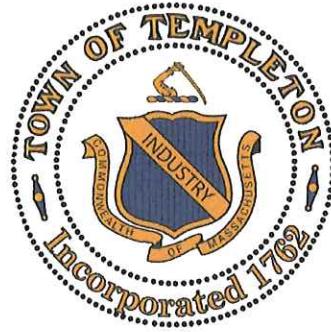


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: December 21, 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!

ALL ANNUAL REPORTS NEED TO BE SUBMITTED BY MONDAY, JANUARY 22, 2018. Any department, board or committee that usually submits one will need to have it in by then. We cannot guarantee the inclusion of any report submitted after that date. Please understand that we reserve the right to edit for space and presentation.

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 are starting to construct the 1st draft of the FY19 budget. We have received budgets from a few department heads for initial review. Eric is researching and developing a charge and composition for the Baldwinville Elementary School Reuse Committee, which should be ready for the January workshop. We are finishing up license renewals for Liquor, Common Victualler, Automatic Amusement, Live Entertainment, Class II Auto, and Class III Auto Parts which are in effect

from January 1, through December 31, 2018. **If you currently hold a license and have not received your 2018 license, you NEED TO CONTACT our office right away.**

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: The office has been working on 3rd quarter tax bills and they will be going out Friday(12/22).

Assessor: Worked on and submitted Draft FY19 Budget and Article for the Assessor Office. This week was spent cleaning up paperwork from billing. Started to review ideas for adding layers to our on-line mapping site. Spoke with the Collector/Treasurer office and 3rd & 4th Quarter tax bills should be mailed by the end of this week or first of next week. Next week the office will be open Tuesday & Wednesday 7:30 to 4:30 and Thursday 7:30 to 12:00. Wishing all fellow employees and townspeople a Wonderful Christmas Holiday Season. See you in the New Year!!!!

Town Clerk: Submitted the Town Clerk's Office budget to the Town Administrator. Gave the Capital Planning Committee a memo concerning the need for new Voting Machines, starting in FY20. Worked on putting the Annual Census together. Had a "Record Storage Advisory Committee" from Shutesbury's come and look at our vault.

Public Works

Highway Department: The director attended a tree warden class which will certify him as a tree warden when the series of classes is over. He also held a cemetery meeting and attended an Elementary school meeting on the site of the New Elementary school. All of the sidewalks have been cleared of snow. Spot sanding was done throughout town. Potholes were filled East Templeton. Some tree cutting done on South Road and a stump cut down on Wellington Rd. H11 had a tie rod end replaced and was put back into the fleet. The mechanic performed preventive maintenance on 2 cruisers that were scheduled. All of the plow and sander drivers and 4 guys from the Town of Winchendon attended a DRIVING FATIGUE training sponsored by MIA.

Buildings & Grounds: Walkways were sanded at all public buildings in the early part of the week. Warming weather is allowing ice melt and we are addressing each situation as needed. The cardboard from the food pantry has been picked up and deposited in the recycle barrel. CD5 the buildings and grounds dump truck was serviced by the mechanic and also was sent to Pete's for 2 new front tires and an alignment. The trash barrels @ Gilman Waite were emptied. The snow around the storage trailers, gas house and dumpster was cleared. The snow was taken off of the shrubs at the Library and on the Common @ Templeton Center. The picnic tables were picked up from Templeton Center, Town Hall and Gilman Waite field. The picnic tables will be repaired and stored for the winter. The planters were removed from the hospital cottages lot.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 11/23 – 11/29 PD – 224 Calls for Service, 33 motor vehicle stops, 1 arrest, Police Station Project bidding process closed. Dispatch – 331 Calls (does not include miscellaneous calls). Nothing new to report.

11/30 – 12/6 PD – 276 Calls for Service, 17 motor vehicle stops, 1 arrest, Police Station Project bids came in higher than expected for project to move forward. Dispatch – 385 Calls (does not include miscellaneous calls). Comtronics and Smith Radio repair were both in working on radio issues.

12/7 – 12/13 PD – 212 Calls for Service, 8 motor vehicle stops, 0 arrest, Police Station Project met with an OPM and project Designer to discuss how to move forward with project. Dispatch – 312 Calls (does not include miscellaneous calls).

12/14– 12/19 PD – 182 Calls for Service, 11 motor vehicle stops, 0 arrest, Police Station Project arranged for a hazardous materials survey to be conducted at the station. Also, contacted USDA about new loan options. Cruiser 11 down due to heater unit. Dispatch – 278 Calls (does not include miscellaneous calls). General - over the weekend and numerous times prior to this submission the station has lost heat due to a faulty furnace, Tech has had to come in on numerous occasions for assistance.

Templeton Fire/EMS: Nothing to report this week.

Development Services

Building Department: Several permits and inspections were completed by the Building Commissioner. Mr. Hanks will be back in the office on December 27th for regular office hours after the holiday. Site work has begun at the site of the new elementary school. Notice issued to residence on Elm Street regarding improper use of residence for business.

Planning Board: Site permit, stormwater permit and special permit were prepared for 223 Baldwinville Road were prepared for board members to sign after being approved at the meeting held on 12/12/17.

ZBA: Nothing to report this week.

Conservation Commission: Prepared for and attended the ConCom meeting of 12/18/17; draft minutes prepared.

Board of Health: Final septic inspection completed by Agent at 47 Hamlet Mill Rd, all in good order; agent working in conjunction with Building Commissioner on a property on Elm Street that is using their residence as a business. Office busy with issuing renewal of permits for food establishments, nicotine/tobacco, septic installers, septic haulers, and rubbish haulers; worked with Recreation committee chair, Scott Dill to create a packet for temporary food sellers at Gilman Waite Field. Agent completed a new Region 2 emergency preparedness drill.

Community Services

Council on Aging/Senior Center: We have had an eventful few days. All of the mittens were taken on the tree, so that the children will get at least one item they wanted for Christmas. On Sat, Dec 16 one of our senior's son, Dale Lepage performed in his home town for the first time in 40 years. There was article in the newspapers about the benefit he did for the Friends of the Templeton Elders. The benefit was very successful and will help to finish the kitchen. We are experiencing increased foot traffic this week due to the holiday. Transportation has seen an increase as well. Happy Holidays to one and All.

Library Director: We received a letter from the Massachusetts Board of Library Commissioners this week, notifying us that our Library has been approved for certification for FY 18. This is something we never take for granted, and are very appreciative to the voters of Templeton for supporting their library. In addition, we want to thank the library's wonderful staff and patrons, as well as the many offices in the Town that help to keep our doors open, our programs busy, and our circulation increasing! This week we celebrated Christmas with both Story Hour groups, as well as hosting a

Holiday Open House. We would like to wish all of our colleagues and friends a Merry Christmas and a wonderful 2018!!

Community TV: This week TCTV recorded and broadcast the Templeton Elementary School Building Meeting of Dec. 19, the Advisory Committee meeting of Dec. 20, and the School Committee meeting of Dec. 20. TCTV also recorded the Dale LePage concert at American Legion Hall. All nights this week on TCTV Cable Channel 8 feature holiday-themed programming and music. TCTV will schedule a marathon of holiday features Dec. 24-25.

Veterans Services: Nothing to report this week.

Important Dates to Remember

Town Administrator's Office Days for next week: None (back in the office on January 2, 2018)

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

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