

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** March 15, 2018  
**CC:** All Departments

*Carter*



### Important Notices

**Public Budget Meeting – Wednesday, March 28<sup>th</sup> at 6:30 p.m.  
PLEASE spread the word and Posting!**

[http://www.templeton1.org/sites/templetonma/files/file/file/publichearing031418\\_1.pdf](http://www.templeton1.org/sites/templetonma/files/file/file/publichearing031418_1.pdf)

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

**Please double check the revised budget hearing schedule and keep all of your units tuned in!**

**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.**

**Weekly Report:** Monty Tech approved its Preliminary Budget. We have adjusted the budget to reflect this budget. You will see on the revision sheets circulated that we covered the roughly \$35k above our hoped-for increase of \$15k<sup>+/-</sup> with the \$32k we moved from grants to the revenue ledger. While this eliminates any assistance in offsetting the potential NRSD assessment I do have some hope after spending a lengthy period of time with the Superintendent that he is mindful of the challenges facing us and exploring all possibilities for closing the gap in some fashion. While the final decision remains with the School Committee, our conversations have been respectful and co-operative. I attended the NRSD Re-Organization Committee. Unfortunately, I had to leave about 6:15p for our meeting. After a review of the costs and educational merits of two basic grade configurations, the conclusion was to meet again on 03/26 at 4:30 p.m. and come to a recommendation to submit to the School Committee. Given the complexity of the many issues involved – and matters I believe need yet to be explored – I'll be reaching out to spend some extended time with each of you for a fuller briefing. Going into the Tuesday storm we had a deficit of roughly \$42k. I attended the Phillipston FinCom to present the costs for local dispatch in several configurations. They made clear the programmatic decision of how to procure this service was not in their domain but did appear to have a general agreement that the price was not out of line. I will reach out to the BoS once more to advise them of the possibility of shaving the price by \$1k if they do not desire the ConnectTY module. I briefed the incoming Town Counsel on the Draft ATM warrant and potential ballot questions. I have asked him to concentrate his first review on the "standard" questions (i.e. budget, CPC, and the like) while I await your intent on some of the other articles (Over-Ride, By-Law revisions and the like).

## **Administration & Finance**

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

**Treasurer/Collector:** Nothing to report this week.

**Assessor:** Returning to the office after being out 2 weeks. Committed and created real estate and personal property tax bills and export files for the 4th Quarter Tax Bills. Bills will be mailed out next week. Received notification and committed 2nd batch of Motor Vehicle bills, these will be mailed out March 26th with an April 24th due date. Also did motor vehicle rebills from other towns. These will be mailed next week with the same dates. Created supplemental tax bills for 2 new homes that received occupancy permits. Reviewed budgets from Town Administrator in preparation for next week budget meeting. Working on compiling information for Carter. Counter traffic still steady. Thank you, Sue, for covering the office these past two weeks.

**Town Clerk:** Spent the week performing the regular responsibilities and duties required for this office.

## **Public Works**

**Highway Department:** Snow, Snow and more Snow, it seems like SPRING will never get here. Trucks were prepped and readied for the weekly Nor'easter. The Older of the loaders was taken out of service. That is 4 vehicles in the last 4 weeks taken out of service, M11 the catch basin truck, H35 a 6-wheeled dump truck, H10 the department pick up and now the loader. Our aging fleet is rapidly depleting.

**Buildings & Grounds:** Snow removal for the Building & Grounds guys as well, continuous efforts in plowing, sanding and shoveling of parking lots, roads and walkways. Began to remove snow from roof edges and overhangs. Replaced stair treads @ the highway barn. Serviced the push mowers.

**Sewer Department:** Nothing to report.

## **Public Safety**

**Templeton Police Department:** Nothing to report.

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

## **Development Services**

**Board of Health:** Agent attended MHOA/MA Housing Court training in Boylston; training reviewed changes and updates to housing court procedures. Agent completed a Title 5 Inspection Report review for 525 Patriots Road. Agent responded to a food related complaint with regard to procedure on "where" food can be prepared. BOH was contacted by the Office of Children/Families with regard to a housing complaint in Baldwinville.

**Building Department:** Building Commissioner issued two building permits; Electrical Inspector issued two permits; Plumbing Inspector issued one permit. Administrative Assistant began researching surrounding towns for by-laws relating to business signage. Administrative Assistant began research for the next round of tree harvesting.

**Conservation Commission:** Prepared meeting minutes and agenda for March 19 meeting.

**Planning Board:** Meeting for March 20 cancelled.

**ZBA:** No actions to report at this time.

### **Community Services**

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

**Community TV:** This week TCTV recorded and cablecast the Board of Selectmen meeting of March 12. The meeting is also available on YouTube. The NRHS intern is working with the Narragansett Theater Company to produce a dance/workout show as a part of the production of Legally Blonde. Work continued on other programs. Equipment research and needs assessment was conducted.

**Library Director:** Nothing to report.

**Veterans Services:** Nothing to report.

### **Important Dates to Remember**

**Town Administrator's Office Days for next week: Monday, Tuesday & Wednesday**

**Selectmen's Workshop, Monday, March 19, 2018, 6:30 p.m.**

**Selectmen's Workshop, Tuesday, March 20, 2018, 6:30 p.m.**

**NRSD Budget Hearing, Wednesday, March 21, 2018**

**Selectmen's Workshop, Thursday, March 22, 2018, 6:30 p.m.**

**Selectmen's Business Meeting, Monday, March 26, 2018, 6:30 p.m.**

**Department Head Meeting, Tuesday, March 27, 2018, 8:30 a.m.**

**Public Meeting@ Selectmen's Workshop, Wednesday, March 28, 2018, 6:30 p.m.**