

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: July 27, 2017
CC: All Departments

Carter



Important Notice To All Departments

If you have procurement questions, you are urged to consult with this Office ASAP.

It is imperative that all Town Departments understand that any contract which is entered into that is not in compliance with the statute "... shall not be valid, and the governmental body shall make no payment under such contract." (MGL Ch. 30B §17). I think we can all agree that we certainly do not ever want to see the Town in such a position.

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

Business Meeting or Workshop: N/A

Weekly Report: Working w/Kelli, we finalized a formal monthly reconciliation report we will use moving forward. We met w/Kent to work on some changes to their accounting codes which will make this monthly reconciliation workable across the full range of our funds. Review commenced of the applications for the several recently posted jobs. I reviewed specifications for our Sr. Center bid and have advised of changes needed to comply w/statute. Hopefully this can be out to bid w/in two weeks. I have learned of an "emergency" procurement and am working to ensure a measure of compliance with the statute. Kelli ran a year end summary of the total payments made to all of our vendors. This can form the basis for the discussion on formalizing a more localized Procurement Policy. This is critical to getting better compliance with Ch. 30B.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Sent out notices to Veteran's to come in and sign their yearly exemption form and also reminded them to bring a current letter from the VA. Worked on calculating rollback taxes for Chapter 61B land. Typed up partial lien release for attorney along with additional paperwork for this land sale. Residents are coming in to inquire and/or fill out paperwork for their FY18 Tax

Exemption. With the 4th Motor Vehicle Commitment bills going out on the 24th, steady flow of vehicle owners coming in questioning how they go about getting an abatement on the prior vehicle. Finishing up on building permits.

Town Clerk: Nothing to report this week. (Out of Office)

Public Works

Highway Department: The crew observed a piece of specialty equipment by Johnston on Thursday. The item was a Sweeper combination catch basin cleaner. The new technology was great to see and the combo of uses was especially intriguing. Then on Friday we visited the Gardner DPW to see their sign making facility and discuss stencil materials that are longer lasting. The people @ Gardner DPW were very informative and supportive. We will use many new ideas going forward into FY2019 as for FY2018, the materials have been purchased and work already begun using the other method. Completed sweeping for the year and will begin road side trimming. Crosswalk and stop line painting is in-process and will continue as weather permits. The mechanic had to address some emergency issues with larger equipment as well as work on one of the COA vehicles.

Buildings & Grounds: Graded the roads in Green Lawn and prepped an area for a funeral service. Started detailing in Green Lawn. Finished the loaming and seeding @ the Templeton burial grounds. The tomb restoration was completed and all documents sent for reimbursement. Repaired and leaking water union @ Pine grove. Returned the picnic tables to Gilman Waite from the Senior center Barb. The tractor used at the waste treatment plant for a day. Performed maintenance to all tractors. Mowed, trimmed and picked up trash in all common areas of town. The director attended the Scout Hall, Select Board and Department head meetings. Continued efforts on RSMS (Road Surface Management System) to establish a process and go forward with our plan to evaluate and grade each town road.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 7/13-19 PD – 281 Calls for Service, 13 motor vehicle stops, 4 arrests, 0 PC. Majority of the department to include patrol & dispatch have received training with regards to the new cell, which now allows for its' full use. Dispatch – 385 Calls (does not include miscellaneous calls). Nothing new to report.

7/20-26 PD – 225 Calls for Service, 17 motor vehicle stops, 0 arrest, 0 PC. Appreciation Dinner for volunteers who helped complete the cell project will be held on 7/26 at Kamaloht. Dispatch – 338 Calls (does not include miscellaneous calls). E911 has started the dispatch centers' upgrade to Nexgen.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development Services

Building Department: A total of seven building permits were issued this week, including one new single family dwelling the rest for existing buildings. One demo permit was issued and one sheet metal permit issued. Three gas and plumbing permits issued and two electrical permits issued. Commissioner Hanks completed multiple inspections over the week.

Planning Board: Meeting held Tuesday the 25th. Admin worked on preparing documents and materials for meeting being held 08/08/17.

ZBA: Nothing to report this week.

Conservation Commission: Agent completed two site walks one on Conti Ave the other Victoria Lane.

Board of Health: Agent out of office. Admin received one food permit application, processed phone calls and emails accordingly.

Community Services

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

Library Director: The August book order has been processed and added to the collection. Wednesday's summer program was very well-attended, and children continue to record their reading progress as part of our incentive programs. Requests for NRSD and Monty-Tech required summer reading materials have remained steady. 'Weeding' the collection continues in preparation for our book sale in August. The library has a new email address: library@templeton1.org.

Community TV: Nothing to report this week.

Important Dates to Remember

Selectmen Special Meeting on Monday, July 31, 2017, at 6:30 p.m.