

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator’s Weekly Report  
**DATE:** February 16, 2017  
**CC:** All Departments



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**The following is intended to provide information where a full memo may not have been warranted or supplement the provided information.**

**Important Notice to All Staff**

**The Office of the Inspector General will be in Templeton to present an abbreviated training on MGL Ch. 30B (the Procurement Statue) on Wednesday, March 8, 2017, from 9:00 a.m. to 1:00 p.m. Please do not make any appointments for you or your staff for that date. The session lasts about 4 hours and certificate of attendance and training will be issued to all.**

**Important Notice to All Staff & Committees/Commissions**

The Annual Report for Fiscal 2016 was due on January 30, 2017, from each department, committee, and commission. As you know, I was out for almost 2 weeks, so I have not had a chance to get started on the whole report. Thank you to those that have already submitted theirs to me. If anyone has not submitted their report, **it needs to be emailed to me on or before February 23, 2017, in order to be included in the Town’s Annual Report.** Thank you, Holly.

**Business/Workshop Meeting: N/A**

**Weekly Report:** I attended the Fire Department Meeting to notify them of the posting of the Chief’s Position, the process to apply and answer any questions. Applications are due in 02/27. I met with our MIIA representative and learned that our insurance rates are to go up 13.3%. I have some questions on the calculations and we have schedule a follow-up for next week to review the answers. In any event I, do not think the rates will go much below a 12% increase. Bud informs me that he has expended about \$192k with roughly \$20k in ordered material. I have authorized an additional \$50k in deficit spending for a total authorization of \$250k (\$125k appropriation and \$125k deficit). Hopefully the last of the storms will stay in Canada as we really can’t handle much more financial stress from this corner! While budget reviews continue we still have several portions of the template to build out to capture everything. Our NRSD Intern (5hrs/wk) should start next week. We have designed a fairly self-guided research project of looking at our cell phone usage and analyzing the merits of offering people a stipend to use their personal phones instead of being given a town phone.

**Administration & Finance**

**Town Accountant:** Nothing to report this week.

**Treasurer/Collector:** Nothing to report this week.

**Assessor:** Another very business week in the Assessor Office. Attended Department Head meeting with much discussed. Prepared and had a Board of Assessor meeting on Tuesday. Heavy agenda with much follow-up work after it. Met with Carter to go over FY18 budget and suggested changes. Submitted articles for Annual Town meeting from the Board of Assessors. Finished up mapping changes done in 2016 and sent them out to Cartergraphics to do changes and create new maps for 2017. Dealt with concerns from property owners on Sewer Betterment and Liens assessed to their properties. Many motor vehicle abatement questions addressed. Sue continues to work with the Town Accountant and also with the Town Clerk. Just another week in our office.....

**Town Clerk:** Finalized the Town Clerk's budget. Updated and entered census information. Busy with issuing dog licenses. Attended the department head meeting. Prepared nomination papers and campaign finance packets. Responded and supplied information for a Public Request.

### **Highway & Grounds**

**Highway Department:** Nothing to report this week.

**Cemetery & Parks:** Cemetery Crew clearing snow from walks & parking lots. Sanding walks & Parking lots, and Plowing Cemeteries. Superintendent attended the Selectmen Meeting, Dept.Head Meeting. Finalized Quotes for building projects Fy18 budget. Tomb restoration reference checks for contractors. Approval from Massachusetts Historical Commission. Approval from Cemetery Commission. Recommendation for contract award to the Board of Selectmen.

### **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:** BOH Agent in Worcester Housing Court with Asst. AG, Monica Passeno for request to place 93 Patriots Road in receivership, granted. Interior inspection of 730 Baldwinville Road with Asst. AG, Monica Passeno for the Abandoned Housing Initiative, findings to follow. Housing inspection at a property on Old North Road, property foreclosed bank responsible for corrections, as the property is a rental; order faxed to bank. Continued work on noise nuisance complaint on snowplowing; spoke with an environmental analyst at MassDEP, snowplowing is exempt from nuisance complaints due to frequency and public safety, letter sent to complainant. Worked with Conservation Chair on well water issue on Highland Avenue; water flowing onto neighboring property, owner working with a MA licensed well driller to correct issue. Continued work on Development Services budget with the addition of the Historical Commission, Sealer of Weights & Measures, and Agricultural Commission; revised budget to be submitted by end of day Thursday.

**Building Department Office:** Nothing to report this week.

**Planning Board Office:** Set up meeting packets for 2-14-17 Planning Board Public Hearing.

Submitted Vouchers for Gardner News postings for Con Com, Planning and ZBA meetings.  
Worked on meeting minutes from Planning Board 2-14-17 Public Hearing.  
Answered emails and phone calls for Planning and Conservation.

### **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**

**Selectmen's Workshop Meeting, Wednesday, February 22, 2017, 6:30 p.m.**

**Annual Reports Due to Holly by February 23, 2017**

**Selectmen's Meeting, February 27, 2017, 6:30 p.m.**

**\*Department Head Meeting, Tuesday, February 28, 2017, 9:00 a.m.\***