant St. pump station design and eminent taking. I have written and obtained initial approval from Sewer Commission Chairman Mark Moschetti for a policy to formalize the procedure for dealing with conflicts that arise between the Sewer Department and other Town employees or Boards. The policy will be reviewed at the next meeting January 8, 2018.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: Nothing to report this week.

Development Services

Building Department: Planning Board: ZBA: Conservation Commission: Board of Health: The department was very busy moving their office and reorganizing along with their many daily and weekly tasks.

Community Services

Council on Aging/Senior Center: The past couple of weeks have been very busy here. We have had the usual foot traffic, but have seen an increase in need for services. When the weather gets cold the need increases exponentially. On a happy note, I looked at the mitten tree and there are only a few mittens left. NRSD invited the seniors from Templeton and Phillipston to a Holiday Lunch on the 21st of December. We were not able to get this in the newsletter as it was too late, but we were able to reach out to the seniors via a robo call and we are sending 60 seniors from Templeton. We will continue to work with Dr Cassavant and other departments on joint activities in the future.

Library Director: Nothing to report this week.

Community TV: This week TCTV recorded and broadcast the Select Board meeting of Dec. 11, and the Planning Board meeting of Dec. 12. Programs on the Jack Frost Fest and Story Time at the Library were completed and scheduled. The Thanksgiving Day football game of Narragansett vs. Murdock was also broadcast on Cable Channel 8. It was recorded by the NRSD intern for TCTV.

Veterans Services: The Veterans Office has been quite busy getting veterans signed up for VA Health Benefits and requesting Military Records. I have approximately 3 Veterans in my office a day for appointments; to include appointments during closed office hours. There have been a couple of cases where Veterans are not receiving their full Military retirement pay and their full percentage service-connected disability compensation; If you are one of these Veterans in question, please call 1-800-321-1080. For the month of December, there will be a number of events from different Veteran Groups which are posted on the Towns website. With the snowy months coming, I am looking for volunteers from our community to help with shoveling, plowing, salting Veterans driveways who are unable to do so themselves. I am also looking for Volunteers to help with driving Veterans to and from their doctor's appointments. Our town has very limited transportation to meet the needs of our veterans, and would love to see our community help out in any way. If you are able to help please email: Veteransservices@templeton1.org. If you are a dependent, spouse or

veteran looking for Veteran Benefits; please email Veteransservices@templeton1.org with your inquiry. The Veterans Service Office will need a minimum of a DD214 to get any benefits started for yourself and loved ones. Office hours are Monday-Wednesday 9am-1pm, Phone number: 978-894-2785, Email: Veteransservices@templeton1.org.

Important Dates to Remember

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

Selectmen's Business Meeting, Monday, January 8, 2018, at 6:30 p.m.

Department Head Meeting, Tuesday, January 9, 2018 @ 8:30 a.m.