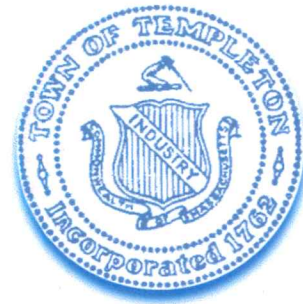


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator’s Weekly Report
DATE: September 8, 2016
CC: All Departments



The following is intended to supplement your packets where a full memo may not have been warranted or I wanted to supplement the provided information. The number on each item below refers to the agenda item.

4. a. This is to comply with the by-law that appears to require you formally “open” the warrant. We’ll be presenting a final draft on 09/26 and place it on the agenda at a time sufficient to provide for the elapsed 14 days.

4. f. This is for you to nominate a Fire Chief subject to the satisfactory completion of a background check and pre-employment physical and successful contract negotiations.

4. i. While this would normally be dealt with as an administrative matter, I know the BoS has had substantial discussion on this. Therefore, I wanted to follow that process to completion. The issue is that we need to move the Veteran Services Director to a more ADA complaint and customer service friendly environment. The discussion has been to do so within the BoS offices while some have suggested an alternative location. Whatever your decision as to how to achieve this objective, I truly need to resolve the matter that we might move forward.

5. a. The Chief of Police advises that he spoke with Chief Sam Albert from Westminster PD on 08/23/16, and the program was approved and carried out without incident. The Program utilized the SADD Program at Oakmont Regional High and participating students placed stickers on bags during school hours’ w/supervisor. Chief Bennett is in support of the program.

5. c. The fee section in this policy has been amended to reflect the emergency regulations issued by the Secretary of State’s Office in February of this year. Those were issued in anticipation of the new law even prior to its enactment. Interestingly many of my peers were also unaware of this when we followed through to research it.

5. e. No additional applications or nominations were received.

Weekly Report:

Most of the week was consumed with researching and generating the bulk of what you will find on your agenda. There were several personnel matters relative to the interpretation of earning of vacation and personal leave time that will wrap up early next week. I’ll keep you posted. I sat with the Acting Fire Chief and his AA relative to the staffing of the ALS. As you may recall, the decision to move to ALS was all predicated upon the use of per-diems to achieve full time equivalent coverage. The (Acting) Chief has come to believe that he can only achieve proper coverage for two of the shifts through the use

of full time hires (four). After a review of the available budget information, a I cannot find any allocation of the accompanying fringe benefit package. Additionally, I cannot find anything to support that the hiring of full-time personnel can be supported by the anticipated increase in revenues. The Chief and I did lay out a plan to review revenues and put together a more formal budget analysis over the next few weeks to try to clarify the financial stability of the staffing model the Chief believes is required. However, until such time as we can complete that analysis I have requested the Chief to hold off on making any such hires. We have received the various resolutions relative to the bond for the water storage tank for review. I am hopeful we can have that on your agenda for 09/26.

Administration & Finance

Town Accountant: Worked with Carter in preparing documentation for the Selectman's meeting Monday night. Went over all the agency funds we have with Carl and figured out a solution for most of them, as they have been on the books prior to 2001. Vendor Warrant.

Treasurer/Collector: Met with Carter multiple times regarding different subjects, one being the personnel policy (employee benefits). We discussed in length the issues that the personnel policy presents regarding the PT/FT benefits (vacation, sick, personnel, bereavement etc..). Processed weekly payroll in a timely manner. The debt book is in the process of being organized and will take some time to get that up and running. The DE-1 is being worked on. I am looking forward to working with Nicole in the selectmen's office to get the HR up and running smoothly and accurately.

Assessor: Completed and submitted the LA3 and LA15 to the state to review. Board Meeting on Tuesday. Worked on town owned property list for Carter. Working on LA4. Working on chapter land deed changes and liens.

Town Clerk: Nothing to report this week.

Highway & Grounds

Highway Department: Tree work, line painting, general tool maintenance, rebuild catch basins and DI's, apron repair in areas needed. Continued maintenance on fleet vehicles.

Cemetery & Parks: Time spent on Templeton Common Boynton Rd. Plans for repairs; Administrative assistant Support; Scheduled three Funerals for the upcoming week; Prep work at Gilman Waite for fall Sports; Assisted two families installing cemetery flat markers; attended meeting for Gilman Waite Base Ball Field; Prepared for Cemetery Commission Meeting. Making some changes to the Tomb Plans & Specs

Public Safety

Templeton Police Department: Week ending 9/1/16 – 181 Calls for service, 25 motor vehicle stops, 4 arrests, 1 PC. C10 still out of service waiting repairs. Volunteer Cell Project – in cell camera system mounted and electrical piping installed. Dispatch – 323 calls (does not include incidentals, like someone asking a general question). E911 Grant awarded and upgrades will start soon with regards to the two dispatch consoles.

Week ending 9/8/16– 203 Calls for service, 21 motor vehicle stops and 1 arrest. C10 is now back in service. Volunteer Cell Project – donated video wire dropped off at the station. Half of the vest order for part-time officers has been received and shall be distributed over the weekend. Second fitting for part-

time officers is scheduled for 9/14 for the rest of the part-time officers. Dispatch – 369 calls (does not include miscellaneous calls). The process has started to replace the old battery backups in dispatch and throughout the station in case of a sustain power outage. State Bid Vendor has been contacted and the order has been placed for the upgrade equipment for the new dispatch consoles (E911 Grant funded).

Templeton Fire/EMS: Starting Friday and ending Tuesday morning we had 19 emergency ambulance calls, only 3 of them didn't have coverage. On Tuesday OEMS came out and preformed the yearly inspection for the ambulance service. We passed with only 3 minor infractions! Vehicle 29A2, a 2007 ambulance, is coming up on its 10-year replacement, and has corrosion issues. Some minor personnel paperwork missing. Lastly, state call information reporting issues. Inspector had high praise for the EMS staff and leadership. I commend them! Completed 5 Sm/Co inspections this week. Our computer software needs some upgrading, and I'm looking into getting it accomplished.

Emergency Management: Organized Conflict of Interest and Open Meeting Law submissions for this year. Continuing with reorganization of files in Emergency Management Office. Received CPR/AED equipment ordered for the CCP Grant. Finished ordering equipment for CCP Grant. Taught 1 CPR/AED First Aid class at Middle School for 7 teachers. Scheduled Statewide Citizen Corps Advisory Counsel meeting at MEMA bunker in Framingham on 9/7 postponed.

Development & Inspectional Services

Board of Health: The Board of Health has issued a letter regarding a property that is unfit for human habitation; this property was toured by both the BOH and Building departments, at the time of the inspection, there was no evidence of any person living on the premises; question from neighbor re: the safety of a water line that runs through property, no issue at this time according to Ron Davan, Water Dept., Superintendent. BOH inspected additional properties with Monica Passeno of the AG's Office for possible inclusion in the Abandoned Housing Initiative program. Completed three final inspections for septic system installations and repairs; all passing. Working with a prospective residential kitchen applicant, interested in baking out of the home.

Building Department Office: The Building Department issued a total of 8 building permits this week, including one for renovations at Cumberland Farms in East Templeton and the Water Tower project. Building Commissioner worked on inspections all week, holding office hours on Wednesday evening. He will be out of the office Friday 09/09/2016.

Planning Board Office: Week ending 9-1, Vacation. Week ending 9-8, working with the Accountant identifying accounts, if money was to be kept or returned, and if returned where checks were to be mailed. Answered phone calls and emails pertaining to Planning issues. 20-day appeal period for Springer Special Permit ended, uncontested, Decision final stamped. Worked on Planning Board 8-23-16 meeting minutes. Posted Planning Board Public Hearing meetings for 9-13-16. Working on Van Dyke request to Accept Lafayette Rd as a Town accepted road.

Human Services

Council on Aging/Senior Center: This week has been busy, I completed my annual reports for the EOEA (Executive Office of Elder Affairs), which consists of stats for the past fiscal year. This reporting is what substantiates the need for the Formula Grant every year. This year our formula grant is \$15,970.00, we will use this to help pay for programs as well as offset the cost of the newsletter. This week we had 92 Seniors come in for 138 different times to attend events. We provided 14 people with

Social Service. The drivers transported 42 people to 186 different places. Lastly we delivered 112 meals to 23 home bound individuals.

Library Director: The end of August saw the final Summer Programs, as well as the completion of the first of 3 reports required each year by the Board of Library Commissioners in order to be eligible for State Aid to Public Libraries. This report, the ARIS, (Annual Report Information Survey) is a detailed breakdown of the library's holdings and circulation statistics for the previous year. As with much of what we do, we anticipate that our upgrade in the CWMars system will streamline the work that goes into completing this report. We are putting together ideas for Preschool Story Hour, which will begin on Wednesday, September 14th, and run each week throughout the school year. We have reached out to the NRSD administration to create a schedule for Kindergarten and First grade visits using the 'blue bus' as I discussed with Dr. Casavant in May.

Community TV: This week TCTV recorded and scheduled the following meetings on cable channel 8: Board of Assessors of Sept. 6, Templeton Elementary School Building Committee of Sept. 6, and Advisory Committee of Sept. 7. Several new notices of events were produced for TCTV 8's slide show, production on the Kite Festival video was completed, and negotiations with Comcast for the cable TV license renewal continued.

Important Dates to Remember

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

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