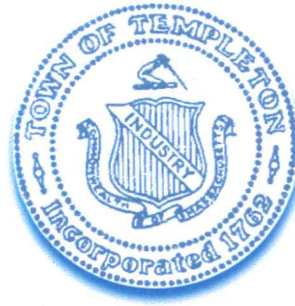


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator’s Weekly Report
DATE: December 15, 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: We had the training session for all on the new budget forms and format. There were a few minor tweaks I see we will include in the final forms but none that impact the user departments at this time. I’ve circulated the various documents off to the Advisory Committee. I sat in on the meeting Highway arranged with DEP re: the new (and far more onerous) stormwater regulations that will hit us in FY ’18 and beyond. Requests for Proposals to six additional “Neutral Evaluators” (Re: DPW) have been sent off per your request and we’ll put out a web “red banner” notice about 12/28 early next week. The PEG/Cable Staff reports they are exploring seeking high-speed broadband connections for the PD, TCTV, and possibly other municipal buildings through Mass Broadband Initiative (MBI) access providers. The PD has had issues with current speeds as has TCTV particularly with respect to large file transfers. We would also like to look into a municipal package for several town buildings. Conversations were held with the person whose jobs were being eliminated (ConCom AA) or altered (PB AA) and letters are being finalized now for formal delivery next week. The CoA Dispatcher’s last day is 12/16. The CoA did lose a van driver so – absent a formal Reduction in Force policy – I have asked Ms. Morrison to reach out the displaced workers to see if they are interested in – and suitable to – these openings. Greater openings may be created on the MART driver side as we apply a no greater than 19.5 hours for a regular scheduled work week – there. The COA Director and I met to review her counter-proposal on how to best organize her unit. I’ve encouraged her to submit her budget request as early as she can. I met with the UMass Collins rep on the financial management grant. They expect to - building off of the revenue suggestions we gave you – will be prepared to submit portions of their report on 01/09 for review in workshop on 01/18. I will submit the FY ’18 revenue estimates on that time line as well.

I’m told by some members of the staff that there is a question about two lines from prior weekly reports which are believed to contradict each other in some fashion. The first is a reference to 10/17 from Highway "The winter sand operation is complete..." while the second is a reference to 12/01 "Continued to haul winter sand from the pit to the barn . . ." The first reference was to the screening/making of the winter sand at the pit itself. The second reference is to the fact that, although each truck did take one load back to the Highway Barn from the pit at the end of each work day there, additional sand needed to be moved to the staging area at the Highway Barn. Given Bud tells me he made about three+ years of sand, and given the limited storage at the Highway Barn, this moving of sand from the pit where it was screened to the Highway Barn from which it is staged and distributed

across the Town during sanding events will be one repeated often over the coming weeks and years. Please encourage anyone with any questions about these weekly reports to contact us directly for further explanation and - if needed - correction.

Administration & Finance

Town Accountant: This week my work has been driven by working with the Auditors and responding to questions and requests for documents. They are thinking they will wrap up their FY '13 field work by the end of tomorrow. They will then begin to pull their working papers together to roll into FY '14 so we can get an overall view as we try to roll into the '15 and '16 audits. One thing I learned was that – while I've reported to everyone that all the Auditors were starting on Monday this week – I did not realize how much interaction they would need with all departments – and how some have been caught off guard by a request for documents. So, next time they come I will send a reminder to ALL Departments that the “Auditors are coming so please be on standby as I have no idea what they might want, on what timeline.

Treasurer/Collector: All A/R is processed and over to the accountant for final posting to the G/L and all deposits have been brought to the bank. Payroll warrant is processed and signed off by selectmen. November bank statements are in the process of being reconciled to the cash book. November departmental billing has been invoiced out to Light/Water/Sewer. Third Q tax bills were mailed to residents on 12/12/16 and are due on 2/1/16. Went to Boston on 12/9/16 for training in Propay for MSBA. Worked with the auditors gathering some information they inquired about.

Assessor: Finished paperwork for FY17 Actual Billing to submit to the Board of Assessor's to sign. Prepared for board meeting on Tuesday. Board of Assessor Meeting on Tuesday. Paperwork signed, FY18 budget requests and articles were discussed. Department Head meeting Tuesday morning, reviewed FY18 budget request paperwork. New office hours to take effect 1-1-17. Informed my board that the office will have limited hours the week of 12/26 and 1/2, these hours are posted at the office and on our website. Received notification for Department of Revenue DLS in regards to a pending ATB case with Verizon. The state has made a proposal and a potential resolution is pending. Once settled, there are sufficient funds in the overlay account to cover this. Sue completed the paperwork in regards to the State ABC Forms, Personal Property Forms of List's and I & E paperwork that need to be mailed out of our office by December 31st and January 1st. So begins the audits, I have been working with the auditors in my office this week. Moving along well.

Town Clerk: Continued working on the census. Attended the department head meeting. Starting gathering information for the Annual Town report.

Highway & Grounds

Highway Department: Nothing to report this week.

Cemetery & Parks: Cemetery Crew has been out shoveling & Sanding Walks for Town Buildings, Plowing parking lots at Town Buildings & And assisting the Highway plowing effort. Maintenance of small equipment such as mowers trimmers blowers ect. Is underway. This includes servicing & repairs to prepare for Spring. Supt. Has attended Selectmen Meetings & Cemetery Commission Meetings. Supt. Attended Educational seminar. Administrative assistant & Supt. Are working on the FY 18 Budget Requests.

Public Safety

Templeton Police Department: PD – 315 Calls for service, 33 motor vehicle stops, 0 arrest, 0 PC. All cruisers currently in-service. The Volunteer Cell Project: the air exchange unit has been installed. Dispatch – 409 calls (does not include miscellaneous calls). Minor issues have been addressed with the new Zetron Max Consoles.

PD – 275 Calls for service, 23 motor vehicle stops, 0 arrest, 0 PC. All cruisers currently in-service. The Volunteer Cell Project: the ceiling has been installed. Dispatch – 352 calls (does not include miscellaneous calls). No further report.

PD – 251 Calls for service, 27 motor vehicle stops, 1 arrest, 0 PC. All cruisers currently in-service. The Department has applied for a grant through EOPSS for a possible 50% re-imbusement of the cost of the bullet proof vest purchased for the full-time office. Re-imbusement could be as much as \$3,383.00. The Volunteer Cell Project: the painting of the interior of the cell has started – Dispatch - 323 calls (does not include miscellaneous calls). No further report.

Templeton Fire/EMS: Performed multiple inspections and trainings, the other deputy and I attended the department head meeting for the FY 2018 budget. A group of fire fighters and EMTs were called in to provide station coverage during the snow/ rain storm on Monday 12/12/16. The department responded to a very tragic M.V.C. with fire on Rt.2E. Responders preformed at the most professional level under this most stressful event; I have the utmost admiration for them. One firefighter received a minor hand injury and was transported to Heywood hospital, treated and released. The C.I.S.M.(Critical Incident Stress Management), team was contacted and responding to assist all responders who were on scene. Our hearts and prays to the families! Chief's office will be closed Weds 12/21/16 at 3:PM, Returning Mon 12/26/16 at 7:AM. Thank You! Everyone have a safe and wonderful holiday.

Emergency Management: Nothing to report this week.

Development & Inspectional Services

Board of Health: The BOH worked with a landlord/tenant situation that involved no heat or hot water; at this time the situation has been resolved. The trash situation on Schoolhouse Rd. has once again been cleaned up and carted away. Attended staff training for budget process, and started looking at paperwork to prepare budget FY '18. Licenses for food, septic hauling/installing, rubbish and tobacco/nicotine still being processed. Continued work with Lot 4, Farnsworth Road for occupancy.

Building Department Office: This week in the Building Department released a Temporary Occupancy Permit to the Senior Center which will expire on June 16, 2017. Building Dept admin worked on wrapping up all liquor license safety inspections for local establishments. Work on the Annual Report has begun for Building, Electric, and Plumbing/Gas Dept. Building Admin began working on creating documents to help in the back up training of the merger of Development Services.

Building Commissioner Richard Hanks will be out of the office Friday December 16, 2016 and will be back in the office 12/21/2016.

Planning Board Office: Prepared documentation packets for the Planning Board 12-13-16 Public Hearing/Meeting. Attended the Planning Board meeting as the recording secretary. Turned over \$1251 in fees to the Treasurer. Distributed an approved ANR to the Clerk, Assessor and the Building Inspector. Arranged to have final draft of the Master Plan put on the Town Web Site. Made

arrangements to distribute flyers for the January 10 Master plan Public Forum. Met with the Town Clerk in regards to updates for the town's ByLaw book. Started preparing a ZBA Variance hearing for Lang's Old Car Parts. Spent time with the Building Inspector and Board of Health Admin to begin cross training.

Human Services

Council on Aging/Senior Center: This week has been spent mostly working on calendar year end reporting, and the budget for fy 18. We had our Christmas Party this week for the Seniors, sponsored by the Ryan Patrick Jones Heart of a Hero Foundation, Inc. They had lunch catered for us, as well as games and gifts. A grand time was had by all. We are as busy as ever, even at the Holidays things do not slow down for us, the people of town that depend of us for social services, transportation, and support need us even more now than ever. This time of year, is sometimes the most difficult for our clients.

Library Director: Our staff had a 3-hour training in registering patrons on the CWMars database, and we are now able to issue cards to our patrons. Since we are not ready to begin circulating in the system yet (additional training is necessary, as well as purchasing computers and scanners for each circulation desk), patrons have limited use with their new cards, but are able to place holds system-wide. The Board of Trustees met to discuss 1. The proposed merger with COA 2. The renovation project and 3. The FY 18 budget. The Board voted to move forward with the project, using exclusively money which was gifted to the library by Ann and Ed Nordfors, and to apply for additional CPC funding. The Board felt that by not seeking funding from town appropriation, the project can be completed sooner and with less of a burden to the town. We are hoping to schedule visits to the kindergarten and first grade students beginning in February, when NRSD librarian Joel Pettit expects a section of the school library to be completed for the elementary classes' use. We have not had a response to several emails about using the school's bus to resume library visits at Boynton. Wednesday mornings continue to be busy and fun times here as Story Hour is averaging 22 children.

Community TV: Nothing to report this week.

Important Dates to Remember

Selectmen's Meeting, Wednesday, December 28, 2016, 6:30 p.m.

Department Head Meeting, Tuesday, January 3, 2017, 9:00 a.m.