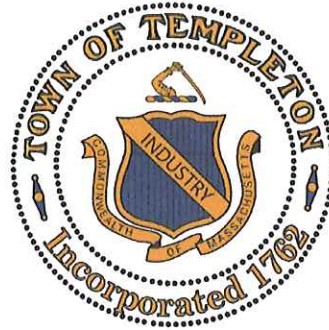


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: February 22, 2018
CC: All Departments

Carter



Important Notices

Now accepting applications for one Full-Time Police Officer position.

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.

- 5. a. We had four submissions and the top two rated firms were invited to interview with you. They provide an interesting contrast of the sole practitioner and a team of two larger firms. Pricing is discussed after you determine which firm you like better.
- 5. b. We are seeking your approval to proceed to negotiate a contract with the top ranked firm.

Weekly Report: I met with the Insurance Advisory Committee to review pricing on our base plan (up 7.52%) and various alternative benefit platforms which could reduce that increase. After consideration of the matter, the IAC has recommended the Town stay with the base plan(s). I have told them I will invite them to the budget workshop at which you discuss this account. The Chair of the CPC and I met to review their plan at length. The bulk of the week was consumed with completing the recommended budget and Draft warrant. We will proof and polish it over the weekend for presentation to you Monday evening.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Nothing to report this week.

Assessor: Office traffic still steady with residents coming in for Motor Vehicle Abatements. Finished mapping changes and sent out information to Cartergraphics to update online mapping and print new town maps. Busy updating property record cards to building permits pulled and site visits done last fall and winter, all this adds to the town's new growth. Also, update personal property accounts for the new businesses that have come into town and other businesses that needed to be adjusted. Again, this adds to new growth for the town. On Thursday, I met with our attorney in regards to an upcoming ATB case. Sue stepped in to help the Accountant out with some work that needed to get done.

Town Clerk: We are still busy with census returns and dog licensing. Had several interoffice research requests. We have had several people come in to take out nomination papers. Completed the conflict of interest training. A few people came in to register to vote.

Public Works

Highway Department: MORE SNOW ~~~ Saturday evening into Sunday. It began fluffy but ended with some precipitation making it heavier towards the end. The director and foreman and the office administrator attended a DPW meeting, joining other towns in sharing ideas. Pothole season is NO JOKE, we are addressing potholes on a daily basis and it seems to be never ending. The combination of the frost line and the warming temperatures is causing lots of areas where filling is necessary. School bus signs were added on North Main for the safety of the children. The director attended an MPO meeting in Fitchburg.

Buildings & Grounds: Assistance was given @ the Town hall in removing an old conference table and replacing with a new one. Chairs from the senior center were transported and put into surplus at the highway barn. A broken paper shredder was brought to the landfill from the COA. Buildings and grounds also attended to the snow over the week end. The newly formed Building and Grounds department needs access to buildings and gates, please check with the Director to see if keys are already on file or if copies can be obtained. The sump pumps @ the Library and Scout hall were checked to assure they were working, no problems were reported. The drains in Green Lawn cemetery were cleared. Equipment was cleaned and maintained. Continued painting and maintenance on the picnic tables for the common areas of town.

Sewer Department: Nothing to report

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: Nothing to report

Development Services

Development Services Director: Director prepared a memo for BoS regarding the meetings held on "green communities" with Planning and ConCom; provided information to Planning Board with regard to Marijuana.

Board of Health: Agent provided guidance and documentation for an event that will include food trucks. Agent completed a pre-rental inspection on Baldwin Drive for SK Management. Agent conducted exterior inspections at Elm (2), Circle, and Albert. Administrative Asst. attended monthly Emergency Responders TRIAD meeting with COA. Adm. Asst. fielded and referred a complaint call to the ACO with regard to large animals on Freight Shed Road.

Building Department: Richard Hanks, Building Commissioner/Zoning Officer on vacation, all calls should be directed to Admin. Asst. Mallory Seamon @ 978-894-2770; one building permit issued Friday prior to his leaving for vacation. Electrical Inspector issued two permits and Plumbing Inspector issued one; Electrical Inspector is back from vacation. Adm. Asst. worked closely with Town Adm. throughout the week helping to process parts of the budget.

Planning Board: Prepared minutes from meeting of February 13, 2018 meeting. Adm. Asst. began work on filing system.

ZBA: No actions to report at this time.

Conservation Commission: Prepared minutes from meeting of February 12, 2018 meeting. Adm. Asst. began work on filing system.

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 broadcast the Advisory Committee meeting of Feb. 21 and School Committee meeting of Feb. 14, the latter of which is produced by public access volunteer Ann Lyons and NRSD intern Connor Hansen. A promo for the Cabin Fever Collectors' Show hosted by the Narragansett Historical Society was produced and cablecast. These videos are also available the TCTV's YouTube Channel. Research on 501c3 legal issues was conducted.

Veterans Services: Nothing to report this week.

Important Dates to Remember

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

Selectmen's Meeting, Monday, February 26, 2018, at 6:30 p.m.

Department Head Meeting, Tuesday, February 27, 2018, at 8:30 a.m.