

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator’s Weekly Report  
**DATE:** February 2, 2017  
**CC:** All Departments



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**Important Notice To All Staff**

**We have set the date for the Ch 30B training on March 8, 2017 at 9 – 1 p.m. Details will follow.**

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

- Item 6 will be a verbal report.

**Weekly Report:** The Snow & Ice deficit needs to be increased. Based upon figures presented to me late yesterday, I have had to authorize an additional \$35k in deficit spending. Inclusive of the \$15k deficit spending I previously authorized, this will now total an authorized deficit of \$50k. As you can imagine, it is highly likely we will blow past that given the remaining 2+/- months of winter. I finalized the baseline OPEB report for FY '15 for both the General Fund and the Sewer Enterprise Fund. I hope to be able to put together the cover memos of recommendations which rise from this analysis and present the same to you on 02/13. I will invite the Sewer Commissioners to this as well. The drop in Veteran’s benefits reimbursements (House 1 Cherry Sheet estimates) reflect a drop in expenditures at our end, a trend I hope we can continue in FY '18. FY '18 budget reviews continue. We sent out the follow-up letters to our retirees relative to the change in contribution rates and acted on a number of items relative thereto. We got some great news in that our contribution rate for unemployment dropped dramatically. It now looks like that account may be close to making it through the balance of the Fiscal Year. The letters are in your packet and identify the several phases of implementation. Please reach out if there are any questions.

**Administration & Finance**

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

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

**Assessor:** Nothing to report this week.

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

**Highway & Grounds**

**Highway Department:** We were able to get a jump on the storm on Tuesday by getting out and putting down Salt/Sand when the storm began in the early afternoon. Storms like this are the easiest to react to because they are not occurring primarily in the middle of the night. Highway was able to stay ahead and keep the roads treated for morning traffic. There were no school delays. We continue to patch potholes and do road side tree work in terms of cleaning up fallen branches and brush that has over grown. The mechanic had many challenges as sanders broke down and other vehicles needed maintenance. We changed plow blades and made ready for February storms.

**Cemetery & Parks:** Cemetery & Parks Crew installed sign at Scout Hall for CPA. Sanding walks and repairing equipment. Superintendent attended bid opening on Tomb Restoration. Also was evaluated on the 360 evaluation. Worked with a contractor for budget estimates. Met with the Town Administrator on the FY18 Budget

### **Public Safety**

**Templeton Police Department:** Nothing to report this week.

**Templeton Fire/EMS:** Performed inspections and Burn permit sales. Was informed the fire dept. received the S.A.F.E. grant,( student awareness of fire education) of \$3951.00 and the Senior Safe, of \$2596.00 from the Department of fire services. Twenty two years ago the administration advocated for the creation of the S.A.F.E. program. Since that time average annual child fire deaths have been reduced by 70%. Two years ago the program was expanded to offer funds in support of senior S.A.F.E. Seniors are the most vulnerable of populations at risk of fire related deaths. Senior S.A.F.E. is aimed at educating seniors on fire prevention, general home safety and better preparation in the event of a fire. I would like to commend FF. R.Hicks for her commitment to the program and continuing efforts to promote fire prevention for all citizens of Templeton.

### **Development & Inspectional Services**

**Board of Health:** Templeton had its first abandoned house assigned to a local construction company; Patrick Kaltner Construction of Athol has been assigned 109 Patriots Road and has completed an interior/exterior inspection to create a budget to present to Worcester Housing Court (WHC). WHC is in the process of assigning 38 School House Rd to another contractor, and we go back to WHC the 8<sup>th</sup> for a decision on 93 Patriots Rd. Development services has entered a draft budget with the Town Adm./Accountant. The ServSafe training that has been offered to local food establishments is on track with ten people signing up through the BoH; the training will take place 2/7/17 @ 4:00 pm at Kamaloht. The BoH members will be meeting on Thursday night, 2/2/17 for the last time; meetings will be moved to the 2<sup>nd</sup> Monday of the month, starting March 13<sup>th</sup> @ 7:00 pm.

**Building Department Office:** This week in the Building Dept work was completed on Annual Report. Two occupancy permits were issued on permits for new single family homes in town. We also issued 4 permits for residential work. Electrical Inspector Darrell Sweeney has begun his three week vacation, Gerhard Fandryer is our back up for inspections. Admin has been working with TA on inspectors payroll accounts.

**Planning Board Office:** Annual Report turned in. Whitman & Bingham picked up As Built Site Plan to perform Peer Review of Lafayette Rd that is petitioned to be accepted as a Town Road. Received and turned over \$3000 Peer Review fund from The City of Gardner for the Gardner Municipal Airport "T" Hanger Project. Whitman & Bingham will also be producing a Peer Review

report for that project. Provided additional information in regards to the Templeton Master Plan to John Hume, MRPC. ZBA-Annual report turned in. 20 day appeals period for the Amistadi ZBA decision expired, no appeals were recorded, Decision signed off by Town Clerk. Posted Public Hearing Notice for Donald Lang ZBA hearing.

**Conservation:** Annual Report turned in. Set up Conservation Agenda and posted meeting for Chartier/Dodge Notice of Intent Public Hearing.

### **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 Meeting, February 13, 2017, 6:30 p.m.**

**\*Department Head Meeting, Tuesday, February 14, 2017, 9:00 a.m.\***