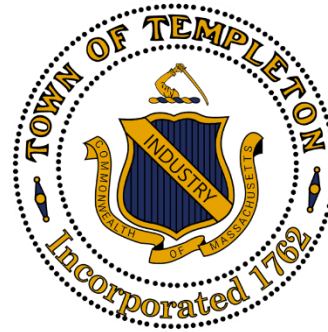


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** January 25, 2018  
**CC:** All Departments

*Carter*



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### Important Notices

**There will be a public meeting on the merits of adopting the local option meals tax on Monday, February 5, 2018 at 6:00 P.M. here at Town Hall**

**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**

7. Several of you have expressed a sense of direction you believe we should follow on various items within the FY '19 budget. This will provide an opportunity for BoS members to discuss their individual thoughts with all and determine if there is general agreement for me to go forward with any of those specific suggestions. Otherwise we will keep plugging away.

**Weekly Report: We are still accepting suggestions for continuing improvement to our All Boards Meeting.** I attended the IAC meeting to review a variety of possible changes to our benefit platform for ideas on cost savings in preparation for receiving our rates in the next few weeks. Senator Gobi and Representative Whipps will be attending the BoS meeting on 02/12. If you have a question, suggestion or project you would like the BoS to consider bringing up, please have it to us by CoB 02/01. I met with a concerned citizen disappointed that your sex-offender by-law is unenforceable due to a statewide constitutional challenge and advised she pursue this with the delegation. I met with the Chair of the CPC to discuss possible affordable housing projects and the potential for them to underwrite the Baldwinville Disposition Advisory Committee. Round II of the budget process has been completed for all except 1 department. We hope to wrap those up by 02/01. I attended the Elementary School Building Committee. You may [Click Here](#) to see a web site the NRSD is maintaining to let citizens monitor their progress. I attended the MMA Annual Conference. You can see my report on sessions attended along with those of several staff members here. Materials are on file in our offices. We held the second of our public meetings on the Local Option Meals Tax. Eric hosted the meeting and had a powerpoint presentation prepared. A couple people from the public attended and he answered questions for them. The Cherry Sheet estimates of revenue and chargebacks have been released as part of House 1. With revenues up roughly \$17k and chargebacks down roughly \$14k, the net positive for us is roughly \$31k. For the NRSD the net positive is roughly \$270k. This is driven primarily by a drop in school choice (sending) of about \$100k. Transportation is still not fully funded so that may be a subject you wish to discuss with the delegation.

## **Administration & Finance**

**Town Accountant:** Nothing to report this week.

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

**Assessor:** The RMV notified us that the 1st Commitment for 2018 Excise Tax Bills has been generated. Work was done on these and the files were sent to the billing company and excise tax bills will be mailed the end of this week with a bill date 1/29/18 due date of 2/27/18. Monday evening attended BOS meeting and gave the 2nd quarter financial update for the Assessor office. Sue completed the delinquent Motor Vehicle abatements for FY2000 thru FY2010 at the Accountant and Auditor requests. I attended the Department Head Meeting Tuesday. I worked with Vision on closing out the values for FY18. I met with the Collins Group on Thursday. I received calls from various homeowners in regards to the recent Supplemental Bills going out on their new homes. I & E Reports, ABC paperwork and Forms of lists continue to come in, these are due March 1st. Exemptions applications are still being received in the office. Homeowners are reminded to stop by and inquire about the eligibility guidelines. Applications are accepted until March 31st. Also, homeowners over 60 may qualify for the Senior Work off Program. Again, this is an income & asset eligibility program; stop by to see if this is something you may qualify for.

**Town Clerk:** Nothing to report this week.

## **Public Works**

**Highway Department:** The director attended the Templeton Center Elementary school meeting on Tuesday Evening and the Scout Hall meeting on Thursday. A crew was dispatched to Cottage Lane to fill a location where a resident had cut into the road. Flowing water was undermining the road surface there. The trackless snowplow was out clearing sidewalks after the last snow storm. Cold patching of potholes was done on Barre Rd. Henshaw and Stonebridge, as well as Central and Bridge Streets. Two stop signs were replaced. Due to the pounding rain and freezing temperatures sand and salting was a constant battle to keep the roads safe. A process change was made to the way that Barre and Dudley Roads are sanded. We now are sanding the lanes, not in the center of the road as was done in the past. Repairs to sanders and plows were maintained and cleaned.

**Buildings & Grounds:** An area in Green Lawn Cemetery was prepared for a funeral for Monday. In this season of rain and snow the sump pump @ SCOUT HALL is frequently checked to assure there is no water in the basement. Drains were cleared prior to the heavy rain on Tuesday. The card board @ the senior center food pantry was removed and recycled. The cemetery crew maintained the walks ways and parking lots on all public building. Because of the rain and low temperature, precautions were taken to assure sufficient amounts of sand and salt was placed. The vehicles and equipment were cleaned and put away.

**Sewer Department:** Nothing to report this week.

## **Public Safety**

**Templeton Police Department:** 1/11 – 1/17 PD – 264 Calls for Service, 0 motor vehicle stops, 0 arrest, Police Station Project no movement at this time. Dispatch – 364 Calls (does not include miscellaneous calls). Nothing new to report.

1/18 – 1/24 PD – 257 Calls for Service, 13 motor vehicle stops, 3 arrest, Police Station Project on 1/22/18 project received approval to move forward by the BOS. Dispatch – 365 Calls (does not include miscellaneous calls). Nothing new to report.

**Templeton Fire/EMS:** Nothing to report this week.

### **Development Services**

**Building Department:** Building Commissioner with Fire Chief completed re-inspections of Baldwinville Station and Thirsty Turtle; issued safety inspection certificates. Building Commissioner completed several permit inspections. The Building Commissioner, Electrical Inspector and Plumbing/Gas Inspectors are completing their reviews of the Templeton Elementary School building plans.

**Planning Board:** Administrative Assistant researching and putting together file for Lafayette Road town acceptance request.

**ZBA:** Nothing to report this week.

**Conservation Commission:** Meeting draft minutes completed for January 8th meeting. Documentation for MACC Annual Conference forwarded to all board members for review and to sign up to attend.

**Board of Health:** Agent worked on “non-criminal disposition” article amendment for spring town meeting. Agent worked on budget process for Development Services and on template for Collins Institute. Agent attended second informational meeting for proposed meal tax.

### **Community Services**

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

**Library Director:** I Worked on the library's departmental statement and organizational chart for the Collins Institute. I Worked on and submitted the CPC grant application for the library's renovation project. We placed the February materials order. I met with Carter and Eric about the library's budget. I spoke with Sonya W. at MOC about some program collaboration. We hope to schedule 'Cosmic Kelly' for a show during February vacation week, as well as offering some STEM/STEAM activity materials here at the library. Both Story Hours were well-attended, and Steve Castle came by to film the Thursday group for TCTV.

**Community TV:** This week TCTV recorded and cablecast The Select Board meeting of Jan. 22, the Templeton Elementary School Building Committee Meeting of Jan. 23, the Meals Tax Informational meeting and NRSD School Committee meeting of Jan. 24. All meetings are also available on TCTV's YouTube Channel. TCTV signed up its first member volunteer, Ann Lyons, who records School Committee with TCTV High School Intern Connor Hansen. Connor also recorded the Narragansett High boy's basketball game in which star Ben Raymond scored his 1,000th point, including the ceremony, to be cablecast soon. TCTV also recorded and produced Story Time at the Library, to be cablecast on Channel 8. Library Director Jackie Prime said the Story Time show in December has been complemented by library patrons. Town officials and others are invited to participate by reading stories to the kids. Plans were also made to record Comedy Night at the Twilight Lounge in the Senior Community Center on Jan. 26.

**Veterans Services:** Nothing to report this week.

### **Important Dates to Remember**

**Town Administrator's Office Days for next week: Monday - Wednesday  
Selectmen's Workshop, Monday, January 29, 2018, at 6:30 p.m.**

**Selectmen's Business Meeting, Monday, February 12, 2018, at 6:30 p.m.**  
**Department Head Meeting, Tuesday, February 13, 2018 @ 8:30 a.m.**