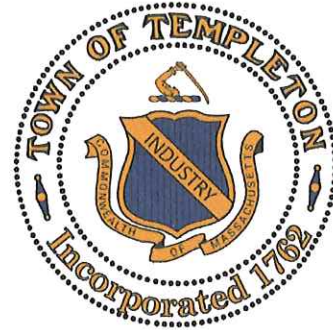


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator *Carter*
RE: Administrator's Weekly Report
DATE: January 4, 2018
CC: All Departments



Important Notices

Thank You! - All but three Budget & Legislative Packages were submitted by the date needed. If you are one of those units please submit ASAP we can complete our Round 1 reviews by 01/16.

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.

We are having a continuing problem with CH. 30B procurements. Please confer with this office before entering into any purchase or contract with a value of greater than \$2,500. More formal guidance will be issued in mid to later January after conferring with the BoS.

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:

Chief Dickey and I reviewed the ambulance revenues since going to ALS. While we are hitting our target goal for FY '18 we do not see it growing to our hoped goal(s) in the coming year. As you will learn, this is because we are getting fewer billable runs than we projected and the mix of runs is tipping more toward the lower paying Medicare rates. I taped the monthly Talk of the Town w/Chairman Caplis as my guest to review the State of the Town. We have learned of some \$35k+/- we are eligible to receive from MEMA going back to the 2008 ice storm and expect the needed paperwork w/in the next few days. Round 1 budget reviews were conducted with three units and another five units are scheduled for next week. All Round 1 reviews should be completed by 01/16 assuming we receive our final three submissions by 01/09. We prepared our presentation for the upcoming meeting with our local vendors on the possible adoption of the Meals Tax this coming Monday. We had storm pre-planning meetings in preparation for the 01/04 storm. As an FYI we have already used almost 1/3 of our Snow & Ice budget. We will track this account weekly and keep you updated. I met with the Cable Committee to review their FY '18 budget planning questions and structure (i.e. 501(c)(3) vs Town Department).

Administration & Finance

Town Accountant: Nothing to report this week.

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

Assessor: Another short week...Continue to answer homeowner inquiries in regards to recent tax bills going out. I had a meeting with Carter and Eric to go over FY19 Article and Budget Requests. Followed-up meeting with additional information. Started reviewing plans filed with Registry of Deeds in 2017 to make mapping changes effective 1-1-18. I started preparing for upcoming meeting with Board of Assessors, Tuesday the 9th at 4:00 p.m. Thursday expected to meet with Eric and Laurie, Board of Health Agent, in regards to GIS enhancements and a grant being offered.

Town Clerk: Met with Carter & Eric to go over the Town Clerk's FY19 budget. Finished printing the inserts for the Annual Census. Researched and sent information for a Public Records Request.

Public Works

Highway Department: The approaching storm had the highway guys checking and preparing equipment to assure a smooth Sanding and plowing operation for the Thursday storm. It has been determined that the larger blades from the truck plows can be repurposed and used on the snow blower for the trackless sidewalk machine. This will be a significant cost savings for the department. H12, one of the 10 wheeled trucks had some costly but necessary repairs done to it. The camel spring was replaced as well as all of the hardware and new brake cams put on. The age of this truck is 2007 and is the newest in the fleet. The chainsaws were gone over and blades and bars inventoried and all tools readied for cutting.

Buildings & Grounds: The budgets for all departments under the DPW umbrella, were completed and submitted for review. There are still some outstanding quotations that are expected to help complete all of the planned building projects. All in all with the added responsibilities under this formation of the DPW, we have managed quite well in serving and maintaining all involved.

Sewer Department: Nothing to report this week.

Public Safety

Templeton Police Department: 12/20 – 12/27 PD – 276 Calls for Service, 18 motor vehicle stops, 0 arrest. Police Station Project – Currently in a holding pattern. Dispatch – 394 Calls (does not include miscellaneous calls). Nothing new to report.

12/28 – 01/03 PD – 194 Calls for Service, 11 motor vehicle stops, 1 arrest. Police Station Project – Update on project will be presented to BOS on 1/22/18. New unit "27" was finally picked up from MHQ and put into service. There were some minor issues with the vehicle, so it will be going back to correct them in the near future. Dispatch – 274 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Nothing to report this week.

Development Services

Building Department: Building Commissioner back from holiday vacation; several inspections completed, much paperwork caught up on. The electrical inspector processed three permits with inspections; the plumbing inspector processed two permits with inspections and also completed an inspection at the Willow Trailer Park at the request of the BOH Agent, will be providing a second inspection and follow up with the BOH Agent.

Planning Board: Prepared for meeting on January 9th; prepared minutes from last public hearing and meeting. Administrative Asst. prepared documents for members to sign for the 223 Baldwinville Road project.

ZBA: Administrative Asst. continued to work on the paperwork from the hearings of Day Mill and Patriots Roast Beef.

Conservation Commission: Prepared for meeting on January 8th; prepared minutes from last meeting.

Board of Health: During the week, many permits were processed and issued for food establishments, tobacco/nicotine, septic haulers and installers, and rubbish removal. The "in lieu of taxes" certificates went to the finance department for Meadow Lane and Willow Trailer Parks. The budget draft for '19 Development Services was completed and forwarded to the Selectmen's Office; sent a reminder to boards/committees within Development Services for input on budget. Agent participated in the emergency management calls for snow situational reports. Agent provided information to a food establishment on the proper collection and disposal of fats, oils, and grease.

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.

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 8, 2018, at 6:30 p.m.

Department Head Meeting, Tuesday, January 9, 2018 @ 8:30 a.m.

****UMass Collins Center will be present to discuss with you their work on a new budget format****

All Boards Meeting, Tuesday, January 16, 2018 @ 6:30 p.m. at Kamaloht