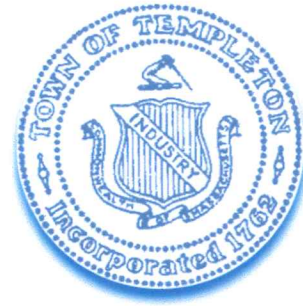


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator’s Weekly Report
DATE: September 1, 2016
CC: All Departments



Business Meeting: N/A

Weekly Report: Although we circulated our Invitation for Bids to five vendors and our web site, I received only one bid for the used 6-wheel dump truck at \$19,000. The vehicle has been inspected as has the detailed equipment breakdown sheet. All is in accord with the specifications so I proceeded to award the contract to Brookside Equipment Sales of Phillipston, MA. Kelli and I met with the audit team from Melanson & Heath and were able to bring closure to several of our outstanding issues (a perceived difference in cash of \$27k turned out to be only \$1.72) and discussed “housekeeping” journal entries to close out several minor variances in grant funding. We also need to research the authorized but unused debt related to the Water Pollution Abatement Trust (sewer) which remains outstanding or should perhaps be revoked. We will report to you in full at your 09/12 meeting on this matter. I began a countdown to Town Meeting which lays out a calendar of needed events and deadlines for the run-up to the Annual Town Meeting. In anticipation of the many additional inspections needed for the new school I have asked the Building Inspector to review any needed provisions to appropriately compensate our several inspectors. The Alcoholic Beverages Control Commission confirmed that licensing for liquor establishments will be done online and Holly mailed out letters to all local licensees so that they have plenty of notice.

Administration & Finance

Town Accountant: This week was very productive: Schedule A is posted for FY 2016...Carter and I met with Melanson and Heath and we had some very eye opening discussions. They were able to help me clear up every question that I have and I realized that the Audit for FY 2012 was just as difficult for them as working on FY 2013 has been for me. Working with the financial staff at that time...they didn't get answers to their questions. They had requested to meet with the Selectmen at the time and that meeting was not approved and never happened. From their perspective they saw that the towns finance department was in great jeopardy at the time and the problems with FY 13, FY 14 and FY15 could possibly been avoided had that meeting taken place.

Treasurer/Collector: Nothing to report this week. (out of office)

Assessor: Attended anti-discrimination workshop for all department heads. Inputed pictures, notes, sketches and information from final field work done by the board towards new growth for FY17. Continue to work on sales analysis for interim year. Worked on Chapter 61 Land.

Town Clerk: This week I attended a MCAD training at Town Hall with other department heads and employees. It was very informative. Continuing to make preparation for the State Primary next week. Raffle permit renewals packets were mailed out to the various businesses and clubs in town.

Highway & Grounds

Highway Department: Ongoing work in painting crosswalks and catch basin cleaning. Catch Basins and drop inlets repair in process. Cement posts installed on Hubbardston Road to protect and identify catch basins. Added process to visitor parking @ PD to slow degrading of parking area. Cold patch multiple potholes around town.

Cemetery & Parks: I have spent the majority of time helping the crew with mowing & trimming; Town Hall Sign Installation; I responded to a playground Equipment Concern Monday Evening; Putting together report on Templeton Common Repairs; Preparation for Commission Meeting; Administrative Assistant Support; MHC follow up for Tomb Restoration.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: This week 12 tanker truck inspections were conducted, 6 sm/co inspections, and 2 propane inspections. I received an E-mail from the Dept. of O.E.M.S they will be here to inspect the ambulances and record keeping for our license to operate the medical service on 9/6/16 Tuesday. We hired one more per-diem medic, this brings us to a total of 8, and he will start next week. We lost one due to an O.E.M.S. violation issue. This still leaves holes in our coverage, and we need to put on the full time medic and basic that I have been requesting! We have received a written warning back in July and with the inspection coming up I fear we will receive another one for these deficiencies.

Emergency Management: Nothing to report this week.

Development & Inspectional Services

Board of Health: The Board of Health completed an inspection/overview of the building known as Scout Hall; no real issues found that pertain to the BOH. Due to the incredibly dry weather, many properties with shallow wells are running dry; we have issued three permits just this week. The BOH in conjunction with Dr. Cheryl Nygard and the Animal Control Officer will be holding a rabies clinic on Saturday, September 10th @ 10 a.m.-2 p.m. @Dr. Nygard's office on 461 Patriots Road (flyer posted on website). Housing and trash continue to keep us hopping, as well as septic installations and repairs.

Building Department Office: Richard Hanks Building Commissioner was out of the office Wednesday 08/30/2016. The Building Department received 9 new Building Applications, along with multiple permit applications for wiring and gas/plumbing. We have been working on creating updated fee schedules to present to the Board of Selectmen on 09/12/2016. In conjunction with the Tax Collectors office we were able to come to a solution in regards to a Wiring Permit application for 25 Central Street, that had initially been denied due to an arrearage of taxes. This permit has now been issued and electricity will be turned on at the said address.

Planning Board Office: Nothing to report this week. (out of office)

Human Services

Council on Aging/Senior Center: Things are falling back into place, I have a wonderful staff that kept things running smoothly and they deserve kudos for a job well done. As requested by the Town Administrator, I attended an Advisory Board Meeting at MART this week on the proposed contractual changes. The towns present at the meeting were able to postpone the contract effective date to November 1, to be able to work out the particulars to make the impact to the budget more palatable. In the last week we provided the following services, 2 case management, 13 farmers market coupons, 2 wellness check, consulted with 2 families regarding meals on wheels, 1 snap application. We transported 42 people to 176 stops, and delivered 51 meals to 21 people. We have the weekly events bingo, pitch, cribbage, creative stitchers, coloration,

Library Director: Nothing to report this week.

Community TV: This week TCTV completed and scheduled the Mac-N-Cheese Festival video on cable channel 8, and continued work on other programs in production, the cable license renewal, and learning new equipment.

Important Dates to Remember

Labor Day~Offices Closed, Monday, September 5, 2016

Selectmen's Meeting, Monday, September 12, 2016, 6:30 p.m.

Department Head Meeting, Tuesday, September 13, 2016, 9:00 a.m.