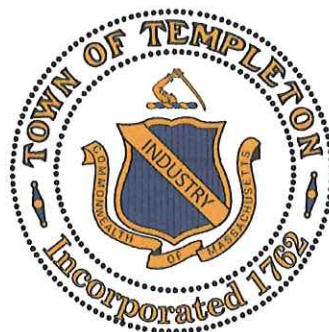


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: December 28, 2017
CC: All Departments

Carter



Town Hall will be closing at noon on Thursday, December 28, for the Holiday. Other Town Offices will be closed at noon on Friday, December 29, for the Holiday. All Town offices will re-open on Tuesday, January 2, 2018.

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: The office had a short week with the holidays. 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 3rd quarter tax bills were mailed out on Friday(12/22). Bills are due on February 1, 2018.

Assessor: Busy week in the office answering questions by phone and counter traffic in regard to 3rd quarter tax bills recently mailed out. Both property values and the tax rate have gone up this year. Your approved exemptions are credited ½ on your 3rd quarter bill and ½ on your 4th quarter bill. A reminder to residents who did not fill out their FY18 Exemption applications, you still have until March 31st to do so. These applications need to be filled out every year. ABC, I & E and PP Forms of list were mailed out this week. Please return paperwork to the office promptly. A few residents came in to have paperwork notarized. Did research for a homeowner locating plans to a piece of property in town. Wishing all a Happy Healthy New Year!

Town Clerk: Submitted the Town Clerk's Annual Report. Worked on putting together the census mailing.

Public Works

Highway Department: With the first holiday behind us, so is lots of snow. The highway crew and building and grounds crew worked many hours to keep the roads safe for holiday travel. There wasn't much rest for them over the holiday.

Buildings & Grounds: Prepared for a Saturday burial @ Pine Grove cemetery. Worked in coordination with the highway department maintaining roadways and areas around public buildings.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: Nothing to report this week.

Development Services

Building Department: This week in building department worked on getting plans for school ready to be sent out for review. Admin worked with inspectors to ensure that correct codes and specifications were met. Admin completed minutes for Conservation meeting on 12/18 which she covered. Admin assisted paramedic on fire department by compiling building info for 17 South Road to help in a project he is currently working on for a class. Admin worked on updating of forms for Building Dept, ZBA, and Planning Board to include workflow charts and easier directions for applicants. Admin worked with Conservation Chair to search for info for an ongoing issue on South Road. Annual reports for Board of Health, ZBA, Electric, Gas/Plumbing, Building, Conservation, and Planning Board were worked on and are ready for Department head review

Planning Board: Nothing to report this week.

ZBA: Nothing to report this week.

Conservation Commission: Nothing to report this week.

Board of Health: Agent out of office this week.

Community Services

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

Library Director: Out of office this week.

Community TV: Nothing to report this week.

Veterans Services: Nothing to report this week.

Important Dates to Remember

Town Administrator's Office Days for next week: Tuesday - Thursday

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

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