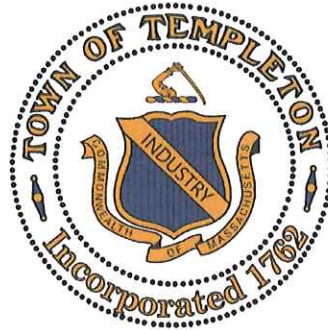


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator *Carter*
RE: Administrator's Weekly Report
DATE: January 18, 2018
CC: All Departments



Important Notices

There will be a public meeting on the merits of adopting the local option meals tax on Wednesday, January 24, 2018 at 6:00 P.M. here at Town Hall

ALL ANNUAL REPORTS NEED TO BE SUBMITTED BY MONDAY, JANUARY 22, 2018. Any department, board or committee that usually submits one will need to have it in by then. **We cannot guarantee the inclusion of any report submitted after that date.** Please understand that we reserve the right to edit for space and presentation.

Please remember to confer with this office before entering into any purchase or contract with a value of greater than \$2,500.

Business Meeting or Workshop: The following is intended to supplement agenda items where a full memorandum may not have been required or updates are needed. N/A

Weekly Report:

I attended the All Boards meeting and thought it most productive. Suggestions for continuing improvement are welcome. We have received all budget and legislative requests except for one department and have now otherwise completed all Round I reviews. We are into Round II reviews on some and hope to have those wrapped up by 02/01 at which time we will have to get into serious number crunching. I met with Mr. Driscoll to have a preliminary talk about a potential contribution of the Light Department toward the FY '19 budget. I promised him a proposal within the next ten days or so once round two budget talks are done. We expect the second big shoe of the FY '19 budget process, the FY Chery Sheet and chargeback figures, to drop within the next few days. As you can see, we have our second meeting on the meals tax next week. Before setting the third – and for us – last one, we have done a second reach out to the vendors to see if there is a particular time and day that is best for them. Reference checks on our four submitting legal firms are about 1/3 done. I hope to have them wrapped up by 02/08. As of CoB on 01/14 we have burnt through about roughly \$85k of our \$132.5k Snow and Ice budget. I expect we will have to authorize deficit spending of \$40k on or about 02/01. We have had about a dozen Templeton residents take advantage of the Winchendon offer to use their Transfer Facility. One alert, the process changed at their end from what was approved in the flyer to now require residents go only to the DPW at Winchendon Town Hall (cash or checks) or the Transfer Station (Checks Only).

Administration & Finance

Town Accountant: Completed review of OPEB pricing with an award to Odyssey of \$4k. \$1k of this comes from the Sewer Fund. They do the Light Department and the total is a bit under our budget.

Treasurer/Collector: The 3rd quarter tax bills are due on February 1, 2018.

Assessor: Inquiries continue from homeowners in regards to tax bills and any exemptions being offered for tax relief. Personal Property Forms of List continue to come in. A reminder to business owners, these need to be in by March 1st. Also, Income & Expense (I & E) paperwork sent out to property owners needs to be returned by March 1st. My administrative assistant is working with the accountant in regards to delinquent motor vehicle excise bills. Eight (8) new homes were entered in our database and supplemental bills have been generated, committed and mailed for these properties. I received notification that the 1st batch of Motor Vehicle Excise bills have downloaded from the RMV. I will be working with the Collector/Treasurer office next week to get bill dates and produce bills to mail out by week end. This is the biggest commitment for motor vehicle excise tax we have each year with over 7800 bills to be mailed.

Town Clerk: Nothing to report this week.

Public Works

Highway Department: The end the week allowed the Highway department to get caught up on resident issues due to the storm. We have received a lot of thanks and positive feedback concerning our reaction to such an abnormal storm. Then we faced the new storm which was a steady snowfall with normal winter temperatures. Many hours were put in for sand/salt application and plowing due the length of the storm. Some of the snow removal equipment was out of service but we were able to manage. The director attended an all departments meeting.

Buildings & Grounds: Continued winter clean-up of walk ways to assure they are safe and passable for the residents. Removed snow on all the roads, parking areas and walkways for the town buildings during the Wednesday storm. Maintained and serviced all of the chain saws in the department. Changed the cutting edge on CD5 and serviced for next storm.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: Nothing to report this week.

Development Services

Building Department: Demo permit was processed and approved for demolition of Templeton Center School; several other inspections took place with occupancy being granted to 69 Otter River and 706 South (new builds). Five electrical permits and two plumbing permits were processed and approved.

Planning Board: Admin. Asst. continued work on Lafayette Road requests; completed minutes from last meeting.

ZBA: Nothing to report this week.

Conservation Commission: Admin. Asst. worked on NOI and completed minutes from last meeting.

Board of Health: Agent working with COA, Police and Fire on second egress issues at 79 Bridge. Continued work on draft budget with supporting documentation; continued work on proposed amendment to "noncriminal disposition" by-law. Agent reviewed and approved septic plans for a new build on Lord Road. Agent signed off on occupancy permits for 706 South and 69 Otter River (new builds).

Community Services

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

Library Director: Nothing to report this week.

Community TV: This week TCTV recorded and prepared for broadcast the All Boards Meeting of Jan. 16. (Three other meetings this week were cancelled or postponed due to poor weather). A "Meeting Marathon Monday" was created for Cable Channel 8 Mondays from noon-midnight, showing all recent meetings ate the Town Administrator's Talk of the Town informational program. This was promoted via Facebook and the town's web site. A meeting with the Town Administrator on the FY19 budget proposal took place, and records of telephone/Internet charges and update service quotes as well as equipment purchases were provided. A sign-out form for volunteers using public access TV was created. Production work continued on other shows and short videos.

Veterans Services: Nothing to report this week.

Important Dates to Remember

Town Administrator's Office Days for next week: Monday - Wednesday

Selectmen's Business Meeting, Monday, January 22, 2018, at 6:30 p.m.

Department Head Meeting, Tuesday, January 23, 2018 @ 8:30 a.m.