

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: September 7, 2017
CC: All Departments

Carter



Important Notices

Fall Town Meeting Articles desired by 10/01; Please see me ASAP to begin discussions.

Business Meeting or Workshop: N/A

Weekly Report: I moderated a staff meeting relative to Cross Road (so-called) off of Caruthers relative to its being shown as a town road on the ANR subdivision. There were two matters; the first being whether or not it is a public way (we do not consider it to be one) and the second being the name of the road as we currently have a separate Cross Road in Templeton off of Dudley Road (Route 101). For purposes of E-911 we cannot have a second Cross Road so we have made some renaming suggestions. A variety of items were bid or quoted for your action and work was undertaken with regard to the litigation we briefed you on. We continue to work with DPW to try to develop a plan to replace the rolling stock on a regular basis. This will form the basis of some request for expenditure for the Fall TM (see memo re: sander on agenda) We have a referral of a potential intern from NRSD. I'll advise you further on this next week.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Continued working on Sales Analysis for FY18. Exemption Applications and Chapter land. Paperwork continues to come in. Met with Carter Wednesday afternoon and followed-up with paperwork he requested. Attended a meeting of all town hall employees on Wednesday. Attended a class in Danvers on Thursday.

Town Clerk: Nothing to report this week.

Public Works

Highway Department: Cold patching was done on Royalston Road as well as road side trimming. Cold patching was also done in some areas of Barre Rd. Several trucks loads of winter sand was transported from the sand pit to the highway barn. Training in the operation of hauling and dumping was given to the new hires. Trimming of trees and removal of dead tress in the Gilman Waite area was done. Also tree trimming on Norcross Hill after the road side mowing was completed. The director attended a meeting concerning a sub division.

Buildings & Grounds: Relocated boxes of records from the Historical building to Town Hall in the basement. Disposed of 2 refrigerators and construction debris from the Gilman Waite concession stand as workers were preparing it for use. Removed the Tetherball pole to be relocated to an area that is safer for the children. Prepped for a funeral in Pine Grove cemetery. Mowed and trimmed in both Green Lawn and Pine Grove cemeteries. Trash pickup in all common areas. Added the drag box to John Deere tractor and graded the cross country course. Performed maintenance on the zero turn mower. Returned the JCB to the Highway for more maintenance. Inspected the plow for CD5 for any operational issues that need to be addressed before the winter. There were a few minor repairs needs for CD5. Worked with a representative from John Deere to evaluate the current tractors for trade value. Set a flat marker in Green lawn. Mowing, trimming and detailing of all common building in town. The GEESE are back, we are trying our best to keep them from the fields because they make a mess (literally). If you see them there, feel free to chase them away, we appreciate the help!!

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 8/31 – 9/6 PD – 225 Calls for Service, 16 motor vehicle stops, 1 arrest, Police Station Project is still waiting to move forward on the bid process. Dispatch – 332 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development Services

Building Department: Nothing to report this week.

Planning Board: Nothing to report this week.

ZBA: Nothing to report this week.

Conservation Commission: Nothing to report this week.

Board of Health: Nothing to report this week.

Community 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

Town Administrator office days next week: Monday, Tuesday & Wednesday (9/11/17-9/13/17)

Selectmen Meeting on Monday, September 11, 2017, at 6:30 p.m.

Department Head Meeting on Tuesday, September 12, 2017, at 9:00 a.m.

Selectmen Meeting on Monday, September 25, 2017, at 6:30 p.m.

Selectmen Workshop on Monday, October 2, 2017, at 6:30 p.m.

Fall Town Meeting, Tuesday, November 14, 2017 at 7:00 p.m.