TOWN ADMINISTRATOR'S PROPOSED BUDGET & LEGISLATIVE PACKAGE FOR FISCAL YEAR 2021

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MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Carter Terenzini, Town Administrator

Adam Lamontagne, Assistant Town Administrator

RE: FY 2021 Budget Transmittal

DATE: February 26, 2020

CC: Advisory Committee

Enclosed is the recommended budget, legislative and administrative program for FY 2021.

First - The Budget Numbers:

Total expenses for education and the general fund operating expenses, special articles, and the allowance for overlay are $17,637,313. Our education expenses, for which we used the 2 1/2 % escalator, are budgeted at $6,777,128 for the Narragansett Regional School District (NRSD) and $652,186 for the Montachusett Regional Vocational Technical School (Monty Tech).

Our General Fund request is $9,853,839. This is an increase of $222,387 - or some 2.31% - above the original FY '20 budget appropriation. When compared to the final budget, after the cuts driven by the NRSD appropriation, it is an increase of $293,709 or some 3.07%. Of those increase(s), approximately $45,000 is the increase in debt service from the second general obligation bond placed earlier this month for the elementary school.

We propose a capital budget of $1,230,500. This relies upon the use of roughly $625k of free cash and overlay surplus, the grant of $64k from the TMLWP, sewer retained earnings, cable funds and others.

Our primary sources of new revenue yielded us roughly $385,00+/-. Those sources were

2 ½% Levy Increase	$252,740
New Growth	$65,000
State UGGA	$41,462
Excise Tax	$25,000

Those increases are unfortunately offset by a loss of roughly $45,000+/- in several other revenue sources.

Mart	$27,500
NRSD Snow Removal	$17,500

Now – The Cost Drivers:

In addition to our increases for education, we had several major cost increases within the operating budget. Those are:

CBAs & Merit/Equity	$75,000+/-
WRRS	$55,000+/-
Electricity	$8,000+/-
Build to 53 Week Payroll	$10,000+/-

These figures would be roughly $25k higher if we had not assumed the Insurance Advisory Committee (IAC) would come to recommend changes to the benefit platform(s) that would allow us to hold current costs relatively flat.

Safety Valves & Needs:

Should education costs increase by more than $100,000 above what we have projected you have few safety valves beyond the policy with respect to adjusting the final reserve for overlay, as you have had to do in each of the last several years. In fact, the only true safety valve, – if you felt the true need to use it, would be to adjust the excise tax upward by as much as $40k. Given what I know will be a temptation to restore some of the relatively deep lump sum disallowed recommendations, I strongly suggest you resist any temptation to do so until the education expenses are settled.

On the capital side, savings would require cuts and deferment to our desperately needed investment in our plant and capital equipment needs without yielding OPEX savings.

Should any additional savings or revenues be identified, I have prepared a short list of desired restorations in the operating budget for your consideration. Beyond that, I would recommend that you put them into one-time capital expenditures or contributions to reserves. With that as background, the staff and I look forward to answering your questions and preparing for Town Meeting.

Budget Meeting Schedule
as of
February 26, 2020

Saturday, March 14, 2020 ------- Snow Date: Saturday, March 21, 2020

8:30a	Public Works	
		Highway
		Building & Grounds
9:30a	Police & EMD	
10:00a	Fire & EMS	
10:45a	Development Services	
Noon	Lunch	
12:30p	Administration & Finance	
		Advisory Committee
		Treasurer/Collector [Debt]
		Accountant
		Assessor
		Town Clerk
1:15p	Community Services	
		Library
		Veterans Service
		Senior Services
		Recreation & Culture
		Cable
2:15p	Executive	
		Selectmen
		IT
		Insurance & Benefits
		Capital
3:00p	Sewer	
3:45p	Wrap-Up and Overview	

Continued on Page 2

BoS / Advisory Committee Weeknight Budget Hearings

Monday, March 16, 2020

6:30p Monty Tech

6:45p NRSD

7:15p Budget Follow-Up Q&A & Revisits (If Needed)

8:15p Warrant & Policy Overview

DATE OF BoS ADOPTION OF BUDGET & WARRANT OF APRIL 8, 2020

Countdown to 2020 Annual Town Meeting
Prepared 11/21/19

Checkpoint	Day	Date
Town Election	Monday	May 18, 2020
Town Meeting	Wednesday	May 13, 2020
Advisory Committee Drop Dead to Issue Report	Monday	May 11, 2020[1]
Target Date for Voter's Guide to be Available to Public	Wednesday	May 6, 2020
Drop Dead for Warrant & Advert to be Posted/Published	Wednesday	May 6, 2020[2]
Drop Dead for BoS to Submit Warrant to Constable & Advert to Newspaper	Wednesday	April 29, 2020
Annual Town Report in Town Clerk's Office	Tuesday	April 28, 2020[3]
BoS Takes Final Vote on Warrant	Wednesday	April 22, 2020
Advisory Committee Public Hearing on Budget	TBD	TBD Advisory Committee[4]
Drop Dead for Ballot Questions & Officers for Annual Town Election	Wednesday	April 15, 2020
BoS target for Ballot Questions & Officers for Annual Town Election	Wednesday	April 8, 2020
BoS Drop Dead to Transmit Final ATM Warrant & Budget Recommendations to Advisory Committee	Wednesday	April 8, 2020
Last Day to return nomination papers	Monday	March 30, 2020
BoS Adopts Budget & Draft Warrant Recommendations	Wednesday	March 25, 2020
BoS Budget Workshop (Answers to Q's) SNOWDATE	Monday	March 23, 2020
BoS Budget Workshop	Monday	March 16, 2020
Desired Date for NRSD to Adopt Final OPEX budget	Monday	March 16, 2020[5]
BoS Budget Workshop Presentations SNOWDATE	Saturday	March 21, 2020
BoS Budget Workshop – Presentations	Saturday	March 14, 2020
ATM Warrant "Closes"	Monday	March 2, 2019[6]
TA Presents Budget & Warrant Package	Wednesday	February 26, 2020
Drop Dead to submit Annual Town Report(s)	Wednesday	February 26, 2020
Nomination Papers Available at Town Clerk	Monday	February 24, 2020
Drop Dead TA Concludes 2nd Review	Tuesday	February 18, 2020
Desired date for NRSD to adopt Draft OPEX Budget	Wednesday	February 12, 2020
BoS "Opens" ATM Warrant to Citizen Petitions	Wednesday	February 12, 2020[7]
Drop Dead TA Concludes 1st Review	Wednesday	February 5, 2020
Request to BoS for Suggestions of Cover & Dedication	Thursday	January 30, 2020
Budget Estimate from WRRS	Thursday	January 30, 2020
Capital Improvements Committee Submits Proposed CIP	Wednesday	January 29, 2020
House 1 w/Cherry Sheets Released	Wednesday	January 22, 2020[8]
TA 1 on 1 DH Reviews (Week of)	Monday	January 20, 2020
BoS Meeting w/Legislative Delegation for Session Review	Wednesday	January 15, 2020
Convention of the Committees	Thursday	December 5, 2019
TA Sends "Budget Guidance" Memo out to all	Monday	December 2, 2019
BoS Finalizes Goals & Adopts Revenue Estimates and Countdown	Tuesday	November 26, 2019
Fall Town Meeting	Wednesday	November 20, 2019
BoS Holds Goal Setting Retreat		*Done*

Footnotes

(1) GBL Ch. 22 §6 "Copies of the report of the Advisory Committee shall be made available to the voters at least two days before town meetings and at all town meetings." **However, an earlier report would allow us to meld their recommendation into a single Voter Information Guide.**

(2) GBL Ch. 22 §4 "Notice… of every Town meeting shall be given by posting… in a public place in each Precinct as directed by the Selectmen not less than seven (7) days before the day fixed for the Annual Town Meeting, and not less

than fourteen (14) days before the day fixed for a Special Town Meeting, and notice of said Town Meeting shall be published in a local newspaper and on the town website.

(3) GBL Ch. 71 §3 "…to be made available to the residents on the official Town website on the last Tuesday of April of each year and for distribution at the polling places and also at Town Hall in the Board's office."

(4) GBL Art. IV §4 requires referral "… on or before April 10th…"

(5) NRSD Member Agreement, Section V (a) (The… timing of and method of appropriation of funds… shall be governed by G.L. Ch. 71 §16(m)[4]…) [[4]"… the School Committee shall have the power and duty to adopt an annual operating and maintenance budget for the next fiscal year not later that forty-five days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but not later than March thirty-first, provided that said budget need not be adopted prior to February first; provided, further that the superintendent may, with the approval of a majority of the member communities, submit said budget for approval following the notification of the annual local aid distribution, so-called."]

(6) GBL Ch. 22 §5 "Warrants for Annual Town Meeting and Special Town Meetings shall be open for a minimum of 14 days before closing and posting the warrants."

(7) GBL Ch. 71 §2 ("All officers, boards, standing committees, and special committees of the town… shall annually report thereon in writing… to the Selectmen for inclusion in the Annual Town Report on or before the thirty-first (31) day of January of each year.")

(8) 1st year of a Governor's four-year term, HB1 is due five weeks after 4th Wednesday of January; Thereafter it is due the 4th Wednesday of January

Town of Templeton
FY 2021 Budget
General Fund Department Expense Budget

Group	Fund	Dept Code	Name	FY 20 Budget (1)	FY 21 Dept Request	FY 21 Town Admin. Recommendation	Adv. Comm. Recommendation	Page
AF	1000	120	Selectmen*	$ 294,050	$ 310,467	$ 300,750	TBD	42
AF	1000	130	Advisory Committee**	$ 49,395	$ 56,000	$ 50,500	TBD	53
AF	1000	135	Town Accountant	$ 193,470	$ 195,292	$ 194,678	TBD	57
AF	1000	141	Assessor	$ 96,200	$ 98,848	$ 98,750	TBD	63
AF	1000	147	Treasurer/Collector	$ 141,640	$ 153,763	$ 142,499	TBD	73
AF	1000	155	IT & Communications	$ 100,000	$ 121,540	$ 110,000	TBD	81
AF	1000	161	Town Clerk	$ 111,083	$ 113,599	$ 110,750	TBD	82
PS	1000	200	Police & Dispatch	$ 1,351,258	$ 1,653,000	$ 1,388,750	TBD	89
PS	1000	220	Fire & EMS	$ 741,698	$ 1,365,592	$ 772,750	TBD	97
PS	1000	230	Emergency Management	$ 1,750	$ 1,754	$ 1,750	TBD	105
DS	1000	250	Development Services	$ 162,298	$ 173,574	$ 169,500	TBD	109
PW	1000	400	Highway	$ 630,480	$ 3,898,305	$ 646,000	TBD	125
PW	1000	410	Building & Grounds	$ 305,762	$ 299,966	$ 325,250	TBD	138
PW	1000	420	Snow & Ice (2)	$ 142,500	$ 303,180	$ 145,000	TBD	146
CS	1000	500	Veterans Service	$ 104,620	$ 126,031	$ 105,903	TBD	150
CS	1000	600	Senior Services	$ 139,242	$ 108,534	$ 107,750	TBD	157
CS	1000	610	Library	$ 83,377	$ 82,460	$ 82,390	TBD	168
CS	1000	620	Recreation & Culture	$ 9,982	$ 46,476	$ 15,250	TBD	174
	1000	700	Debt Service	$ 2,590,147	$ 2,635,620	$ 2,635,620	TBD	190
	1000	900	Insurance & Benefits	$ 2,382,500	$ 2,485,363	$ 2,450,000	TBD	193
				$ 9,631,452	**$ 14,229,364**	**$ 9,853,839**	**#VALUE!**	

* Contains Reserve Transferrable by SelectBoard for Merit & Equity Raises for Non-Union Personnel
** Contains MGL Ch. 40 §6 Reserve Transferrable for "…emergency or unforeseen expenditures..."
*** Correct for Rounding Errors Before Finalization of Warrant
(1) Exclusive of FTM Free Cash
(2) Cannot be cut below Prior FY

Department, Sub Accounts, & Group

Dept #	Department Name	Group	Sub Account	#	Items That Go Here
120	Selectman	A&F	**Personnel**	5100	Wages, Overtime, Stipends, Longevity,
130	Advisory Committee	A&F			Educational Incentive, Shift Differential, etc.
135	Town Accountant	A&F			
141	Assessor	A&F	**Employee Support**	5110	Uniform, Boot & Clothing Allowances,
147	Treasurer/Collector	A&F			Individual Memberships, Licenses &
155	IT & Communications	A&F			Certifications, Conferences & Training,
161	Town Clerk	A&F			Cell-Phone Stipends, Travel, etc.
200	Police & Dispatch	PS			
220	Fire & EMS	PS	**Purchase of Services**	5200	Consultants, Software Licenses, Code-Red,
230	Emergency Management	PS			Repair Services, Pre-Employment Physicals, etc.
250	Development Service	DS			Subscriptions, Legal Fees, etc.
250	Development Service	DS			
400	Public Works - Highway	DS	**Supplies**	5400	Pens, Pencils, Envelopes, Toilet and Copier Paper, Toner,
410	Public Works - Buildings & Grounds	PW			Cleaners, Folders, Lubricants, Parts, Acetylene, Fuel,
420	Public Works - Snow & Ice	PW			Postage, etc.
500	Veterans Service	CS			
600	Senior Services	CS	**Inter Governmental**	5600	Reimbursements to Other Departments
610	Library	CS			
620	Recreation & Culture	CS			
700	Debt Service		**Other**	5700	Advertisements, Registry Filing Fees,
800	Cherry Sheet Charges				One-Off Small Items (Filing Cabinets, Desks, etc.)
900	Insurance & Benefits				Studies, Organization Memberships (MMA)
					Capital Requests

Budget Overview - FY '21

General Fund & Schools

Item		Value	Notes
Town General Fund Budget		$9,853,839	
Town Article - BoA Revaluation/Updates		$22,500	
Town Article - Templeton Scholarship Fund		$4,000	
Town Article(s) - Capital A		$0	
Town Article(s) - Capital B		$0	
Town Recap - Cherry Sheet Offsets		$66,976	
Allowance For Abatements (2.5% of base levy)		$260,684	
	Actual		
Monty Tech OPEX - FY '20		$636,279	
Monty Tech Increase FY '21	+2.5%	$15,907	
NRSD OPEX - FY '20		$6,611,832	
NRSD Increase FY '21	+ 2.5%	$165,296	
NRSD CAPEX		$0	
TOTAL ALL BUDGETS		$17,637,313	
REVENUES		$17,637,414	
Surplus/Deficit*		$101	**(1)**

1. Deficit must be closed before presentation to ATM
   Surplus Closes to Allowance for Abatements on Recap

Budget Overview - FY '21

Jump To

Capital

Item	Value	Notes
Total Capital Budget	$1,230,500	
TMLWP	-$64,000	1
Tax Levy	$0	
Reserves	$0	
Grants & Other	-$458,750	
Free Cash	-$607,750	
Overlay	-$15,000	
TradeIn/Sale of Excavator and Grader	-$85,000	
SURPLUS/DEFICITS TOTAL ALL BUDGETS	$0	2

Surplus Closes to Allowance for Abatements on Recap

1. Max Not to Exceed $64k; Awaits Final Review & Action
2. Deficit must be closed before presentation to ATM

Budget Overview - FY '21

Desired Restorations If Possible

Item to Restore	Why	Value	Notes
BoS	Restore 5200 LSD	$10,000	
Snow & Ice	Restore to "Build To" $s	$7,500	
Veterans Services	Reverse 5700 LSD	$5,000	

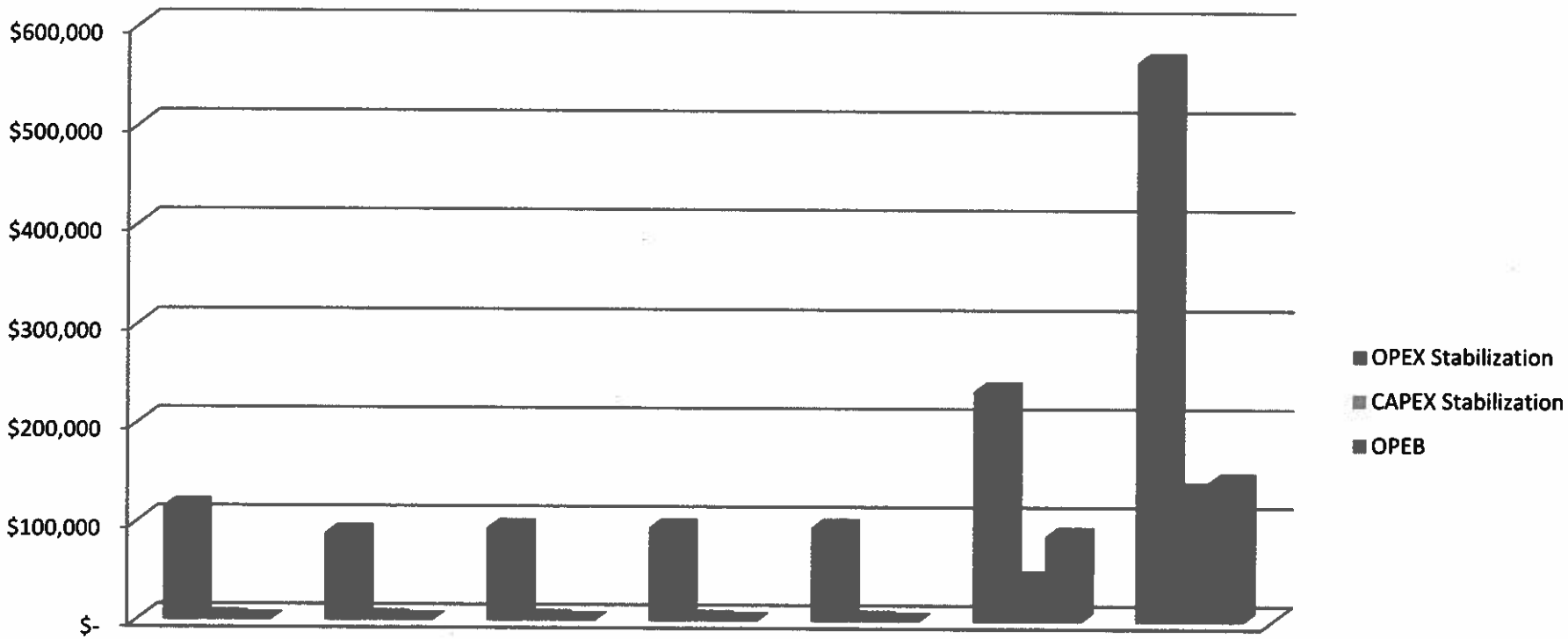
PLANNED USES OF FY 2019 FREE CASH
(DOR Certified 09/17/2019)

GENERAL FUND

FREE CASH			**$1,455,158**
Less: FY '20	FTM Article 3:	Operating Budget Supplements	**$5,000**
Less: FY '20	FTM Article 10:	Capital Budget Appropriations & Special Articles	**$230,000**
Less: FY '20	FTM Article 12:	OPEX/CAPEX/OPEB Reserves	**$190,000**
Balance			**$1,030,158**
Less: FY '20	ATM Article 2:	FY '20 OPEX Back-Fills (Anticipated$^{+/-}$ as of final)	**$22,500**
Less: FY '20	ATM Article 2:	ATM Snow & Ice	**$125,000**
Less: FY '20	ATM Article 3:	NRSD Backfill Per DOR (1)	**$71,322**
Less: FY '20	ATM Article 21:	Capital A - Rolling Stock, Planning, Special Articles	**$607,750**
Less: FY '20	ATM Article 22:	Capital Budget B - Rolling Stock et al	**$37,500**
		Remaining Balance Rolled to FY '20 Certified Free Cash	**$166,086**
		Percentage Rolled	**11.41%**
		Target	**20.00%**

(1) Not to be expended; Rolls to Free Cash

Prepared 02/25/20

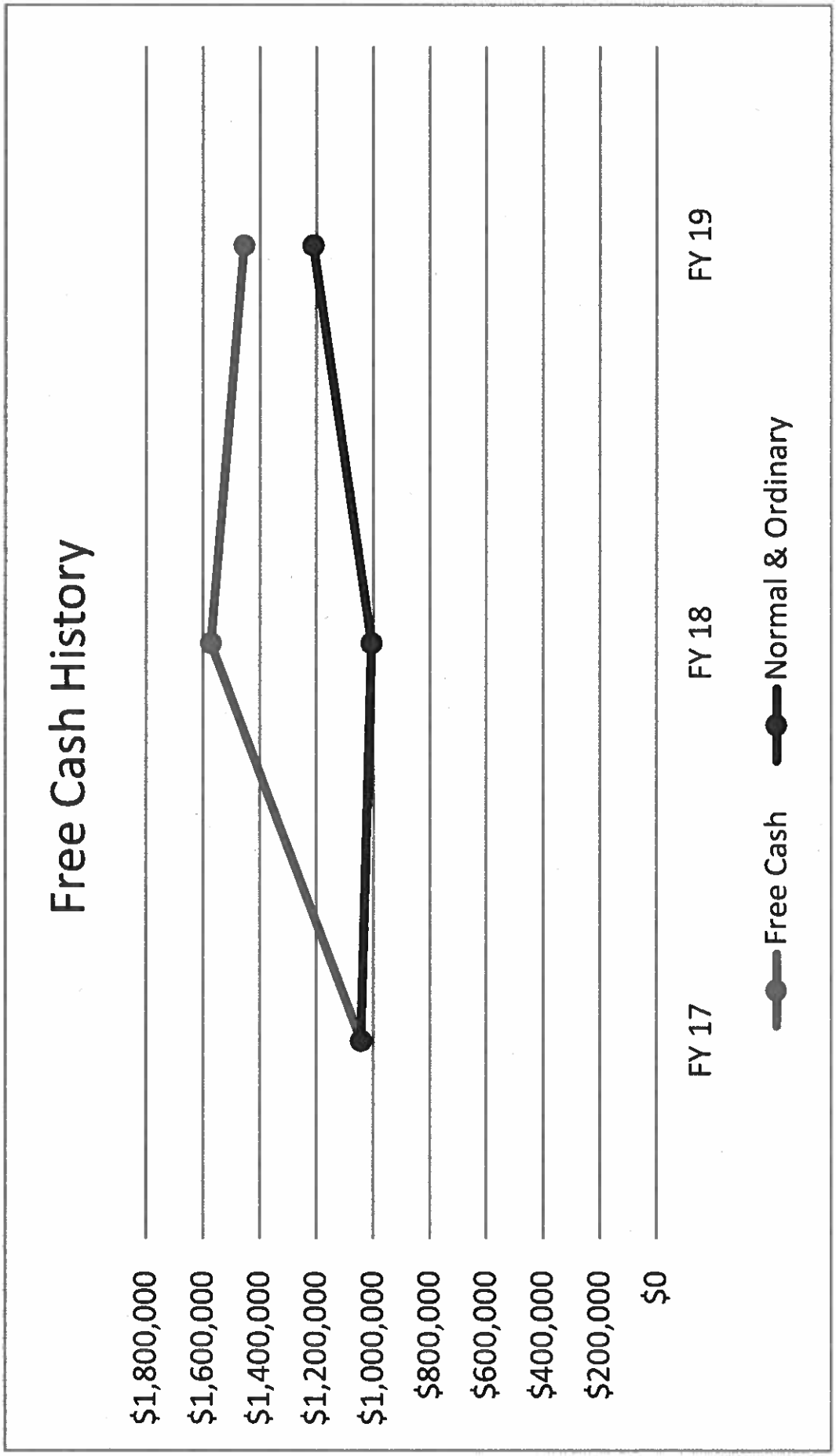


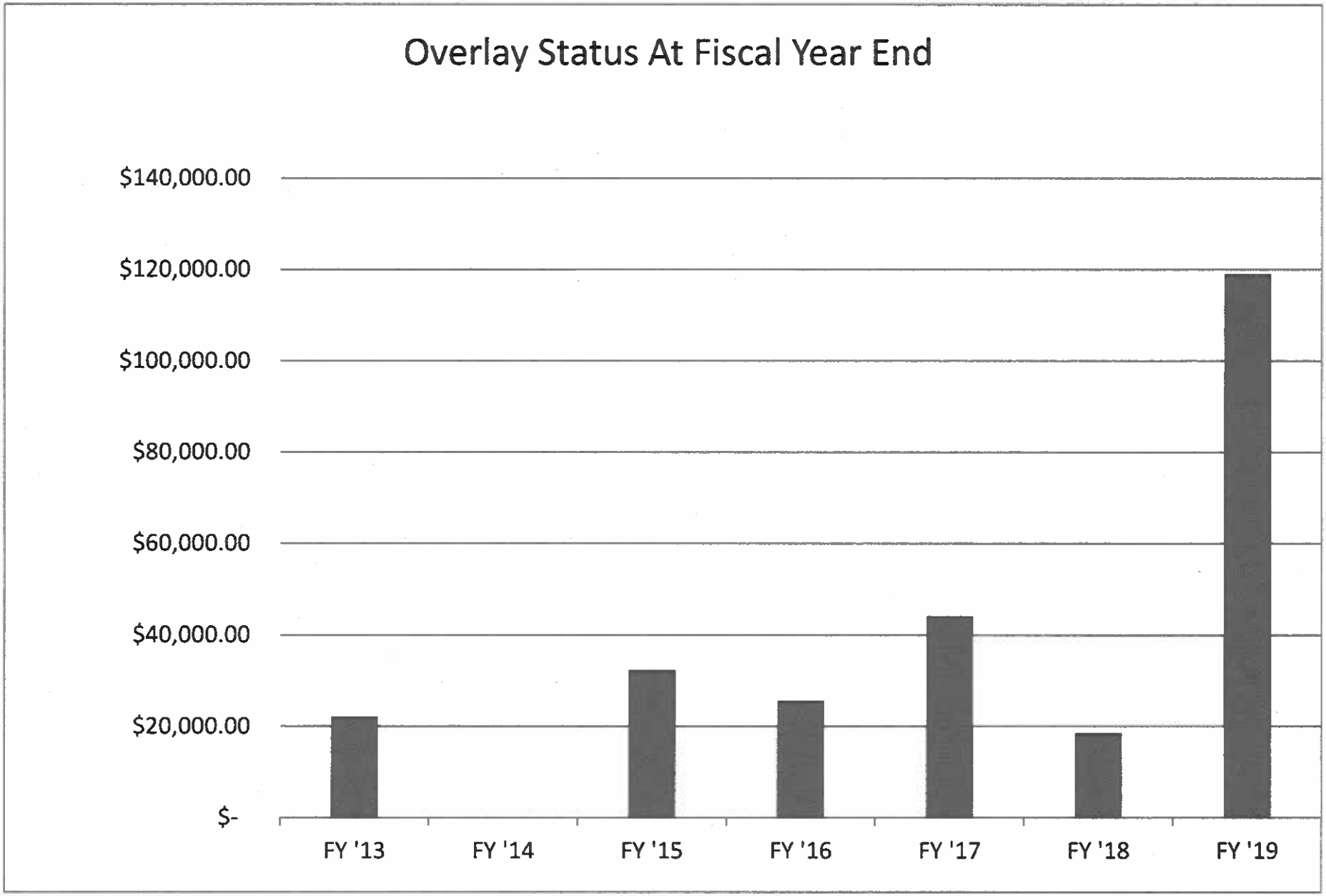
	6/30/2013	6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019
OPEX Stabilization	$115,323	$89,016	$94,414	$94,956	$95,504	$234,162	$566,395
CAPEX Stabilization	$1,959	$1,959	$1,959	$1,959	$1,959	$42,118	$132,993
OPEB	$-	$-	$-	$-	$-	$87,389	$142,171

BUDGET ANALYSIS
OPERATIONS STABILIZATION FREE CASH

Fiscal Year	General Fund Actual Budget	Stabilizaton At Year End	% of Actual	Gross Free Cash	% of Actual	N & O Free Cash	% of Actual
2019	$ 15,686,500	$ 699,388	4.46%	$ 1,455,158	9.28%	$ 1,211,676	7.72%
2018	$ 15,382,257	$ 276,280	1.80%	$ 1,572,732	10.22%	$ 1,006,713	6.54%
2017	$ 13,770,037	$ 97,463	0.71%	$ 1,042,588	7.57%	$ 1,042,588	7.57%
2016	$ 13,264,224	$ 96,915	0.73%	$ -	0.00%	$ -	0.00%
2015	$ 12,638,006	$ 96,373	0.76%	$ -	0.00%	$ -	0.00%
2014	$ 12,265,984	$ 90,975	0.74%	$ -	0.00%	$ -	0.00%
2013	$ 11,809,896	$ 117,282	0.99%	$ -	0.00%	$ -	0.00%

Prepared 02/26/20


Free Cash History
$1,800,000
$1,600,000
$1,400,000
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$0
FY 17
FY 18
FY 19
Free Cash
Normal & Ordinary


Overlay Status At Fiscal Year End
$140,000.00
$120,000.00
$100,000.00
$80,000.00
$60,000.00
$40,000.00
$20,000.00
$-
FY '13
FY '14
FY '15
FY '16
FY '17
FY '18
FY '19

Revisions of FY '21 Budget
Changes made to worksheets upon final BoS Approval

Budget Revisions

Department	Sub-Acc't	Why	Add/Cut	Deficit Or Surplus	Notes
			ORIGINAL SUBMISSION	$3	
		Sample FY '21			
Select Board	5100	ADD: Asst Town Administrator title to the	$0		
		4th line down	$0	$3	

Community Comparisons for FY'21

Community	County	Population Census[1] (2016)	Total Expenditures[1] (FY '17)	Square Miles[1]	Population Density (psm)	School Enrollment[1] (2019)	Public Road Miles[1]	Income per Capita[1] (FY '18)	Median Household Income[2] (As of July 1, 2019)	EQV per Capita[1] (2018)	Tax Rate per Thousand[1] (FY '19)	Average Single Family Tax Bill[1] (FY '19)	Average Tax Bill % of Median Family Income
Templeton[3]	Worcester	8,176	$13,604,033	31.9	256	1173	100.5	$25,796	$66,514	$78,399	$17.24	$3,620	5.44%
Ashburnham[3]	Worcester	6,209	$15,758,088	38.4	162	1079	97.1	$35,283	$92,439	$103,207	$22.55	$5,054	5.47%
Athol[3]	Worcester	11,654	$19,373,512	32.3	361	1716	111.1	$19,610	$50,756	$62,695	$17.45	$2,849	5.61%
Ayer[3]	Middlesex	8,001	$24,826,070	8.9	899	1031	51	$33,821	$82,564	$152,394	$13.63	$4,534	5.49%
Dudley[3]	Worcester	11,587	$15,920,732	20.8	557	1875	90.9	$27,290	$73,977	$87,701	$13.50	$3,450	4.66%
Monson	Hampden	8,789	$24,727,249	44.1	199	1016	110.2	$28,260	$75,136	$92,670	$18.34	$4,074	5.42%
Montague[3]	Franklin	8,272	$18,624,101	30.2	274	1025	113.3	$22,789	$53,061	$106,229	$17.13	$3,470	6.54%
Orange[3]	Franklin	7,651	$19,641,100	35.1	218	1149	103.5	$19,191	$45,964	$69,806	$22.52	$3,456	7.52%
Shirley[3]	Middlesex	7,400	$13,562,781	15.9	465	808	52.2	$27,019	$78,701	$95,431	$16.08	$4,974	6.32%
Townsend[3]	Middlesex	9,515	$20,164,326	32.8	290	1350	94.9	$31,713	$96,501	$94,990	$19.33	$5,283	5.47%
Winchendon	Worcester	10,698	$27,772,772	43	249	1508	115.3	$21,307	$63,548	$67,716	$16.71	$3,226	5.08%

Note 1: Source: 2019 - 2020 MA Municipal Directory
Note 2: Median Income Source; MA HomeTownLocator
Note 3: Regional School District

Prepared on 11/21/19 by Adam Lamontagne, Asst Town Administrator

Approved and adopted this 26th day of November, 2019 by a vote of 4 in favor, 0 opposed, and 0 abstained.

Michael Currie, Chairman
Board of Selectmen

Town of Templeton

Revenues Projections – FY '21

The revenue side, to me is the most critical piece of the budget process and thus tackled first since we must balance our expenses against those anticipated revenues.

This year, again, as a pre-cursor to planning the annual budget, the Select Board vetted and approved the Revenue Projections to be used as the basis of the budget. Those projections have been supplemented with House 1 as well as anticipated reimbursements from our enterprise funds and grants. They are included herein with minor adjustments to effect additional information from the passage of time.

Our revenues come from four main sources:

Tax Levy:

Previous FY Levy *1.025 (w/out excluded debt or capital)	
&	
New Growth:	Value * Current FY Tax Rate
&	
Debt Exclusions:	The Principal & Interest on Debt (can change from to year)
&	
Capital Exclusions	The Excluded Amount (fixed)

Excise Tax, Local Permits, Fees, and Fines:

For estimates of Excise Tax, Permits, Fees, and Fines, we use what has come to be known as the "five-year" rule. This is an average of the actual revenues received over the past five years less the high and low. These numbers are then adjusted based upon professional judgements to reflect trends (i.e. downward if we know the town will stop using a service or upward in a year such as when we adopt a new service fee).

Betterments & Charges for Services:

Betterments are of two types. The first is the road and utility type of betterment. The second is the Title V program.

State Revenues:

We use the numbers released in House 1. It has been our experience that these are generally the lowest of the state aid numbers which actually come to fruition.

We build our budget conservatively to try to live with whatever we are dealt by the state.

If we get more aid, we sweep it into the overlay reserve or let it land in free cash at the year's end. If we get less state aid than we planned on, we reduce our projected overlay reserve. With proper planning, the variance is rarely dramatic.

Putting It All Together:

Once we have all these figures gathered we may adjust them a bit if necessary to try to balance the budget while meeting your policy goals. In doing so, we still try to be conservative. A general rule of thumb is to try to underestimate revenue and assume the worst on your expense estimates. You will never go wrong this way.

As you know, the Department of Revenue must review and approve our estimates. We generally are not allowed to use one-time revenues such as redemption of tax title, land sales, and the like. Also, their dim view of our MART reimbursements creates continuing pressure to reduce our sue this source of funds as part of our estimates.

General Fund

- **Local Tax Projections: Levy Limit Growth**

This is the first element of our Proposition 2 ½ cap. We are allowed to add 2.5% to our current tax rolls as shown below:

FY '20 Maximum Levy Limit	$10,109,635
2.5% Increase	$ 252,740
Total	$10,362,375

For our increase we use the levy limit and then adjust the overlay to fit the final calculation of the allowable levy limit in any given year. We use the actual debt scheduled to calculate debt exclusion revenues. The final split between Personal Property and Real Estate Tax is made after the Fiscal Year begins when that distribution is known.

- **Local Tax Projections: New Growth**

This is the second element of our Proposition 2 ½ cap. Our growth estimate of $65,000 is consistent with our trend of the past few years of trying to reduce our reliance on this item in our revenue estimates. Although written of elsewhere, I would again point out that reductions in our

proposed overlay (which we have had to do over each of the past few years) are then offset by any increases we can make in this account as we prepare the recap sheet at the time of tax rate setting.

- **Motor Vehicle Excise**

Our Motor Vehicle Excise projection of $1,050,000 is a modest increase of $25,000 from FY '20.

- **Local Permits, Fees and Fines**

We used the five-year rule for virtually all of these except for the BoS licenses where we made a modest adjustment as a result of the five-year review of licenses and fees. As a reminder, dog licenses were reviewed last year in keeping with codification and the demand fee is the province of Town Meeting.

- **Betterments and Charges for Services**

For Betterments and Title V, we projected these based upon the current payoff schedules. For Charges for Services, we use a calculation of the indirect costs each unit is incurring. As of these projections, we did not implement the fee for the Treasurer/Collector in processing the sewer bills. The conversion took longer than expected and we were essentially into budget season by the time it occurred. As noted in our several audits – and we hope once again noted in the DOR management review – we need to establish and codify all indirect costs across all units. Therefore, we determined to defer that conversation into FY '21 and make it a part of the FY '22 budget cycle.

- **Earnings on Investments**

We have up ticked this anticipating a continuing increase in interest rates and our improved yield from our negotiations with our banks. We will continue this practice in FY '21.

- **State Revenues**

As previously noted, we have used House 1.

- **Grants Administration**

We have reduced our MART grant by roughly one-half to allow for a safety factor in case we do not provide as many rides as projected.

Funds & Reimbursement

- **Reimbursement**

These were calculated based upon the projected expenses carried in the budget for each enterprise fund. Please note this method of accounting – as opposed to paying the expenses directly from the several funds – artificially bloats the overall general fund budget bottom line by roughly $1,500,000.

Capital Program

This is being financed with several sources of free cash, a contribution by the Light Department, and overlay surplus. There is no tax levy support this year.

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Holly Young, Executive Assistant to the Town Administrator

RE: License Fee Survey

DATE: February 12, 2020

CC: Town Administrator, Assistant Town Administrator

I recently completed a survey of the License Fees with our 10 comparison communities. Our fees have been the same for approximately 15 years. The last record I can find of fee changes was in 2005. I removed the lowest and highest Town's fees to get a more accurate average. I researched the Massachusetts General Laws and our Bylaws to be sure that we are in compliance with what we are charging for fees.

As you will notice, about half of our license fees are lower than average, in some cases, much lower. I recommend increases in fees for 7 of our license categories and 1 of the Town Clerk's categories (most of the comparable Towns' SelectBoard/Town Managers oversee the licenses for Junk Dealers, however in Templeton this is done by the Town Clerk). In 3 categories, our fees were so low that I recommend increasing them a little each year until they reach where they should be so we may prevent any shock or hardship to our businesses.

In one category, Automatic Amusements (noted in the spreadsheet as Jukebox/Video/Air Hockey, because Pool Tables are listed separately in the M.G.L.), I recommend *lowering* the license fee as the Massachusetts General Laws (M.G.L. c140 §177a) limits what can be charged to $20, unless otherwise established in a town by town meeting action. If the Board wishes to pursue this, Carter suggested we do so at the Fall Town Meeting.

In the other 7 categories, our fees look to be about the same as the average, so I did not recommend changing those.

The anticipated additional revenue from these changes in fees will be approximately $2,520 above FY'20s revenue in FY'2021; $5,320 above FY'20s revenue in FY'2022; and $5,620 above FY'20s revenue in FY'2023 and after that. (This takes into account the decrease for Jukebox/Video/Air Hockey). Once the Board approves the fees, I will send out a letter to each licensee informing them that the new fees will go into effect at renewal time in late 2020, so they will have plenty of notice in order to prepare for the increases.

Town of Templeton ~ License Fee Survey ~ January 2020

City/Town	Class II	Class III	Common Victualler Food Only	Pouring License All Alcohol	Pouring License Beer & Wine	Package Store All Alochol	Package Store Beer & Wine	Club Pouring License All Alcohol	One Day All Alcohol	One Day Beer & Wine	Sunday Live Entertainment Annual	Sunday Live Entertainment One Day	Live Entertainment (Monday-Saturday 12pm)	Jukebox /Video/ Air hockey (per device)	Junk Dealer - 2nd Hand $100.00	Pool Table
Athol	$100	$100	$50	$750	$300	$750	$300	n/a	$25	$25	n/a	n/a	$25	varies	$25/$50	varies
Dudley	$154	$66	$25	$1,005	$589	$1,397	$554	$693	$54	$35	n/a	n/a	$35	$20	$25	$20
Monson	$75	$75	$100	$1,000	$600	$1,000	$600	$600	$50	$50	n/a	n/a	$75	$40	n/a	$30
Montague	$110	$110	$40	$1,050	$580	$975	$550	$725	$40	$40	n/a	n/a	$55	$45	n/a	$45
Orange	$200	$200	$25	$1,000	$500	$900	$500	$650	$25	$25.	$100 before 1pm, $50 after 1pm	n/a	n/a	$100	n/a	$100
Shirley	$100	$100	$25	$1,500	$600	$1,250	$600	$300	n/a	$25	n/a	n/a	n/a	$25	$100	$25
Townsend	$100	$100	$25	$1,500	$750	$1,050	$1,000	$425	$20	$20	$50	$50	$50	inclusive	n/a	inclusive
Ware	$200	$200	$50	$1,215	$800	$750	$700	$1,100	$50	$30	n/a	n/a	$100	$60	n/a	$60
Winchendon	$150	$150	$75	$1,000	$700	$1,400	$800	$900	$60	$35	ue a 7-Day Annual Permit for Business – Fee			$40	$100	$40
Maximum	$200	$200	$100	$1,500	$800	$1,400	$1,000	$1,100	$60	$50	$50	$50	$100	$100	$100	$100
Minimum	$75	$66	$25	$750	$300	$750	$300	$300	$20	$20	$50	$50	$25	$20	$25	$20
Average*	$132	$122	$46	$1,128	$602	$1,072	$638	$678	$43	$33	$50	$0	$57	$47	$75	$46
Templeton	$150	$150	$10	$800	$650	$800	$650	$700	$50	$50	$10 before 1 p.m. $5 After	$5 before 1 p.m. $2 after	$5	$35	$25 (TC)	$35
Templeton Proposed	$150	$150	$25 for 2021, $35 for 2022, $50 for 2023	$950 for 2021, $1150 for 2022	$650	$950 for 2021, $1150 for 2022	$650	$700	$50	$50	$50	$20	$50	$20	$75	$50

Approved on _____, 2020, by a vote of _____ in favor and _____ opposed _____ Abstain/not in attendance

_____

SelectBoard Chair

Prepared 2/11/2020 by Holly Young

Note: These fees have not changed in 15 years

*Average without highest and lowest

Town of Templeton
FY 2021 Budget
Revenue Projections

		Actual FY 2015	Actual FY 2016	Actual FY 2017	Actual FY 2018	Actual FY 2019	Budget FY 2020	Requested FY 2021	Administrator Approved FY 2021	Notes
41-4110	Personal Property Taxes	$ 168,877.00	$ 158,899.00	$ 168,782.00	$ 168,696.15	$ 173,487.57	Split Unknown Till Tax Setting			
41-4120	Real Estate Taxes	$ 7,972,785.00	$ 8,103,373.00	$ 8,384,194.00	$ 8,577,923.84	$ 9,361,820.14	$ 10,109,635.00	$ 10,362,375.00	$ 10,362,375.00	
	New Growth	$ 75,613.00	$ 99,310.00	$ 69,092.00	$ 62,744.00	$ 103,584.00	$ 65,000.00	$ 65,000.00	$ 65,000.00	
	Debt Exclusion	$ 1,029,115.00	$ 693,445.00	$ 881,045.00	$ 1,356,308.00	$ 1,488,559.00	$ 1,723,211.00	$ 1,769,504.00	$ 1,769,504.00	1
41-4122	Supplemental Taxes	$ 6,134.00	$ 8,530.00	$ 19,125.36	$ 23,848.76	$ 20,078.11	$ 6,000.00	$ 15,900.00	$ 7,500.00	
41-4142	Tax Title	$ 316,674.00	$ 46,156.00	$ 45,210.83	$ 47,292.89	$ 165,109.11	$ -	$ -	-	
41-4150	Motor Vehicle Excise Taxes	$ 970,783.00	$ 1,037,639.00	$ 1,080,577.88	$ 1,152,640.02	$ 1,179,316.97	$ 1,025,000.00	$ 1,090,000.00	$ 1,050,000.00	
41-4171	Penalties & Interest - Property Tax	$ 78,955.00	$ 79,015.00	$ 68,266.02	$ 36,144.72	$ 35,973.56	$ 62,500.00	$ 61,150.00	$ 60,000.00	
41-4172	Penalties & Interest - Excise Tax	$ 58,430.00	$ 26,439.00	$ 22,782.80	$ 25,775.75	$ 26,137.26	$ 25,000.00	$ 26,000.00	$ 25,000.00	
41-4173	Penalties & Interest - Tax Title	$ 105,039.00	$ 31,772.00	$ 11,083.01	$ 10,848.43	$ 74,732.42	$ -	$ -	-	
41-4180	Payment In Lieu of Taxes	$ 14,314.00	$ 6,706.00	$ 5,636.21	$ 13,864.00	$ 53,803.03	$ 7,500.00	$ 11,500.00	$ 10,000.00	
43-4320	Treasurer Fees	$ 12,580.00	$ 4.00	$ 1,138.53	$ 68.00	$ 492.00	$ 1,000.00	$ 575.00	$ 500.00	
43-4320	Collector Fees	$ -	$ 37,865.00	$ 40,685.07	$ 42,989.51	$ 47,060.51	$ 40,000.00	$ 40,500.00	$ 40,000.00	
43-4320	Tax Liens Fees	$ -	$ 13,000.00	$ 13,025.00	$ 13,125.00	$ 14,550.00	$ 13,000.00	$ 13,000.00	$ 13,000.00	
43-4320	Town Clerk Fees	$ 5,042.00	$ 6,357.00	$ 6,932.00	$ 6,915.00	$ 6,525.00	$ 6,500.00	$ 6,600.00	$ 6,500.00	
43-4320	Police Detail Fees	$ 2,136.00	$ 1,661.00	$ 3,865.26	$ 2,698.88	$ 10,771.05	$ 2,500.00	$ 2,900.00	$ 2,750.00	
43-4320	Fire Department Fees	$ -	$ 1,041.00	$ -	$ -		$ -	$ -	-	
43-4320	Planning Board Fees	$ 6,929.00	$ 1,985.00	$ 3,273.66	$ 3,994.00		$ 4,000.00	$ 3,000.00	$ 3,000.00	
43-4320	Assessors Fees	$ 102.00	$ 90.00	$ 160.00	$ 100.00	$ 1,337.71	$ -	$ 100.00	-	
43-4320	Miscellaneous Fees	$ 5,799.00	$ 12,256.00	$ 10,297.35	$ 12,643.09	$ 19,649.04	$ 10,000.00	$ 11,700.00	$ 11,500.00	
43-4360	Rentals	$ 76,659.00	$ 81,782.00	$ 85,275.64	$ 87,878.67	$ 93,667.68	$ 85,000.00	$ 85,000.00	$ 85,000.00	
44-4410	Alcoholic Beverage Licenses	$ 13,888.00	$ 13,950.00	$ 1,119.20	$ 13,904.00	$ 13,200.00	$ 15,000.00	$ 13,600.00	$ 17,500.00	}
44-4420	Dog Licenses	$ 9,755.00	$ 10,485.00	$ 10,416.00	$ 15,754.00	$ 29,574.00	$ 15,000.00	$ 12,000.00	$ 15,000.00	} 5
44-4430	Miscellaneous Licenses	$ 1,195.00	$ 5,870.00	$ 16,941.00	$ 6,247.50	$ 7,071.50	$ 5,000.00	$ 6,400.00	$ 6,500.00	}
44-4450	Building Permits	$ 105,103.00	$ 43,272.00	$ 57,295.60	$ 189,093.69	$ 107,499.00	$ 50,000.00	$ 90,000.00	$ 70,000.00	
44-4460	Plumbing Permits	$ 4,145.00	$ 3,880.00	$ 5,195.00	$ 2,301.40	$ 3,270.00	$ 1,000.00	$ 3,700.00	$ 2,000.00	2
44-4470	Electrical Permits	$ 16,582.00	$ 9,002.00	$ 10,628.00	$ 2,532.20	$ 6,372.80	$ 2,000.00	$ 8,700.00	$ 4,000.00	2
44-4480	Fire Department Permits	$ -	$ 13,105.00	$ 22,146.87	$ 11,966.00	$ 11,695.00	$ 15,000.00	$ 12,250.00	$ 12,000.00	
44-4485	Board of Health Permits	$ 26,200.00	$ 25,465.00	$ 24,125.00	$ 29,865.00	$ 36,121.00	$ 25,000.00	$ 27,000.00	$ 27,000.00	
44-4490	Miscellaneous Permits	$ 12,284.00	$ 3,244.00	$ 1,490.00	$ 2,665.00	$ 4,220.00	$ 5,000.00	$ 3,375.00	$ 3,250.00	
47-4770	Fines and Forfeitures	$ 400.00	$ -	$ -	$ -		$ -	$ -	-	
47-4775	Parking Fines	$ 760.00	$ 505.00	$ 435.00	$ 420.00	$ 1,685.00	$ 750.00	$ 550.00	$ 750.00	
47-4780	Dog Fines	$ -	$ 525.00	$ 664.00	$ 2,100.00	$ 650.00	$ 500.00	$ 600.00	$ 500.00	
46-4680	Court Fines	$ 2,830.00	$ 3,498.00	$ 4,187.50	$ 4,159.62	$ 4,285.00	$ 4,000.00	$ 4,000.00	$ 4,000.00	
46-4681	Meals Tax					$ 41,708.39	$ 42,000.00	$ 42,000.00	$ 42,000.00	
46-4685	Miscellaneous State Revenue	$ 47,722.00	$ 74,465.00	$ 48,250.00	$ 48,338.71	$ 63,111.81	$ 47,500.00	$ 54,000.00	$ 50,000.00	
48-4820	Investment Income	$ 8,561.00	$ 8,729.00	$ 7,620.56	$ 8,556.06	$ 33,550.63	$ 12,500.00	$ 8,500.00	$ 12,500.00	
48-4830	Cemetery Income	$ 19,368.00	$ -	$ -		-	$ -	$ -	-	
48-4810	Sale of Surplus Inventory/Timber	$ -	$ -	$ 14,804.90	$ 22,024.17		$ -	$ -	-	
48-4840	Miscellaneous Revenue	$ 9,661.00	$ 74,856.00	$ 14,946.35	$ 126,569.39	$ 152,253.03	$ 12,500.00	$ 25,000.00	$ 15,000.00	
	Narragansett Snow Removal	$ 12,500.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 17,500.00	$ -	-	
	Narragansett SRO						$ 36,000.00	$ 36,000.00	$ 38,500.00	
	E911 Dispatch						$ 17,500.00	$ -	$ 17,500.00	
	IMA Hubbardston						$ 37,000.00	$ 37,000.00	$ 42,000.00	
	IMA Phillipston	$ 40,580.00	$ 67,644.00	$ -	$ 114,152.00	$ 46,875.00	$ 62,500.00	$ 62,500.00	$ 65,000.00	
	MART Transportation Reimb	$ -	$ -	$ -	$ 51,135.02	$ 46,445.24	$ 60,000.00	$ 32,405.00	$ 32,500.00	
	Total Taxes & Local Receipts	**$ 11,237,500.00**	**$ 10,830,820.00**	**$ 11,185,712.60**	**$ 12,323,282.47**	**$ 13,511,241.56**	**$ 13,669,096.00**	**$ 14,044,384.00**	**$ 13,989,129.00**	

43-4370	Ambulance Receipts	$ 247,824.00	$ 241,891.00	$ 281,945.51	$ 325,000.00	$ 250,000.00	$ 250,000.00	$ 270,000.00	$ 270,000.00	3
49-4970	Transfer from Sewer	$ 215,847.00	$ 206,519.00	$ 189,216.31	$ 207,691.90	$ 230,026.86	$ 371,942.00	$ 349,440.38	**$ 349,440.38**	
	Transfer from Water	$ 518,724.00	$ 574,921.00	$ 561,531.66	$ 646,681.23	$ 643,247.90	$ 644,594.00	$ 686,255.79	**$ 686,255.79**	
	Transfer from Light	$ 291,023.00	$ 426,244.00	$ 468,683.32	$ 485,049.14	$ 490,827.83	$ 442,521.00	$ 449,871.42	**$ 449,871.42**	
	Transfer from Cable	$ -	$ -	$ -	$ -	$ 5,955.00	$ 10,973.00	$ 13,716.98	**$ 13,716.98**	
	Transfer From GF Employee & Retire Benis				$ 336,161.34	$ -	$ -	$ -	$ -	
	Transfer from CDBG	$ -	$ 2,747.00	$ -		$ -	$ -	$ -	$ -	
	Transfer from Pajari Stabilization	$ -	$ -	$ -	$ 9,277.84	$ -	$ -	$ -	$ -	
	Transfer from Title V	$ -	$ 38,369.00	$ 48,618.99	$ 48,618.99	$ 48,619.00	$ 38,475.00	$ 39,916.00	**$ 41,191.00**	4
	Transfer from 252 Baldwinville Loan Proceeds				$ 201,814.06	$ -	$ -	$ -	**TBD**	
	Transfer from Sewer Betterment	$ 86,654.00	$ 87,189.00	$ 85,985.42	$ 85,647.72	$ 192,840.00	$ 86,224.00	$ 98,011.00	**$ 98,011.00**	
	Total Transfers	**$ 1,112,248.00**	**$ 1,335,989.00**	**$ 1,354,035.70**	**$ 2,345,942.22**	**$ 1,861,516.59**	**$ 1,844,729.00**	**$ 1,907,211.58**	**$ 1,908,486.58**	
46-4610	State Owned Land	$ 82,220.00	$ 82,220.00	$ 110,786.00	$ 110,676.00	$ 110,680.00	$ 77,281.00	**$ 80,427.00**	**$ 80,427.00**	
46-4611	VBS & Elderly Exemptions	$ 60,635.00	$ 62,775.00	$ 66,541.00	$ 70,150.00	$ 75,312.00	$ 74,810.00	**$ 74,977.00**	**$ 74,977.00**	
46-4612	Chapter 70	$ -	$ -	$ 3,440.00	$ 8,316.00	$ 8,632.00	$ -	-	-	
46-4660	Unrestricted Government Aid	$ 1,240,844.00	$ 1,285,514.00	$ 1,345,607.00	$ 1,393,109.00	$ 1,441,840.00	$ 1,480,770.00	**$ 1,522,232.00**	**$ 1,522,232.00**	
46-4661	Veterans Benefits	$ 41,078.00	$ 59,948.00	$ 58,427.84	$ 56,664.00	$ 59,688.00	$ 73,992.00	**$ 62,162.00**	**$ 62,162.00**	
	Total State Aid	**$ 1,424,777.00**	**$ 1,490,457.00**	**$ 1,584,801.84**	**$ 1,638,915.00**	**$ 1,696,152.00**	**$ 1,706,853.00**	**$ 1,739,798.00**	**$ 1,739,798.00**	
	Grand Total	**$ 13,774,525.00**	**$ 13,657,266.00**	**$ 14,124,550.14**	**$ 16,308,139.69**	**$ 17,068,910.15**	**$ 17,220,678.00**	**$ 17,691,393.58**	**$ 17,637,413.58**	

SUBJECT TO FINAL REVIEW

Notes

1. **All Depending upon Final BAN GOB split of 02/20 BANS, Interest Rate & Term**
2. **Based Upon Change to Pay by Revolving Funds**
3. **Supplemental $20k at Annual Town Meeting**
4. **Includes 3/4 MA Water Fund Admin**
5. **Dependent Upon Adoption of New Fee Structure**

PREPARED BY: KELLI PONTBRIAND
ESTIMATES BY: ADAM LAMONTAGNE
APPROVED BY: CARTER TERENZINI
11/21/2019

OFFICE OF THE TOWN ADMINISTRATOR

TO: Carter Terenzini, Town Administrator

FROM: Adam Lamontagne, Asst Town Administrator

RE: Schedule on Rolling Fee

DATE: February 24, 2020

CC: Board of Selectmen

Every fiscal year, there should be a review of the fee schedule to compare to our Comparison Communities. The intent of this memorandum is to provide the BoS with the anticipated department schedule for a review of fees such as;

FY 21 – Admin & Finance

FY 22 – Public Works

FY 23 – Office of Development Services

FY 24 – Office of Community Services

FY 25 – Public Safety

It is important to note that we did not review the entire Admin & Finance department as we worked with Westfield State as they conducted our study of the Recreation Department. This practice will be important as we move forward.

FY '21 Reimbursements & Grants

Sewer	Insurance & Bonding	$44,243
	Unemployment	$2,833
	Medicare	$4,941
	Insurance - Retired	$9,137
	Insurance - Active	$99,239
	Debt	$116,711
	WRRS - Regular	$57,337
	WRRS - ERI	$0
	Audits, OPEB, IT, Indirects	$15,000
	Total	**$349,440**
Water	Insurance & Bonding	$0
	Unemployment	$1,800
	Medicare	$6,157
	Insurance - Retired	$385
	Insurance - Active	$102,877
	Debt	$516,623
	MA Water Fund Admin Fee	$425
	WRRS - Regular	$57,989
	WRRS - ERI	$3,597
	Total	**$686,256**
Light	Insurance & Bonding	$0
	Unemployment	$3,087
	Medicare	$12,139
	Insurance - Retired	$27,813
	Insurance - Active	$209,686
	Debt	$0
	WRRS - Regular	$197,146
	WRRS - ERI	$0
	Total	**$449,871**
Cable	General Admin	$7,167
	Unemployment	$319
	Medicare	$231
	General Beni's	$3,000
	Indirects	$3,000
	Total	**$13,717**
MART	Drivers	$18,750
	Administrator	$4,603
	General Admin @ 16.5%*	$3,853
	Cell Phones	$700
	Fuel & Repairs	$4,500
	Total	**$32,406**

* Actual is 33%; Provides Safety Factor on Reimbursment of Staff Time Incurred and To Be Fully Expended even w/out MART

Town of Templeton
Major Initiatives – FY 2021
Discussion

This section describes the major appropriations of note, initiatives for the future, and changes proposed in past practice. When looking for potential cuts or major shifts in policy, your attention is directed here.

Focus of the FY 2021 Budget

This FY 2021 budget is oft referred to as a zero-based budget. That is to say we attempt to build the budget from a clean sheet of paper based upon your priorities and a careful eye on the resources needed by the Departments to provide those services. In preparing my recommendations, I reflected upon the continuing process of reviewing our workflow and organizational structure particularly with respect to the Senior Services Department and the proposals to expand our Recreation & Culture Department offerings in keeping with the recent study by Westfield State University.

With relatively few initiatives, the focus of this budget is to consolidate the progress we have made these past few years and provide various units with the resources and tools they need to succeed; both capital and operational.

My specific budget, legislative and administrative proposals are addressed in capsule form below.

Executive:

SelectBoard: We budgeted for the succession of the Assistant Town Administrator into the role as Town Administrator, pending your final action in October of 2020, within constant dollars. This allows the current Town Administrator to retire while staying on as a consultant to providing a knowledgeable resource to his successor allowing for a more successful transition. We also propose to realign the mix of our part-time position and fill and our interns to better reflect what we think may end up to be the market realties as we – once again – try to fill this and several other part-time positions.

While collective bargaining for all three bargaining units is complete and included in the various budget, we have budgeted $30,000 for a reserve for Merit & Equity Pay adjustments for our non-union personnel. Reaching market parity for purposes of recruitment and retention will be a continuing effort.

Administration & Finance:

Treasurer/Collector: Additional funds have been proposed for our tax title efforts particularly an attempt to find a lower cost approach to addressing lands of low value.

Public Safety:

Police & Dispatch: This budget contains support for MPTC approved police training

to prepare our new officers and supplement ongoing training such that all Officers can move up through the different levels of shooter certifications. Most Police Departments have an Officer dedicated to firearms training (which can include utilizing firearm at range, air soft, simulated video and the like) to help their Officers and recruits getting their necessary skills to pass all the challenging tests at the Police Academy. The MPTC has added substantial challenges to municipal police departments making sure that all recruits can pass shooting with both their dominant hand as well as their nondominant hand.

Police & Dispatch Capital: The deferred fingerprint system ($33,750) is included to improve the processing and record keeping of fingerprints coming from the Police grant. This is reappearing from FY '20 as the hoped-for grant funds were not available to us.

The other capital needs scheduled for purchase are:

a.	Replacement Police SUV	$52,500
b.	Replacement 4WD Truck ACO	$25,000
c.	Body Armor Replacement (9)	$11,500
d.	Computer Upgrade/Replace	$2,500
e.	Simulation Firearms Training System	$4,500
f.	Mobile Data Terminal(s) - Upgrade	$24,750

Pending an additional Green Communities grant, the purchase of this SUV will be our first to be a hybrid vehicle thereby reducing fuel consumption and the emissions thereof.

Fire/EMS Department: We have funded an improvement in pay for the call firefighters and the beginning of pay for their training. Otherwise it was a bit of a struggle to significantly improve funding to meet all of his needs particularly with respect to making better progress on replacing a significant portion of the turnout gear and the second set recommended for the full-timers. Unfortunately, we had not yet received the results of the $30k Community Compact funds to study the possibilities of sharing any elements of our fire although – at this time – we do not believe they will propose operational changes with budgetary impacts.

Fire/EMS Capital: We propose to replace a third of our SCBA systems (masks and regulators) at a cost of $64k with our PILOT agreement with the Light Department. In submitting that request, we have asked them to commit to phase 2 and 3 as well so that all replacements are completed with three years. Additional capital expenditures are:

a.	Central Station (Kirby Building) Vehicle Exhaust System	$35,250
b.	Jaws of Life Cutter	$10,500
c.	Jaws of Life Ram Set	$10,750
d.	Jaws of Life Combi Tool	$11,000

Public Works:

Highway: The only real addition here is the DEF which is a diesel exhaust fluid now

required by the state. Although modern diesels will run without it, DEF addresses the emissions of modern diesel engines. Diesels burn lean mixtures (less fuel mixed in the same amount of air) versus gasoline engines. That's great for fuel economy but produces pollutants like nitrogen oxides. Manufacturers and regulators have oft taken the path of using this additive to meet the emissions standards..

Highway Capital: We have requested $17,500 to undertake the title work for the rights of way and easements we will need to acquire for the $5,000,000+ reconstruction of on Royalston Road. Upon the completion of this work – and state approval of the recently submitted 75% design – we will need a supplemental appropriation in FY '22 for appraisals.

We continue our recent progress in replacing failed or close to failing equipment to support our operations. We have requested funding for:

a. Small Roller	$37,500
b. Rubber Tired Backhoe*	$37,500
c. 6 Wheel w/ Dump, Plow & Sander	$247,500
d. MS4 & CB – Planning & Mapping	$17,500
e. Street Sign Replacement	$7,500
f. Royalston Road (Rt 68) Titles/Appraisals	$17,500

* Net of Excavator and Grader sale/trade of $85,000+/-

Chapter 90 Capital: Within the Highway budget, you will find the DPW's proposal – drawn from the RSMS study - on how to spend the roughly $460k of Chapter 90 monies we anticipate will be available. This follows the distribution formula discussed to use these limited dollars.

Buildings & Grounds: There is $29k within the operating budget for projects intended to avoid potential damage to property, deferred maintenance, or items to improve the working environment. In finalizing our first year of Green Communities expenditures, we also found some small items that are related to the improvements (replacement of lamp shields for instance) that are not grant covered but needed for a professional finish or complete job. The notable ones are:

a. Soundproof TA Office w/related work	$2,500
b. Replace Heat Pump Town Clerk Vault	$5,750
c. Power Outlets /Training Room at Templeton Center Fire	$1,250
d. Phase 1 Repairs/Repaint Training Room TC	$15,000
e. Roof De-icing Cables TC Fire Station	$2,500
f. Green Communities	$2,500

Buildings & Grounds Capital: Since being designated as a Green Community, we have been awarded $153,180 from the Commonwealth of Massachusetts that will be used on

Town Hall, both Fire Stations, and the Highway and Cemetery Garage(s) to improve interior lighting, building control(s) and address air leakage. We will also recover our administrative costs and prepare proposals for the next competitive grant cycle. In addition, there are several building repairs and equipment purchases as follows:

Town Hall:	
a. Leaf Vac & Box Unit	$9,000
b. Utility Landscape Trailer	$7,500
c. 60" Zero Turn Mower	$13,750
d. New Truck Body – CD – 5	$9,000
Fire/EMS:*	
a. Steel Roof on Kirby Building 2 School St.	$16,500
b. Rubber Roof @ 2 School St.	$11,500
Public Works:	
a. Building #2 Clean Burn Furnace	$9,000
Gilman Waite:	
a. Weed & Seed	$17,500

* The life of these repairs is expected to be 15 years and 10 respectively. Both repairs come with a 5-year leak protection plan. However, it is important to do annual inspections and begin to repair for the major replacement cots which, like the Senior Center's, can only be deferred so long before you get very real roof damage and run the risk of mold or other fungi.

Snow & Ice: Here there is regret. While our new methods will reduce time needed for street sweeping and catch basin cleaning, as well as having positive environmental effects on our stormwater and wetlands, they will drive our annual deficits even higher. Unfortunately, we were not able to deliver but a modest increase in trying to close that gap.

Community Services:

Senior Services: We preserved the Meals on Wheels program while reducing our expenditure of tax levy monies by our creative partnership with GAAMHA to make the deliveries. Beyond that we have reorganized staffing to reflect more time for the Director to be present for team building and communications. A fuller brief is available within that department. In partnership with the Police Department, we will be exploring the feasibility of establishing a "Good Morning" senior wellness check program

Recreation & Culture: The Recreation Commission proposes an eight-week half-day Summer Camp for grades 3 to 6 and re-organized its fee structure to provide the needed support for a part-time Activities Coordinator and its expanded offerings. We have proposed

a supplemental appropriation for FY '20 to provide the seed money for the Summer camp and a similar FY '21 investment to support the coordinator position while they implement their proposals. There will be a substantial increase in the revolving fund ceiling to provide them with the ongoing source for funds to cover these most exciting changes.

Office of Development Services:

With the support of $17,500 of CPC monies, we propose to explore the creation of an affordable housing trust thereby allowing us to have regular access to the CPC monies dedicated for community housing. In addition, we will explore the creation of a program to preserve affordable units within Day Mill and similar properties and review our zoning and other regulation with an eye toward changes which might improve the likelihood of affordable housing being constructed to better meet the needs of our residents.

Enterprise Funds:

Cable Access: This has been relatively fully funded as requested. However, I strongly suggest you engage in a fuller vetting of the long-term plan for this unit. My fear is that we prematurely burn through cash without having fully vetted the many possibilities for – and the reality of – what this unit might become in the future.

Sewer Department: In addition to the beginning of payments to the City of Gardner for our share of their upgrades, there is the elimination of a half time position as the collection of billings have been transferred to the Treasurer/Collector. Cost recovery for that effort is addressed elsewhere.

Sewer Capital: There are three capital items to be supported by retained earnings. They are:

a.	Plant Transformer	$55,000
b.	Mass DEP Inflow & Infiltration Study	$135,000
c.	BullDozer	$75,000

Other Legislative & Administrative Matters

ATM Warrant Articles:

By-Laws: There are several proposed amendments to the by-laws. The one I anticipate will draw the greatest discussion is a proposed change for the Board of Selectmen to the Select Board. This follows upon similar action by the (now) Massachusetts SelectBoard Association and approximately 90 other towns across the Commonwealth. I believe it reflects a greater sense of inclusion and today's reality in the make of our Board. Other proposals reflect changes to the Advisory Committee, eliminate duplicate language on budget preparation and continue clean-up as we become aware of items needing it.

Sale of Town Lands: There is an article authorizing the sale of the Baldwinville Elementary School together with three parcels of land in their entirety, Map 1-4, Parcel 383, 384, and 385, and a portion of Parcel 407, all of which total 1.47+/- acres of land. Proposals are due on March 18th.

Demand Fees: Finally, there is the matter of the demand fee for overdue taxes. The current $10.00, set in 2008, is not proving a strong motivator to timely payment. The Treasurer/Collector is hopeful a move to $15.00 will be a stronger motivator thereby improving our cash flow and collection rates.

Budget & Legislative Requests Not Recommended

You need to be aware of requests of note that, beyond the lump sum disallowed cuts, I did not recommend - and why I did not recommend them - so that you may explore these with the requesting units.

Highway Capital: The Utility truck, 10-wheel truck (dump w/plow, wing and sander), as well as the sidewalk machine, simply could not be supported within the capital funding available. Not replacing the latter does a serious challenge if the current sidewalk machine, already approaching its last gasps of life, goes down during the winter months. Funding this replacement is a challenge and brings up the question whether or not that we could or should continue this service in the future long discontinued by many municipalities.

This must be the subject of a more detailed conversation in the first half of FY '21.

Buildings & Grounds Capital: Absent greater capital funds or grants, we simply could not address the $900k in needs for the Emergency Management building, the replacement of the Town Hall Cupola, Senior Center Roof, DPW parking lot, fence upgrades and the upgrading of the facility at Gilman Waite.

The Senior Center roof will reach a critical point within the next fiscal year or two given its steady stream of leaks. At a minimum, the Town should schedule at least $125k each fiscal year in the CAPEX reserve to cover these costs as a single project.

Fire/EMS Department: We could not recommend the Jaws of Life Matjacks (airbags), Jaws of Life Vehicle Cribbing, ambulance computer system (2), fire station security upgrades, PPE Washer, PPE Dryer as well as the building, plumbing and electric to install washer. Further, painful as it might be, your purchases need to be made in a fashion which can get you onto a rotation scheduled that you could sustain.

Development Services: We could not accommodate their request for Inspectional Software ($3,400) but do plan to try to do so through the next round of Community Compact funding.

Advisory Committee: After considerable discussion, debate and wordsmithing, with an initial review by Town Counsel, we were able to develop a Draft which all seem to agree on with but one exception; With respect to the Advisory Committee By-Law, we were able to come to agreement on all elements except the change in the delivery date of the final warrant from April 10th as it is at present to April 8th. I only came to learn of this failure to agree as the package was being printed so I will have to present a lengthier discussion of our concerns in the next two weeks prior to you taking up the Warrant.

Challenges and Opportunities for FY 2021 & Beyond

Each year I address major issues that we see on the horizon. These have a major impact upon not only your budget but the quality of life within the community.

- **Infrastructure:**

  This remains the same as last year and with the infrastructure improvements made so far, we still need to fund to fund our road program at $1.1 M/Yr. at a minimum to just to keep our roadways at their existing overall Pavement Condition Index (PCI). That does not even touch upon our bridges - such as the recent need to narrow the Otter River/Main Street bridge at Seaman Paper or the failure of Stone Bridge – or include the costs of design, drainage, signage and the like.

  The Town needs to explore the creating of an infrastructure stabilization account and the funding thereof by a dedicated over-ride.

  Of greater note is the fact that our utilities are not currently able to engage in an annual replacement/upgrade program. This leaves us with the choice of trying to find roadways without any such needs or passing over - or paving over – roadways with recognized needs. We encourage the BoS to engage in a conversation with the several Boards who have oversight of this infrastructure to work out some manner affordable to them in which we can still move forward with a program making best use of our limited dollars we can invest in the roadways themselves.

- **Capital Needs:**

  I will keep this simple; we generally have about $600k+/- for Capital needs and continue to face needs which far exceed that amount. The Town should keep a mindful eye on the expiring debt in FY '23 and FY '25 to see if the community would approve capital exclusions or debt exclusion on those years to better address that shortfall.

- **Narragansett Regional School Department:**

  First let me again repeat my compliments to the NRSD for the process this year which

allowed us to begin the conversation on their needs – and how to meet them – much earlier in the budget season. That said, this annual debate and conflict will continue – hurtful to both sides – until the Commonwealth reforms the manner in which it funds education. I encourage the BoS to become more active participants – and partners with the NRSD – in seeking the needed changes to properly fund the public schools and allowing the Town to properly fund local government.

- **OPEB, WRRS & Health Insurance:**

Our effort to join the Hampshire County Group Insurance Trust was not successful but the effort alone proved worthwhile. Our consultant has proven, in my opinion a most worthwhile addition to the conversation helping the IAC work through how to best control these costs while continuing to provide our employees with quality coverage.

The good news on the OPEB front is that you recognize it and are beginning to address it. While there is more work to be done, we have begun contributing to this area and will have a path to funding the liability open up in 2036 when your WRRS assessment will drop dramatically as they reach full funding of the accrued liability. The bad news is your WRRS assessments will continue to increase on a steep curve range until that time.

- **INDIRECT COSTS:**

We must make progress on this as it is a rate for determining fairly and expeditiously the proportion of general (non-direct) expenses that each department outside the general budget will bear. This is critical in Templeton as we have enterprise funds that work closely with the Town as we move forward to formulate, codify, as we will have to have formal agreement and then collect.

Challenges Addressed

Looking Backwards – In Progress or Completed:

Completed: The Move of Sewer Receivables to the Treasurer/Collector

After recommendations from the Massachusetts Department of Revenue and audit firms, we have successfully moved Sewer Collections to the Office of the Treasurer/Collector in early January of 2020.

In progress: Move to Bi-Weekly Pay

After successfully negotiating with all three of our collective bargaining units, we can now move forward to bi-weekly pay – we recently gave all employees a lengthy period of notice so they can plan for the transition as the first bi-weekly payment will be in their account(s) on July 24, 2020. We believe this will save $4,000 +/- per year and as much as 80 +/- hours a year of staff time.

Upon completion of this transition I recommend you next explore the feasibility and potential of moving to bi-weekly accounts payable.

Board of Selectmen

Contact Information: Adam Lamontagne, Asst. Town Administrator
Phone: 978-894-2778
Email: alamontagne@templetonma.gov
Location: Town Hall, Room 6, 160 Patriots Road, P.O. Box 620, East Templeton, MA 01438

Mission Statement

The mission of the Board of Selectmen is to serve as the primary policy-making body and chief executive of the Town, to promote responsible fiscal management by providing the best quality of municipal services while making every attempt to keep the increase in total taxes paid by residents to a minimum, and to listen to the voters, assess the Town's needs, and then provide clear goals and objectives for the Town Administrator to create effective engagement and public participation with residents, state legislators, and other elected officials.

The mission of the Office of the Town Administrator is to carry out the policy directives of the Board of Selectmen and manage the day-to-day operations of the Town in a professional, effective, and efficient manner.

Department Description

The Board of Selectmen is made up of five members elected to three-year terms. The Board meets on the second and fourth Monday evenings at 6:30 p.m. at Town Hall. Key functions include:

- Setting policy
- Appointing the Town Administrator and other necessary town officers
- Providing for an independent audit of the financial books
- Entering into contracts for the Town
- Serving as agents in the Town's legal affairs
- Serving as the licensing authority
- Publishing the Annual Town Report
- Other duties as determined by Massachusetts General Law and Town By-laws

The Board of Selectman's Office provides many services to the Board, other Town boards and committees, employees, residents, and visitors. The Town Administrator serves as the Chief Procurement Officer and HR Director, manages Town employees, and, along with the staff, drafts the Town Meeting Warrants and assembles the annual budget. The staff serves as a liaison between the public and the Board, handling visitors and correspondence directed to the Board. The office also produces the Annual Report, processes a wide variety of licenses, and maintains all meeting records and the appointments of the Town's boards and committees.

FY19 Accomplishments

1. Planned in accordance with the succession plan to move the permanent, full-time Municipal Management Fellow to Assistant Town Administrator.
2. Adopted a Financial Management Policy and updated it.
3. Developed an updated organizational chart and working groups.
4. Worked on and Town Meeting adopted the zoning to allow for a Cannabis Overlay District of A & B to allow for economic expansion of this new industry.

FY20 Goals and Their Current Status (as of 12/31/19)

1. Baldwinville Elementary School Disposition (school will close upon completion of new elementary school). Status: In progress and went out for second RFP.
2. Negotiate three (3) collective bargaining agreements. Status: Complete.
3. Rebuild & Relaunch Website, updating the site to be more mobile friendly and provide more transparency. Status: Complete.

FY21 Goals

1. Continue positive financial progress.
2. Successful Town Administrator succession plan.
3. Development of a business continuity plan.
4. Develop a written fraud policy.

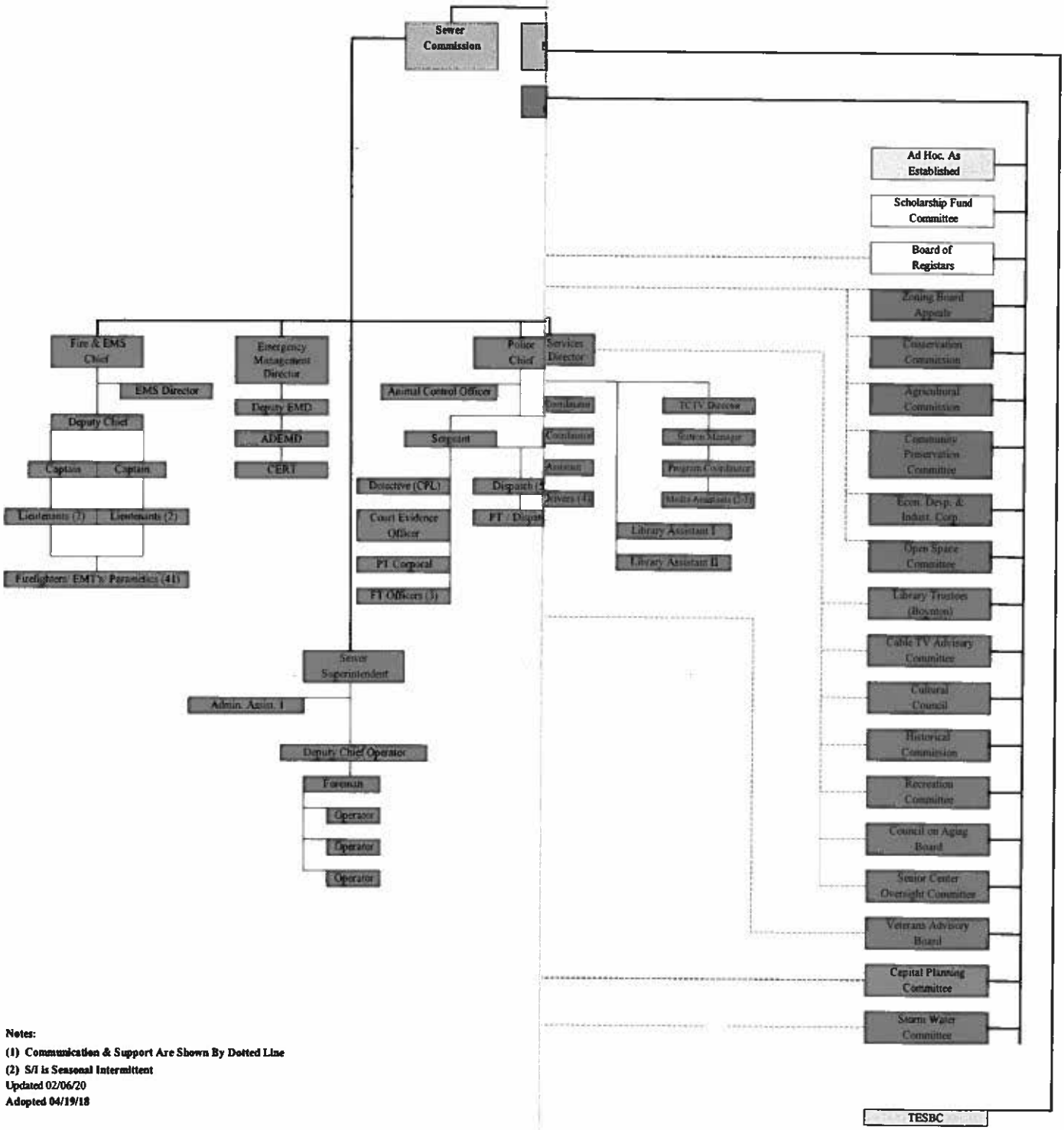
Service Provision Data

- Processed 16 annual Liquor License Renewals and 25 one-day/two-day Liquor License applications
- Processed 13 annual Class II Auto Sale Licenses and 4 annual Class III Auto Part Licenses (1 closed)
- Processed 20 annual Common Victualler, 9 Live Entertainment, and 8 Automatic Amusement licenses
- Supported 37 business meetings, workshops, and Town Meetings for the Board of Selectmen
- Received and assisted numerous phone calls and walk-in residents

Personnel Summary Table

Position Title	FY19 FTEs Actual	FY20 FTEs Actual	FY21 FTEs Dept. Req.	Notes and Explanation of Changes
Town Administrator	0.5	0.5	0.2	
Asst. Town Administrator	-	-	1	
Municipal Management Fellow	1	1	-	Eliminated due to promotion
Executive Assistant	1	1	1	
Clerk/Intern	0.5	0.5	0.5	

Organizational Chart: See attachment.



Notes:

(1) Communication & Support Are Shown By Dotted Line

(2) S/I is Seasonal Intermittent

Updated 02/06/20

Adopted 04/19/18

SelectBoard Workplan 2020-2023

ADMINISTRATION/FINANCE	Cost +/-	FY 2020	FY 2021	FY 2022	FY 2023	Unprog.	Notes
Review of school district agreement and options*	0	O	O	O	O		
Quarterly reports with goal updates from all departments (electronically)*	0	S>>>>>					
Boost voter participation/ Town Meeting attendance*	$2,500	O	O	O	O		1
Wage Study*	$15,000			S>>>>>			2
Update All job descriptions*	-	S	F				3
Move to paid time off from our current vacation, sick, personal time*	0	S	I	F			
Bi-weekly payroll & mandatory direct deposit*	0	S	I	F			4
IT strategy*	$50,000	S>>>>>					
Sewer Department collections into the Treasurer/Collector's Office*	$10,000	S	I	F			5
Create mission statement*	0	S/F					
Finalize Annual Volunteer Recognition	$500	S/F	O	O	O		
Improve Communication with NRSD specifically budget*	0		S	O	O		
Increase Tax Collection Rate (98%)* (w/in 60 days of close FY)	0	O	O	O	O		
Update Selectmen's Policy & Procedures*	0						
Tracking of issues & meeting items*	0	O	O	O	O		
Chapter 30B/Surplus Policy Formalized*	??	O	O	O	O		
Livestream meetings	$5,000	I	F				6
Trust funds*	0	F					
Launch Annual Public Survey Process	-	O	O	O	O		
Clear all tailings (dating back to 2002)	0	I	F				
Have all old receivable accounts reconciled and cleared from the books	0	F					
Develop long-term debt schedule	0	F					
Identify 1st wave of 10 properties (lands of low value) for tax/title	-	I	F				
Start the process of acquiring new up-to-date voting machines	$21,400	F					
PUBLIC WORKS							
Building Maintenance Strategy Plan*	-	P>>>>>	O	O	O		7
CleanUp/GreenUp Day*	$1,000	O	O	O	O		
Develop & implement preventative maintenance program for major equipment*	-	O	O	O	O		
Improvement of Snow and Ice Operations*	$5,000	S	I	F			8
Obtain Royalston Road improvement project on the Mass Dept of Trans.		O	O	O	O		9
Create an inventory of all catch basins, culverts, and drains	???	I	F				10
Use the road surface management system to prioritize projects	$21,000	O	O	O	O		11
DEVELOPMENT SERVICES							
Ramp up & additional services*	?	O	O	O	O		12
Business visitation (EDIC)*	0	O	O	O	O		
— Hazardous Waste Day	$10,000	S/I	F				
COMMUNITY SERVICES							
Veterans Park*	$45,000	S					
Ramp up Houghton Park*	$7,500	P>>>>>					
Add Skatepark*	?	P>>>>>					13
Playground at Town Hall*	$7,500	P>>>>>					
Scout Hall*	$50,000	F					14
Finalize Policy Re: Use of Public Facilities*	N/A	O	O	O	O		
Seek donated landscaping services and materials to enhance the Senior Center	-	P>>>>>					
Begin renovations to the Library, funded by the Nordfors' gift	$420,000	S	I	F			15
Find a permanment location for the Recreation Department	-	P>>>>>	I				
PUBLIC SAFETY							
Add Police Officers (2)*	$95,000	P>>>>>					16
Increase Neighborhood Patrols*	$5,000	S	I	F			
Add Firefighter/EMT's (2)*	$200,000	P>>>>>					16
Review of cost benefit analysis for town services*		P>>>>>					
Finish updating fire reporting to electronic software		O	O	O	O		18

O = Ongoing
P = Plan
S = Start
I = Implement
F = Finish
* = Originated from SelectBoard Retreat on 9/4/2019

Notes
1. Postcard notification
2. Collective Bargaining
3. All complete with the exception of public safety (Fire) due to ongoing study
4. Potential payroll change
5. Working collaboratively with Sewer Commission and department to accomplish the move.
6. Live streaming will come with a $1,500 cost after the intial $5,000 (Director presented this as a priority to the Capital Planning Committee on 11/13/19)
7. DPW Director evaluating buildings
8. Spent on snow and ice report, however, have come up with a new route system for winter
9. Engineering 25% done (listed under Planning & Construction Projects on our webpage)
10. Working off of EarthTech Catch Basins inventory
11. Spent on pavement management study
12. In addition to annual inspections; access to the public through bulk waste day, drug take back (twice/yr) & now being at schools homecoming
13. DPW Director currently working on certification and obtaining plans, objectives, and needs.
14. Working with CPC
15. Work on interior walls, refinishing of the hardwood floors on main section and exterior painting of the trim. (May Town Meeting: 70,000 CPC)
16. Left at planning stage due to budget constraints
17. Process is complete; however, the shared Fire Services Study is ongoing

Approved and adopted this 26th day of November, 2019 by a vote of 4 in favor, Ø abstensions and Ø opposed.

Michael J. Currie, Chairman
Town of Templeton SelectBoard

Prepared 11/21/19

FY 2021 BUDGET DETAIL

DEPARTMENT: SELECT BOARD

FUND: 1000
ACCOUNT NUMBER: 120 5100
ACCOUNT NAME: Personnel

43.06 — Expense Budget

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages*	FY 2021 Request	FY 2021 Administrator Recommended
Town Administrator		$78.13	S	12	17	$15,938	$15,938	$15,938
Consulting-Floating		$80.00		120	Varies	$9,600	$9,600	$9,600
Town Administrator		$45.00	S	38	35.6	$60,876	$60,876	$60,876
Asst Town Administrator		$33.50	S	38	17	$21,641	$21,641	$21,641
Executive Assistant		$23.00	H	38	52.6	$45,972	$45,972	$45,972
Executive Assistant - Floating Hours		$23.00	H	75	1	$1,725	$1,725	$1,725
Executive Assistant - Overtime		$34.50	H	26	1	$897	$897	$897
Administrative Assistant		$17.50	H	6	52.6	$5,523	$5,523	$5,523
Student Interns - Blended		$13.13		1000			$13,125	$13,125
Selectmen Stipends Per Member		$500.00			5		$2,500	$2,500
Shift Differential							$0	$0
Overtime							$0	$0
Stipends/Certifications							$0	$0
Educational Incentives							$0	$0
							$0	$0
							$0	$0
							$0	$0
							$0	$0
							$0	$0
							$0	$0
							$0	$0
							$0	$0
							$0	$0
							$0	$0
							$0	$0
							$0	$0
							$0	$0
							$0	$0
							$0	$0
							$0	$0
						LUMP SUM DISALLOWED		-$297
* Blended Based upon Availability of Interns								
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	$177,797	$177,500

FY 2021 BUDGET DETAIL

DEPARTMENT: **SELECT BOARD**

FUND: **1000**
ACCOUNT NUMBER: **120** **5110**
ACCOUNT NAME: **Employee Support**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$110.00	Dues MMMA - CT	$110	$110
1	$85.00	Dues MMMA - AL	$85	$85
10	$40.00	MMMA Workshops	$400	$400
2	$500.00	MMMA Conference	$1,000	$1,000
1	$750.00	MCPPO Training	$750	$750
5	$40.00	MMPA Workshops	$200	$200
1	$200.00	Dues MMPA	$200	$200
5	$40.00	MMPA Workshops	$200	$200
5	$500.00	Annual MMA Conference	$2,500	$2,500
53	$50.00	Annual Car Allowance - TA	$2,650	$2,650
1000	$0.45	Mileage - BoS	$450	$450
12	$50.00	Cell Phone Stipend - TA	$600	$600
1	$500.00	Reimbursables - Parking, Meals	$500	$500
1	$500.00	Miscellaneous	$500	$500
1	$75.00	License & Certification Renewals	$75	$75
1	$1,000.00	Employee & Volunteer Recognition and Promotions	$1,000	$1,000
	Glossary			
	*Mass. Municipal Association (MMA)			
	*Mass. Municipal Managers Association (MMMA)			
	*Mass. Municipal Personnel Association (MMPA)			
	*Mass. Certified Public Purchasing Official Program (MCPPO)			
		LUMP SUM DISALLOWED		-$220
		Totals	$11,220	$11,000

FY 2021 BUDGET DETAIL

DEPARTMENT: **SELECT BOARD**

FUND: **1000**
ACCOUNT NUMBER: **120** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$75,000.00	Legal Services	$75,000	$75,000
12	$125.00	Employee Physicals	$1,500	$1,500
1	$125.00	PO Box	$125	$125
1	$5,000.00	Town Forester (Plan and Monitor Timber Cuts)	$5,000	$5,000
		And / Or Miscellaneous Consulting		
		LUMP SUM DISALLOWED		-$9,125
		Totals	$81,625	$72,500

FY 2021 BUDGET DETAIL

DEPARTMENT: **SELECT BOARD**

FUND: **1000**
ACCOUNT NUMBER: **120** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$2,500.00	Office Supplies	$2,500	$2,500
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		
		Totals	$2,500	$2,500

FY 2021 BUDGET DETAIL

DEPARTMENT: **SELECT BOARD**

FUND: **1000**
ACCOUNT NUMBER: **120** **5600**
ACCOUNT NAME: **Intergovernmental**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$30,000	Reserve for Equity & Merit Raises	$30,000	$30,000
		(Transferrable by BoS to other Dept.'s as Needed		
		Upon Request of TA)		
		[Assume $1M Non-Union Base & Market Equity @3% pool]		
		LUMP SUM DISALLOWED		
		Totals	$30,000	$30,000

FY 2021 BUDGET DETAIL

DEPARTMENT: **SELECT BOARD**

FUND: **1000**
ACCOUNT NUMBER: **120** **5700**
ACCOUNT NAME: **Other**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$1,000.00	Postage	$1,000	$1,000
1	$1,250.00	Mass. Municipal Association (MMA)	$1,250	$1,250
20	$75.00	Advertising	$1,500	$1,500
375	$6.00	Annual Report	$2,250	$2,250
300	$2.75	Voters Guide for ATM	$825	$825
250	$2.00	Voters Guide for FTM	$500	$500
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**-$75**
		Totals	**$7,325**	**$7,250**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Advisory Committee**

FUND: **1000**
ACCOUNT NUMBER: **130** **5110**
ACCOUNT NAME: **Employee Support**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
7	$60.00	ATFC Annual Meeting	$420	$420
7	$30.00	ATFC Regional Meeting	$210	$210
1	$190.00	ATFC Annual Dues	$190	$190
7	$25.00	Transportation/mileage expense for ATFC meetings	$175	$175
4	$500.00	MMA Annual Meeting	$2,000	$2,000
			$0	$0
	Glossary		$0	$0
	*Association of Town Finance Committees (ATFC)		$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		-$695
		Totals	$2,995	$2,300

FY 2021 BUDGET DETAIL

DEPARTMENT: **Advisory Committee**

FUND: **1000**
ACCOUNT NUMBER: **130** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
3	$85.00	Pre-Town Meeting Advert.	$255	$255
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**$195**
		Totals	**$255**	**$450**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Advisory Committee**

FUND: **1000**
ACCOUNT NUMBER: **130** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$250.00	Office Supplies	$250	$250
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		
			$250	**$250**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Advisory Committee**

FUND: **1000**
ACCOUNT NUMBER: **130** **5600**
ACCOUNT NAME: **Intergovernmental**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$53,251	Emergency Reserve*	$52,500	$52,500
		* Build to .75% of Prior FY OPEX less Debt		
		See Financial Management Policy		
Calculation				
	$9,690,274.00	FY '20 OPEX		
	$2,590,147.00	Less Debt		
	$7,100,127.00	Net OPEX		
	$53,250.95	AC Reserve Target @ .75%		
		Reduced to Lowest $2.5k Increment and...		
		Grow Each Year (FY '20 $45k)		
		LUMP SUM DISALLOWED		**-$5,000**
		Totals	**$52,500**	**$47,500**

History of Use of Reserve Fund

FY '12	$2,100	
FY '13	$16,643	
FY '14	$22,098	
FY '15	$47,000	Note: May 2015 ATM took 27k
FY '16	$35,122	
FY '17	$49,720	
FY '18	$1,700	
FY '19	$2,750	
FY '20	$5,500	As of 02/20/20

Accountant

Contact Information: Kelli Pontbriand, Town Accountant
Phone: 978-894-2765
Email: kpontbriand@templetonma.gov
Location: Town Hall-Finance Office, 160 Patriots Road, P.O. Box 620, East Templeton, MA 01438

Mission Statement:
The mission of the Accounting Office is to oversee and process all payroll and accounts payable, coordinate employee benefits, and manage the town's capital asset reporting and the insuring thereof of bills paid by the Town, to provide financial reporting services to other Town Departments, to externally report to the Department of Revenue, and to manage the Town's accounting system so that it conforms to generally accepted accounting principles and complies with State laws and regulations.

Department Description:
The Town Accountant's office processes accounts payable and payroll for all Town departments. Permanent accounting records and budget information are maintained in the accounting department. Various monthly and annual reports are prepared for Town departments and the Department of Revenue. The office is staffed by two full-time employees.

FY19 Accomplishments:
1. Completion of timely audit
2. Certification of free cash in time for use at fall town meeting
3. Took over payroll and benefits from treasurer/collector

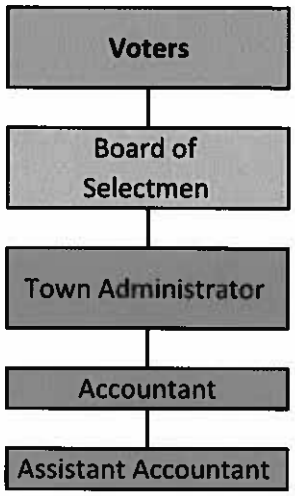
FY20 Goals and Their Current Status (as of 12/31/19):
1. Continue timely reconciliations and filings of DOR reporting. Status: Completed.
2. Completion of OPEB analysis. Status: Completed.
3. Have all benefits, accruals, etc. reconciled with employees and insurance records by end of the fiscal year. Status: Completed.
4. Receive certification of free cash in time for use at fall town meeting. Status: Completed.
5. Clear all tailings (dating back to 2002). Status: Still in progress.

FY21 Goals:
1. Have a checklist for all leases.
2. Closing checklists.
3. Other areas of the financial audit that need addressing such as capital assets.

Personnel Summary Table

Position Title	FY19 FTEs Actual	FY20 FTEs Actual	FY21 FTEs Dept. Req.	Notes and Explanation of Changes
Town Accountant	1	1	1	
Assistant Town Accountant	0.5	1	1	

Organizational Chart:



FY 2021 BUDGET DETAIL

DEPARTMENT: Town Accountant

FUND: 1000
ACCOUNT NUMBER: 135 5100
ACCOUNT NAME: Personnel

Expense Budget

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages	FY 2021 Request	FY 2021 Administrator Recommended
Accountant	NA	$35.25	Salary	38	52.6	$70,458	$70,458	$70,458
2nd Town Equity	NA					$7,500	$7,500	$7,500
Ass't Town Accountant		$25.00	H	38	52.6	$49,970	$49,970	$49,970
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
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						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						LUMP SUM DISALLOWED		$0
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not								
purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	$127,928	$127,928

FY 2021 BUDGET DETAIL

DEPARTMENT: **Town Accountant**

FUND: **1000**
ACCOUNT NUMBER: **135** **5110**
ACCOUNT NAME: **Employee Support**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
2	$50.00	MMAAA Membership	$100	$100
2	$50.00	Commonwealth Municipal Law	$100	$100
2	$75.00	MMAAA Fall Conference	$150	$150
2	$400.00	MMAAA Certification Conference Amherst	$800	$800
2	$200.00	MMAAA Summer Conference Cape	$400	$400
2	$475.00	Lodging for Conference	$950	$950
2000	$0.45	Mileage to Training and Conferences	$900	$900
1500	$0.45	Mileage to 2nd Town	$675	$675
6	$15.00	Meals for Conferences	$90	$90
1	$1,000.00	Boot Camp and Law Training	$1,000	$1,000
			$0	$0
			$0	$0
	Glossary		$0	$0
	* Mass. Municipal Auditors & Accountants Association (MMAAA)		$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		-$165
		Totals	$5,165	$5,000

FY 2021 BUDGET DETAIL

DEPARTMENT: **Town Accountant**

FUND: **1000**
ACCOUNT NUMBER: **135** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$15,325.00	Vadar Support Service (current package)	$15,325	$15,325
1	$28,000.00	Audit Cost	$28,000	$28,000
1	$3,000.00	OPEB Liability Valuation	$3,000	$3,000
27	$350.00	Paychex Payroll	$9,450	$9,450
1	$4,000.00	Paychex ACA Reporting*	$4,000	$4,000
12	$52.00	Monthly Tablet Fee	$624	$624
			$0	$0
		Note: Paychex Payroll subject to changes to	$0	$0
		employee count	$0	$0
			$0	$0
	* Research Re: Other approaches (i.e. lower cost) still underway			
		LUMP SUM DISALLOWED		-$149
		Totals	$60,399	$60,250

FY 2021 BUDGET DETAIL

DEPARTMENT: **Town Accountant**

FUND: **1000**
ACCOUNT NUMBER: **135** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$500.00	Misc Office Supplies	$500	$500
1	$700.00	1099 Processing Supplies (forms, stamps, envelopes)	$700	$700
2	$300.00	Box of envelopes pre stamped	$600	$600
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		-$300
		Totals	$1,800	$1,500

Assessor's Office

Contact Information: Luanne Royer, Deputy Assessor
Phone: 978-894-2760
Email: lroyer@templetonma.gov
Location: Town Hall, Room 4, 160 Patriots Road, P.O. Box 620, East Templeton, MA 01438

Mission Statement

The mission of the Assessor's Office and Board of Assessors is to accurately and fairly assess all property in town at full and fair cash value, to meet all State requirements for the certification of values, and to provide timely, accurate, and courteous service to Town residents and others who seek public information, such as appraisers, realtors, and lawyers.

Department Description

The Assessor's Office administers all real estate, personal property, and motor vehicle excise bills, exemptions, and abatements in accordance with State law. The office is the primary source of information regarding title and valuation of all real and personal property accounts and works daily to address inquiries.

FY19 Accomplishments

1. Continue to keep the Assessor's office up-to-date with ongoing changes

FY20 Goals and Their Current Status (as of 12/31/19)

1. Assist with analysis of Town-owned buildings. Status: No work done to date.
2. FY20 Town Revaluation. Status: Completed.
3. Continue to utilize associated documents in Vision-saving time and paper in the office. Status: Work in Progress
4. 1st phase (of 4) of fieldwork required for FY2026 Cyclical Review. Status: Completed.
5. Work with CAIGIS on upgrading online mapping site. With the new conversion in Vision work is being done to synchronize between the two vendors. Updating the associated documents that can be obtained online. Also, implementing additional documents from inspectional services. Additional input for fully compliant standardized map with updates with MassGIS, CAI Technologies and the Town of Templeton so that the products provided to State 911 Departments are more complete. Status: Work in Progress.

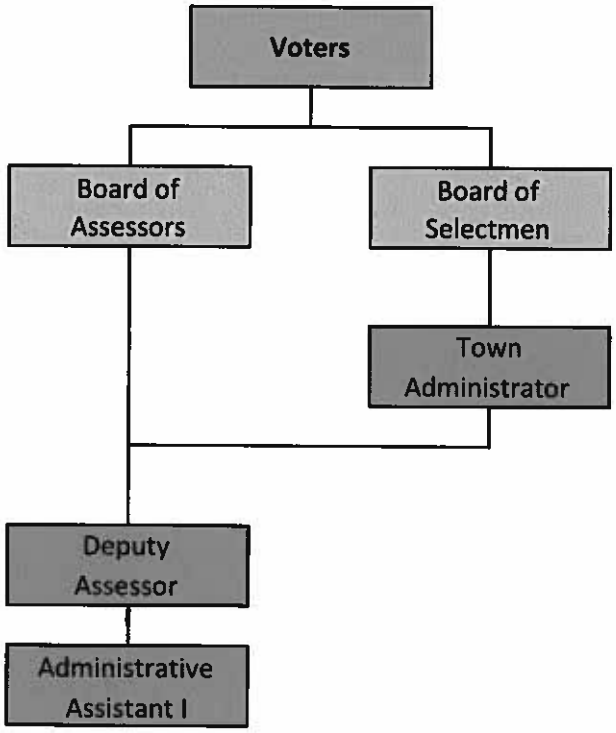
FY21 Goals

1. Cyclical inspections: Working towards the FY2026 State required deadline.

Personnel Summary Table

Position Title	FY19 FTEs Actual	FY20 FTEs Actual	FY21 FTEs Dept. Req.	Notes and Explanation of Changes
Deputy Assessor	1	1	1	
Administrative Assistant	0.5	0.5	0.5	

Organizational Chart



FY 2021 BUDGET DETAIL

DEPARTMENT: Assessor

FUND: 1000
ACCOUNT NUMBER: 141 5100
ACCOUNT NAME: Personnel

Expense Budget

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages	FY 2021 Request	FY 2021 Administrator Recommended
Deputy Assessor		$32.90	Salary	38	52.6	$65,761	$65,761	$65,761
Administrative Assistant		$15.00	Hourly	19.5	52.6	$15,386	$15,386	$15,386
Administrative Assistant Floating Hours		$15.00	Hourly	18.5	5	$1,388	$1,388	$1,388
MAAO Certification			Salary			$0	$1,000	$1,000
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
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						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						LUMP SUM DISALLOWED		-$34
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	$83,534	$83,500

FY 2021 BUDGET DETAIL

DEPARTMENT: **Assessor**

FUND: **1000**
ACCOUNT NUMBER: **141** **5110**
ACCOUNT NAME: **Employee Support**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
5	$50.00	MAAO Membership Dues	$250	$250
1	$85.00	MAAO Conference	$85	$85
2	$265.00	MAAO Education	$530	$530
2	$80.00	MAAO Workshop	$160	$160
5	$30.00	WCAA Memberships Dues	$150	$150
412	$0.45	Mileage	$185	$185
1	$0.00	Notary Public Renewal (1)	$0	$0
1	$50.00	Notary Public Supplies	$50	$50
1	$80.00	Miscellaneous	$80	$80
			$0	$0
		(1) Renewal was in FY18	$0	$0
			$0	$0
			$0	$0
		Glossary	$0	$0
		*Mass. Association of Assessing Officers (MAAO)	$0	$0
		*Worcester County Assessors Association (WCAA)	$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED/ADD		**$10**
		Totals	**$1,490**	**$1,500**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Assessor**

FUND: **1000**
ACCOUNT NUMBER: **141** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$273.00	Gardner News Subscription	$273	$273
1	$175.00	Gardner News Legal Ad	$175	$175
1	$250.00	Equipment Repairs	$250	$250
1	$7,221	Vision Government Solutions Software	$7,221	$7,221
1	$4,600	CAIGIS Mapping & Support	$4,600	$4,600
1	$55	Record Preservation	$55	$55
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED/ADD		**-$74**
		Totals	**$12,574**	**$12,500**

VISION
GOVERNMENT SOLUTIONS

October 15, 2019

Dear Vision Client:

For your aid in developing budgets for the coming year, we wanted to respond to the request from many of our clients to provide updates on our maintenance pricing starting in July 2020.

Please do not hesitate to reach out to us directly for any budgetary information.

CAMA Software Maintenance:

Purchase of Services

Vision 6.5 and Vision 8 (New England)

Single User	$4,396
2-5 Users	$6,496
6-10 Users	$8,384
11-20 Users	$9,631
Over 20 Users	depends on environment

$7,221.00

Vision 7.4 (New England)

Vision 7.4 will be sunsetted by December 31, 2019. Maintenance for the sunsetted platform will be billed at a rate of 1.4x the community's 2019 maintenance pricing. To inquire about scheduling a Vision 8 upgrade, please let us know at sales@vgsi.com.

All jurisdictions that have GIS will be billed an additional $725 annually for GIS support. We will continue to provide the first Static Database within annual software maintenance.

Web Hosting for Public Access:

Number of Parcels:	Standard Database AND GIS Map	PDF of PRC
Less than 2,500	$1,629	$425
2,501 – 5,000	$2,411	$425
5,001 – 10,000	$2,992	$425
10,001 - 20,000	$3,616	$425
20,001 - 35,000	$4,305	individually priced
Over 35,000	individually priced	individually priced

CAI Technologies
Precision Mapping. Geospatial Solutions

11 Pleasant Street, Littleton, NH 03561
P (603) 444-6768 / (800) 322-4540
F (603) 444-1366
cai-tech.com

BOARD OF ASSESSORS
TOWN OF TEMPLETON
TOWN HALL
PO BOX 620
EAST TEMPLETON, MA 01438

Date	9/6/2019
Invoice #	8073
Due Date	10/6/2019

FOR PROFESSIONAL SERVICES

PROJECT TEMPLETON, MA -2020 WEBGIS SUPPORT

11/03/19 - 11/02/20

P.O. NO.

Code	Description	Amount
4009.01	WEBGIS SUPPORT	2,400.00
		+ 525- x 4
		4500- yearly
	TO ENSURE NO LAPSE IN SERVICE, PLEASE BE SURE TO REMIT BY DUE DATE	Purchase of Services

IN ORDER TO ENSURE PROPER CREDIT TO YOUR ACCOUNT, PLEASE REFERENCE INVOICE NUMBER ON YOUR PAYMENT.

ACH/WIRE INSTRUCTIONS
Account #: 2210011462
Routing #: 011402105

Primary Bank
207 Route 101
Bedford, NH 03110
Ph. #: 603-310-7213

Subtotal	$2,400.00
Sales Tax (0.0%)	$0.00
Payments/Credits	$0.00
Balance Due	$2,400.00

TERMS: AMOUNT DUE NET 30 DAYS FROM DATE OF INVOICE.

OVERDUE ACCOUNTS WILL BE CHARGED INTEREST AT 1.5% PER MONTH (18% APR) PLUS A $5.00 REBILLING FEE. DEBTOR AGREES TO PAY REASONABLE COLLECTION FEES. ANY CHECK RETURNED DUE TO INSUFFICIENT FUNDS WILL BE SUBJECT TO A $20.00 SERVICE FEE.

Purchase of Services 1000-141-000-52-5200-0000

'19 OCT 9 PM 2:05

CAI Technologies
Precision Mapping Geospatial Solutions

11 Pleasant Street, Littleton, NH 03561
P (603) 444-6768 / (800) 322-4540
F (603) 444-1366
cai-tech.com

BOARD OF ASSESSORS
TOWN OF TEMPLETON
TOWN HALL
PO BOX 620
EAST TEMPLETON, MA 01438

Date 10/1/2019

Invoice # 8197

Due Date 10/31/2019

FOR PROFESSIONAL SERVICES

PROJECT TEMPLETON, MA - 2020 REV

P.O. NO.

Code	Description	Amount
4006.00	TAX MAP MAINTENANCE - QUARTERLY INVOICE	525.00

Purchase of Services

IN ORDER TO ENSURE PROPER CREDIT TO YOUR ACCOUNT, PLEASE REFERENCE INVOICE NUMBER ON YOUR PAYMENT.

ACH/WIRE INSTRUCTIONS
Account #: 2210011462
Routing #: 011402105

Primary Bank
207 Route 101
Bedford, NH 03110

Subtotal	$525.00
Sales Tax (0.0%)	$0.00
Payments/Credits	$0.00
Balance Due	**$525.00**

TERMS: AMOUNT DUE NET 30 DAYS FROM DATE OF INVOICE.

FY 2021 BUDGET DETAIL

DEPARTMENT: **Assessor**

FUND: **1000**
ACCOUNT NUMBER: **141** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$750	Office Supplies	$750	$750
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**$0**
		Totals	**$750**	**$750**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Assessor**

FUND: **1000**
ACCOUNT NUMBER: **141** **5700**
ACCOUNT NAME: **Other**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$475.00	Postage	$475	$475
12.5	$2.00	Worcester Registry of Deeds/Plans	$25	$25
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**$0**
		Totals	**$500**	**$500**

Treasurer/Collector

Contact Information: Cheryl Richardson, Treasurer/Collector
Phone: 978-894-2763
Email: crichardson@templetonma.gov
Location: Town Hall- Finance Office, 160 Patriots Road, P.O. Box 620, East Templeton, MA 01438

Mission Statement:
The mission of the Treasurer/Collector's Office is to maximize the Town's financial resources by efficiently administering the collection of all Town receivables in a fair and courteous manner and by effectively managing the Town's bank accounts, short-term investments, and disbursements.

Department Description: The Treasurer/Collector's Office is responsible for billing and collection of real estate taxes and motor vehicle excise taxes. In addition, the department is responsible for reconciliation of bank accounts, warrants, long and short-term investments, and long and short-term borrowing.

FY19 Accomplishments:

1. Transitioned payroll and employee benefit processes from treasurer/collector to accounting

FY20 Goals and Their Current Status (as of 12/31/19):

1. Move Sewer collections from Sewer to our office. Status: Complete
2. Develop long-term Debt Schedule. Status: Complete but will require an update.

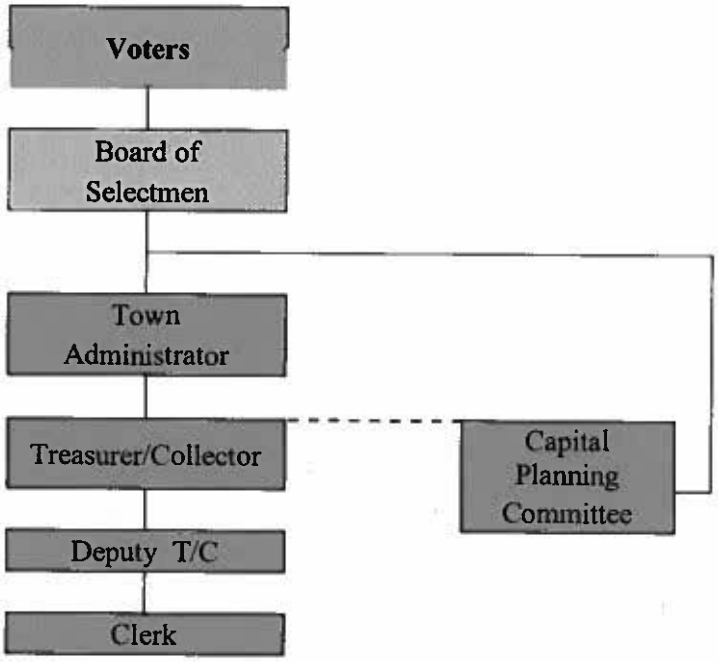
FY21 Goals:

1. Perform periodic internal reviews of business processes, particularly those that include cash handling.
2. Work to maximize investment returns.
3. Start to develop a formal policy (with Selectmen office) regarding cash held by departments outside of our office.
4. Work to put together cash forecasts as part of a monthly routine.

Personnel Summary Table

Position Title	FY19 FTEs Actual	FY20 FTEs Actual	FY21 FTEs Dept. Req.	Notes and Explanation of Changes
Treasurer/Collector	1	1	1	
Deputy Treasurer/Collector	0.5	0.5	0.5	
Clerk	0.5	0.5	0.5	

Organizational Chart:



FY 2021 BUDGET DETAIL

DEPARTMENT: Treasurer/Collector

FUND: 1000
ACCOUNT NUMBER: 147 5100
ACCOUNT NAME: Personnel

Expense Budget

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages	FY 2021 Request	FY 2021 Administrator Recommended
Treasurer/Collector		$32.89	Salary	38	52.6	$65,741	$65,741	$65,741
Deputy T/C		$17.50	Hourly	16	52.6	$14,728	$14,728	$14,728
Administrative Assistant		$14.60	Hourly	19.5	52.6	$14,975	$14,975	$14,975
Floating Hours		$14.60		120		$1,752	$1,752	$1,752
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						LUMP SUM DISALLOWED		-$196
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	$97,196	$97,000

FY 2021 BUDGET DETAIL

DEPARTMENT: **Treasurer/Collector**

FUND: **1000**
ACCOUNT NUMBER: **147** **5110**
ACCOUNT NAME: **Employee Support**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
2	$50.00	MCTA Membership	$100	$100
2	$25.00	WCCTA Membership	$50	$50
2	$100.00	UMASS ~ Treasurer/Collector school - Amherst	$200	$200
8	$120.00	UMASS ~ Treasurer/Collector school - Hotel 4 nights	$960	$960
2	$25.00	MCTA Spring/Fall Meeting	$50	$50
1	$25.00	MCTA Treasurer/Collector - Dudley	$25	$25
1	$40.00	MCTA Annual Conference - Hyannis	$40	$40
3	$175.00	MCTA Annual Conference - Hotel 2 nights	$525	$525
2	$60.00	What's New in Municipal Law - Holyoke	$120	$120
750	$0.45	Travel ~UMASS et al	$338	$338
			$0	$0
		Glossary	$0	$0
		* Mass. Collectors & Treasurers Association (MCTA)	$0	$0
		* Worcester County Collectors and Treasurers	$0	$0
		Association (WCCTA)	$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**-$158**
		Totals	**$2,408**	**$2,250**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Treasurer/Collector**

FUND: **1000**
ACCOUNT NUMBER: **147** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$2,500.00	Annual Report to FirstSouthwest	$2,500	$2,500
1	$5,800.00	Globe Direct ~ Commitment 1 of Excise bills	$5,800	$5,800
		roughly 10000 bills		
2	$2,900.00	Globe Direct ~ Quarterly Real Estate and PP tax bills	$5,800	$5,800
		roughly 5000 bills per billing	$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**-$350**
		Totals	**$14,100**	**$13,750**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Treasurer/Collector**

FUND: **1000**
ACCOUNT NUMBER: **147** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
200	$0.55	postage~stamps	$110	$110
25	$300.00	postage envelopes	$7,500	$7,500
		paper, file folders, labels, storage boxes, etc.	$0	$0
6	$275.00	Warrant checks	$1,650	$1,650
1	$600.00	Misc. Supplies which include binders, calculating tape/	$600	$600
		ribbon paper, file folders, labels, storage boxes, etc.	$0	$0
			$0	$0
		*additional envelopes due to an additional excise	$0	$0
		bills estimated (1200), plus past due reminders	$0	$0
		and demands that are now being mailed	$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**-$360**
		Totals	**$9,860**	**$9,500**

Prior Year Budget

FY 2021 BUDGET DETAIL

DEPARTMENT: Treasurer/Collector

FUND: 1000
ACCOUNT NUMBER: 147 5700
ACCOUNT NAME: Other

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
60	$50.00	Tax Taking Advert/Per parcel	$3,000	$3,000
50	$105.00	Reg of Deed Filing Fee/Per parcel	$5,250	$5,250
1	$10,000.00	Tax Taking Attorney	$10,000	$10,000
15	$600.00	DOR Re: Lands of Low Value	$9,000	$9,000
1	$250.00	Mailings/misc	$250	$250
1	$500.00	Advertising/Cost of sale	$500	$500
1	$500.00	Tailings Advert	$500	$500
1	$1,700.00	Mass Clean Water Admin Fee	$1,700	$1,700
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		-$10,200
		Totals	$30,200	$20,000

COPY

MASSACHUSETTS
CLEAN WATER TRUST

June 14, 2019

Kate Myers, Acting Treasurer
Town of Templeton
160 Patriots Road
P.O. Box 620
East Templeton, MA 01438

chgd

Change to Admin

1000-147-000-57-5700-0000
3 septic title V loans
upgrade to WW facility

Change to Sewer

4 loans total.

---- INVOICE ---- **RE: Administrative Fees Due**

Dear Ms. Myers:

I write to inform you of the Administrative Fees which are due to the Massachusetts Clean Water Trust on or before July 31, 2019 in accordance with the Loan Agreements.

Please wire the sum **$1,697.19** to STATE STREET BANK AND TRUST CO. as follows:

Target Bank Name:	**STATE STREET BANK AND TRUST CO.**
Target Bank Address:	**225 Franklin Street** **Boston, MA 02110**
ABA Number:	**011-00-0028**
Credit Account:	**99058802**
Beneficiary:	**MWPAT A/C 44219459 FUND #470**
Wire Text:	**Town of Templeton**

Alternatively, you may have the funds transferred from one of your existing Massachusetts Municipal Depository Trust (MMDT) accounts into the Trust's repayment account. To take advantage of this transfer, please call 1-888-965-6638, option #1, to request a transfer from your existing MMDT account to the Trust's Loan Service Account 44219459, Fund #470, Participant ID #75427.

The Trust must receive the repayment(s) by 11:00 A.M. on or before Wednesday July 31, 2019.

For a complete breakdown of your payment, please see the attached Repayment Detail Report.

If you have any questions regarding this notification please do not hesitate to contact:

Joshua Derouen at (617) 367-9333, ext. 515 Email to: jderouen@tre.state.ma.us

Thank you for your attention to this matter.

Sincerely,

Susan E Perez

Susan E. Perez
Executive Director

1 Center Plaza, Suite 430 Boston, MA 02108
Phone: (617) 367-3900 Fax: (857) 453-2666

FY 2021 BUDGET DETAIL

DEPARTMENT: **Information Technology**

FUND: **1000**
ACCOUNT NUMBER: **155** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
12	$1,150.00	Comcast (internet service-6 buildings)	$13,800	$13,800
12	$770.00	Microsoft Office 365 Email & Productivity Package	$9,240	$9,240
12	$470.00	Microsoft Office 365 Email only	$5,640	$5,640
1	$2,500.00	Town Website Annual Fee	$2,500	$2,500
12	$650.00	VOIP Phone&fax lines-Town Hall/Sr. Center (TPX)	$7,800	$7,800
12	$620.00	Land line phones (other offices)	$7,440	$7,440
12	$25.00	Long distance (Verizon)	$300	$300
12	$360.00	Cell phones (BldgInsp,BoH,EMD,Vets)	$4,320	$4,320
1	$450.00	Domain Name	$450	$450
12	$1,400.00	Copiers (Sel,TH-Hall,Tr/Col,TCl,Police,DPW,COA)	$16,800	$16,800
12	$1,250.00	Monthly Cost+ &XeroxCBS Printer Maintenance/Ink	$15,000	$15,000
1	$1,100.00	Town Hall Printer/copier paper	$1,100	$1,100
8	$1,500.00	PC Replace/Upgrade (42pcs/5yrLife)	$12,000	$12,000
1	$150.00	PDF Conversion to Workable Docs	$150	$150
1	$1,000.00	Wiring	$1,000	$1,000
50	$150.00	Whalley Comp. additional services	$7,500	$7,500
1	$16,500.00	Managed Services-Whalley Comp. (Sewer 1/7th)	$16,500	$16,500
			$0	$0
		LUMP SUM DISALLOWED		**-$11,540**
		Totals	**$121,540**	**$110,000**

Town Clerk

Contact Information: Carol A. Harris, Town Clerk
Phone: 978-894-2758
Email: charris@templetonma.gov
Location: Town Hall, Room 4, 160 Patriots Road, P.O. Box 620, East Templeton, MA 01438

Mission Statement

The mission of the Town Clerk's office is to fulfill all duties prescribed by state and local statutes, to provide high-quality services to the community in a courteous and professional manner, and to work cooperatively with all departments, boards, and committees.

Department Description

The Town Clerk's Office has a variety of responsibilities, including:

- Maintaining vital records, including a) recording and certifying births, marriages, and deaths, b) keeping historical records, meeting agendas and minutes, regulations, and the official Town Seal, and c) maintaining the Annual Town Census and street listing
- Supervising all elections and related matters, including a) managing voter registrations, absentee balloting, and early voting, b) certifying nomination papers and initiative petitions, c) administering the oath of office for elected/appointed officials and boards/committees, and d) serving as a member of the Board of Registrars
- Issuing various licenses and permits, such as marriage, business, dog, and fuel storage licenses, raffle and burial permits, and business certificates.
- Serving as the Clerk of Town Meeting, keeping its records, and in the absence of the Town Moderator and Deputy Moderator, presiding over Town Meeting pending election of a temporary Moderator by Town Meeting vote.

Furthermore, the Town Clerk has such other powers and duties established by the laws of the Commonwealth, the Town By-Laws, and by other Town Meeting votes.

FY19 Accomplishments

1. The town's by-laws have been successfully codified.
2. Received funding for new voting equipment which is on order. Delayed to possibly receive federal grant.

FY20 Goals and Their Current Status (as of 12/31/19)

1. Purchase the new updated voting equipment. Status: In progress.
2. Work with the State to conduct the 2020 Census. Status: In progress.
3. Create the Town's street list book. Status: In progress.
4. Mail out the Town's Annual census, in a timely manner, which is important for state and federal funding, in times of emergencies, etc. Status: In progress.

FY21 Goals

1. To have received all the training needed on the new equipment in time for the Presidential Election.

Service Provision Data (FY2019 data)

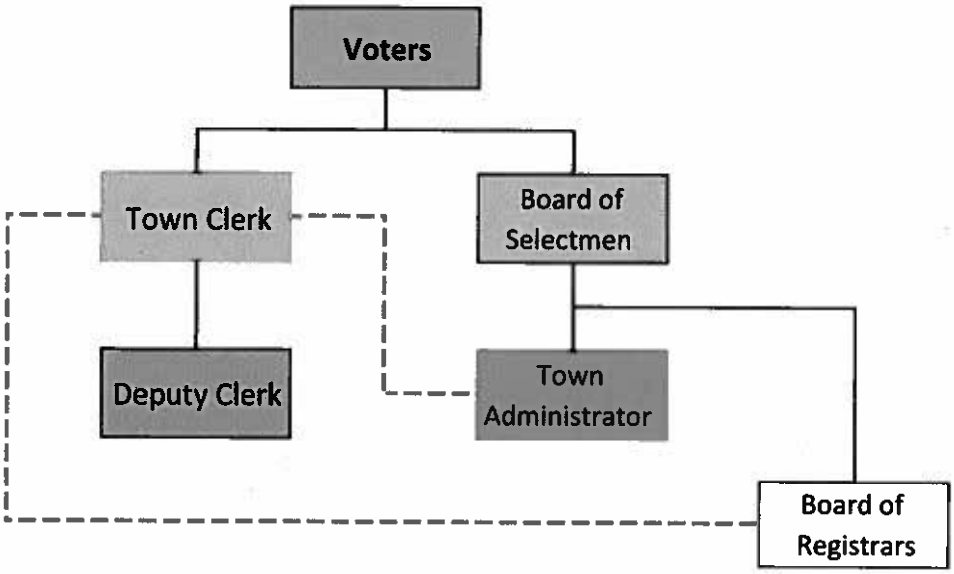
1. Recorded 69 births, 21 marriages, and 94 deaths
2. Processed a total of 1,605 dog licenses and received payment on 117 late fines and 55 "Failure to License" citations.

Personnel Summary Table

Position Title	FY19 FTEs Actual	FY20 FTEs Actual	FY21 FTEs Dept. Req.	Notes and Explanation of Changes
Town Clerk	1	1	1	
Assistant Town Clerk	0.5	0.5	0.5	
Election workers*			varies	

**Note: Election Worker positions are temporary, part-time positions and the number will vary based on election cycles*

Organizational Chart



FY 2021 BUDGET DETAIL

DEPARTMENT: Town Clerk

FUND: 1000
ACCOUNT NUMBER: 161 5100
ACCOUNT NAME: Personnel

Expense Budget

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages	FY 2021 Request	FY 2021 Administrator Recommended
Town Clerk*		$31.00	Salary	38	52.6	$61,963	$61,963	$59,964
Assistant Town Clerk		$15.00	Hourly	18	52.6	$14,202	$14,202	$14,202
Assistant Town Clerk		$15.00	Hourly	20	5	$1,500	$1,500	$1,500
CMMC Certification			Salary			$1,000	$1,000	$1,000
Checkers Annual Town Meeting		$13.50	Hourly	63	-	$851	$851	$851
Checkers Special Town Meeting		$12.75	Hourly	4	5	$255	$255	$255
Annual Town Election Warden & Clerks		$14.50	Hourly	12	22	$3,828	$3,828	$3,828
Annual Town Election Checkers & Constables		$13.50	Hourly	15	22	$4,455	$4,455	$4,455
State Primary Election Warden & Clerks		$13.75	Hourly	12	11	$1,815	$1,815	$1,815
State Primary Election Checkers & Constables		$12.75	Hourly	15	11	$2,104	$2,104	$2,104
State Election Warden & Clerks		$12.75	Hourly	12	11	$1,683	$1,683	$1,683
State Election Checkers & Constables		$12.75	Hourly	15	11	$2,104	$2,104	$2,104
Registrar Compensation/Town Clerk		$350.00	Salary	1	1	$350	$350	$350
Registrar Compensation		$175.00	Salary	3	1	$525	$525	$525
Town Moderator		$280.00	Salary	1	1	$280	$280	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
	* Subject to Town Meeting Approval Vote (Vs $29.20 FY '20)					$0	$0	$0
	$1.80 closes gap to median of comparable peers					$0	$0	$0
	TA Recommendation at $30					$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						LUMP SUM DISALLOWED/ADD		-$135
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	$96,914	$94,500

FY 2021 BUDGET DETAIL

DEPARTMENT: Town Clerk

FUND: 1000
ACCOUNT NUMBER: 161 5110
ACCOUNT NAME: Employee Support

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$25.00	Worcester County City/Town Clerks Association Dues	$25	$25
2	$35.00	Worcester County City/Town Clerks Association Mtngs	$70	$70
1	$75.00	Mass Town Clerk's Association Dues	$75	$75
2	$325.00	Massachusetts Town Clerk Association Conferences	$650	$650
1	$20.00	Massachusetts Moderators Association	$20	$20
1	$50.00	Massachusetts Moderators Annual Conference	$50	$50
200	$0.45	Mileage	$90	$90
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED/ADD		$20
		Totals	$980	$1,000

FY 2021 BUDGET DETAIL

DEPARTMENT: **Town Clerk**

FUND: **1000**
ACCOUNT NUMBER: **161** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$1,500.00	LHS Associates-Town Coding of the Ballots	$1,500	$1,500
2	$1,000.00	LHS Associates-State Coding of the Ballots	$2,000	$2,000
1	$890.00	Election Systems & Software-Auto Mark-Coding*	$890	$890
1	$600.00	LHS Associates Annual Maintenance Agreement	$600	$600
1	$790.00	LL Data - Dog/Boards & Committee's Program	$790	$790
3	$85.00	Gardner News Advertisements	$255	$255
3	$160.00	Food for Poll Workers	$480	$480
1	$1,195.00	General Code - Codification Annual Fee	$1,195	$1,195
1	$100.00	Miscellaneous	$100	$100
			$0	$0
		* Mark-Coding for the disabled is a state requirement	$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			LUMP SUM DISALLOWED	-$310
		Totals	$7,810	$7,500

FY 2021 BUDGET DETAIL

DEPARTMENT: **Town Clerk**

FUND: **1000**
ACCOUNT NUMBER: **161** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$1,600.00	Office supplies	$1,600	$1,600
1	$1,350.00	Postage(envelopes w/postage and stamps)	$1,350	$1,350
1	$2,500.00	Census(Envelopes and postage)	$2,500	$2,500
1	$775.00	Census-Confirmation Postcards & postage	$775	$775
1	$400.00	Dog Tags	$400	$400
1	$370.00	Delinquent dog postcards & postage	$370	$370
1	$900.00	Street List	$900	$900
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		-$145
		Totals	$7,895	$7,750

Police Department

Contact Information: Michael R. Bennett, Chief of Police
Phone: (978) 939-5638
Email: mbennett@templetonma.gov
Location: 33 South Road, Templeton, MA 01468

Mission Statement:
It is the Mission of the Templeton Police Department to provide professional, high quality police service in partnership with the community. We, the members of the Templeton Police Department, believe that our work has a vital impact on the quality of life of our citizens. It is our responsibility to preserve the peace within the framework of the Constitution and enforcement of federal, state, and municipal laws. It is our duty to protect the rights of the individuals while engaged in the protection of person, property, and the deterrence of crime. It is our please to render assistance whenever possible. Our intent is to perform this public service as law enforcement professionals, adhering to legislative standards of fairness, impartiality, and equality.

Values:
Respect, Dignity, and Professionalism

Vision Statement:
We, the members of the Templeton Police Department, expect to achieve our goals of providing our public service in a fair, impartial manner with respect and dignity through professionalism and dedication.

Department Description:
The Templeton Police Department is the primary law enforcement agency for the Town of Templeton. The Department is responsible for enforcing all federal, state, and local laws. The Department provides a wide range of services to the community to include:

- After Hours Point of Contacts for Town Services
- Court Prosecution
- Crime Prevention
- Domestic Violence Prevention
- Drug Investigations
- Drunk Driving Enforcement
- Emergency Response
- Fingerprinting Services
- Firearms Licensing
- Investigative Services
- Juvenile Services
- Licensing Matters
- Liquor Control Issues
- Motor Vehicle Accidents Reporting and Processing

- Traffic Enforcement
- Warrant/Subpoena Services

The Department also has a very long standing and successful School Resource Officer Program with the Narragansett Regional School District. The Department also provides various well-received community policing events such as the annual "Shop with a Cop" and "Police-A-Palooza" (a dance provided to the elderly of the community). The dispatch center provides all dispatch services to the Town of Templeton and Phillipston alike. The Templeton Police Department is the only department in the town which operates 24 hours a day, seven days a week, 365 days a year.

FY19 Accomplishments:

1. Police department addition/renovation project, building completed working on individual projects to enhance the overall project.
2. Grant awarded to complete Wide Area Network (WAN): to provide better records keeping and internet security for all public safety entities associated.

FY20 Goals and Their Current Status (as of 12/31/19):

1. Bring department back to full staff by adding 1 additional full-time officer. Status: Department has been reduced by 1 additional officer due to budgetary issues.
2. Institute a Portable Radar Speed Enforcement Program. Status: Completed (Department now has one (1) radar trailer and two portable radar signs)
3. Replace the SROs 2009 Ford Taurus. Status: In-progress.

FY21 Goals:

1. Replace all full-time officers bullet Proof Vests.
2. Purchase Simulation Firearms Training Package.
3. Upgrade the Mobile Data Terminals MDTs) in all patrol vehicles.
4. Explore – In partnership with the Senior Services department – the establishment of a "Good Morning " Senior Wellness check program.

Service Provision Data:

Templeton Police Department Analysis from 07/01/2018 to 06/30/2019:

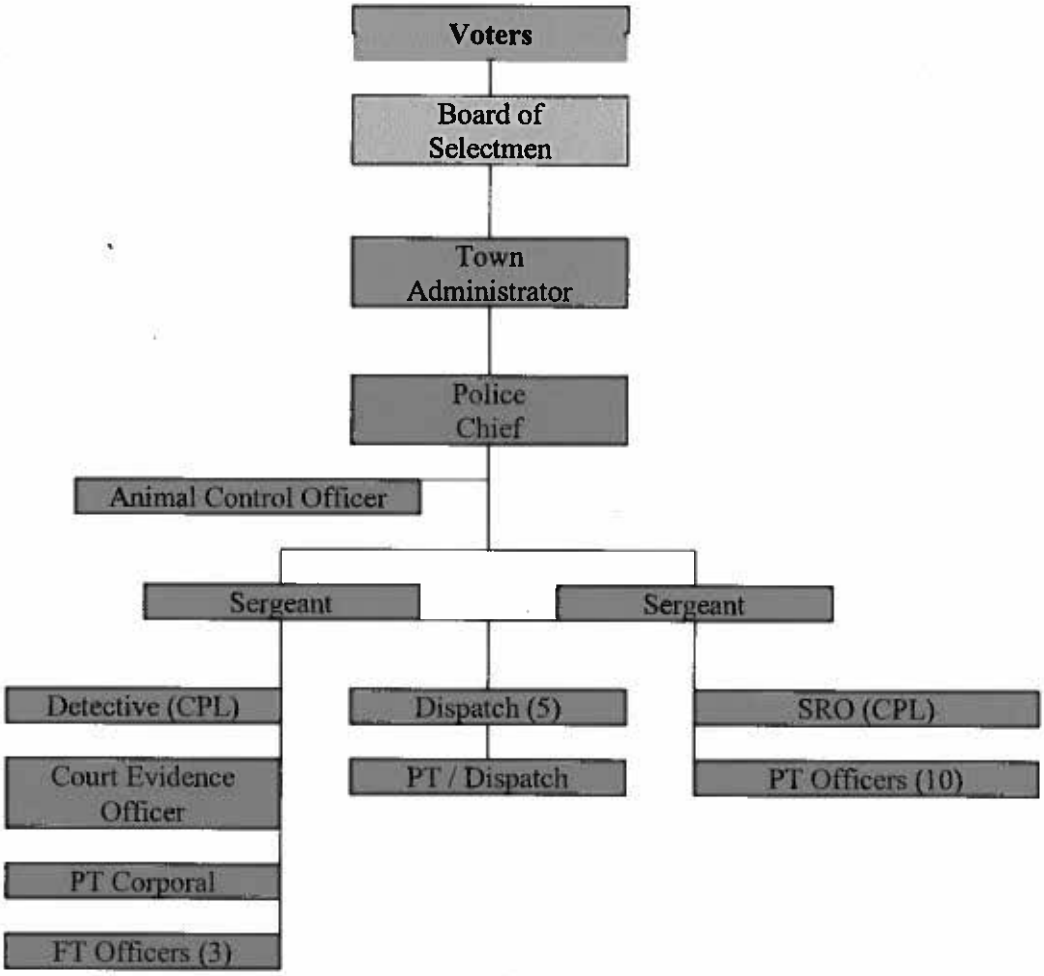
- Arrests: 40
- Incidents/Investigations: 448
- Restraining Orders: 65
- Parking Tickets: 59
- Motor Vehicle Citations: 624
- Motor Vehicle Accidents: 124
- Firearm ID/License to Carry (FID/LTC) Issued: 333
- Police Calls for Service: 13,567
- Total Calls to Dispatch: 18,997

Personnel Summary Table

Position Title	FY19 FTEs Actual	FY20 FTEs Actual	FY21 FTEs Dept. Req.	Notes and Explanation of Changes
Chief of Police	1	1	1	
Sergeants	2	2	2	
Patrol Officers	6	5	8	
Dispatchers (Civilian)	5	5	5	

Note: The Department also includes (10) Part-time Officers, which cover 2 shifts per week.

Organizational Chart:



FY 2021 BUDGET DETAIL

DEPARTMENT: Police & Dispatch

FUND: 1000
ACCOUNT NUMBER: 200 5100
ACCOUNT NAME: Personnel

Expense Budget

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages	FY 2021 Request	FY 2021 Administrator Recommended
Chief of Police*		$45.67	Salary	40	52.6	$96,090	$96,090	$96,090
Chief Education Incentive Pay @ 10%							$9,609	$9,609
Sergeant	Step 7	$33.40	H	40	52.6	$70,274	$70,274	$70,274
Sergeant	Step 7	$33.40	H	40	52.6	$70,274	$70,274	$70,274
Officer	Spec-Step 7	$29.14	H	40	52.6	$61,311	$61,311	$61,311
Officer	Step 7	$28.36	H	40	52.6	$59,669	$59,669	$59,669
Officer	Step 7	$28.36	H	40	52.6	$59,669	$59,669	$59,669
Officer	Spec-Step 4	$26.72	H	40	52.6	$56,219	$56,219	$56,219
Officer	Spec-Step 4	$26.72	H	40	52.6	$56,219	$56,219	$56,219
Officer	Step 1	$22.92	H	40	52.6	$48,224	$48,224	$48,224
Dispatcher	Max Step	$21.00	H	40	52.6	$44,184	$44,184	$44,184
Dispatcher	Max Step	$21.00	H	40	52.6	$44,184	$44,184	$44,184
Dispatcher	Max Step	$21.00	H	40	52.6	$44,184	$44,184	$44,184
Dispatcher	Max Step	$21.00	H	40	52.6	$44,184	$44,184	$44,184
Dispatcher	Step 5	$19.79	H	40	52.6	$41,638	$41,638	$41,638
Part-time Patrol Shifts		$17.25	H	32	52.6	$29,035	$29,035	$29,035
Part-time Dispatch Shifts		$16.75	H	24	52.6	$21,145	$21,145	$21,145
Police Shift Differential			H			$17,500	$17,500	$17,500
Dispatch Shift Differential			H			$8,206	$8,206	$8,206
Police Education Incentive						$23,692	$23,692	$23,692
Holiday Pay Police/Dispatch						$52,047	$52,047	$52,047
Court Overtime						$12,500	$12,500	$12,500
Training Police/Dispatch						$44,436	$44,436	$44,436
Vacation Back-fill Police/Dispatch						$103,406	$103,406	$103,406
Sick Leave Back-fill Police/Dispatch						$53,545	$53,545	$53,545
Personal Leave Back-fill PD/Disp						$23,028	$23,028	$23,028
PT Test OT	Twice Annually					$2,130	$2,130	$2,130
Compensatory Time Back-fill PD/Disp						$39,629	$39,629	$39,629
Dispatch Open shifts (per CBA)						$35,942	$35,942	$35,942
Unscheduled Overtime PD/Disp						$20,000	$20,000	$20,000
PT Test Stipends						$7,200	$7,200	$7,200
EMD Stipends						$2,500	$2,500	$2,500
Longevity Stipends						$1,767	$1,767	$1,767
						LUMP SUM DISALLOWED		-$28,639
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	$1,303,639	$1,275,000

FY 2021 BUDGET DETAIL

DEPARTMENT: **Police & Dispatch**

FUND: **1000**
ACCOUNT NUMBER: **200** **5110**
ACCOUNT NAME: **Employee Support**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
9	$1,250.00	Clothing Allowance Police	$11,250	$11,250
10	$300.00	Clothing Allowance Police (Part-time)	$3,000	$3,000
5	$350.00	Clothing Allowance Dispatch	$1,750	$1,750
3	$150.00	Clothing Allowance Dispatch (Part-time)	$450	$450
1	$4,000.00	Training Registration fees	$4,000	$4,000
1	$7,500.00	Chiefs' Training/Dues	$7,500	$7,500
1	$6,060.00	Department Issued Cell Phones	$6,060	$6,060
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		-$260
		Totals	$34,010	$33,750

FY 2021 BUDGET DETAIL

DEPARTMENT: **Police & Dispatch**

FUND: **1000**
ACCOUNT NUMBER: **200** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$26,000.00	Animal Control	$26,000	$26,000
1	$1,200.00	CJIS/NCIC - Crime Reporting/Records	$1,200	$1,200
1	$8,600.00	IMC/TriTech - Software Operating System	$8,600	$8,600
1	$5,610.00	Code Red (so-called Reverse 911)	$5,610	$5,610
1	$3,024.24	Avaya - SLG Lease Agreement	$3,024	$3,024
1	$1,518.65	Avaya - Service Protection Plan	$1,519	$1,519
1	$2,300.00	Repeater - Verizon Hard Lines	$2,300	$2,300
1	$2,826.00	AirCards For MDTs	$2,826	$2,826
1	$15,000	Equipment Maintenance (Radios, etc)	$15,000	$15,000
1	$10,000	Technology Support	$10,000	$10,000
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**-$6,079**
		Totals	**$76,079**	**$70,000**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Police & Dispatch**

FUND: **1000**
ACCOUNT NUMBER: **200** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$5,500.00	Office Supplies	$5,500	$5,500
1	$400.00	Postage	$400	$400
1	$6,000.00	Ammunition/Taser Cartridges	$6,000	$6,000
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**-$1,900**
		Totals	**$11,900**	**$10,000**

Prior Year Budget

FY 2021 BUDGET DETAIL

DEPARTMENT: **Police & Dispatch**

FUND: **1000**
ACCOUNT NUMBER: **200** **5700**
ACCOUNT NAME: **Other**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$68,634	Restore Step 1 Officer w/benefits	$68,634	$0
1	$11,389	Lease Payment - 2017 Ford Police Cruiser**	$11,389	$0
1	$49,566	Replacement Police SUV*	$49,566	$0
1	$25,000	Replacement 4WD Truck ACO*	$25,000	$0
9	$1,200	Body Armor Replacement (9)*	$10,800	$0
2	$1,190	Computer Upgrade/Replace*	$2,380	$0
1	$4,205	Simulation Firearms Training System*	$4,205	$0
1	$32,000	Fingerprint System*	$32,000	$0
4	$5,849.55	MDT - Upgrade*	$23,398	$0
			$0	$0
		* Moved to Capital ** Moved to Debt	$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		
		Totals	$227,372	$0

Fire/EMS Department

Contact Information: David T. Dickie, Fire Chief
Phone: (978) 939-2222
Email: ddickie@templetonma.gov
Location: 2 School Street, Baldwinville, MA 01436

Mission Statement:
The Templeton Fire Department keeps its mission is to protect life and property ion the Town. It is simple and succeeds in accomplishing it with a strong relationship between the department, the community, and local government. The officers and firefighters of the Department shall stay current with changes in education, information, procedures, and technologies that will enable the Department to handle emergency situations most effectively. It is the Department's promise to serve the community with honor and the highest level of professionalism possible at all times. It is the Department's job to provide the best fire protection and rescue services for the citizens of the Town of Templeton.

Department Description:
The Department's uniformed fire and EMS personnel protect life, property, and the environment through their direct involvement in fire prevention, firefighting, emergency medical care, technical rescue, hazardous materials mitigation, disaster response, public education, and community service.

FY19 Accomplishments:
1. Finished the transition to a fulltime 24-hour ALS ambulance service.
2. Working on updating standard operating guidelines.
3. Finished updating fire reporting to electronic software.

FY20 Goals and Their Current Status (as of 12/31/19):
1. Continue updating standard operating guidelines. Status: In process.
2. Purchase and install plyovent systems at Templeton Center. Status: In process.
3. Purchase and equip a new ambulance. Status: Ordered.

FY21 Goals:
1. Replace old SCBA units.
2. Add a 2nd set of PPE for all firefighters.
3. Begin a commercial fire code inspection program.

Service Provision Data:

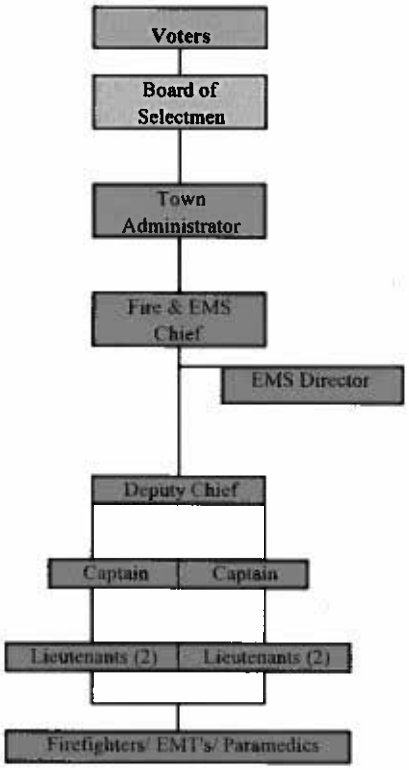
FY19 Calls for Service		
Ambulance	756	
ALS Transport		*374*
BLS Transport		*159*
Refusals		*109*
Ambulance Call by Other Agency		
Woods on Board		*20*
No EMS Needed		*24*
Referred to Other Agency		*65*
MED Star on Board		*5*
Fire	343	
Fire Alarm		*77*
Fire/Other		*19*
Fire/Brush		*6*
Vehicle Fires		*7*
Fire/Structure		*1*
Fire Service Call Other		*127*
Motor Vehicle Accidents		*85*
Mutual Aid		*18*
Unattended Death		*3*
Hazardous Materials/Condition		*4*
Total	1099	

Personnel Summary Table

Position Title	FY19 FTEs Actual	FY20 FTEs Actual	FY21 FTEs Dept. Req.	Explanation of Changes
Fire Chief	1	1	1	
Deputy Fire Chief	1	1	1	
EMS Director	1	1	1	
Firefighter/EMT Fulltime	1	1	0	
Firefighter/Paramedic Fulltime	4	4	4	
Firefighter/Paramedic Part time	3	4	4	
Firefighter/EMT Call*	11	11	10	
Firefighter Call*	12	10	9	
EMT Call*	10	3	4	
Paramedic Call*	4	2	2	
Paramedic part time*	1	1	1	
Firefighter / Paramedic Call*	1	2	0	
Administrator Assistant Part time	1	1	1	

** The number of call firefighters, EMTs, and paramedics varies throughout the year.*

Organizational Chart:



FY 2021 BUDGET DETAIL

DEPARTMENT: Fire & EMS

FUND: 1000
ACCOUNT NUMBER: 220 5100
ACCOUNT NAME: Personnel

Expense Budget

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Reserve $	FY 2021 Request	FY 2021 Administrator Recommended
Chief	Full	$38.02	Salary	40	52.6	$80,000	$80,000	$80,000
Administrative Assistant	Part	$15.50	H	19.5	52.6	$15,898	$15,898	$15,898
Deputy Chief	Call		Salary		52.6	$14,000	$14,000	$14,000
Director - EMS	Call	$24.50	H	10	52.6	$12,887	$12,887	$12,887
Captain	Call	$17.50	H	5	52.6	$4,603	$4,603	$4,603
Captain	Call	$17.50	H	5	52.6	$4,603	$4,603	$4,603
Lieutenant	Call	$17.00	H	3	52.6	$2,683	$2,683	$2,683
Lieutenant	Call	$17.00	H	3	52.6	$2,683	$2,683	$2,683
Lieutenant	Call	$17.00	H	3	52.6	$2,683	$2,683	$2,683
Lieutenant	Call	$17.00	H	3	52.6	$2,683	$2,683	$2,683
Firefighter/Paramedic	Full	$24.50	H	48	52.6	$61,858	$61,858	$61,858
Firefighter/Paramedic	Full	$24.50	H	48	52.6	$61,858	$61,858	$61,858
Firefighter/Paramedic	Full	$24.50	H	48	52.6	$61,858	$61,858	$61,858
Firefighter/Paramedic	Full	$24.50	H	48	52.6	$61,858	$61,858	$61,858
Firefighter/Paramedic	perdiem	$23.00	H	36	52.6	$43,553	$43,553	$43,553
Firefighter/Basic	perdiem	$16.00	H	24	52.6	$20,198	$20,198	$20,198
EMS On Call Salaries	Call	$16.75	H	25	52.6	$22,026	$22,026	$22,026
Fire On Call Salaries	Call	$16.75	H	30	52.6	$26,432	$26,432	$26,432
Misc Fires/overtime						$16,000	$16,000	$16,000
Shift Coverage/Overtime						$51,223	$51,223	$51,223
On call EMS Stipends	Stipend	$40.00	per night			$14,600	$14,600	$14,600
Full Time Employee Training*						$15,405	$15,405	$15,405
On Call Employee Training**						$14,871	$14,871	$14,871
* Training based on 5 hours per month internal training and 40 hours per year external training per Full time employee								
** Training based on 5 hours per month internal training per month per on call employee. Average of 15 employees per training session.								
						LUMP SUM DISALLOWED		-$21,959
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	$614,459	$592,500

FY 2021 BUDGET DETAIL

DEPARTMENT: **Fire & EMS**

FUND: **1000**
ACCOUNT NUMBER: **220** **5110**
ACCOUNT NAME: **Employee Support**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
10	$1,300.00	Bunker Coat, FF equipment (10 yr life)	$13,000	$13,000
10	$1,500.00	Bunker Pants, FF equipment (10 yr life)	$15,000	$15,000
10	$180.00	FF Boots, Structure (1)	$1,800	$1,800
10	$370.00	FF Helmets, Structure	$3,700	$3,700
10	$100.00	Fire Hoods	$1,000	$1,000
15	$90.00	FF gloves, Structure	$1,350	$1,350
4	$600.00	Fulltime Employee Clothing Allowance	$2,400	$2,400
45	$50.00	Call/Perdiem Clothing Allowance	$2,250	$2,250
1	$1,200.00	Chief Clothing Allowance	$1,200	$1,200
10	$375.00	New Employee Physicals	$3,750	$3,750
5	$375.00	Fulltime Employee yearly physical	$1,875	$1,875
18	$150.00	EMS License renewals	$2,700	$2,700
30	$40.00	NFPA Fit testing for SCBA Masks	$1,200	$1,200
10	$300.00	EMS Reflective Safety Coats	$3,000	$3,000
25	$25.00	CPR/1st Responder Renewals	$625	$625
1	$500.00	Chiefs Association Dues	$500	$500
1	$3,000.00	Extraordinary Professional Development	$3,000	$3,000
1	$4,000.00	Chiefs Educational Conferences	$4,000	$4,000
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**-$14,600**
		Totals	**$62,350**	**$47,750**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Fire & EMS**

FUND: **1000**
ACCOUNT NUMBER: **220** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$1,500.00	Phone system user agreement	$1,500	$1,500
1	$4,750.00	Ambulance reporting software	$4,750	$4,750
1	$3,200.00	Fire reporting software	$3,200	$3,200
1	$1,992.00	Epro Scheduling software	$1,992	$1,992
1	$810.00	IAR responder software (I am responding)	$810	$810
1	$1,600.00	E dispatches. (phone dispatching software)	$1,600	$1,600
2	$175.00	PS Trax Ambulance inspection software	$350	$350
5	$175.00	PS Trax Fire Truck inspection software	$875	$875
1	$585.00	Set up Fee for Fire Truck Inspection above	$585	$585
2	$1,000.00	Ambulance Service Oil Lube	$2,000	$2,000
1	$1,400.00	Ladder 1 Service, oil, Lube	$1,400	$1,400
3	$1,400.00	Engine/Pumper Service, oil, Lube	$4,200	$4,200
1	$1,400.00	Tanker 1 Service, oil, Lube	$1,400	$1,400
2	$300.00	4x4 brush truck Service, oil, lube	$600	$600
2	$600.00	6x6 brush truck Service, oil, lube	$1,200	$1,200
1	$800.00	NFPA Ladder Truck Arial Certification Testing	$800	$800
30	$60.00	NFPA SCBA Testing	$1,800	$1,800
1	$750.00	NFPA Ground Ladder Testing	$750	$750
8500	$0.30	NFPA Hose Testing	$2,550	$2,550
5	$370.00	NFPA Fire Pump Testing	$1,850	$1,850
1	$15,000.00	Unknown misc. Fire Truck Repair and inspections	$15,000	$15,000
1	$10,000.00	Unknown, misc. Ambulance repair and inspections	$10,000	$10,000
1	$3,500.00	small equipment repair and service	$3,500	$3,500
1	$20,000.00	Coastal Medical Billing	$20,000	$20,000
1	$9,000.00	ALS Mutual Aid Charges	$9,000	$9,000
1	$2,300.00	Stryker cot and stair chair service contract	$2,300	$2,300
1	$2,000.00	Chief Truck Service, oil and lube	$2,000	$2,000
12	$400.00	AED Service Contract	$4,800	$4,800
1	$5,004.00	Cardiac Monitor Service Contract	$5,004	$5,004
1	$4,200.00	Ambulance License Fees	$4,200	$4,200
1	$2,850.00	Fire Rescue 1 online training.	$2,850	$2,850
1	$800.00	Plyovent maintence contract	$800	$800
1	$6,000.00	Cell Phones and Apparatus MDTs	$6,000	$6,000
		LUMP SUM DISALLOWED		**-$19,666**
		Totals	**$119,666**	**$100,000**

Prior Year Budget

FY 2021 BUDGET DETAIL

DEPARTMENT: **Fire & EMS**

FUND: **1000**
ACCOUNT NUMBER: **220** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$5,000.00	Fire/EMS Training Supplies	$5,000	$5,000
1	$1,500.00	Office suplies, general cleaning	$1,500	$1,500
1	$75.00	Postage	$75	$75
1	$800.00	Ambulance and Fire Truck Decon supplies	$800	$800
1	$1,650.00	Medical Oxygen	$1,650	$1,650
1	$18,000.00	Medical Supplies	$18,000	$18,000
1	$5,000.00	Medications and Narcotics	$5,000	$5,000
1	$5,000.00	Fire Equipment replacement	$5,000	$5,000
1	$3,000.00	Ambulance Equipment Replacement	$3,000	$3,000
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			LUMP SUM DISALLOWED	-$7,525
		Totals	$40,025	$32,500

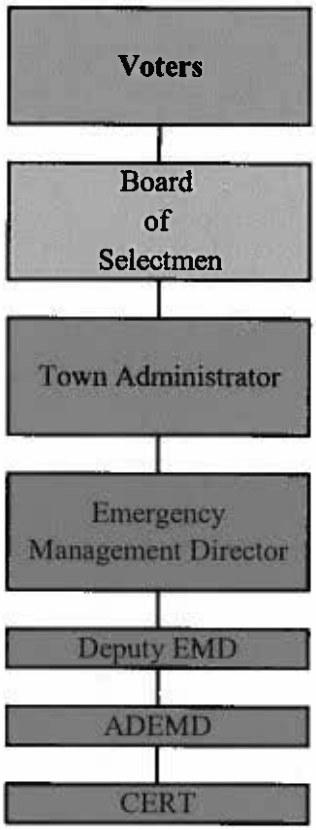
FY 2021 BUDGET DETAIL

DEPARTMENT: **Fire & EMS**

FUND: **1000**
ACCOUNT NUMBER: **220** **5700**
ACCOUNT NAME: **Other**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$92,500.00	Engine 3 lease payment 3 of 6**	$92,500	$0
1	$56,000.00	Ambulance 2 lease payment 2 of 5**	$56,000	$0
28	$6,555.00	SCBA Protective Breathing Systems*	$183,540	$0
2	$7,617.00	PPE Washer*	$15,234	$0
1	$5,000.00	Building, plumbing & electric install of washer*	$5,000	$0
2	$9,249.00	PPE Dryer*	$18,498	$0
2	$33,500.00	Station vehicle exhaust system*	$67,000	$0
1	$9,480.00	Jaws of life Cutter*	$9,480	$0
1	$10,600.00	Jaws of life Ram set*	$10,600	$0
1	$9,900.00	Jaws of life Combi Tool*	$9,900	$0
1	$10,456.00	Jaws of life Matjacks (airbags)*	$10,456	$0
1	$8,884.00	Jaws of life vehicle cribbing*	$8,884	$0
2	$6,000.00	Ambulance computer system*	$12,000	$0
1	$30,000.00	Fire Station security upgrades*	$30,000	$0
		* Moved to Capital ** Moved to Debt		
			LUMP SUM DISALLOWED	$0
		Totals	$529,092	$0



Rich Curtis will provide a narrative come FY'22 on the revolving review.

FY 2021 BUDGET DETAIL

DEPARTMENT: Emergency Management

FUND: 1000
ACCOUNT NUMBER: 230 5100
ACCOUNT NAME: Personnel

Expense Budget

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages	FY 2021 Request	FY 2021 Administrator Recommended
EMD	Volunteer	$0.00	$0.00			$0	$0	$0
DEMD	Volunteer	$0.00	$0.00			$0	$0	$0
ADEMD	Volunteer	$0.00	$0.00			$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
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						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						LUMP SUM DISALLOWED		$0
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	$0	$0

FY 2021 BUDGET DETAIL

DEPARTMENT: **Emergency Management**

FUND: **1000**
ACCOUNT NUMBER: **230** **5110**
ACCOUNT NAME: **Employee Support**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
			$0	$0
1	$500.00	Training Registration & Mileage	$500	$500
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**$0**
		Totals	**$500**	**$500**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Emergency Management**

FUND: **1000**
ACCOUNT NUMBER: **230** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$300.00	Pallet of Bottled Water	$300	$300
1	$24.00	Case Copy Paper	$24	$24
4	$70.00	Ink Cartridges for Xerox Printer	$280	$280
1	$500.00	Desktop Computer System	$500	$500
1	$150.00	Miscellaneous (hardware, lumber, batteries, etc.)	$150	$150
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED/ADD		**-$4**
		Totals	**$1,254**	**$1,250**

Development Services

Contact Information: Laurie A. Wiita, Director
Phone: 978-894-2771
Email: lwiita@templetonma.gov
Location: Town Hall, Room 3, 160 Patriots Road, P.O. Box 620, East Templeton, MA 01438

Mission Statement

The mission of the Office of Development Services is to promote economic development, the health, safety, and general welfare of the residents of Templeton by providing professional, helpful, fair, and consistent services and accurate information related to the development and maintenance of existing properties.

Department Description

The Office of Development Services coordinates the following town departments: Board of Health, Building, Conservation, Planning, Zoning, Agriculture, Economic Development and Community Preservation. All of the services provided are directly related to the development and maintenance of existing and new property, including residential and business. The Development Services staff support the Electrical Inspector, Plumbing/Gas Inspector, Board of Health, Planning Board, Zoning Board of Appeals, Agricultural Commission and Conservation Commission by maintaining records, processing permit applications, conducting plan reviews, completing inspections, conducting research, and holding office hours for the public.

FY19 Accomplishments

1. New tracking was created for the issuance of permits.
2. The reorganization and move of all files into new areas has been completed; carried into FY '20.
3. Residents now have the Winchendon Transfer Station available as alternative to trash disposal and recycling.

FY20 Goals and Their Current Status (as of 12/31/19)

1. The Green Communities grant application was completed and submitted November 22, 2019. Status: Complete.
2. Due to the loss of two employees (one to a new career and one to a move) we were unable to cross train in food establishment inspections. Status: In progress.
3. Both the Police Station and the Templeton Elementary School were completed, and occupancy permits issued. Status: Complete.

FY21 Goals

1. Implement roughly $150k of Green Communities with the help of Karen Chapman at MRPC.
2. The office of Development Services will cross train the Administrative Assistant(s) in multiple areas (i.e. ConCom, Planning, Zoning, Building, Board of Health) in order to have complete coverage in the absence of one or more employees.
3. At the request of the Electrical Inspector, review the current fee schedule and prepare to make changes based on our peer cities/towns.

4. Work with the Board of Health toward new regulations that work toward decreasing plastic waste in commercial businesses within the Town of Templeton.

Service Provision Data

- **Abandoned Housing Initiative** – 17 Gray Road was successfully put into receivership, rehabbed, and auctioned; 398 Baldwinville was brought up to sanitary code and was released; 48 North Main was successfully flipped and sold after notification by the AG's office of impending receivership.
- **Agricultural Commission** – the commission successfully procured and placed "right to farm" signage; the Board of Health has teamed with AgCom to work cooperatively on animal nuisance complaints utilizing the BOH Director as a last resort for writing tickets for violations.
- **Conservation Commission** – the commission completed forty-eight (48) site walks throughout the fiscal year for various reasons (new residential, additions, pools, commercial, etc....); some of these led to more detailed filings such as notice of intents and requests for determination.
- **Board of Health** – issued fifteen (15) septic installer permits, four (4) septic hauler permit, twelve (12) rubbish hauler permits, fifty-eight (58) food permits, and five (5) tobacco/nicotine permits.
- **Building (including wiring, plumbing and gas)** – the Building Commissioner issued twenty-two (22) permits for new residential, one (1) new commercial and one hundred ninety-nine (199) other permits (including pools, remodels, additions, etc.); the Wiring Inspector issued one hundred fifty (150) permits; the Plumbing/Gas Inspector issued eighty-nine (89) permits; all inspectors completed multiple inspections in conjunction with the issued permits; both the Police Station and Templeton Elementary School final inspections were completed with occupancy permits issued.
- **Baldwinville Elementary School Disposition Commission** – the committee was able to complete their charge and present the Board of Selectmen with a proposal for the sale of the property.

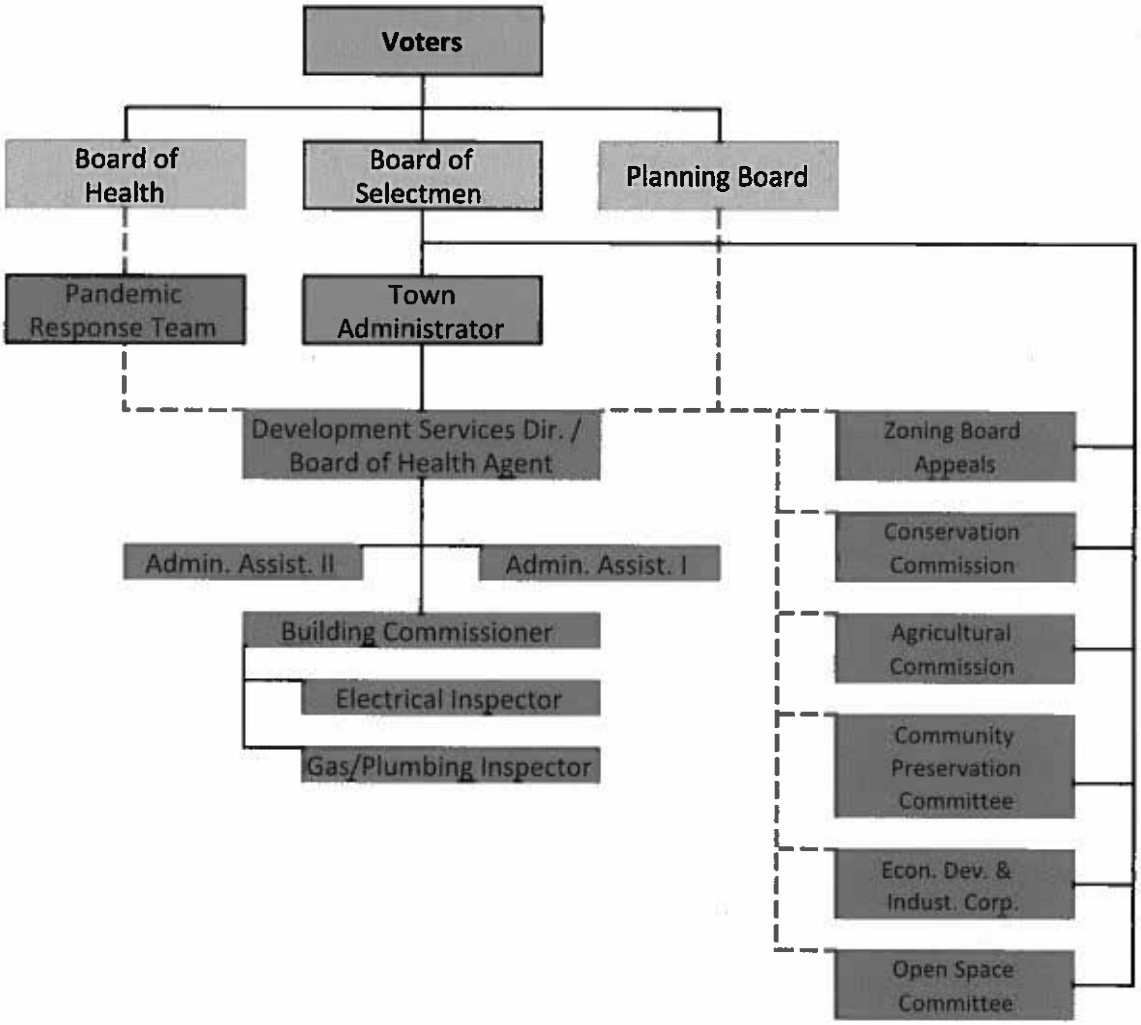
Original:

- Development Services continues to work with the State Attorney General's Office to turn abandoned houses around by placing them in receivership and bringing them up to the minimum requirements of the sanitary code, allowing them to then be auctioned, putting them back on the tax roll.
- Development Services staff continues to volunteer by providing bulky waste events for household items and at drug takeback events where residents can bring medications for proper disposal without any cost. Development Services continues to support two drop boxes at 2 School Street; one specifically for sharps (needles) and one for prescription medications.

Personnel Summary Table

Position Title	FY19 FTEs Actual	FY20 FTEs Actual	FY21 FTEs Dept. Req.	Notes and Explanation of Changes
Dev. Services Director/Health Agent	1	1	1	
Building Commissioner	0.5	0.5	0.5	
Admin Asst I	1	1	1	
Admin Asst II	0.4	0.4	0.4	
Electrical Inspector	per diem	per diem	per diem	From newly created revolving account
Gas/Plumbing Inspector	per diem	per diem	per diem	From newly created revolving account

Organizational Chart



Town of Templeton
Development Services
P.O. Box 620
E. Templeton MA 01438
978-894-2771
Email: health@templeton1.org

Memorandum – Development Services

To: Carter Terenzini, Town Administrator

From: Laurie A. Wiita, Director of Development Services

Subject: FY 21 Budget for Development Services

Date: January 15, 2020

CC: Kelli Pontbriand, Town Accountant

This memo provides justification for questions you may have on the Development Services budget for FY 21.

1000-250-5100 Personnel – Amounts for Health Agent, Building Commissioner, Senior Administrative Asst. 1 and Administrative Asst. 2 have all been level funded. The inspectors, electrical and plumbing continue to be paid out of a revolving account.

1000-250-5110 Employee Support – The Health Agent is requesting funds to continue education in order to maintain certifications and licenses; this includes the Annual Conference for attaining continuing education credits through MHOA. The Conservation Commission is requesting funds to attend the Massachusetts Association of Conservation Commissions Annual Conference and funds for dues for continued membership to MACC.

1000-250-5200 Purchase of Services – The members of the Board of Health request that we continue to utilize the professional services of Mark Popham for the well monitoring at the Templeton Capped Landfill, there is no increase to the cost from FY 20; also requested is an increase to the amount for Montachusett Public Health Network, the support provided from this network includes communicable disease reporting, skilled nursing support and substance prevention support (training and events).

1000-250-5600 Intergovernmental – No requests at this time.

1000-250-5700 Other – No requests at this time.

The FY 21 budget request for Development Services has an increase of less than 1% from FY 20.

Thank you for your consideration.

Town of Templeton
Development Services
P.O. Box 620
E. Templeton MA 01438
978-894-2771
Email: health@templeton1.org

List of acronyms for FY21 Development Services Budget

MACC - Massachusetts Association of Conservation Commissions

MEHA - Massachusetts Environmental Health Association

MHOA – Massachusetts Health Officers Association

MPHN – Montachusett Public Health Network

MRPC - Montachusett Regional Planning Commission

FY 2021 BUDGET DETAIL

DEPARTMENT: Development Services

FUND: 1000
ACCOUNT NUMBER: 250 5100
ACCOUNT NAME: Personnel

Expense Budget

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages	FY 2021 Request	FY 2021 Administrator Recommended
Health Agent		$28.75	salary	38	52.6	$55,754	$57,466	$57,466
Senior Administrative Asst 1		$18.00	hourly	38	52.6	$31,660	$35,978	$35,978
Administrative Asst 2		$17.50	hourly	16	52.6	$14,728	$14,728	$14,728
Building Commissioner		$32.10	salary	20	52.6	$33,012	$33,012	$33,012
Alternate Inspectors		$75.00	hourly	20		$1,500	$1,500	$1,500
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
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						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						LUMP SUM DISALLOWED		-$184
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	$142,684	$142,500

FY 2021 BUDGET DETAIL

DEPARTMENT: **Development Services**

FUND: **1000**
ACCOUNT NUMBER: **250** **5110**
ACCOUNT NAME: **Employee Support**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
5	$160.00	MACC Training for Conservation Commission	$800	$800
1	$300.00	MACC Dues for Conservation Commission	$300	$300
3500	$0.45	Building Comm. Mileage	$1,575	$1,575
500	$0.45	BoH Agent mileage	$225	$225
700	$0.45	ConCom Mileage	$315	$315
1	$40.00	MEHA Dues for Board of Health	$40	$40
1	$60.00	MOHA Dues for Board of Health	$60	$60
1	$100.00	BOH Agent Soil Evaluator renewal	$100	$100
1	$900.00	MHOA Annual Conference & Training	$900	$900
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		-$65
		Totals	$4,315	$4,250

MACC

ANNUAL MEMBER BENEFITS

Benefits	Corporate / Business Member	Non-Profit / Government* Member	Individual Member
Annual Membership Cost	$350	$100	$65
Number of Memberships	6	5	1
Member rate for all educational programs and conferences	√	√	√
Member rate for all purchases including *Environmental Handbook*, guidebooks, reference books, note cards	√	√	√
Receipt of *the MACC Conservation Quarterly* electronic magazine	√	√	√
Access to members-only portions of MACC website	√	√	√
Use of Conservation Connections web forum	√	√	√
FREE **Job Postings**	√	√	√
Exhibit Discounts: Annual Environmental & Fall Conferences	√	√	
Advertising Discounts: Annual Environmental Conference ***Program Book***	√	√	
Advertising Discounts in *Conservation Quarterly* electronic magazine	√	√	

Note: * Government Member Category includes state and federal employees. It does NOT include Conservation Commissions.

Wiita, Laurie

From: Lindsay Martucci <lindsay.martucci@maccweb.org>
Sent: Monday, January 6, 2020 3:18 PM
To: Wiita, Laurie
Subject: RE: Annual Environmental Conference 2020

Hi Laurie. The conference fee for MACC members is $125. We will be posting the information soon.

Lindsay Martucci
Member Services Coordinator
Newsletter Editor
Office Manager
Massachusetts Association of Conservation Commissions
10 Juniper Road, Belmont, MA 02478
Ph: 617.489.3930 Fax: 617.489.3935
www.maccweb.org

From: Wiita, Laurie [mailto:lwiita@TempletonMA.gov]
Sent: Monday, January 06, 2020 3:15 PM
To: staff@maccweb.org
Subject: Annual Environmental Conference 2020

Good afternoon,

I was wondering if you have any idea what the cost will be for a member to attend the conference? Trying to budget for our Conservation Commission.

Thank you so much for your help, and I know we owe you a completed member form; we've had a change and I will get it to you today.

Thank you,
Laurie Wiita
Development Services
Town of Templeton

MA Env. Health Association

Membership

The purpose of MEHA is to advance the environmental health professional for the purpose of providing a healthful environment for all. MEHA membership is open to environmental health professionals in government, academia and private industry. We hold regular meetings for the general membership that updates skills and provides timely information environmental health issues.

Membership Types

There are four categories of membership:

1. **General membership ($40):** Open to all persons working as an environmental health professional in public, academic and private agencies.
2. **Retired membership ($20):** May be conferred upon application by the Executive Board to any member of the association who is retired or retiring and has been a member of the association for at least five years.
3. **Student membership ($20):** Open to students pursuing a degree in environmental/public health and has an interest in the Association.
4. **New membership (free):** Open to any professional who has never previously held a membership with MEHA. Membership is free for new members.

Membership in MEHA is subject to confirmation by the Executive Board and payment of dues. Membership is renewed annually and the membership year begins on July 1 and ends on June 30 of the following year.

After completing the application below, you will be directed to the payment page where you can choose to mail a check or pay online via credit card.

To join or renew your membership:

FY 2021 BUDGET DETAIL

DEPARTMENT: **Development Services**

FUND: **1000**
ACCOUNT NUMBER: **250** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$4,570.00	Mark Popham, Engineer - Landfill Well Monitoring	$4,570	$4,570
1	$2,000.00	Montachusett Public Health Network (MPHN)	$2,000	$2,000
10	$221.00	Planning - Notices 10 @ $221 Gardner News	$2,210	$2,210
10	$221.00	Zoning - Notices 10 @ $221 Gardner News	$2,210	$2,210
1	$3,400.00	Inspectional Software*	$3,400	$0
1	$2,723.12	MRPC '20 Assessment - Planning	$2,723	$2,723
1	$2,000.00	Landfill Cap Mowing	$2,000	$2,000
1	$1,500.00	Sealer of Weights and Measures	$1,500	$1,500
1	$1,000.00	Pest Control (rabies testing, beaver issues, etc...)	$1,000	$1,000
1	$1,200.00	Wetlands Consultant	$1,200	$1,200
			$0	$0
		* Hold to apply for Community Compact $s	$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		-$413
		Totals	$22,813	$19,000

Town of Templeton
Development Services
P.O. Box 620
E. Templeton MA 01438
978-894-2771
Email: lwiita@templetonma.gov

Memo to: Carter Terenzini, Town Administrator

From: Laurie Wiita, Development Services

Date: February 24, 2020

Re: Post Closure Landfill Monitoring

In response to your request that we explore whether or not we can go to semi-annual testing, the following are my thoughts and findings.

The requirements for a minimum landfill post closure monitoring period is thirty (30) years, set by the Federal Resource Conservation Recovery Act (RCRA) Subtitle D regulations and enforced by MassDEP. These regulations normally require testing twice a year; with the help of Mark Popham, Templeton was able to negotiate down to once per year.

It has been my experience that one or more of the monitoring wells have shown some contaminants and it is unlikely that MassDEP would be willing to further reduce the annual testing that we currently do. Templeton has in fact, been treated fairly leniently by MassDEP by reducing testing to annually, not requiring all wells to be tested each time, not requiring any surface water sampling and not requiring any gas monitoring.

Thank you,

Laurie

MARK W. POPHAM, R. S.

Sanitary Engineering / Environmental & Solid Waste Management Consulting

21 Highland Street
Orange, MA 01364

Tel. 978-544-2770 / Cell 413-834-2558

January 7, 2020

Town of Templeton
Board of Health
160 Patriots Road
P. O. Box 620
East Templeton, MA 01438

Re: Renewal of Professional Services Cost Proposal / Agreement
2020 Post-Closure Landfill Monitoring

Dear Members of the Board:

This correspondence serves as a Renewal of a Professional Services Proposal, offered to perform the annual post-closure environmental monitoring of the King Philip Trail landfill for calendar year 2020, in accordance with current DEP regulations and the current post-closure monitoring permit for the site. I am prepared to perform the following tasks for a total lump sum fee (which includes direct and indirect costs, sample collection and laboratory subcontract expenses) of Four Thousand Five Hundred Seventy Dollars ($4,570.00), which is the same amount as quoted for the prior three (3) years:

1. Water Quality Monitoring

A professional environmental sampling subcontractor, at the direction of the undersigned, will conduct water quality measurements at the closed landfill and collect representative samples for DEP-certified laboratory analysis during a one-time sampling survey anticipated to be performed in the fall of 2020. Prior to monitoring well purging and sample collection, static groundwater and depth-of-well measurements will be recorded. Samples will be collected from five (5) existing groundwater monitoring wells specified in the current DEP permit, including a trip blank, and analyzed for the parameters given at 310 CMR 19.132 (1)(h) 1,2 & 3 (including method 8260 volatile organic compounds (VOC's) with MEK, MIBK, acetone and 1,4-dioxane) and field parameters dissolved oxygen, specific conductance, pH and temperature.

Wiita, Laurie

From: Curry, Steve <SCurry@fitchburgma.gov>
Sent: Tuesday, January 7, 2020 9:18 AM
To: Wiita, Laurie
Subject: RE: MPHN - Templeton

Morning Laurie:

Glad you have some help, and no problem, I understand.
The fees have not changed and I do not plan to change them in this Fiscal Year.
Let me know if you need anything from me...

Thanks,
Steve

From: Wiita, Laurie [mailto:lwiita@TempletonMA.gov]
Sent: Tuesday, January 7, 2020 9:10 AM
To: Curry, Steve <SCurry@fitchburgma.gov>
Subject: MPHN - Templeton

Good morning Steve,

First, Happy New Year; second, I am so sorry to be absent from so many meetings, I now have a new admin asst and should be able to attend future meetings!

Do you have any idea if the fees for MPHN will be increasing or staying the same, I am working on my '21 budget and don't want to short myself.

Thanks for any help, appreciate all you do!

Laurie

RECEIVED
JAN 13 2020
By

Montachusett Regional Planning Commission
established 1968
Commonwealth of Massachusetts

2020 JAN 13 PM 3:27

NOTIFICATION OF ASSESSMENT

TO: Chief Elected Official, **Templeton**

FROM: Roger Hoyt, Assistant Treasurer, Montachusett Regional Planning Commission

DATE: January 10, 2020

RE: Fiscal Year 2021 MRPC Membership Assessment

AMOUNT: **$ 2,791.19**

This is to certify that the above amount represents your community's assessment for membership in the Montachusett Regional Planning Commission for the upcoming fiscal year (July 1, 2020-June 30, 2021).

This amount is based on a uniform assessment of all member communities at the rate of 0.3589 cents per capita and has been calculated in accordance with the requirements of Proposition 2 1/2 using the 2010 U.S. Census of Population, in accordance with Section 7 of Chapter 40B, General Laws of the Commonwealth of Massachusetts.

Assessments for FY2021 are due and payable on July 1, 2020. Your City/Town Accountant will receive an invoice for this assessment at least a month prior to that date.

Cc: Town/City Accountant
Town/City Treasurer

464 Abbott Avenue Leominster, MA 01453 978.345.7376 fax: 978.348.2490 email: mrpc@mrpc.org

FY 2021 BUDGET DETAIL

DEPARTMENT: **Development Services**

FUND: **1000**
ACCOUNT NUMBER: **250** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$220.00	ConCom Postage	$220	$220
1	$220.00	Planning Postage	$220	$220
1	$220.00	Zoning Postage	$220	$220
1	$400.00	Planning - ink, paper, envelopes, etc...	$400	$400
1	$100.00	Zoning - ink, paper, envelopes, etc...	$100	$100
1	$602.00	BOH/Bldg. Postage (included certified mail)	$602	$602
1	$2,000.00	BOH/Bldg. - ink, paper, envelopes, etc...	$2,000	$2,000
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		-$12
		Totals	$3,762	$3,750

Office of Public Works

Contact Information: Robert Szocik, DPW
Director Phone: 978-939-3278
Email: bszocik@templetonma.gov
Location: DPW, 381 Baldwinville Road, Templeton, MA 01468

Mission Statement

The mission of the Office of Public Works is to professionally and responsively manage the Town's public works buildings and grounds with the highest quality of service and within the Department's resources. The Department responds to natural disasters, storms, and other events to protect the health and safety of residents. From downed trees, snow removal, or natural disasters, staff members are often the first to respond in the event of an emergency.

Department Description

The Office of Public Works has multiple divisions, including:

- **Highway Division**, which maintains approximately 101 miles of road and sidewalk, stormwater infrastructure (including 900 catch basins, culverts, and drains), street and traffic signs, and public trees.
- **Buildings & Grounds Division**, which maintains 4 cemeteries, 6 ballfields, 2 soccer fields, 4 town commons, and 10 buildings.
- **Fleet Maintenance Division**, which is responsible for the maintenance of over 50 Town vehicles and Town machinery, including Police, DPW, Senior Services, Board of Health, and Animal Control.

FY19 Accomplishments

1. The DPW highway division now has a stable foundation of staff and is moving forward in achieving many aspects of the DPW responsibilities such as road maintenance, trees and drainage issues. The Buildings and Grounds Division is fully staffed and working on new mapping in the cemeteries and streamlining the maintenance of the grounds to a manageable system.
2. The 80% Laborer truck drivers have accomplished a higher license status therefore enabling the DPW highway division to be more dynamic.
3. Tree Warden status is again held by the Director and he will continue serve in this role.
4. Utilized the road surface management system, which assesses road surface condition throughout the Town to help determine the most effective and efficient use of resources in planning the use of Chapter 90 funding.
5. Developed a plan to improve of Snow & Ice Operations, changing to straight salt.
6. In terms of building maintenance 2 entry doors were replaced at the DPW as they have deteriorated beyond functionable use.
7. A new roof was put in the Templeton Center Fire Station and the siding was completed at the Senior Center.
8. Established a rule, excluding dogs in the cemeteries except for service dogs.
9. Established a presence at MPO and MJTC meeting for the Town to participate in statewide interests and funds availability.

10. Added to the fleet in the DPW and Buildings & Grounds department, a Hot Box for use on potholes and surface management, a new chipper to assist in the removal of bush and smaller branches of felled or fallen trees, and a new zero turn mower for use in the cemeteries and common grounds.
11. A new time clock was set up whereas the use of a tablet makes tracking tie more accurate and efficient.
12. Electrical panels upgraded at TC, Baldwinville Fire Departments and the DPW.

FY20 Goals and Their Current Status (as of 12/31/19)

1. Complete Royalston Rd to 75% design. Status: Completed.
2. Completed many Chapter 90 projects, including; surface work on Royalston Road, Reclamation of Partridgeville Road, Drainage measures on Depot Rd, Barre Rd. and Pail Factory Rd., other projects to be completed in the Spring of FY2020 are crack sealing and structure maintenance. Status: Most completed and some still in progress.
3. Working on ADA compliance for Town Hall. Status: In Progress.
4. Reach Complete Streets Tier 3. Status: In progress, currently at Tier 2.
5. Building a Salt Shed and training the staff. Status: Complete.

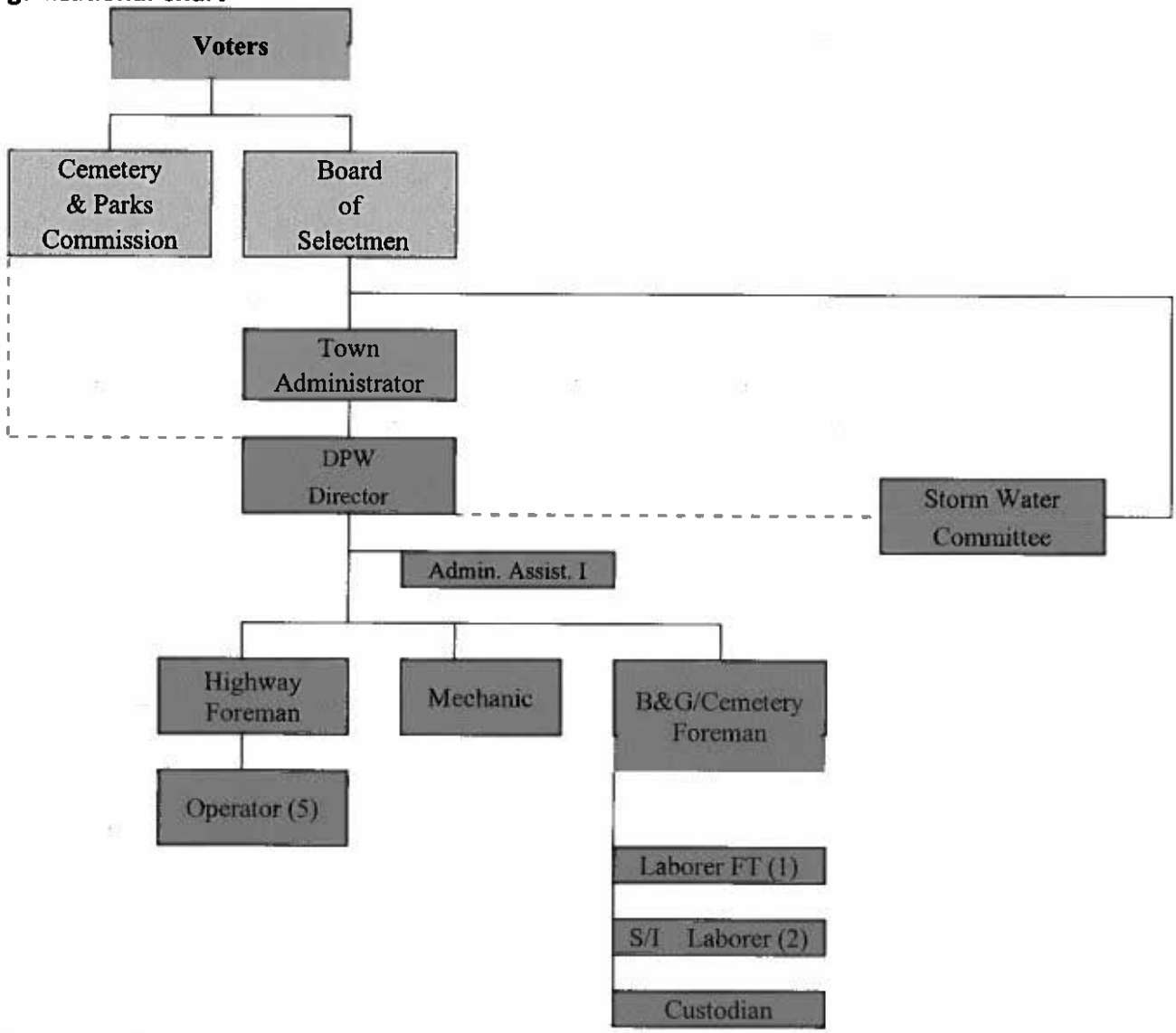
FY21 Goals

1. Work to get Royalston Road improvement project on the Massachusetts Department of Transportation Improvement Plan (TIP).
2. Create an inventory of all catch basins, culverts, and drains.
3. Use the road surface management system to prioritize projects.
4. Research the addition of a Columbarium (above ground resting spot) in either of the 2 Templeton Cemeteries.
5. Replace the waste oil furnace in the fleet bays of the Highway barn.
6. Plans to renovate the Cupola at the Town Hall building.

Personnel Summary Table

Position Title	FY19 FTEs Actual	FY20 FTEs Actual	FY21 FTEs Request	Notes and Explanation of Changes
DPW Director	1	1	1	
DPW Administrative Assistant	1	1	1	
Highway Mechanic	1	1	1	
Highway Foreman	1	1	1	
Highway Operator/Laborer	5	5	5	
Buildings & Grounds Foreman	1	1	1	
Buildings & Grounds Laborer	1	1	1	
Buildings & Grounds Seasonal Laborer (2)	0.75	0.75	0.75	
Custodian	0.5	0.5	0.5	

Organizational Chart



To: Carter Terenzini and the Templeton Select Board

From: Bob Szocik, DPW Director

Date: 01/22/2020

Subject: Budget change justification

Gasoline

We have reviewed the number of vehicles that are fueling with Gasoline @ the DPW and we are aware that there are a few additional vehicles that have been or will soon be added to various fleets.

One is the addition of the EMD vehicle which we project will use ~ 450 gallons of gasoline per year. (37.5 gallons / month).

The cemetery department is increasing their fleet with a new F350 pick-up and the DPW is acquiring a used F350 pick up. It is estimated that they will each use ~150 Gallons per /month totaling 300 additional gallons per month for a total of 2500 gallon/ year.

A new F550 will be added to the highway fleet and it will be a gasoline driven vehicle rather than diesel. It is estimated that it will use ~ 100 gallons per month, 1200 gallons per year. A gasoline driven vehicle is less costly to run and cheaper to maintain.

450 Gallons EMD
2500 Gallons 2 pickup truck(s)
1200 gallons F550
4150 total gallons @ $1.83/gallon for an additional cost per year of $7594.50

We have increased the gasoline budget from $41,850.00 to $49,444.50 to reflect these changes.

Solid Waste

In a meeting held with Wayne M. LaMalva we discussed the probable increases in trash pickup. Due to the material disposal cost and other factors in the disposal of trash such as fuel and labor. They project an increase of ~12% for the FY2021 contract year.

I have attached a copy of the info that was provided by E.L. Harvey regarding the changes.

The budget will increase to $1920. For solid waste removal.

Sewer – Electric-Water

Change was made in FY2020 to move the Water, Sewer and Electric from G/L Account #1000-410-000-54-5400-0000 Supplies to G/L Account # 1000-410-00-56-5600-0000 Intergovernmental to properly represent the true account.

Also, the fee for electricity has been left at zero with a note added to the 5600 G/L "Lump sum add RE: yr. 2 of Phase in of TMLWP payments"

There is an increase in each of the building's sewer bills from $111.00 to $159.00. That increase is reflected in the budget.

Cell Phones

Cell Phones are managed through the technology account and then charged back @ a rate of $52/month for each department cell phone. There are 2 in the Highway division and one in the Builds and Grounds division.

Propane Usage

The New Police Station is using propane. The usage has been based on the Senior center.

Also, some general words were changed to reflect the true material used, "Fuel" was changed to "Oil".

Uniforms

In the past two years we have not been fully staffed and the cost of uniforms was lower due to that fact.

We are now fully staffed in the DPW highway department and the weekly cost is $90. X 52.4 = 4716.

The Uniform company did confirm that there would be no increase this coming contract year.

Wheeled Dump Truck

It appears there was a redundancy in a line item for the 6 wheeled dump truck on last year's budget. Line item #9 was like line item #6 but the was a discrepancy in the dollar amount from one side of the page to the other. This line is now zero.

Memorial Day Flags and Buses

The VSO will budget for the Veteran flags for the cemeteries for Memorial Day.

The VSO also said it was OK to remove the need for buses.

Towing Expense

Over the last year it has become apparent that with older vehicles still in the fleet, towing is sometimes necessary to get them back to where they can be repaired. We have increased this budget to address the possibility of future break downs.

Christmas Lights

The quality of the Christmas lights is not as good as in the past. We have had to replace them more frequently. The increase is small and necessary.

Cost of Vehicle Inspection

Changes in the State requirements for all vehicles over 10 thousand pounds and the increase in the vehicles in the DPW fleet is cause for a small increase in Inspection requirements.

Items removed from the budget

NESTMA membership $55.00

Per the new union contract the allowed funds for safety glasses has been increased from $165.00 to $200.00, in the year and will be raised to $3000. next year.

Added to the union contract were a series of two bonuses for each 6-month period for not refusing a call in.

A total of $2800. is set aside for that bonus.

Using a quote from Gatsby professional landscaping, we have added $17,600.00 for Gilman Waite, fertilizer, grass seed and weed control.

Vault – DDM Heating will need to install a new heat pump to the unit in the vault in the Town Clerk's office.

The cost is $5400.00

FY 2021 BUDGET DETAIL

DEPARTMENT: Highway

FUND: 1000
ACCOUNT NUMBER: 400 5100
ACCOUNT NAME: Personnel

Expense Budget

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages	FY 2021 Request	FY 2021 Administrator Recommended
Director (@ 60% allocation)	H1	$37.98	S	24	52.6	$47,946	$47,946	$47,946
AA @ 60% allocation		$16.60	H	24	52.6	$20,956	$20,956	$20,956
Foreman HEO	H2 Step 7	$25.50	H	40	52.6	$53,652	$55,272	$55,272
Mechanic HEO	H3 Step 6	$24.04	H	40	52.6	$50,580	$52,116	$52,116
Laborer/Operator HEO	H4 Step 6	$21.31	H	40	52.6	$44,836	$46,182	$46,182
Laborer/Operator HEO	H5 Step 7	$22.35	H	40	52.6	$47,024	$48,434	$48,434
Laborer/Operator HEO	H6 Step 3	$19.28	H	40	52.6	$40,565	$41,785	$41,785
Laborer/Operator LEO	H7 Step 1	$21.31	H	40	52.6	$44,836	$46,182	$46,182
Laborer/Operator LEO	H8 Step 1	$18.38	H	40	52.6	$38,672	$39,832	$39,832
Overtime		$3,500.00	H	1	1	$3,500	$3,500	$3,500
Call-In Bonus 7 X $ 200 x 2 (6 month periods)		$200.00			14		$2,800	$2,800
						LUMP SUM DISALLOWED		-$5
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specifi								
						Totals	$405,005	$405,000

FY 2021 BUDGET DETAIL

DEPARTMENT: **Highway**

FUND: **1000**
ACCOUNT NUMBER: **400** **5110**
ACCOUNT NAME: **Employee Support**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
12	$405.00	Uniforms (Page 16 of the CBA)	$4,860	$4,860
8	$300.00	Boots(Page 16 of the CBA)	$2,400	$2,400
8	$200.00	Glasses (Page 16 of the CBA)	$1,600	$1,600
8	$125.00	Jackets, Bibs, Sweatshirt (Page 16 of the CBA)	$1,000	$1,000
40	$11.00	Highway Safety Tee Shirts (Page 16 of the CBA)	$440	$440
5	$60.00	Licensing /Certification (Page 23 of the CBA)	$300	$300
1	$500.00	Tool Allowance	$500	$500
4	$150.00	Continuing Education Hydraulics Endorsement	$600	$600
9	$150.00	Conferences / Training	$1,350	$1,350
6	$100.00	Department of Transportation Physicals	$600	$600
8	$75.00	Random Drug Testing	$600	$600
2	$150.00	Massachusetts Highway Assoc.	$300	$300
1	$150.00	Mass. Arborist Assoc.	$150	$150
2	$50.00	Worc. County Highway Assoc.	$100	$100
		LUMP SUM DISALLOWED		**-$300**
		Totals	**$14,800**	**$14,500**

Employees covered by this policy are eligible for leave in accordance with this policy. In some cases, employees meeting certain eligibility guidelines are eligible for more extended benefits in accordance with the Family and Medical Leave Act of 1993 summarized as section 10.B.

Uniforms & Equipment

Uniforms and Special Clothing - Upon determination of the department head or appointing authority, employees may be required to wear uniforms, protective gear and other types of special clothing provided by the Town. The Town reserves the right to determine what uniforms are to be worn, who will wear uniforms, what protective gear is required and how such gear will be worn and used. At the termination of employment, the Town requires that all uniforms and protective gear be returned.

Allowances

Uniform Allowance: The Town will provide the Highway Department employees with eleven (11) cotton uniforms each. The Town will provide the employees with coats and eleven (11) uniforms each at 100% of the cost to include cleaning and mending. The Town will purchase for each employee five (5) t-shirts to be worn in July and August; and to purchase the employee's choice of one (1) insulated winter jacket per year per employee **or** one (1) pair of insulated coveralls per year per employee. The Town will make available water-proof boots, gloves, rain gear and safety equipment. Each employee bears personal responsibility for said items. If any of the items mentioned are torn or damaged in the line of work, the Town will replace same. Uniforms approved by the Superintendent shall be worn at all times.

Boot Allowance: The Town will reimburse each full time Union employee an amount of three hundred dollars ($300.00) per year for work boots upon presentation of a receipt of purchase.

Safety Glasses Allowance: The Town will reimburse each full-time Union employee an amount of up to two hundred dollars ($200.00) in a given fiscal year or up to four hundred dollars ($400) in the second year for ANSI Z87-approved prescription safety glasses upon presentation of a dated receipt of purchase.

Tool Allowance: The mechanic shall be eligible for a $500 reimbursement allowance to replace broken or lost personal tools.

Insurances

Employees meeting the definition of an employee according to Chapter 32B, Section 2 of M. G. L. and working a minimum of twenty hours per week are entitled to join the Town's group

FY 2021 BUDGET DETAIL

DEPARTMENT: **Highway**

FUND: **1000**
ACCOUNT NUMBER: **400** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
2	$75.00	Pre Employment Testing	$150	$150
1	$250.00	Inspection of Vehicle Lift	$250	$250
1	$16,000.00	Re: Painting Road Center Lines	$16,000	$16,000
12	$65.00	Copier Contract*	$780	$780
1	$350.00	Lettering (Vinyl)	$350	$350
25	$100.00	Vehicle Inspections	$2,500	$2,500
4	$382.50	Radio Maintenance & Upgrade	$1,530	$1,530
1	$1,020.00	AC Auto Repair / Maintenance	$1,020	$1,020
1	$500.00	Fuel Tank Testing	$500	$500
1	$500.00	Vapor Testing	$500	$500
6	$80.00	Wheel Alignment (Akin Automotive)	$480	$480
1	$1,020.00	One Off Metal Fabrication	$1,020	$1,020
1	$1,000.00	Fuel Pump Maintenance	$1,000	$1,000
1	$100.00	Air Compressor Inspection	$100	$100
8	$125.00	Vehicle Towing	$1,000	$1,000
12	$1,250.00	Tree Cutting/Removal/Pruning	$15,000	$15,000
1	$10,000.00	Equipment Specialty Vendor	$10,000	$10,000
10	$150.00	Legal Advertisement Tree Hearings	$1,500	$1,500
		LUMP SUM DISALLOWED		**-$1,680**
		* Moved to IT Master Contract		
		Totals	**$53,680**	**$52,000**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Highway**

FUND: **1000**
ACCOUNT NUMBER: **400** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
17	$153	Batteries (49 Vehicles/3 yrs Life)	$2,601	$2,601
1	$550	Office Supplies (copier paper, ink, pens, clip boards)	$550	$550
100	$112	Tires (49 Vehicles / Yrs Life x 4 per)	$11,220	$11,220
10000	$2	Diesel Fuel	$23,700	$23,700
24750	$2	Gasoline	$46,035	$46,035
1	$500	Fuel Tank Supplies (New Hose, Nozzles, Supplies)	$500	$500
90	$100	Opti Mix (cold Patch)*	$9,000	$9,000
12	$125	Tools (Shovels, picks, rakes, wheels barrel)	$1,500	$1,500
1	$1,500	Concrete Supplies (Bricks and Mortar)	$1,500	$1,500
1	$55,445	Repairs, Maintenance to 49 vehicles, includes;	$55,445	$55,445
		PMI(Oil, Filter, Lube) and any break down repairs)		
1	$5,090	Sweeper, Hydraulic Lines, Brooms, Repair Parts	$5,090	$5,090
1	$11,730	Shop Supplies (grease, antifreeze, nuts and bolts, wiper blades, oil)	$11,730	$11,730
1	$1,530	Chainsaw parts and repairs (Chain, Files, Filters, bars)	$1,530	$1,530
60	$66	Top and Berm material per ton	$3,978	$3,978
90	$34	Cross Walk Paint (90 / 5 Gal Buckets)	$3,029	$3,029
166	$3	Diesel Exhaust Fluid (DEF)	$498	$498
		* Assumes Access to Hot BitConc; Goes up if none		
		LUMP SUM DISALLOWED		-$7,906
		Totals	$177,906	$170,000

Prior Year Budget

FY 2021 BUDGET DETAIL

DEPARTMENT: **Highway**

FUND: **1000**
ACCOUNT NUMBER: **400** **5600**
ACCOUNT NAME: **Intergovernmental**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
100	$46.00	Police Details	$4,600	$4,600
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		-$100
		Totals	$4,600	$4,500

Prior Year Budget

FY 2021 BUDGET DETAIL

DEPARTMENT: Highway

FUND: 1000
ACCOUNT NUMBER: 400 5700
ACCOUNT NAME: Other

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$57,915	P'Up Utility Truck	$57,915	$0
1	$34,000	Small Roller	$34,000	$0
1	$203,340	Sidewalk Machine	$203,340	$0
1	$116,900	Rubber Tired Backhoe	$116,900	$0
1	$217,787	6 Wheel w/Dump, Plow & Sander	$217,787	$0
1	$234,872	10 Wheel Dump w/Plow, Wing & Sander	$234,872	$0
1	$25,000	MS-4 & CB - Planning & Mapping	$25,000	$0
1	$85,000	Street Sign Replacement Program	$85,000	$0
1	$25,000	Royalston Road (Rt 68) Titles/Appraisals	$17,500	$0
1	$250,000	Eng. Change to Foot Bridge-Stone Bridge	$250,000	$0
1	$2,000,000	Repair Main Street Bridge	$2,000,000	$0
			$0	$0
		All Moved to Capital	$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		$0
		Totals	$3,242,314	$0

FY 2021 BUDGET DETAIL

DEPARTMENT: Building & Grounds

FUND: 1000
ACCOUNT NUMBER: 410 5100
ACCOUNT NAME: Personnel

Expense Budget

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages	FY 2021 Request	FY 2021 Administrator Recommended
Director @ 40% allocation		$37.98	Salary	16	52.6	$31,964	$31,964	$31,964
AA @ 40% allocation		$16.60	Hourly	16	52.6	$13,971	$13,971	$13,971
Foreman		$22.00	Hourly	40	52.6	$46,288	$46,288	$46,288
Laborer		$16.00	Hourly	40	52.6	$33,664	$33,664	$33,664
Seasonal Laborer* (05/01 - 10/30)		$14.50	Hourly	40	26	$15,080	$15,080	$15,080
Assumed Return Step 3 +		$0.75	Hourly	40	26	$780	$780	$780
Seasonal Laborer* (07/01 - 08/30)		$13.00	Hourly	40	9	$4,680	$4,680	$4,680
Assumed Return Step 2 +		$0.50	Hourly	40	9	$180	$180	$180
Custodian		$12.75	Hourly	19.5	26	$6,464	$6,464	$6,464
		$13.50	Hourly	19.5	26.6	$7,002	$7,002	$7,002
OT Flags Raise/Lower**		$27.35	Hourly	48		$1,332	$1,332	$1,332
OT Call Ins/Emergencies**		$27.35	Hourly	24		$666	$666	$666
	* New Hrly Rates from $13.50 & $12.75 - Pressure from Minimum Wage Law							
	** Blended Rate of Foreman & Laborer							
	37.98076923							
						LUMP SUM DISALLOWED		-$2,071
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	$162,071	$160,000

FY 2021 BUDGET DETAIL

DEPARTMENT: **Building & Grounds**

FUND: **1000**
ACCOUNT NUMBER: **410** **5110**
ACCOUNT NAME: **Employee Support**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
2	$300.00	Boots Allowance	$600	$600
2	$150.00	Continuing Education Hydraulics Endorsement	$300	$300
2	$85.00	Safety Jackets	$170	$170
20	$11.00	Seasonal Safety Shirts	$220	$220
3	$250.00	Training	$750	$750
1	$500.00	Miscellaneous	$500	$500
12	$52.00	Cell Phone	$624	$624
3	$60.00	Licensing & Certification	$180	$180
		LUMP SUM DISALLOWED		-$344
		Totals	$3,344	$3,000

FY 2021 BUDGET DETAIL

DEPARTMENT: Building & Grounds

FUND: 1000
ACCOUNT NUMBER: 410 5200
ACCOUNT NAME: Purchase of Services

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
		Cemetery Department		
2	$50	Commonwealth of Massachusetts-Compressor	$100	$100
8	$250	Sheldons Potties	$2,000	$2,000
1	$325	Lymans Sign-Lettering	$325	$325
1	$200	Commonwealth of Massachusetts-Corrections-Signs	$200	$200
		Cemetery Garage - 39 Bridge Street		
1	$275	Alarms Monitor/Repair	$275	$275
1	$6,365	Solid Waste (w/ Gilmain Waite)	$6,365	$6,365
		Town Hall - 160 Patrots Road		
1	$275	Alarms Monitor/Repair	$275	$275
1	$1,714	Solid Waste	$1,714	$1,714
		Scout Hall - 135 Patriots Road		
		Police Department - 33 South Road		
1	$2,326	Solid Waste	$2,326	$2,326
		Templeton Fire Department - Templeton Common		
		Baldwinville Fire Department - 2 School Street		
1	$270	Alarms	$270	$270
1	$2,326	Solid Waste	$2,326	$2,326
1	$1,000	Garage Door Repairs - All Stations.	$1,000	$1,000
		Baldwinville Fire - Rear Garage		
		Emergency Management - 1 Elm Street		
		Cable TV - *PAID FROM ENTERPRISE FUNDS*		
0	$0	N/A	$0	$0
		Highway - 381 Baldwinville Road		
1	$1,175	Alarms	$1,175	$1,175
1	$1,500	Solid Waste	$1,500	$1,500
		Recreation-Gilman Waite Concession		
		Recreation-Gilman Waite Storage		
		All Buildings		
1	$3,000	Fire Extinguishers PM	$3,000	$3,000
		All Buildings-Furnace Cleaning, Maintnance & Repair		
1	$7,050	Furnace Cleaning PM	$7,050	$7,050
		Senior Center - 16 Senior Drive		
1	$683	Sprinkler & Alarms	$683	$683
1	$1,255	Pro-Active Care PM Sliding Doors	$1,255	$1,255
1	$3,000	HVAC PM	$3,000	$3,000
1	$100	Water Department Backflow Inspection	$100	$100
1	$1,714	Solid Waste	$1,714	$1,714
		Library		
1	$700	Alarms	$700	$700
		All Building		
1	$3,600	Equipment Maintenance	$3,600	$3,600
1	$5,000	Miscellaneous Repairs and Maintenance	$5,000	$5,000
		LUMP SUM DISALLOWED		-$201
		Totals	**$45,951**	**$45,750**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Building & Grounds**

FUND: **1000**
ACCOUNT NUMBER: **410** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$8,000	Supplies	$8,000	$8,000
1	$3,600	Janitorial Supplies	$3,600	$3,600
1	$200	Christmas Lights	$200	$200
1	$250	Correction Dept. Lunches	$250	$250
1	$150	United States Postal Service-Postage	$150	$150
1	$800	Soldiers & Sailors Flags & Holders	$800	$800
1	$600	Firefighters Flag Holders / Flags	$600	$600
1	$1,500	Memorial/Veterans Flag Holders	$1,500	$1,500
1	$3,000	Playground Surfacing	$3,000	$3,000
1	$1,250	Oil Heat Fuel - Cemetery Dept. 39 Bridge st.	$1,250	$1,250
1	$3,000	Oil Heat Fuel - Town Hall 160 Patriots Rd.	$3,000	$3,000
1	$1,000	Oil Heat Fuel - Scout Hall 135 Patriots Rd.	$1,000	$1,000
1	$1,000	Oil Heat Fuel - Cable Commission	$1,000	$1,000
1	$3,000	Oil Heat Fuel - Fire/EMS @ Templeton Common	$3,000	$3,000
1	$1,000	Oil Heat Fuel - Fire/EMS @ Baldwinville	$1,000	$1,000
1	$3,500	Oil Heat Fuel - Fire/EMS Baldwinville Rear	$3,500	$3,500
1	$1,500	Oil Heat Fuel - Emergency Management	$1,500	$1,500
1	$5,750	Oil Heat Fuel - Highway Dept.	$5,750	$5,750
1	$4,000	Oil Heat Fuel - Library	$4,000	$4,000
1	$5,250	Propane Heat Fuel - Senior Center	$5,250	$5,250
1	$5,250	Propane Fuel - Police Station	$5,250	$5,250
		LUMP SUM DISALLOWED		**-$1,100**
		Totals	**$53,600**	**$52,500**

FY 2021 BUDGET DETAIL

DEPARTMENT: Building & Grounds

FUND: 1000
ACCOUNT NUMBER: 410 5600
ACCOUNT NAME: Intergovernmental

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
		Cemetery Garage - 39 Bridge Street		
4	$100.00	Water	$400	$400
4	$159.50	Sewer	$638	$638
1	$438.00	Electric	$0	$0
		Town Hall		
4	$200.00	Water	$800	$800
4	$159.50	Sewer	$638	$638
1	$6,531.00	Electric	$0	$0
		Scout Hall		
4	$75.00	Water	$300	$300
4	$159.50	Sewer	$638	$638
1	$1,006.00	Electric	$0	$0
		Police Department		
4	$115.00	Water	$460	$460
4	$159.50	Sewer	$638	$638
1	$4,603.00	Electric	$0	$0
		Templeton FD - Templeton Common		
4	$80.00	Water	$320	$320
4	$159.50	Sewer	$638	$638
1	$1,139.00	Electric	$0	$0
		Baldwinville FD - 2 School Street		
4	$125.00	Water	$500	$500
4	$159.50	Sewer	$638	$638
1	$3,000.00	Electric	$0	$0
		Baldwinville FD - Rear Garage		
1	$1,872.00	Electric	$0	$0
		Emergency Management - 1 Elm Street		
4	$75.00	Water	$300	$300
4	$159.50	Sewer	$638	$638
1	$574.00	Electric	$0	$0
		Highway - 381 Baldwinville Road		
4	$425.00	Water	$1,700	$1,700
4	$159.50	Sewer	$638	$638
1	$2,709.00	Electric	$0	$0
		Recreation - Gilman Waite Concession		
1	$247.00	Electric	$0	$0
		Recreation- Gilman Waite Storage		
1	$78.00	Electric	$0	$0
		Senior Center - 16 Bridge Street		
4	$100.00	Water	$400	$400
4	$159.50	Sewer	$638	$638
1	$3,193.00	Electric	$0	$0
		Library		
4	$100.00	Water	$400	$400
1	$159.50	Sewer	$160	$160
1	$574.00	Electric	$0	$0
		Green Lawn Cemetery		
2	$100.00	Water	$200	$200
		Pine Grove Cemetery		
2	$100.00	Water	$200	$200
		Band Stand Templeton Common		
4	$20.00	Electric	$0	$0
		See Reverse side		
		LUMP SUM ADD RE: Yr 3 of 5 of PHASE In of TMLWP Payments	$24,000	$24,000
		LUMP SUM DISALLOWED		-$882
		Totals	$35,882	$35,000

FY 2021 BUDGET DETAIL

DEPARTMENT: **Building & Grounds**

FUND: **1000**
ACCOUNT NUMBER: **410** **5700**
ACCOUNT NAME: **Other**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
		Cemetery & Parks		
1	$9,060	Leaf Vac & Blower*	$9,000	$0
1	$6,500	Trailer*	$6,500	$0
1	$13,096	60" Zero Turn Mower*	$13,096	$0
1	$8,400	New Truck Body - CD - 5*	$8,400	$0
1	$600	Back-Pack Leaf Blower	$600	$600
2	$350	Weed Wacker	$700	$700
		Town Hall		
1	$80,500	Cupola*	$80,500	$0
1	$2,500	Insulate TA Office Walls re Sound w/trim	$2,500	$2,500
1	$5,750	Replace Heat Pump TC Vault	$5,750	$5,750
		Scout Hall		
	$0	N/A	$0	$0
		Police Department		
		Fire/EMS		
1	$1,250	Power Outlets /Training Room TC	$1,250	$1,250
1	$25,000	Phase 1 Repairs/Repaint Training Room TC	$25,000	$15,000
1	$15,800	Steel Roof on Kirby Building 2 School St.*	$15,800	$0
1	$10,800	Rubber Roof @ 2 School Street*	$10,800	$0
1	$7,575	Roof De-icing Cables TC*	$7,575	$2,500
1	$11,275.00	A/C Training Room Station T.C.	$11,275	$0
		Emergency Management		
1	$457,500.00	Restore/Reconstruct Emerg. Mgmnt. Building*	$457,500	$0
		Public Works		
1	$9,000	Clean Burn (Waste Oil) Furnace*	$9,000	$0
1	$35,000	DPW Parking Lot*	$35,000	$0
		Gilman Waite		
1	$17,600	Fertilize/Weed Control/Grass Seed*	$17,600	$0
1	$35,000	Fence Upgrades*	$35,000	$0
1	$52,000	Upgrade facility*	$52,000	$0
		Senior Center		
1	$251,365	Roof Replacement*	$251,365	$0
		Ahimsa Haven Shelter		
1	$4,300	Roof Replacement*	$4,300	$0
1	$2,700	Paint Exterior	$2,700	$0
		Library		
1	$58,621	Library Roof / Porch*	$58,621	$0
		Green Communities		
1	$0	Miscellaneous Uncovered But Related Items	$0	$2,500
		LUMP SUM DISALLOWED/ADD		**-$1,800**
* Moved to Capital				
		Totals	**$1,121,832**	**$29,000**

Raborne Electric Corporation
260 Gardner Road
Gardner, MA 01440
978-632-2740 Fax 978-630-3087
Master License 16498A

Power
Training Room
Station 1

Proposal

Templeton Fire Department 2 School Street Baldwinville, MA 01436 Attention: Chief Dickie	Proposal # 753 Date: 11/14/2019 Phone# : Job Name/Location: Station 1 Technology

We hereby submit specifications and estimates for:

I would submit the estimate of $1,075.00 to add quad outlet for projector above ceiling, add quad outlet by desk for equipment, add outlet for tv. All new outlets to be on one new dedicated circuit.
Price includes labor at prevailing wage and materials.

1,075
+ 54 5%
1,128 say $1,250

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: $1,075.00.
One Thousand Seventy-Five and 00/100 Dollars
Payment to be made as follows: Net 30 days

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature:

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.
Date of Acceptance:

Signature: **Signature:**

FORM A
CAPITAL PROJECT REQUEST
(Excluding Equipment)

Department & Activity: Building + Grounds
Contact Person: Bob Szozik
Date Prepared: 11-26-19
Phone Number: 978-999-3275

1. Project Title: Training Room AC unit

2. Purpose of Project Request Form (Check One)
- [x] Add a new item to the program
- [ ] Delete an item in a year already a part of the program
- [ ] Modify a project already in the adopted program

3. Department Priority:

4. Location: Temple Center fire Station

5. Description: This Item is been on capital in the past 2 yrs
Currently there is no AC in Traing Room
This price includes AC unit and a Electrition

6. Justification & Useful Life:

7. Cost & Recommended Sources of Financing

BUDGET FY	TOTAL*
Program year FY 2021	11,275.00
Program year FY	
Program year FY	
Program year FY	
Program year FY	
Program year FY	
TOTAL SIX YEARS	
After Sixth Year	

If adjusted for inflation, indicate adjustment percentage here:
*Interest cost not included.

RECOMMENDED SOURCES OF FINANCING

8. Net Effects on Operating Costs (+/-)

Direct Costs
- personnel: number
- $ amount
- purchase of service
- materials & supplies
- equipment purchases
- utilities
- other
- Subtotal ( )

Indirect Operating Costs
- fringe benefits
- general admin. Costs
- other
- Subtotal ( )

Total Operating Cost
Debt Service (P&I)
Total Operating Cost

9. Net Effect on Municipal Income (+/-)
- taxes
- other income
- Subtotal
- gain from sale of replaceable assets
- Total

10. Submitting Authority
Bob Szozik 11-26-19
Submitted by Date
DPW Director
Position
Signature

11. Reserved

FY 2021 BUDGET DETAIL

DEPARTMENT: Snow & Ice

FUND: 1000
ACCOUNT NUMBER: 420 5100
ACCOUNT NAME: Personnel

Expense Budget

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages	FY 2021 Request	FY 2021 Administrator Recommended
Work Force Overtime	N/A	Varies	H	*		$50,000	$50,000	$50,000
Temporary Plow Driver	N/A	$20.00	H	*	300	$6,000	$6,000	$6,000
						$0	$0	$0
	* As Needed/Storm					$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0		
						LUMP SUM DISALLOWED		-$3,500
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	$56,000	$52,500

FY 2021 BUDGET DETAIL

DEPARTMENT: **Snow & Ice**

FUND: **1000**
ACCOUNT NUMBER: **420** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$4,000.00	Machining/Fabrication of Metal	$4,000	$4,000
10	$3,968.00	Contract Plow Operators	$39,680	$39,680
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**-$41,180**
		Totals	**$43,680**	**$2,500**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Snow & Ice**

FUND: **1000**
ACCOUNT NUMBER: **420** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
2500	$63	Treated Salt* (uom = Tons)	$157,500	$157,500
42	$ 202.37	Plow Blades	$8,500	$8,500
1	$37,500	Repairs to Plows/Sanders, Hydraulic lines,	$37,500	$37,500
		motors, chains, repair parts		$0
				$0
		* Treated Salt		$0
		** Increase plow blades by 2 aditional 8ft. , increase c		$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		-$113,500
		Totals	$203,500	$90,000

Snow & Ice Account History

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020*
Labor	$29,463	$67,841	$54,660	$48,206	$26,710	$63,218	$77,566	$53,020	$54,423
Purchase of Service	$0	$0	$0	$0	$0	$0	$0	$0	$32,744
Supplies & Other	$90,598	$103,147	$123,384	$123,033	$96,030	$186,395	$144,913	$96,506	$144,855
Expended	$120,060	$170,987	$178,043	$171,239	$122,740	$249,613	$222,479	$149,526	$232,022
Budget	$165,000	$125,000	$125,000	$125,000	$125,000	$125,000	$132,500	$140,183	$142,500
Over/Under	$44,940	-$45,987	-$53,043	-$46,239	$2,260	-$124,613	-$89,979	-$9,343	-$89,522

Actual FY's **-$48,520** **3 Yr Average Over/Under w/out Hi/Lo****
Actual FY's **-$53,583** **5 Yr Average Over/Under**

FY '20 Budget	**$142,500**
Five Year Phase In ADD	$9,704
FY '21 Build To Target:	$152,204
Say	$152,500

ALWAYS WATCH PRIOR FY $s - NEVER CUT BELOW THAT

Actual FY '21 Recommended	**$145,000**

* YTD - Prepared 02/29/19
** Add to Prior Year Fiscal Budget Over 5 Yrs For Full Funding.

Veterans' Services

Contact Information: Sheila Pelletier, Veterans Services Director
Phone: 978-894-6971
Email: spelletier@templetonma.gov
Location: Room 8, Town Hall, 160 Patriots Road, P.O. Box 620, East Templeton, MA 01438

Mission Statement

The mission of the Veterans' Services Department is to advocate for Chapter 115 for Templeton's veterans and their dependents. To assist veterans to access their local, state and federal benefits. To include emergency financial assistance, medical assistance programs, educational benefits, real estate and vehicle tax abatements, employment and training opportunities, burial information, and other benefits.

Department Description

The Veterans' Services Department administers Massachusetts General Law Chapter 115 at the local level. Veterans seeking services or resources related to employment, economic security, disability, medical services, education, VA pensions and other claims, etc. may seek information and assistance applying for benefits with the Veterans' Services Director. Dependents of veterans may also be eligible for benefits.

FY19 Accomplishments

1. Started work on the Veterans Park.
2. Developed a veteran outreach program plan

FY20 Goals and Their Current Status (as of 12/31/19)

1. Complete Veterans Park. Status: In progress
2. Add a second monthly Veterans Event. Status: Completed (Coffee Social)
3. Develop a yearly Veterans Resource Fair. Status: Completed
4. Develop a yearly Veterans Event to present awards and camaraderie. Status: Completed
5. Implement Vetraspec. Status: Completed

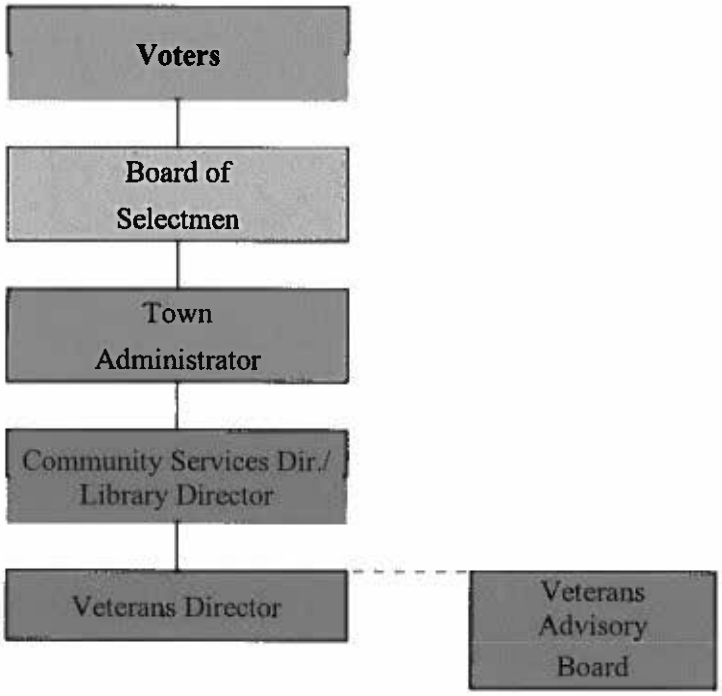
FY21 Goals

1. Complete Veterans Park.
2. Host the annual Veterans Resource Fair.
3. Host yearly Veterans Social Event.
4. Develop a Town Cemetery Veterans Registry.

Personnel Summary Table

Position Title	FY19 FTEs Actual	FY20 FTEs Actual	FY21 FTEs Dept. Req.	Notes and Explanation of Changes
Veterans Services Director	0.5	0.5	0.5	n/a

Organizational Chart



FY 2021 BUDGET DETAIL

DEPARTMENT: Veterans Service

FUND: 1000
ACCOUNT NUMBER: 500 5100
ACCOUNT NAME: Personnel

Expense Budget

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages	FY 2021 Request	FY 2021 Administrator Recommended
Community Services Director		$27.25	S	1	52.6	$1,433	$1,433	$1,433
Veterans Services Director		$20.25	S	19.5	52.6	$20,770	$20,770	$20,770
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
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						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0		
						LUMP SUM DISALLOWED/ADD		$0
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	$22,204	$22,204

FY 2021 BUDGET DETAIL

DEPARTMENT: **Veterans Service**

FUND: **1000**
ACCOUNT NUMBER: **500** **5110**
ACCOUNT NAME: **Employee Support**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
2	$25.00	MVSOA Biannual Conference Fee	$50	$50
1	$50.00	MVSOA Annual Membership Fee	$50	$50
2	$600.00	MVSOA Conference Hotel	$1,200	$1,200
2	$500.00	MVSOA Conference Meals	$1,000	$1,000
1	$35.00	WCVSAA Annual Membership Fee	$35	$35
1	$50.00	NACVSO Annual Membership Fee	$50	$50
260	$0.45	Travel reimbursement Summer Training	$117	$117
100	$0.45	Travel reimbursement for other travel required	$45	$45
180	$0.45	Travel reimbursement Biannual Training	$81	$81
				$0
	Glossary			$0
	*Mass. Veterans Service Officers Association (MVSOA)			$0
	*Worcester County Vetearns Services Agents Association (WCVSAA)			$0
	* National Association of County Veteran Service Officers Asso (NACVSOA			$9
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED/ADD		**-$137**
		Totals	**$2,628**	**$2,500**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Veterans Service**

FUND: **1000**
ACCOUNT NUMBER: **500** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$449.00	VetraSpec Annual Renewal	$449	$449
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		$0
		Totals	$449	$449

FY 2021 BUDGET DETAIL

DEPARTMENT: **Veterans Service**

FUND: **1000**
ACCOUNT NUMBER: **500** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$450.00	Office Supplies	$450	$450
1	$300.00	Postage	$300	$300
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		
		Totals	$750	$750

FY 2021 BUDGET DETAIL

DEPARTMENT: **Veterans Service**

FUND: **1000**
ACCOUNT NUMBER: **500** **5700**
ACCOUNT NAME: **Other**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$100,000	Payments to and on Behalf of Veterans (1)	$100,000	$100,000
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		(1) Reimbursed by DVS	$0	$0
		Now an Average of 75%	$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			LUMP SUM DISALLOWED	-$20,000
		Totals	Totals $100,000	$80,000

Senior Services

Contact Information: Jacqueline Prime,
Community Services Director
Phone: 978-894-2784
Email: jprime@templetonma.gov
Location: Templeton Senior Community Center, 16 Senior Drive, Baldwinville, MA 01436 (GPS search for 79 Bridge St.)

Mission Statement

The mission of the Senior Services department is to advocate for, enrich the lives of and support the Town's senior population through a variety of services and programming.

Department Description

The Senior Center serves the senior community by helping seniors live independent and fulfilling lives for as long as possible. Services provided include social support assistance, transportation, education, health resources and services, fitness and recreational programs and social events in a compassionate and friendly environment. Working to improve the quality of life through meals that are provided through the Meals on Wheels. The food pantry, which is housed in the Senior Center, and operated by volunteers, assists those in our community who are food insecure.

FY19 Accomplishments

1. The siding on the building was completed.
2. New exercise and meditation programs were added, as well as 'The World Tour', where a new country is highlighted each month. Visitors learn about that country by enjoying their food, music and customs.

FY20 Goals and Their Current Status (as of 12/31/19)

1. Grand opening and dedication of the building. Status: In progress.
2. Permitting for kitchen installation Status: No progress
3. Increase participation of 'baby boomers'. Status: In progress

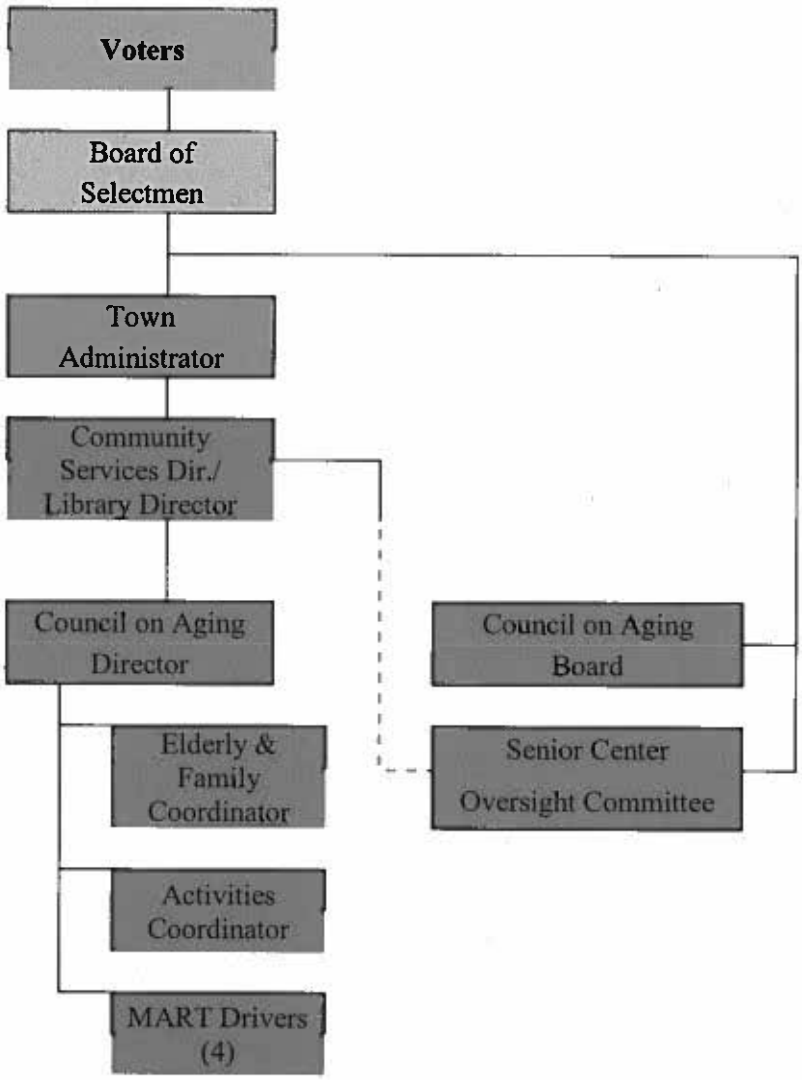
FY21 Goals

1. Begin to explore the possibility of creating a 'Community Garden' on the Senior Center grounds. Utilizing the existing raised beds, and surrounding areas, we hope to create an area where interested residents can work cooperatively to grow vegetables and flowers. Vegetables may be donated to supplement Food Pantry offerings, and a 'cutting garden' could supply fresh flower arrangements to gatherings at the Senior Center.
2. Seek donated landscaping services and materials to enhance the Senior Community Center grounds.
3. Expand activity offerings and continue to explore MART and other offerings.
4. In partnership with the Police department – the establishment of a "Good Morning " Senior Wellness check program.

Personnel Summary Table

Position Title	FY19 FTEs Actual	FY20 FTEs Actual	FY21 FTEs Actual	Notes and Explanation of Changes
Director	1	1	-	Position eliminated
Services Coordinator	1	1	1	
Activities Coordinator	0.5	0.5	0.5	
Administrative Assistant	-	-	0.4	New position due to restructuring
Mart Drivers (4)	0.5	0.5	0.5	

Organizational Chart



FY 2021 BUDGET DETAIL

DEPARTMENT: Senior Services

FUND: 1000
ACCOUNT NUMBER: 600 5100
ACCOUNT NAME: Personnel

Expense Budget

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages	FY 2021 Request	FY 2021 Administrator Recommended
Community Services Director		$27.25	Salary	8	52.6	$11,467	$11,467	$11,467
Elder/Family Service Coordinator		$17.25	Salary	40	52.6	$36,294	$36,294	$36,294
Activity Coordinator		$14.25	hourly	19.5	52.6	$14,616	$14,616	$14,616
Activity Coordinator - Floating Hours (75)								$1,069
Administrative Assistant		$14.25	hourly	15	52.6	$11,243	$11,243	$11,243
MART: Driver Gardner Run (2)	) Collective					$0	$0	$0
MART: Driver Medical (2)	) Total	$15.00	hourly	1250		$18,750	$18,750	$18,750
	) All					$0	$0	$0
	) Drivers					$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
(2) Salaries Reimbursed by MART - Fringe Benefit by Town						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						LUMP SUM DISALLOWED/ADD		-$439
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	$92,370	$93,000

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: J. Prime; S. Lajoie; A. O'Malley

FROM: Carter Terenzini, Town Administrator Carter

RE: FY '21 Budget

DATE: February 20, 2019

CC: BoS; D. Sans; A. Lamontagne;

Attached is the final of the budget I have proposed for the Senior Services Department for FY '21. I know it will continue to disappoint in some aspects but, after additional consideration, I do believe it is the best plan forward at this time. Here are the highlights:

Overall the budget is Down by $32k. That comes primarily in several areas:

Tax Levy Personnel XP Re: Meals on Wheels	$8k
MART Drivers	$18k
Position Re-Organization	$4k
Tax Levy XP Re: Conference Attendance	$2k

Let me first address some of the provisions we have made that will allow us to continue to provide substantial services within this lower budget.

Additional time on-site for the OCS Director (Director) will allow improve communication and program planning amongst the staff.

Meals on Wheels will continue to be delivered to all Templeton participants **through our partnership with GAAMHA. Time previously spent** on dispatching, dealing with an unavailable driver, maintenance of the vehicle and the like **can now be concentrated on promotion of enrollment and advocacy** for those having trouble navigating the system. I know you will put your best efforts in ensuring the success of this partnership.

MART reductions reflect the continuing decline in usage. For now, the current MART transportation system will continue to be administered as it has been. However, we are partnering with MART in an attempt to find funds to pilot a modeling consolidated dispatch whereby area users of this Dial A Ride system will call a single number with the best route plotted and a single MART supported driver/van dispatched to the several pick-ups. We will also explore whether it is feasible - and in our best interests – to expand our GAAMHA partnership to have them deliver these services. This could mean that time previously spent on dispatching, dealing with an unavailable driver, maintenance of the vehicle and the like can now be concentrated on promotion of the system and advocacy for those needing the service.

Administrative Support (PT) **preserves the valuable time of professional staff for actual service delivery and program planning** by off-loading research and administrative functions to others.

I understand some would ask why we are not filling the former full-time position of Director. This simply is not possible given the pressures across the entirety of the budget. In fact, **if the current school district budget stands, we still have another $300k to cut from the Town budget.** Beyond that, I find the staffing plan of the Director to be well thought out and worthy of implementation.

I understand some would ask why we added the pt admin staff when we have a part-timer who would like more hours. The issue here is that the part-timer does not require full-time hours and the BoS policy, except in certain rare circumstances, is to schedule our employees at either full-time (constricted wherever possible because of the costs of benefits) or part-time. Therefore, **I have added 75 so-called floater hours for the Activities Coordinator, to be released by the Director as she deems warranted, in order to allow added time to cover events and trips where her attendance would be beneficial**. In order to help cover that cost I have instructed the Director to review the feasibility of increasing the cost of certain field trips by $5 or so.

On the expense side of the budget, it is pretty reflective of last year except for $2k budgeted for the annual MA Association of CoAs Conference. Here we will substitute the use of the Formula Grant to cover the attendance of those the Director feels should attend the conference if – after a review of the program for that year – she deems it in the best interest of the organization.

I expect there well may be further evolution of the programmatic and staffing plan over the coming months, as we explore more partnerships for the delivery of services as opposed to doing so directly with line staff, and look forward to those recommendations by the Director.

FY 2021 BUDGET DETAIL

DEPARTMENT: **Senior Services**

FUND: **1000**
ACCOUNT NUMBER: **600** **5110**
ACCOUNT NAME: **Employee Support**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
4	$30.00	Educational Seminars given by the MCOA through	$120	$120
		the year. Budgeted 2 each for Comm. Serv. Director and	$0	
		Services Coordinator (1)	$0	
1	$700.00	Verizon - cell phones for 2 vehicles	$700	$700
1	$384.00	MCOA - Membership Dues (1)	$384	$384
1	$210.00	MPLC - License to show movies/Sr Ctr (1)	$210	$210
1	$100.00	Conference	$100	$100
		(1) Supplement with Formula Grant	$0	$0
		(2) MART Reimbursed	$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**-$14**
		Totals	**$1,514**	**$1,500**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Senior Services**

FUND: **1000**
ACCOUNT NUMBER: **600** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$1,300.00	My Senior Center Software Support	$1,300	$1,300
1	$650.00	Yoga Instructor	$650	$650
1	$2,000.00	Program Instructors	$2,000	$2,000
2	$100.00	Gardner News - Adverts	$200	$200
1	$500.00	Miscellaneous Activities	$500	$500
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**-$150**
		Totals	**$4,650**	**$4,500**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Senior Services**

FUND: **1000**
ACCOUNT NUMBER: **600** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$500.00	Office Supplies*	$500	$500
1	$1,500.00	Postage*	$1,500	$1,500
1	$2,000.00	Refreshments*	$2,000	$2,000
1	$400.00	Coffee Pods*	$400	$400
1	$5,040.00	Huhtula - gas for MART van **	$5,040	$4,500
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		* Funded through the Formula Grant	$0	$0
		** Reimbursed through MART Grant	$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**-$150**
		Totals	**$9,440**	**$8,750**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Senior Services**

FUND: **1000**
ACCOUNT NUMBER: **600** **5700**
ACCOUNT NAME: **Other**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$560.00	Volunteer Appreciation*	$560	$0
			$0	$0
			$0	$0
	*Reimburse with Formula 1 grant		$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED/ADD		**$0**
		Totals	**$560**	**$0**

MART History

	FY '14	FY '15	FY '16	FY '17	FY '18	FY '19	FY 20 YTD	Projection 21
Total Rides	9886	8087	8018	6,719	4095	3783	1518	
Distinctive Riders	177	177	217	173	144	99	59	
Driver Hours	N/A	5842.5	6171.75	5,175	2293	1653	572	
Hrs/Ride		1.38	1.30	1.30	1.79	2.29	2.66	

YTD as of 12/31/19

COA Transportation Reimbursement Request to MART
for the Month of ___December 2019_____
Templeton

Expenses	Actual Hours of Service	Rate of Pay	Total Paid by the Town
DIRECT STAFF COSTS			
Drivers			
Maureen Lafortune	62.25	$15.00	$933.75
Joe Arsenault	3.75	$15.00	$56.25
Rene Melanson	32.00	$15.00	$480.00
Total Drivers' Hours/Wages	98.00		$1,470.00
Dispatcher/Scheduler			
Susan Lajoie	20.00	$17.25	$345.00
Dispatcher 2			
Total Dispatchers' Hours/Wages	20.00		345.00
OTHER DIRECT COSTS (please list below)			
Fuel			$358.45
Minor Repairs			
Vehicle/Driver Phone			$100.51
Sub-Total Other Expenses			$458.96
TOTAL DIRECT COSTS			$2,273.96
Calculate 33.3% of direct service costs above			$757.23
INDIRECT STAFF COSTS			
Services Coordinator/Susan Lajoie	140	$17.25	$2,415.00
Position Title/Name 2			
Position Title/Name 3			
Total Indirect Staff Costs			$2,415.00
OTHER INDIRECT COSTS (please list below)			
X			
Y			
Total Other Indirect Costs			$0.00
TOTAL INDIRECT COSTS			$2,415.00
MAXIMUM BILLABLE INDIRECT COSTS			$757.23
TOTAL DIRECT COSTS FROM ABOVE			$2,273.96
TOTAL ALLOWABLE COSTS			$3,031.19
Minus Farebox Revenue Collected = 100 Passengers @$1			$182.00
Total to be Reimbursed by MART			$2,849.19

By signing and submitting this invoice, I certify that the services have been provided and costs are as invoiced.

Susan J Lajoie
Signature of Authorized Submitter

1/15/20
Date

Adam Gromelski

Digitally signed by Adam Gromelski
DN: cn=Adam Gromelski, o=MART, ou, email=Adam.Gromelski@mrta.us, c=US
Date: 2020.01.17 09:24:07 -05'00'

Boynton Public Library

Contact Information: Jacqueline Prime, Director
Phone: (978) 939-5582
Email: jprime@templetonma.gov
Location: 27 Boynton Rd, Templeton, MA 01468

Mission Statement

The mission of the Boynton Public Library is to build community and connect people of all ages, to foster the joy of reading in a friendly, helpful and fun atmosphere, and to enrich the lives of patrons by providing access to information, knowledge and ideas that promote creativity, inspire curiosity and afford an opportunity for life-long learning.

Department Description

The Boynton Library provides a variety of materials for patrons to borrow, including books, magazines, and audio-visual materials, such as DVDs and audio books. The library offers the use of computers with internet access. A variety of programs for adults and children are offered, including preschool story hour, school vacation programs, and summer reading activities.

FY19 Accomplishments

1. The library began circulating on the CWMars system in the Fall of 2018. This has mainstreamed our procedures, helped us immensely with the tracking and protection of our materials, as well as providing more convenience to our patrons.
2. We are partnering with staff at NRSD to recruit student interns to staff the after-school 'homework club' for next year.

FY20 Goals and Their Current Status (as of 12/31/19)

1. Begin work on the renovation of the building using the Nordfors gift and CPC funds. Status: In progress.
2. The preliminary work (architectural) is complete and the library roof is scheduled to be put out to bid. This is a step in the Trustees' goal of utilizing the Nordfors gift by first addressing and correcting the building's structural issues. Status: In progress.
3. Several classes at Templeton Elementary School have signed up for class visits to begin in early Spring. Status: In progress.
4. Despite many attempts on the part of NRSD staff, no interns have stepped forward to volunteer to run the afterschool 'homework club'. We will continue to try to make this happen. Status: In progress.
5. Create a quarterly e-newsletter. Status: In progress.

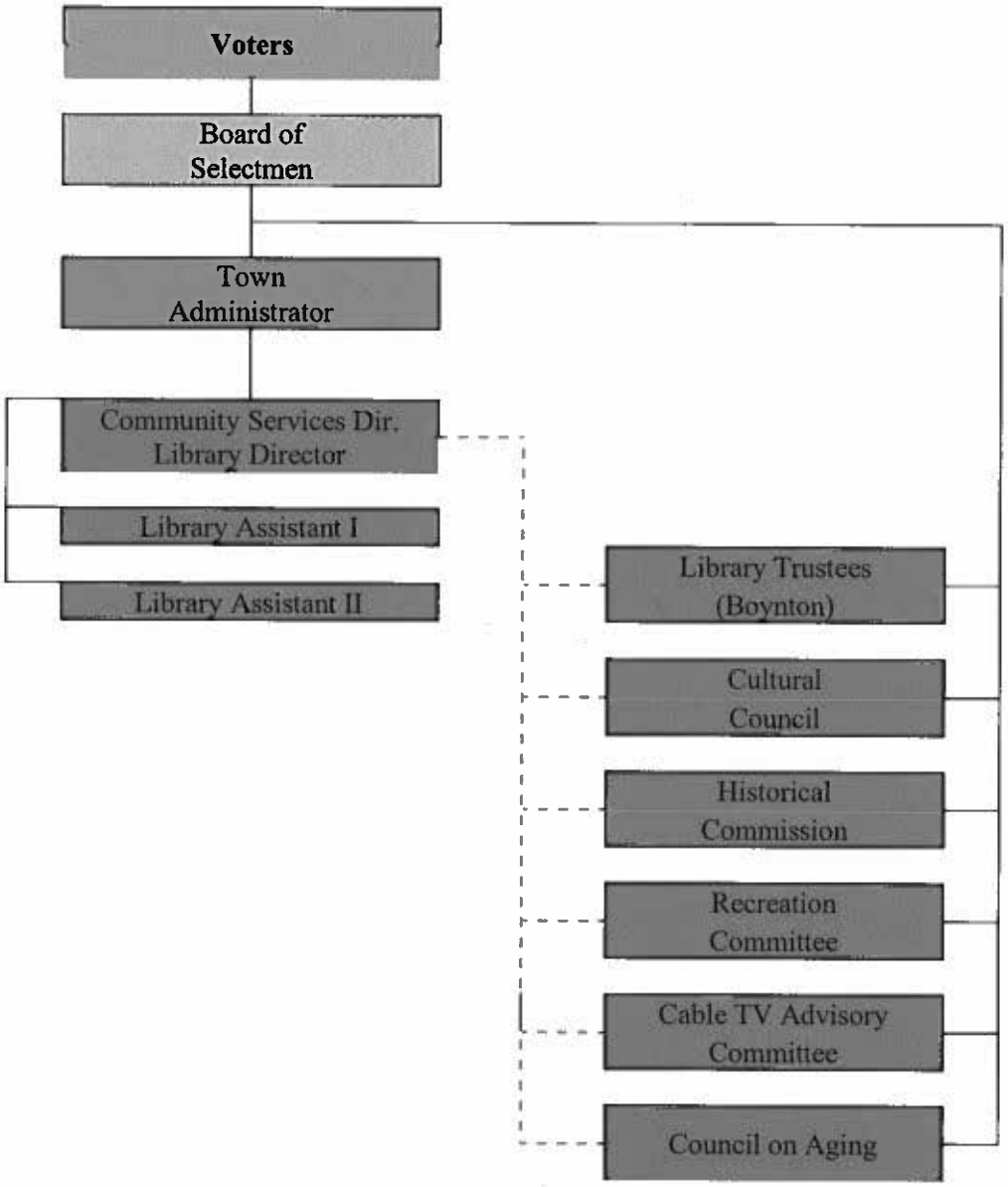
FY21 Goals

1. Building renovation will continue. The next 'phase' will likely involve updating the wiring throughout the building.
2. Begin 'homework club'.
3. Create a quarterly e-newsletter.

Personnel Summary Table

Position Title	FY19 FTEs Actual	FY20 FTEs Actual	FY21 FTEs Dept. Req.	Notes and Explanation of Changes
Director	1	1	1	
Library Assistant I	0.375	0.375	0.45	17 hours
Library Assistant II	0.25	0.25	0.45	17 hours

Organizational Chart



FY 2021 BUDGET DETAIL

DEPARTMENT: Library

FUND: 1000
ACCOUNT NUMBER: 610 5100
ACCOUNT NAME: Personnel

Expense Budget

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages	FY 2021 Request	FY 2021 Administrator Recommended
Director		$27.25	H	24	52.6	$34,401	$34,401	$34,401
Library Assistant I		$16.00	H	17	52.6	$14,308	$14,308	$14,308
Library Assistant II		$13.00	H	17	26	$5,746	$5,746	$5,746
		$13.50	H	17	26.6	$6,105	$6,105	$6,105
						$0	$0	$0
	* Library Assistant II moves to increase with minimum wage					$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
Test for State Grant						$0	$0	$0
						$0	$0	$0
Total Proposed Budget						$0	$0	$0
Municipal Appr. Requirement	$82,184					$0	$0	$0
	AOK					$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0		
						LUMP SUM DISALLOWED		$0
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	$60,560	$60,560

FY 2021 BUDGET DETAIL

DEPARTMENT: **Library**

FUND: **1000**
ACCOUNT NUMBER: **610** **5110**
ACCOUNT NAME: **Employee Support**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$55	MA Library Association Membership	$55	$55
1	$150	Training Fees & Travel	$150	$150
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**-$5**
		Totals	**$205**	**$200**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Library**

FUND: **1000**
ACCOUNT NUMBER: **610** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$4,940.00	CWMars Membership	$4,940	$4,940
1	$190.00	PO Box	$190	$190
			$0	$0
		Glossary	$0	$0
		*Central/Western Massachusetts	$0	$0
		Automated Resource Sharing, Inc. (CWMars)	$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**$0**
		Totals	**$5,130**	**$5,130**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Library**

FUND: **1000**
ACCOUNT NUMBER: **610** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$16,365.00	Books, Magazines, AV Materials*	$16,365	$16,365
1	$200.00	Office Supplies	$200	$200
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		*Calculated @ Mass. Required Level	$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**-$65**
		Totals	**$16,565**	**$16,500**

Recreation Committee FY 21 Budget Narrative:

- Personal - In FY 21, we would like to roll out a new paid position within the Recreation Dept. This position would be called Recreation Operations Director. This would be part time position. Hours required would be 19hrs a week at a $18.95 an hour. This equates to a yearly salary of $18,939 before taxes. Functions of this new position would be to oversee all youth and adult sports in Templeton, this would include online registrations, building teams, securing coaches, cori checks, hiring of staff and refs and making sure paperwork is completed on time for each sport. To oversee the fields and gyms are set up and broken down, overseeing staff and refs, inventory of all equipment and is able to make recommendations to the Rec Committee when equipment is needed or is needed to be discarded or donated due to be unsafe. This position would be held to yearly Key performance indicators (KPI) that would be set forth by the Rec Committee, Jackie Prime and BOS. They would be subject upon being hired to be reviewed yearly. The rec committee and Jackie Prime would write up these KPIs and present them to the BOS for approval. This position would replace the 6 paid volunteer positions thus creating consistency with town policies and procedures and one contact for all. This position would also be responsible for overseeing other recreation activities outlined in the Rec study of 2019.
- Personal - We would like to roll out Summer Camp. This would need a Summer Program Director that would be paid a $2,500.00 stipend. This position would be responsible for overseeing the 8 week program, overseeing the 8 summer counselors, setting up the camp plan, activities and supplies. They would be under the direct supervision of the Recreation Ops Director.
- Personal - In FY 21, we would like to hire 8 part time summer counselors at a rate of pay of 13.00 hr. This equates to $2,080.00 per counselors, before taxes, for 8 weeks. They would work the Summer Camp held at Gilman Waite. The 8 would be hired based on skill level at the certain sports and activities be offered and must be 16 years or older. All applications would be reviewed the Rec Committee, Recreation Ops Director and Jackie Prime. They would have to be subject to a Cori Check prior to hiring. They would all have attend first aid and CPR class before they could start work on June 29th.

From: Chairman Scott Dill

Proposal to Initiate Summer Camp Program
February 26, 2020

Information Contained within from Westfield State University MPA Program Research
Credit to Dr. DiStefano and the Master of Public Administration Program

Table of Contents

I. Executive Summary
II. Introduction
III. Present Situation
IV. Programs Offered
V. Activities
VI. Fundraising and Engagement
VII. Conclusion

Executive Summary

The Westfield State University MPA program was tasked with analyzing the recreation program in the Town of Templeton, assessing its challenges and opportunities, and ultimately providing some recommendations for the next steps in helping provide long term stability and potential funding options to the town.

Templeton currently offers a moderate selection of sports-based recreational activities that focus primarily on activities for elementary and middle school-aged children. The town has intermittently offered other activities, such as movie nights, on a one-time basis. When comparing the offerings with other communities, Templeton seems to fall in the middle range of offerings and the low range of fees, with the town even offering a no-cost swimming program in the summer months.

In examining the town's recreation-focused fundraising, there are several events that seem to support recreation in Templeton overall, but the focus is inconsistent. The Recreation Department can benefit from a more strategic focus on fundraising and the implementation of a well-defined and clearly thought-out long-term fundraising plan focused on utilization of the Community Services Revolving Account. The purpose of this plan is to establish the summer camp program in Templeton.

Introduction

Templeton prepares to offer summer camp from June 29, 2020 to August 21, 2020. The Recreation Department was tasked with researching and offering solutions for the budget challenges of the Town of Templeton's recreation department. To do this, we assessed the current situation in town using all the facts we could obtain, then used them to compare Templeton's situation to similar towns in the Commonwealth of Massachusetts.

The study team reviewed the recreation department's current structure to find ways the town can utilize new opportunities for further engagement and activities. To learn the opinions of the people who will be affected by our suggestions, the Westfield State University MPA program organized a survey of Templeton residents to ask them for feedback on the current recreation offerings and prices. Using all of the data that was obtained, the team came to several conclusions that they feel will provide more funding for the program, increased communication with residents, better activities to serve the public, and ways to engage more people in the program through volunteering or participating within its offerings as well as sustaining it through the Community Services Revolving Fund.

Present Situation

The study found that Templeton currently offers several sports activities, mostly for children. These include youth leagues in soccer, basketball, and softball. The town also offers adult men's basketball and free swimming for all ages. Prices range from $30-$75 for all offerings. Most activities charge an individual price per player, with a maximum price cap per family. The per family cap is normally $120, with the exception of $175 for youth softball, though individually the price for softball still ranges from $30-$75 depending on the age of the child. The adult basketball league charges the same price of $30 per player as youth basketball. In addition to sports, the town offers scenic hiking and biking trails, and has experimented with outdoor community movie nights. Overall, the Recreation Department had a budget of $9750 in FY 20 to fund its programs, most of which goes towards paying stipends to sports directors and assistants. These constraints have left little funding available for expanding programs or purchasing much needed equipment. While the town has a core group of active volunteers, recreation committee members indicate that there is a need for further assistance and that they are unable to recruit all the people needed. This FY 21 includes $15,300 to support the recommendations of the Westfield State study and provide seed money to get the summer program up and running.

Programs Currently Offered

-Youth Soccer: $40/player ($120/family cap)

-Youth Basketball: $30 if player has a jersey ($90/family cap), $40 if player needs a jersey ($120/family cap)

-Youth Softball: (ages 13-16): $75/child, (ages 10-12): $75/child, (ages 8-10): $50/child, (ages 6-8): $30/child; ($175/family cap)

-Swimming: Free

-Men's basketball: $30

The Recreation Department is currently working on developing a fee schedule and expand offerings which they will provide at Budget hearings to the BoS and Advisory Committee.

Activities

The results of the survey show a desire for more programs such as a Summer Camp and this also goes from movie and concert nights to adult activities including sports, crafts and perhaps theatre arts. In general, the survey from the study seemed to suggest that respondents were moderately satisfied with the recreational offering for children. Average satisfaction ratings ranged from 3.09 (preschool children) to 3.59 (Elementary and Middle School) on a scale of 1-5. Satisfaction with offerings for adults however scored significantly lower, ranging from an average 2.26 for adults ages 46-60 to an average of 2.46 for young adults, ages 18-30. Clearly there is room to improve in this area. One suggestion that meshes with previous studies was for expanded hiking and biking trails. Templeton's previous Open Space and Recreation Plan from Winter, 2017 suggested to "develop and expand trail systems both in town and with surrounding towns."

This is consistent with our survey results, where a combined 23% of respondents supported this idea. Adding more trails would satisfy the public and make them more likely to support higher fees, especially if the increased revenue were to be used for this purpose. Expanding offerings may be a way to increase overall community involvement and can allow the town to generate revenue by selling popcorn or other snacks during some events to make more money for the department. They could also be used for personal networking and spreading the word about other programs or the need for volunteers.

Fundraising and Engagement

In considering fundraising and engagement opportunities for the Town of Templeton, the Westfield team found advice from the National Recreation and Park Association that suggests establishing a park foundation and identifying someone who is responsible for and able to oversee resource development, including fundraising; acquiring in-kind donations of equipment, supplies and land; and engaging volunteers. A resource development committee can also be beneficial, consisting of members, volunteers and/or friends of the cause and in this case, the Recreation Committee would serve that purpose. Additionally, an annual fundraising plan needs to be nestled within a comprehensive fundraising case statement, or in simpler terms, a consistent mantra or case expression that aligns with the organization's vision, mission, core values and to ensure consistent communication, branding and messaging. The budget contained within provides seed money to essentially get the summer camp up and running and we can more forward from this point in collaboration with the Recreation Department and Committee.

Conclusion

The study suggested a change in the current fee structure of the Recreation Department in order to obtain the funding needed which the Committee is currently undergoing. There is a wider acceptance than expected for a price increase, if necessary, according to the survey. Overall, the study found that Templeton charges less for sports and activities than other towns to which they are economically comparable. As a result, the study found after examination of comparison towns that it seems clear that the fee structure in Templeton can and should be increased across all sports. There seems to be clear support for a fee increase as well as a clear rationale if that increase if framed as one that will support and improve the recreation program overall.

The study found that to ensure this occurs, the town must commit to an open and transparent process that will communicate challenges and successes and ensure that residents can clearly identify where the money from increased fees is going and how it is being spent. This budget process will allow for an open and transparent process which we believe due to the study that residents will pay the increase in order to participate, the fees will be much more in line with similar towns, and the benefits will be obvious. The study identified that the largest gap in fees compared to other towns was in the swimming offerings and the Recreation Committee has already moved to put a fee in place for out of town participants. The study data from a few other towns showing their fee schedule for their swimming offerings, which included lessons, swim teams, and day/season passes. The lowest priced swimming lessons from other towns ran at $50, which Templeton currently offers for free. Even charging $25.00 per child for swim lessons would increase revenue for the Town of Templeton which the Recreation Committee is still evaluating.

In addition, the study found by increasing the fees for other sports, there will be significant additional revenue generated which can be reinvested into the recreation program to enhance offerings through the Community Services Revolving Fund and provide the additional programs that residents seem to want.

The study recommends offering a monthly subscription program which the Recreation Department has imposed moving forward. The study found that benefits of such a program is that it provides families with a predictable and affordable monthly fee and families would know what to expect in terms of the cost of participation. A regular recurring expense allows them to budget the money for it while also reducing long term transaction costs. Another benefit is that it can help to strengthen the relationship between the town and participants and reinforce a strong value perception while providing the town with a more predictable revenue stream which can be sustainable through the Revolving Fund.

Summer Camp/Playground

2020

Gilman Waite Park

Calendar of Activities

June 29th-July 3rd Basketball Camp

July 6th-10th Soccer Camp

July 13th-17th Baseball/Softball camp

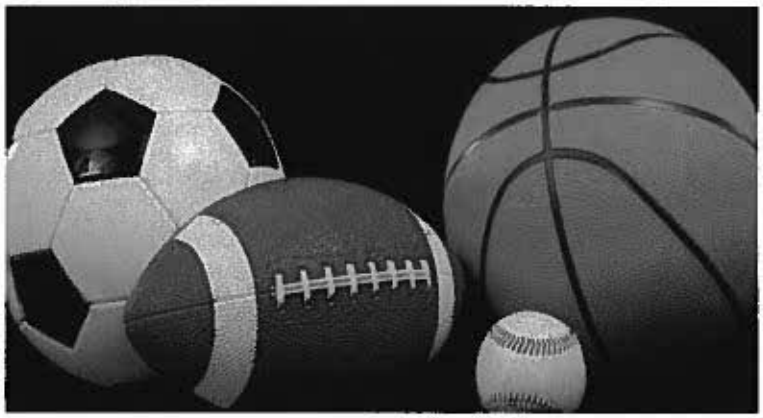
July 20th 24th Field Hockey/Dek Hockey

July27th -31st Flag football Camp

August 3rd-7th Track and Field

August 10th-14th Open play week

August 17th-21st Open play week



Templeton Recreation

FAQ's

Schedule- Monday - Friday. 9am to 12pm. Eligible for students entering grades 3rd -6th. Boys and Girls. Weather permitting. If there is rain forecasted for the day it will be cancelled. **Code red** system will be used to notify parents the night before to make arrangements. Camp starts 6/29-8/21.

Location-Gilman Waite Park, Baldwinville MA.

Pickup/Drop-off- Drop off starts at 8:45am No EARLY Drop-offs! Pick up is promptly at 12 noon. Parents will be charged $10.00 every 5 minutes after 12:00 and will have to paid in full at pickup or child will not be allowed to attend the next session.

Cost-$75 per week per child or you can sign up for Rec gold pass that allows you pay $40 a month and you child can participate in any Town of Templeton Rec activity all year long!! See town web site for more details on the Rec Gold Pass.

Registration- Will open on June 1st. The camp is limited to 80 children. If there is more interest then we will open it up more next summer. Please visit UNIPAY to register.

Food- NO food or snacks will be provided. Child must bring a labeled water bottle every session.

Staff- There will be 1 Camp Director on site and 8 staff members on site . They are CPR/First Aid Certified and Cori checked. They are made of High School students, college students.

Other Questions- Weekly camp curriculum will be centered around a specific sport camp that week. We will be offering alternatives in an effort to keep students engaged and active if they choose not to do the camp activity that week.

No Open toed shoes or sandals are allowed at the camps!

Sunscreen is MANATORY! Must be applied to child prior to arriving at camp.

Email recreation@templetonma.gov

FY 2021 BUDGET DETAIL

DEPARTMENT: Recreation & Culture

FUND: 1000
ACCOUNT NUMBER: 620 5100
ACCOUNT NAME: Personnel

Expense Budget

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages	FY 2021 Request	FY 2021 Administrator Recommended
Community Services Director		$27.25	Salary	2	52.4	$2,856	$2,547	$2,856
Swimming Director		$1,400.00	Salary	1	1	$1,400	$1,400	$1,400
Swimming Assistant X2		$500.00	Salary	2	1	$1,000	$1,000	$1,000
Soccer Director		$500.00	Salary	1	1	$500	$0	$0
Basketball Director		$500.00	Salary	1	1	$500	$0	$0
Softball Director		$500.00	Salary	1	1	$500	$0	$0
						$0	$0	$0
Recreation Activites Coordinator*		$18.95	Hourly	19	52.6	$18,939	$18,939	$7,500
						$0	$0	$0
Summer Counselors x8*		$13.00	Hourly	20	8	$2,080	$2,080	$0
		$13.00	Hourly	20	8	$2,080	$2,080	$0
		$13.00	Hourly	20	8	$2,080	$2,080	$0
		$13.00	Hourly	20	8	$2,080	$2,080	$0
		$13.00	Hourly	20	8	$2,080	$2,080	$0
		$13.00	Hourly	20	8	$2,080	$2,080	$0
		$13.00	Hourly	20	8	$2,080	$2,080	$0
		$13.00	Hourly	20	8	$2,080	$2,080	$0
Summer Program Director*		$2,500.00	Salary	1	1	$2,500	$2,500	$0
						$0	$0	$0
						$0	$0	$0
	* Majority of funds come from Community Services Revolving					$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						LUMP SUM DISALLOWED/ADD		-$6
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	$43,026	$12,750

FY 2021 BUDGET DETAIL

DEPARTMENT: Recreation & Culture

FUND: 1000
ACCOUNT NUMBER: 620 5110
ACCOUNT NAME: Employee Support

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$250.00	MA Recreation and Park Association	$250	$250
1	$750.00	Conference & Workshops	$750	$750
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		$0
		Totals	$1,000	$1,000

FY 2021 BUDGET DETAIL

DEPARTMENT: **Recreation & Culture**

FUND: **1000**
ACCOUNT NUMBER: **620** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
		Cultural Council Requests		
1	$450.00	Concert at Arts & Crafts Fair	$450	$450
1	$100.00	Templeton Cultural Council (TCC) brochures w/required survey	$100	$100
1	$250.00	Advertising for Templeton Cultural Council events/grants	$250	$250
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**-$50**
		Totals	**$800**	**$750**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Recreation & Culture**

FUND: **1000**
ACCOUNT NUMBER: **620** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
		Recreation Requests		
1	$100.00	Swimming Program	$100	$100
1	$300.00	Soccer Program*	$300	$0
1	$300.00	Basketball Program*	$300	$0
1	$300.00	Softball Program*	$300	$0
		Cultural Council Requests		
1	$50.00	Postage & Envelopes	$50	$50
1	$450.00	Materials & Craft Supplies (Town Festivals)	$450	$450
		Historical Commission		
1	$150.00	Postage	$150	$150
			$0	$0
		* Moved to Revolving Fund	$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED/ADD		
		Totals	**$1,650**	**$750**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Debt Service**

FUND: **1000**
ACCOUNT NUMBER: **700**
ACCOUNT NAME: **Debt Excluded**

Expense Budget

Project/Purpose	Fund	Yr. Pd Off	Principal	Interest	FY 2021 Request Total	FY 2021 Administrator Recommended
Sewer - Otter River	Sewer	FY 23	$30,000	$3,525	$33,525	$33,525
Water/General Fund (#1)	General 75%	FY 25	$243,126	$50,908	$294,034	$294,034
School/PD GOB (80/20 Split)	General	FY 44	$295,000	$457,525	$752,525	$752,525
School GOB	General	FY 45	$254,739	$361,385	$616,124	$616,124
School BAN $3.675M due 2/26/21	General		-	$73,296	$73,296	$73,296
(#1) Pk 10, 2003						
			$822,865	**$946,639**	**$1,769,504**	**$1,769,504**

FY 2021 BUDGET DETAIL **Bonds/General Fund**

DEPARTMENT: **Debt Service**

FUND: **1000**
ACCOUNT NUMBER: **700**
ACCOUNT NAME: **Non-Debt Excluded**

Expense Budget

Project Purpose	Fund	Yr. Pd Off	Principal	Interest	Total	FY 2021 Request	FY 2021 Administrator Recommended
Water	Water	FY 23	$190,000	$22,325	$212,325	$212,325	$212,325
Water/General Fund*	Title V	FY 24	$8,226	$1,440	$9,666	$9,666	$9,666
Sewer/General Fund*	Sewer Btrmnt 25%	FY 25	$81,042	$16,969	$98,011	$98,011	$98,011
Water	Water	FY 27	$115,000	$29,900	$144,900	$144,900	$144,900
Water	Title V	FY 29	$20,000	$0	$20,000	$20,000	$20,000
Water/General Fund	Title V	FY 33	$10,250	$0	$10,250	$10,250	$10,250
Water	Water	FY 45	$8,297	$9,592	$17,889	$17,889	$17,889
Water Storage Tank	Water	FY 36	$50,000	$18,000	$68,000	$68,000	$68,000
Pleasant Street Pump Station	Sewer	FY58	$45,395	$37,791	$83,186	$83,186	$83,186
Cruiser/One Ton Lease	General: Yr 3 of 4	FY 22			$42,000	$42,000	$42,000
Cruiser Lease - 2017	General: Yr 3 of 3	FY 21			$11,389	$11,389	$11,389
Engine 3 Lease	General: Yr 2 of 6	FY 25			$92,500	$92,500	$92,500
Ambulance 2 Lease	General: Yr 2 of 5	FY 24			$56,000	$56,000	$56,000
*Subsidized from WPAT			LUMP SUM DISALLOWED	$0			
			$528,210	$136,017	$866,116	$866,116	$866,116

Property Value/Tax Trends
Prepared 02/25/20

			FY '15	FY '16	FY '17	FY '18	FY '19	FY '20	
		$1 Raises	$552,837	$556,659	$597,739	$622,843	$658,272	$710,733	
		Tax Rate	$16.64	$16.47	$16.12	$16.72	$17.24	$16.83	
Assessed Values By Property Type	**Parcel #**	**Acres+/-**	**FY '15**	**FY '16**	**FY '17**	**FY '18**	**FY '19**	**FY '20**	**Increase**
Vacant Land Zoned RA2	3-10.9.1	2 Acres	$36,600	$35,700	$35,700	$35,700	$35,700	$39,200	
		Tax	$609	$588	$575	$597	$615	$660	8.33%
Commercial Property	1-02.198	2 Acres	$414,800	$423,800	$425,600	$425,600	$425,600	$450,300	
		Tax	$6,902	$6,980	$6,861	$7,116	$7,337	$7,579	9.80%
Ranch w/1 car garage	5-09.18.15	1.56 Acres	$153,700	$158,600	$169,500	$174,200	$185,100	$204,500	
		Tax	$2,558	$2,612	$2,732	$2,913	$3,191	$3,442	34.57%
Colonial w/2 car garage	3-12.52.20	1.13 Acres	$245,400	$244,200	$264,200	$269,100	$291,600	$304,300	
		Tax	$4,083	$4,022	$4,259	$4,499	$5,027	$5,121	25.42%

FY 2021 BUDGET DETAIL

DEPARTMENT: **Insurance & Benefits**

FUND: **1000**
ACCOUNT NUMBER: **900** **5700**
ACCOUNT NAME: **Other**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$107,500	Prop/POL/Gen. Liability - GF*	$107,500	$107,500
1	$36,568	Prop/POL/Gen. Liability - Sewer*	$36,568	$36,568
1	$20,912	WC - GF*	$20,912	$20,912
1	$7,400	WC - Sewer*	$7,400	$7,400
1	$19,750	IOD - PD & Fire/EMS High Ded. VFIS	$19,750	$19,750
1	$2,600	Gowry Group 3rd Party Administrator	$2,600	$2,600
1	$5,000	IOD - Police & Fire Med's	$5,000	$5,000
2	$500	Hospital Co-Pay Reimbursables	$1,000	$1,000
12	$250	Day Surgery Co-Pay Reimbursables	$3,000	$3,000
1	$850	Bonding T/C	$850	$850
1	$275	Bonding Deputy T/C	$275	$275
3	$275	Bonding TC, T/C's AA	$825	$825
1	$275	Bonding Sewer Clerk & Ass't	$275	$275
2	$50	Bonding Constables	$100	$100
1	$198,129	Retiree Benis - GF	$198,129	$198,129
1	$27,813	Retiree Benis - Light	$27,813	$27,813
1	$385	Retiree Benis - Water	$385	$385
1	$9,137	Retiree Benis - Sewer	$9,137	$9,137
1	$620,267	Active Benis - GF	$620,267	$620,267
1	$209,686	Active Benis - Light	$209,686	$209,686
1	$102,877	Active Benis - Water	$102,877	$102,877
1	$99,239	Active Benis - Sewer	$99,239	$99,239
1	$574,749	WRRS - GF	$574,749	$574,749
1	$193,511	WRRS - Light	$197,146	$197,146
1	$54,356	WRRS - Water	$57,989	$57,989
1	$53,704	WRRS - Sewer	$57,337	$57,337
1	$10,901	WRRS - Water	$10,901	$10,901
1	$32,415	Unemployment	$32,415	$32,415
1	$2,500	UC Increased w/New Hires >W2	$2,500	$2,500
1	$68,739	Medicare	$68,739	$68,739
1	$10,000	NFP Consultant	$10,000	$10,000
		LUMP SUM DISALLOWED/ADD ASSUMING .3% INCREASE ON INSURANCE		**-$25,605**
		GENERAL LUMP SUM DISALLOWED/ADD		**-$9,758**
		* Need final quote (Using 3%+/- incr.)		
		Totals	**$2,485,363**	**$2,450,000**

Worcester Regional Contributory Retirement System

FY21 Appropriation Breakout for Templeton

Fiscal Year	Unit	Unit Name	Employer Normal Cost	Payment on UAL	Payment on 2002 ERI	Payment on 2003 ERI	Payment on 2010 ERI	Total Appropriation	If Total Appropriation Paid on July 1
2021	740	Town	174,129	388,804	22,540	-	-	585,473	574,749
	741	Light	39,805	157,317	-	-	-	197,122	193,511 3635
	742	Sewer	17,087	38,283	-	-	-	55,370	54,356 3633
	743	Water	5,416	49,290	-	-	-	54,706	53,704 3633
	744	Light/Water/Sewer	-	11,104	-	-	-	11,104	10,901
		Templeton Total	236,437	644,798	22,540	-	-	903,775	887,221
		Statement Total	236,437	644,798	22,540	-	-	903,775	887,221
		Discrepancy	-	-	-	-	-	-	-
2020	740	Town	168,510	339,106	21,569			529,185	519,491
	741	Light	38,521	137,209				175,730	172,511
	742	Sewer	16,536	33,390				49,926	49,012
	743	Water	5,241	42,990				48,231	47,348
	744	Light/Water/Sewer	-	9,685				9,685	9,508
		Templeton Total	228,808	562,380	21,569	-	-	812,757	797,870
		Statement Total	228,808	562,380	21,569			812,757	797,870
		Discrepancy	-	-	-	-	-	-	-

FY 21 Light 197,146
Water 57,989
Sewer 57,337
312,472

1/21/2020

Worcester Regional Contributory Retirement System
Annual Appropriation for 2021 Fiscal Year

TEMPLETON - 740

Based on Valuation Results as of January 1, 2018

Summary of Member Data	Member Unit	Worcester Regional
Active Members	66.247	6,934
Average Age	47.1	47.5
Average Service	11.3	10.1
Valuation Salary $903,755	3,391,145 = 26.7%	$304,282,630
Average Salary	$49,870	$43,883
Retired Members and Beneficiaries	30.000	3,351
Average Age	73.1	73.5
Total Annual Pension	$955,437	$68,184,912
Average Annual Pension	$31,848	$20,348
Disabled Members - Accidental	4.000	227
Average Age	62.3	63.2
Total Annual Pension	$165,739	$8,011,164
Average Annual Pension	$41,435	$35,291
Disabled Members - Ordinary	1.000	43
Average Age	58.0	61.2
Total Annual Pension	$11,870	$720,176
Average Annual Pension	$11,870	$16,748
Inactive Members	11.000	1,978
Annuity Savings Fund	$164,056	$18,530,021

Employer Normal Cost as of January 1, 2018		
a. Total Normal Cost	$560,090	$43,715,955
b. Administrative Expenses	13,101	1,100,000
c. Expected Employee Contributions	363,948	28,880,357
d. Employer Normal Cost = a. + b. - c.	$209,243	$15,935,598

Unfunded Actuarial Accrued Liability (UAAL) as of January 1, 2018		
Actuarial Accrued Liability (AAL):		
a. Active Members	$8,834,860	$708,337,933
b. Retired Members and Beneficiaries	9,035,954	630,352,611
c. Disabled Members - Accidental	2,002,097	93,283,070
d. Disabled Members - Ordinary	175,455	8,720,198
e. Inactive Members	164,056	18,530,021
f. Total AAL = a. + b. + c. + d. + e.	$20,212,422	$1,459,223,833
Unfunded Actuarial Accrued Liability (UAAL):		
g. Actuarial Accrued Liability = f.	$20,212,422	$1,459,223,833
h. Actuarial Value of Assets	9,497,226	685,488,133
i. Unfunded Actuarial Accrued Liability = g. - h.	$10,715,196	$773,735,700

FY2021 Appropriation		
a. Employer Normal Cost	$236,437	$21,725,204
b. Payment on UAL	644,798	44,853,675
c. Payment on 2002 ERI	22,540	1,554,689
d. Payment on 2003 ERI	0	304,815
e. Payment on 2010 ERI	0	5,770
f. Total Appropriation = a. + b. + c. + d. + e.	$903,775	$68,444,153
If Total Appropriation paid on July 1, 2020	$887,221	$67,190,465

Terenzini, Carter

From: Nichole Meyer
Sent: Wednesday, February 12, 2020 11:16 AM
To: Terenzini, Carter
Subject: FW: Early Retirement Initiative

Hi Carter, please see below

Thank you

Nichole

Nichole Meyer
Assistant Town Accountant
Town of Templeton
160 Patriots Road
East Templeton, MA 01438
Phone: (978) 894-2756
Fax: (978) 277-3351
NEW EMAIL nmeyer@templetonma.gov
****Please note name change and new email address**

From: Valerie Farrell <valerie@wrrboard.org>
Sent: Wednesday, February 12, 2020 11:12 AM
To: Nichole Meyer <nmeyer@TempletonMA.gov>
Subject: Re: Early Retirement Initiative

ERI 2002

9068 → Fire Chief
7250 → Water
9867 → Police

Valerie Farrell
Service Member
Worcester Regional Retirement System
23 Midstate Drive, Suite 106

Town of Templeton
Health & Dental Cost Trends
Updated 11/27/2019

Plan Type	2020	2019 (4)	2018 (3)	2017 (2)	2016 (1)	2015	2014	2013	2012	2011	Inc/Decr	Overall % Change
HMO Blue Value Plus												
Individual	$830.43	$827.64	$780.72	$702.45	$651.02	$643.69	$618.28	$608.14	$595.97	$538.60	$291.83	54.18%
Family	$2,185.08	$2,177.74	$2,054.28	$1,848.32	$1,712.99	$1,693.68	$1,626.82	$1,600.13	$1,568.12	$1,417.17	$767.91	54.19%
Year to Year in %	0.34%	6.01%	11.14%	7.90%	1.14%	4.11%	1.67%	2.04%	9.63%			
Blue Care Elect Prefered (PPO)												
Individual	$853.68	$850.81	$1,035.84	$931.93	$863.70	$792.59	$761.30	$748.81	$733.83	$663.22	$190.46	28.72%
Family	$2,246.25	$2,238.71	$2,725.43	$2,452.18	$2,272.64	$2,085.52	$2,003.19	$1,970.33	$1,930.91	$1,745.38	$500.87	28.70%
Year to Year in %	0.34%	-17.86%	11.15%	7.90%	8.97%	4.11%	1.67%	2.04%	10.65%			
Medex 2 w/PDP (Retirees > 65) (2)												
Per Individual	$356.38	$356.38	$356.38	$634.27	$587.83	$539.43	$518.13	$509.63	$499.44	$453.53	-$97.15	-21.42%
Year to Year in %	0.00%	0.00%	-43.81%	7.90%	8.97%	4.11%	1.67%	2.04%	10.12%			
Dental												
Individual	$37.47	$40.11	$41.23	$41.23	$41.23	$40.52	$40.52	$40.52	$40.52	$39.94	-$2.47	-6.18%
Family	$78.78	$84.33	$86.69	$86.69	$86.69	$85.19	$85.19	$85.19	$85.19	$83.97	-$5.19	-6.18%
Year to Year in %	-6.58%	-2.72%	0.00%	0.00%	1.75%	0.00%	0.00%	0.00%	1.45%			

Notes: (1) Change Active from HMO Blue to HMO Blue Value Plus in FY '16 w/exposure for $500 Employee Co-Pays Inpatient; $250 Outpatient Surgical Co-pay (By Employee) and RX 3 Mo. Mail Order from 10/20/35 to 20/40/70

(2) Change Retiree to Medex 2 w/PDP from Medex 3 w/Change to January Renewal and risk of unknown FY '11 to '17 was a 6.64% Annual Increase; FY '18 would have generated 8.46% Annual Increase w/Medex 3 Moves from FY to C' (Effective 03/17; 01/18; 01/19)

(3) Change Active ER Co-Pay from $50 to $100

(4) Change Active Specialty OV Co-Pay from $20 to $40; Medical Imaging Co-Pay from $0 to $100 PPO moved to $2k/$4k Deductible w/additional Co-Pay changes

Insurance Benefit Details
FY '21

Retirees

	Department	Health Plan	Health Indiv/Family	Dental Indiv/Family	Mo'ly	Mo'ly	Mo'ly	Mo'ly
Retired	Highway	Medex II w/PDP	Individual	Family	$118.80	$26.26	$0.81	N/A
Retired	Highway	Medex II w/PDP	Individual		$118.80			N/A
Retired	Highway	Medex II w/PDP	Individual	Individual	$356.38	$37.47	$2.42	N/A
Retired	Police	Medex II w/PDP	Individual	Individual	$356.38	$37.47		N/A
Retired	Building	Medex II w/PDP	Individual	Individual	$356.38	$37.47	$2.42	N/A
Retired	Board of Health	Medex II w/PDP	Individual		$356.38			N/A
Retired	Highway	Medex II w/PDP	Individual		$356.38			N/A
Retired	Highway	Medex II w/PDP	Individual	Family	$356.38	$78.78		N/A
Retired	Highway	Medex II w/PDP	Individual		$356.38		$2.42	N/A
Retired	Highway	Medex II w/PDP	Individual	Family	$356.38	$78.78		N/A
Retired	Highway	Medex II w/PDP	Individual		$356.38		$2.42	N/A
Retired	Highway	Medex II w/PDP	Individual	Individual	$356.38	$37.47		N/A
Retired	Fire	Medex II w/PDP	Individual	Individual	$356.38	$37.47		N/A
Retired	Police	Medex II w/PDP	Individual		$356.38			N/A
Retired	Police	Medex II w/PDP	Individual	Family	$356.38	$78.78	$2.42	N/A
Retired	Police	Medex II w/PDP	Individual		$356.38			N/A
Retired	Police	Medex II w/PDP	Individual	Family	$356.38	$78.78	$2.42	N/A
Retiree	Police	Medex II w/PDP	Individual	Family	$356.38	$78.78	$2.42	N/A
Retired	Police	Medex II w/PDP	Individual		$356.38			N/A
Retired	Police	Medex II w/PDP	Individual	Individual	$356.38	$37.47	$2.42	N/A
Retired	Board of Health	Medex II w/PDP	Individual		$356.38		$2.42	N/A
Retired	Tax Collector	Medex II w/PDP	Individual		$356.38			N/A
Retired	Highway	Medex II w/PDP	Individual		$356.38			N/A
Retired	Highway	Medex II w/PDP	Individual	Family	$356.38	$78.78	$2.42	N/A
Retired	Highway - Quimby Spouse	Medex II w/PDP	Individual		$356.38			
Retired	Fire - Laporte Spouse	Medex II w/PDP	Individual		$356.38			
Retired	Treasurer/Collector	HMO Blue Value Plus	Individual	Individual	$830.43	$37.47	$2.42	N/A
Retired	Fire	HMO Blue Value Plus	Individual	Family	$830.43	$78.78	$2.42	N/A
Retired	Fire	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$2.42	N/A
Retired	Police	HMO Blue Value Plus	Individual	Individual	$830.43	$37.47	$2.42	N/A
Retired	Police	HMO Blue Value Plus	Individual	Individual	$830.43	$37.47	$2.42	N/A
Retired	Highway	HMO Blue Value Plus	Individual	Individual	$830.43	$37.47	$2.42	N/A
Retired	Highway	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$2.42	N/A
Retired	Highway	HMO Blue Value Plus	Individual	Individual	$830.43	$37.47	$2.42	N/A
Retired	Police	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$2.42	N/A
Retired	Treasurer/Collector						$2.42	N/A
Retired	Treasurer/Collector						$2.42	N/A
Retired	Selectmen	Dental ONLY		Family		$78.78	$2.42	N/A
Retired	Town Clerk	Dental ONLY		Individual		$37.47	$2.42	N/A
Retired	TBD & Assumed < 65 y.o. & Family		Family	Family	$2,185.08	$78.78	$2.42	N/A
				Total Medex	$8,790.72	$723.76	$25.01	N/A
				Total Others	$13,722.90	$697.50	$33.88	N/A
			Medex 01/01 Increase Assumed @ 5%/0%/0%		$219.77	$0.00	$0.00	N/A
			Other 07/01 Increase Assumed @ 5%/0%/0%		$686.15	$0.00	$0.00	
				Total/Month	$23,419.53	$1,421.26	$58.89	N/A
				Total/Year	$281,034.40	$17,055.12	$706.68	N/A
				Total of All	$281,034.40			
				Town Share	$198,129.25			

Insurance Benefit Details
FY '21

Retirees

Light Fund

	Department	Health Plan	Health Indiv/Family	Dental Indiv/Family	Mo'ly	Mo'ly	Mo'ly	Mo'ly
Retired	Light	Medex II w/PDP	Individual	Family	$356.38	$78.78		N/A
Retired	Light	Medex II w/PDP	Individual		$356.38		$2.42	N/A
Retired	Light	Medex II w/PDP	Individual		$356.38			N/A
Retired	Light	Medex II w/PDP	Individual		$356.38		$2.42	N/A
Retired	Light	Medex II w/PDP	Individual		$356.38			N/A
Retired	Light	Medex II w/PDP	Individual	Family	$356.38	$78.78	$2.42	N/A
Retired	Light	Medex II w/PDP	Individual	Family	$356.38	$78.78	$2.42	N/A
Retired	Light	Medex II w/PDP	Individual		$356.38			N/A
Retired	Light	Medex II w/PDP	Individual	Individual	$356.38	$37.47	$2.42	N/A
Retired	Light	Dental ONLY		Family		$78.78	$2.42	N/A
				Total Medex	$3,207.42	$352.59	$14.52	N/A
				Total Others	$0.00	$0.00	$0.00	N/A
			Medex 01/01 Increase Assumed @ 5%/0%/0%		$80.19	$0.00	$0.00	N/A
			Other 07/01 Increase Assumed @ 45%/0%/0%		$0.00	$0.00	$0.00	
				Total/Month	$3,287.61	$352.59	$14.52	N/A
				Total/Year	$39,451.27	$4,231.08	$174.24	N/A
				Total of All	$39,451.27			
				Town Share	$27,813.14			

Water Fund

	Department	Health Plan	Health Indiv/Family	Dental Indiv/Family	Mo'ly	Mo'ly	Mo'ly	Mo'ly
Retired	Water	Medex II w/PDP	Individual	Family	$118.80	$26.26	$0.81	N/A
Retired	Water	Medex II w/PDP	Individual		$118.80			N/A
Retired	Water						$2.42	N/A
				Total Medex	$237.60	$26.26	$3.23	N/A
				Total Others	$0.00	$0.00	$0.00	N/A
			Medex 01/01 Increase Assumed @ 5%/0%/0%		$5.94	$0.00	$0.00	N/A
			Other 07/01 Increase Assumed @ 5%/0%/0%		$0.00	$0.00	$0.00	
				Total/Month	$243.54	$26.26	$3.23	N/A
				Total/Year	$487.08	$52.52	$6.46	N/A
				Total of All	$546.06			
				Town Share	$384.97			

Sewer Fund

	Department	Health Plan	Health Indiv/Family	Dental Indiv/Family	Mo'ly	Mo'ly	Mo'ly	Mo'ly
Retired	Sewer	Medex II w/PDP	Individual	Family	$118.80	$26.26	$0.81	N/A
Retired	Sewer	Medex II w/PDP	Individual		$118.80			N/A
Retired	Sewer	Medex II w/PDP	Individual		$356.38			N/A
Retired	Sewer	Medex II w/PDP	Individual		$356.38			N/A
Retired	Sewer	Dental		Family		$78.78		
				Total Medex	$950.36	$105.04	$0.81	N/A
				Total Others	$0.00	$0.00	$0.00	N/A
			Medex 01/01 Increase Assumed @ 5%/0%/0%		$23.76	$0.00	$0.00	N/A
			Other 07/01 Increase Assumed @ 5%/0%/0%		$0.00	$0.00	$0.00	
				Total/Month	$974.12	$105.04	$0.81	N/A
				Total/Year	$11,689.43	$1,260.48	$9.72	N/A
				Total of All	$12,959.63			
				Town Share	$9,136.54			

Insurance Benefit Details
FY '21

Actives

General Fund

Department	Health Plan	Health Indiv/Family	Dental Indiv/Family	Mo'ly	Mo'ly	Mo'ly	Mo'ly
Selectmen	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$4.85	$35.50
Selectmen	HMO Blue Value Plus	Family	Family	$2,185.08	$37.47	$4.85	$35.50
Selectmen	Dental ONLY	N/A	Family		$78.78		
Accountant	HMO Blue Value Plus	Individual	Family	$830.43	$78.78	$4.85	$35.50
Assistant Accountant	HMO Blue Value Plus	Individual	Individual	$830.43	$37.47	$4.85	$35.50
Assessor	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$4.85	$35.50
Treasurer/Collector	HMO Blue Value Plus	Individual		$830.43		$4.85	
Town Clerk	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$4.85	$35.50
Police/Dispatch	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78		
Police/Dispatch	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$4.85	
Police/Dispatch	HMO Blue Value Plus	Individual	Individual	$830.43	$37.47	$4.85	
Police/Dispatch	Group Life ONLY					$4.85	$35.50
Police/Dispatch	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78		
Police/Dispatch	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78		
Police/Dispatch	HMO Blue Value Plus	Individual		$830.43			
Police/Dispatch	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78		$35.50
Police/Dispatch	HMO Blue Value Plus	Individual	Individual	$830.43	$37.47	$4.85	$35.50
Police/Dispatch	HMO Blue Value Plus	Individual	Individual	$830.43	$37.47		
Police/Dispatch	Group Life ONLY					$4.85	$35.50
Police/Dispatch	HMO Blue Value Plus	Individual	Individual	$830.43	$37.47		
Police/Dispatch	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78		$35.50
Police/Dispatch	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$4.85	$35.50
Fire/EMS	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$4.85	$35.50
Fire/EMS	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$4.85	$35.50
Fire/EMS	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78		$35.50
Fire/EMS	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$4.85	$35.50
Fire/EMS	HMO Blue Value Plus	Individual	Individual	$830.43	$37.47	$4.85	$35.50
ODS	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$4.85	$35.50
Public Works	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$4.85	$35.50
Public Works	HMO Blue Value Plus	Individual		$830.43		$4.85	
Public Works - B&G	Dental ONLY		Individual		$37.47	$4.85	
Public Works - B&G	HMO Blue Value Plus	Family	Family	$2,185.05	$78.78	$4.85	$31.84
Public Works - Highway	HMO Blue Value Plus	Individual	Individual	$830.43	$37.47	$4.85	$35.50
Public Works - Highway	HMO Blue Value Plus	Individual	Individual	$830.43	$37.47	$4.85	$35.50
Public Works - Highway	HMO Blue Value Plus	Individual	Individual	$2,185.08	$78.78		$35.50
Public Works - Highway	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$4.85	$35.50
Public Works - Highway	Life & STD Only					$4.85	$35.50
Public Works - Highway	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$4.85	$35.50
Public Works - Highway	Dental ONLY		Individual		$37.47	$4.85	$31.84
Library	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78		
CoA						$4.85	$34.32
TBD	HMO Blue Value Plus	Individual	Individual	$830.43	$37.47	$4.85	$35.50
TBD	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$4.85	$35.50
Public Works - B&G*	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$4.85	$35.50
Opt-Out	HMO Blue Value Plus	Family	Family				
			Per Month/Full Year	**$63,237.48**	**$2,419.14**	**$155.20**	**$1,092.00**
			Pro-Rata/Partial Year	**-$1,092.54**	**$0.00**	**$0.00**	**$0.00**
		Other 07/01 Increase Assumed @ 5/0/0/0%		**$3,107.25**	**$0.00**	**$0.00**	**$0.00**
			Total/Year	**$783,026.24**	**$29,029.68**	**$1,862.40**	**$13,104.00**
			Total of All	**$827,022.32**			
			Town Share & 1 Opt-Out	**$620,266.74**			

Insurance Benefit Details
FY '21

Actives

Light

Department	Health Plan	Health Indiv/Family	Dental Indiv/Family	Mo'ly	Mo'ly	Mo'ly	Mo'ly
Light	HMO Blue 1	Family	Family	$2,347.18	$78.78	$4.85	$35.50
Light	HMO Blue 1	Family	Family	$2,347.18	$78.78	$4.85	$35.50
Light	HMO Blue 1	Family	Family	$2,347.18	$78.78	$4.85	
Light	HMO Blue 1	Family	Family	$2,347.18	$78.78	$4.85	$35.50
Light	HMO Blue 1	Family	Family	$2,347.18	$78.78	$4.85	$35.50
Light	HMO Blue 1	Family	Family	$2,347.18	$78.78	$4.85	$35.50
Light	HMO Blue 1		Family		$78.78	$4.85	
Light	HMO Blue 1	Family	Family	$2,347.18	$78.78	$4.85	$35.50
Light	HMO Blue 1	Family	Family	$2,347.18	$78.78	$4.85	$35.50
	HMO Blue 1	Family	Family	$2,339.30	$84.33	$4.85	$35.50
			Per Month/Full Year	$21,116.74	$793.35	$48.50	$284.00
			Pro-Rata/Partial Year	$0.00	$0.00	$0.00	$0.00
		Other 07/01 Increase Assumed @ 5/0/0/0%		$1,055.84	$0.00	$0.00	$0.00
			Total/Year	$266,070.92	$9,520.20	$582.00	$3,408.00
			Total of All	$279,581.12			
			Town Share	$209,685.84			

Water

Department	Health Plan	Health Indiv/Family	Dental Indiv/Family	Mo'ly	Mo'ly	Mo'ly	Mo'ly
Water	HMO Blue 1	Individual	Family	$892.05	$78.78	$4.85	$35.50
Water	HMO Blue 1	Family	Family	$2,347.18	$78.78	$4.85	$35.50
Water						$4.85	$35.50
Water	HMO Blue 1	Family	Family	$2,347.18	$78.78	$4.85	$35.50
Water	HMO Blue 1	Family	Family	$2,347.18	$78.78	$4.85	$35.50
Water	HMO Blue 1	Family	Family	$2,347.18	$78.78	$4.85	$35.50
			Per Month/Full Year	$10,280.77	$393.90	$29.10	$213.00
			Pro-Rata/Partial Year	$0.00	$0.00	$0.00	$0.00
		Other 07/01 Increase Assumed @ 5/0/0/0%		$514.04	$0.00	$0.00	$0.00
			Total/Year	$129,537.70	$4,726.80	$349.20	$2,556.00
			Total of All	$137,169.70			
			Town Share	$102,877.28			

Sewer

Department	Health Plan	Health Indiv/Family	Dental Indiv/Family	Mo'ly	Mo'ly	Mo'ly	Mo'ly
Sewer	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$4.85	$35.50
Sewer	HMO Blue Value Plus	Individual	Individual	$830.43	$37.47		$35.50
Sewer	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$4.85	$35.50
Sewer	HMO Blue Value Plus	Individual	Family	$830.43	$78.78	$4.85	$31.04
Sewer	HMO Blue Value Plus	Family	Family	$2,185.08	$78.78	$4.85	$35.50
Sewer	HMO Blue Value Plus	Individual	Individual	$830.43	$37.47	$4.85	$35.50
Sewer	HMO Blue Value Plus	Individual	Individual	$830.43			$32.88
			Per Month/Full Year	$9,876.96	$390.06	$24.25	$241.42
			Pro-Rata/Partial Year	$0.00	$0.00	$0.00	$0.00
		Other 07/01 Increase Assumed @ 5/0/0/0%		$493.85	$0.00	$0.00	$0.00
			Total/Year	$124,449.70	$4,680.72	$291.00	$2,897.04
			Total of All	$132,318.46			
			Town Share	$99,238.84			

FY '21 UC & Medicare Estimate Using Escalated CY '19 W-2s

Department	Medicare	UC			
Police/Dispatch	$1,910.42	$300.00	GF		
Police/Dispatch	$1,809.83	$300.00	Medicare		
Police/Dispatch	$1,808.96	$300.00	Unemploy		
Police/Dispatch	$1,614.22	$300.00			
Police/Dispatch	$1,532.86	$300.00			
Police/Dispatch	$1,337.65	$300.00			
DPW	$1,084.86	$300.00			
Finance	$1,040.59	$300.00			
Fire	$1,029.69	$300.00			
Police/Dispatch	$1,013.68	$300.00			
Fire	$990.12	$300.00			
Fire	$980.39	$300.00			
Police/Dispatch	$964.65	$300.00			
Police/Dispatch	$936.39	$300.00			
Selectman	$923.75	$300.00			
Finance	$922.87	$300.00			
DPW	$902.14	$300.00			
Police/Dispatch	$845.88	$300.00			
DPW	$841.18	$300.00			
Police/Dispatch	$814.05	$300.00			
Assessor	$810.22	$300.00			
Police/Dispatch	$801.59	$300.00			
Police/Dispatch	$793.59	$300.00			
Fire	$747.36	$300.00			
Development	$735.78	$300.00			
Town Clerk	$726.45	$300.00			
Fire	$722.37	$300.00			
Selectman	$696.88	$300.00			
DPW	$684.07	$300.00			
Library	$679.39	$300.00			
DPW	$584.16	$300.00			
Finance	$579.84	$300.00			
Selectman	$543.84	$300.00			
Development	$541.42	$300.00			
Police/Dispatch	$499.69	$300.00			
DPW	$484.71	$300.00			
COA	$480.76	$300.00			
DPW	$449.26	$300.00			
COA	$424.88	$300.00			
Development	$394.54	$300.00			
DPW	$366.71	$300.00			
Development	$363.70	$300.00			
Veterans	$303.25	$300.00			

DPW	$292.56	$300.00			
Fire	$278.24	$300.00			
DPW	$272.30	$300.00			
Fire	$231.27	$300.00			
Assessor	$228.56	$300.00			
Fire	$227.70	$300.00			
Finance	$223.25	$300.00			
Town Clerk	$214.86	$176.33			
Town Clerk	$214.84	$176.32			
DPW	$213.85	$175.50			
Police/Dispatch	$212.54	$174.43			
Fire	$211.41	$173.50			
Library	$199.35	$163.60			
DPW	$192.12	$157.67			
DPW	$182.69	$149.94			
COA	$178.92	$146.84			
Fire	$176.70	$145.01			
DPW	$152.62	$125.26			
Police/Dispatch	$149.07	$122.34			
DPW	$146.59	$120.31			
Fire	$138.89	$113.98			
DPW	$130.59	$107.18			
DPW	$125.93	$103.35			
Finance	$122.14	$100.24			
Fire	$120.16	$98.61			
Police/Dispatch	$119.53	$98.10			
Development	$118.62	$97.35			
Fire	$116.93	$95.96			
DPW	$115.25	$94.59			
Development	$113.81	$93.40			
DPW	$108.43	$88.99			
Police/Dispatch	$104.67	$85.90			
Library	$102.90	$84.45			
Fire	$101.86	$83.60			
DPW	$101.20	$83.06			
Fire	$96.23	$78.98			
DPW	$92.52	$75.93			
Police/Dispatch	$92.08	$75.57			
Fire	$81.02	$66.49			
Development	$78.28	$64.24			
Police/Dispatch	$78.08	$64.08			
Fire	$76.44	$62.73			
Fire	$75.14	$61.67			
COA	$74.61	$61.23			
Police/Dispatch	$72.19	$59.25			
Fire	$71.29	$58.50			
Police/Dispatch	$71.27	$58.49			

Police/Dispatch	$71.21	$58.44			
Police/Dispatch	$69.10	$56.71			
Police/Dispatch	$64.60	$53.02			
Fire	$64.01	$52.53			
Police/Dispatch	$59.30	$48.67			
Selectman	$57.59	$47.26			
Fire	$55.74	$45.74			
Police/Dispatch	$49.51	$40.63			
COA	$49.45	$40.58			
DPW	$48.01	$39.40			
Recreation	$46.85	$38.45			
COA	$46.60	$38.24			
Fire	$40.29	$33.07			
DPW	$40.06	$32.88			
Fire	$40.02	$32.84			
COA	$39.37	$32.31			
Fire	$39.21	$32.18			
COA	$38.63	$31.70			
Finance	$36.60	$30.04			
Fire	$35.03	$28.75			
Police/Dispatch	$31.83	$26.12			
Fire	$31.34	$25.72			
Fire	$29.80	$24.46			
COA	$28.84	$23.67			
Fire	$28.45	$23.35			
Fire	$26.79	$21.99			
Fire	$25.79	$21.16			
Selectman	$24.70	$20.27			
Police/Dispatch	$24.49	$20.10			
Fire	$23.02	$18.89			
Recreation	$22.62	$18.56			
Fire	$21.05	$17.28			
DPW	$20.39	$16.73			
Fire	$17.81	$14.62			
DPW	$17.37	$14.26			
Fire	$15.80	$12.97			
Recreation	$15.08	$12.38			
Fire	$14.93	$12.25			
Development	$13.69	$11.24			
Fire	$12.79	$10.49			
Recreation	$12.23	$10.04			
Police/Dispatch	$11.10	$9.11			
Recreation	$9.94	$8.16			
Recreation	$9.62	$7.89			
Recreation	$8.44	$6.93			
Recreation	$7.54	$6.19			
Recreation	$7.54	$6.19			

Senior Work Off	$7.54	$6.19			
Senior Work Off	$7.54	$6.19			
Town Clerk	$7.49	$6.14			
Town Clerk	$7.43	$6.10			
Town Clerk	$6.81	$5.59			
Fire	$5.79	$4.75			
Recreation	$5.58	$4.58			
Recreation	$5.29	$4.34			
Recreation	$5.20	$4.27			
Recreation	$5.13	$4.21			
Recreation	$4.60	$3.77			
Town Clerk	$4.55	$3.73			
Recreation	$4.45	$3.65			
Police/Dispatch	$4.16	$3.42			
Recreation	$3.92	$3.22			
Recreation	$3.85	$3.16			
Town Clerk	$3.66	$3.00			
Recreation	$3.39	$2.78			
Town Clerk	$3.39	$2.78			
Recreation	$3.14	$2.57			
Recreation	$3.05	$2.50			
Town Clerk	$2.98	$2.44			
Town Clerk	$2.92	$2.39			
Police/Dispatch	$2.77	$2.28			
Town Clerk	$2.75	$2.26			
Town Clerk	$2.75	$2.26			
Town Clerk	$2.71	$2.23			
Town Clerk	$2.64	$2.17			
Town Clerk	$2.64	$2.17			
Town Clerk	$1.86	$1.53			
Town Clerk	$1.85	$1.52			
DPW	$1.81	$1.49			
Town Clerk	$1.81	$1.49			
Town Clerk	$1.72	$1.41			
Town Clerk	$1.63	$1.34			
Town Clerk	$1.00	$0.82			
Recreation	$0.90	$0.74			
Town Clerk	$0.90	$0.74			
Town Clerk	$0.90	$0.74			
Town Clerk	$0.90	$0.74			
Town Clerk	$0.90	$0.74			
Town Clerk	$0.90	$0.74			
Town Clerk	$0.81	$0.67			
Town Clerk	$0.81	$0.67			
Town Clerk	$0.81	$0.67			
Light	$971.89	$300.00	Light		
Light	$1,989.71	$300.00	Medicare		

Light	$1,608.22	$300.00	Unemploy	$3,087	
Light	$1,527.28	$300.00			
Light	$1,494.16	$300.00			
Light	$1,477.50	$300.00			
Light	$1,324.68	$300.00			
Light	$796.36	$300.00			
Light	$668.92	$300.00			
Light	$76.91	$106.08			
Light	$76.91	$106.08			
Light	$76.91	$106.08			
Light	$49.91	$68.84			
Water	$1,493.71	$300.00	Medicare	$6,157	
Water	$1,092.87	$300.00	Unemploy	$1,800	
Water	$1,048.87	$300.00			
Water	$1,027.45	$300.00	**Water**		
Water	$749.84	$300.00			
Water	$744.30	$300.00			
Sewer	$1,139.31	$300.00	**Sewer**		
Sewer	$760.97	$300.00	Medicare	$4,941	
Sewer	$706.31	$300.00	Unemploy	$2,833	
Sewer	$620.22	$300.00			
Sewer	$498.41	$300.00			
Sewer	$338.93	$300.00			
Sewer	$323.38	$300.00			
Sewer	$238.32	$300.00			
Sewer	$218.97	$300.00			
Sewer	$30.16	$41.60			
Sewer	$30.16	$41.60			
Sewer	$30.16	$41.60			
Sewer	$5.80	$8.00			
Cable	$165.07	$227.68	**Cable**		
Cable	$51.35	$70.82	Medicare	$231	
Cable	$14.84	$20.47	Unemploy	$319	
Total					
Say +/- 10%	$68,738.79	$62,054.54			

FY 2021 BUDGET DETAIL

DEPARTMENT: Capital

FUND: 3000
ACCOUNT NUMBER: Varies By Item
ACCOUNT NAME: Capital

Expense Budget

Quantity	CPC	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
			DPW - B&G		
1	R	9,060	Leaf Vac & Box Unit	$9,000	$9,000
1	NR	6,500	Utility Landscape Trailer	$6,500	$7,500
1	R	13,096	60" Zero Turn Mower	$13,096	$13,750
1	R	8,400	New Truck Body - CD - 5	$8,400	$9,000
			Town Hall - B & G		
1	NR	80,500	Cupola	$80,500	
			Fire/EMS - B & G		
1	R	15,800	Steel Roof on Kirby Building 2 School St.	$15,800	$16,500
1	R	10,800	Rubber Roof @ 2 School Street	$10,800	$11,500
1	NR	7,575	Roof De-icing cable TC	$7,575	
			Emergency Management - B & G		
1	NR	457,500	Restore/Reconstruct Emerg. Mgmnt. Building	$457,500	
			Public Works - B & G		
1	NR	$35,000	DPW Parking Lot	$35,000	
1	NR	$9,000	Highway - Bldng #2 Clean Burn Furnace	$9,000	$9,000
1	NR	5,000	Highway - Animal Shelter Roof	$5,000	
			Gilman Waite - B & G		
1	NR	35,000	Fence Upgrades at Gilmain Waite	$35,000	
1	NR	52,000	Upgrade Facility	$52,000	
1	NR	17,500	Weed & Seed	$17,500	$17,500
			Senior Center - B & G		
1	NR	251,365	Replacement , Senior Center Roof	$251,365	
			Library - B & G		
1	R	$8,621	Roof & Porch	$58,621	$61,750
			DPW - Highway		
1	NR	$7,915	Utility Truck	$57,915	
1	NR	34,000	Small Roller	$34,000	$37,500
1	NR	203,340	Sidewalk Machine	$203,340	
1	R	116,900	Rubber Tired Backhoe	$116,900	$122,500
1	R	217,787	6 Wheel w/Dump, Plow & Sander	$217,787	$247,500
1	NR	234,872	10 Wheel Dump w/Plow, Wing & Sander	$234,872	
1	R	25,000	MS-4 & CB - Planning & Mapping	$25,000	$17,500
1	NR	85,000	Street Sign Replacement Program	$85,000	$7,500
1	R	25,000	Royalston Road (Rt 68) Titles/Appraisals	$25,000	$17,500
1	NR	250,000	Eng. Change to Foot Bridge-Stone Bridge	$250,000	
1	NR	2,000,000	Repair Main Street Bridge	$2,000,000	
			Police		
1	R	49,566	Replacement Police SUV	$49,566	$52,500
1	R	25,000	Replacement 4WD Truck ACO	$25,000	$25,000
9	R	1,200	Body Armor Replacement	$10,800	$11,500
2	R	1,190	Computer Upgrade/Replace	$2,380	$2,500
1	R	4,205	Simulation Firearms Training System	$4,205	$4,500
1	NR	32,000	Fingerprint System	$32,000	$33,750
4	R	5,850	MDT - Upgrade	$23,398	$24,750
			Fire/EMS		
28	R	6,555	SCBA Protective Breathing Systems	$183,540	$64,000
2	NR	7,617	PPE Washer	$15,234	
1	NR	5,000	Building, plumbing & electric install of washer	$5,000	
2	NR	9,249	PPE Dryer	$18,498	
2	R (1)	33,500	Station vehicle exhaust system	$67,000	$35,250
1	R	9,480	Jaws of life Cutter	$9,480	$10,500
1	NR	10,600	Jaws of life Ram set	$10,600	$10,750
1	NR	9,900	Jaws of life Combi Tool	$9,900	$11,000
1	NR	10,456	Jaws of life Matjacks (airbags)	$10,456	
1	NR	8,884	Jaws of life vehicle cribbing	$8,884	
2	R	6,000	Ambulance computer system (2)	$12,000	
1	NR	30,000	Fire Station security upgrades	$30,000	
			Cable		
1	R	30,000	Switching kits for shoots (2)	$30,000	$30,000
1	R	10,000	Scout Hall Furnishings	$10,000	$10,000
1	R	15,000	Equipment upgrades camera kits. Tripods etc	$15,000	$15,000
1	R	5,000	EMR relocation and fiber connection	$5,000	$5,000
1	R	5,000	Web Site Buildout	$5,000	$5,000
1	R	1,500	Live Streaming/Warranty	$1,500	$1,500
			Baldwinville Elem. School - BoS		
1	NR	7,500	Costs for Sale	$7,500	$7,500
			Sewer		
1	R	55,000	Plant Transformer	$55,000	$55,000
1	R	135,000	MassDEP I&I Study	$135,000	$135,000
1	R	75,000	BullDozer	$75,000	$75,000
				LUMP SUM DISALLOWED	$0
			Totals	$5,189,413	$1,230,500

R - Recommended by Capital Planning Committee
NR - Not Recmommended by Capital Planning Committee

FY 2021 BUDGET DETAIL

DEPARTMENT:

FUND: 3000
ACCOUNT NUMBER:
ACCOUNT NAME:

Sources & Uses

User Dept	CPC Rank	lority	Item
Cable	R		Switching kits for shoots (2)
	R		Scout Hall Furnishings
	R		Equipment upgrades camera kits. Tripods et
	R		EMR relocation and fiber connection
	R		Web Site Buildout
	R		Live Streaming/Warranty
PD	R		SUV
	R		Body Armor (9)
	R		4WD Truck ACO
	R		Computer Upgrade
	R		MDT - Upgrade
	R		Simulation Firearms Training
	NR		Fingerprint System
DPW - Highway	R		MS-4 & CB - Planning & Mapping
	R		6 Wheel w/Dump, Plow & Sander
	NR		Street Sign Replacement Program
	R		Rubber Tired Backhoe
	R		Royalston Rd. Titles/Appraisals
	NR		Eng. Change to Ft Bridge- Stone Bridge
	NR		Repair Main Street Bridge
	NR		Roller w/Trailer
	NR		P'Up 3/4 w/plow & power liftgate
DPW - B&G	R		Leaf Vac & Box Unit
	NR		Utility Landscape Trailer
	R		60" Zero Turn Mower
	R		New Truck Body - CD - 5
Town Hall - B&G	NR		Cupola
Fire/EMS - B&G	R		Steel Roof on Kirby Building 2 School St.
	R		Rubber Roof @ 2 School Street
	NR		Outside Outlet for De-icing cable TC
Emergency Management - B&G	NR		Restore/Reconstruct Emerg. Mgmnt. Buildi
Public Works - B&G	NR		Highway - Parking Lot
	NR		Highway - Bldng #2 Clean Burn Furnace
	NR		Highway - Animal Shelter Roof
Gilman Waite - B&G	NR		Fence Upgrades at Gilman Waite
	NR		Upgrade Facility
Gilman Waite - B&G	NR		Weed & Seed
Senior Center - B&G	NR		Replacement , Senior Center Roof
Library - B&G	R		Library Roof & Porch
Baldwinville Elem. School - BoS	NA		Costs of Sale
Fire	R		SCBA Protective Breathing System (14)
Fire	R		Station Vehicle Exhaust System
	R		Jaws of Life Cutter
	NR		Jaws of life Ram set
	NR		Jaws of life Combi Tool
Sewer	R		Plant Transformer
	R		MassDEP I&I Study
	R		BullDozer
			Req

Notes: *Pending TMLWP
(1) PSAP Grant Eligible
(2) Chapter 90
(3) Sewer Retained Earnings

TCTV

Templeton Community Television

Nov 11, 2019

To: Capital Planning
From: Steve Castle, TCTV
Re: TCTV Capital Plan, FY20-FY25

Capital costs for TCTV come from the Cable TV department's retained earnings, in its Enterprise Account. Retained earnings as of Nov. 2019 are ~$133,000 (after $85,000 already deducted for FY20 capital costs)

FY2020 Plan in effect

$60,000	Broadcast server replacement/upgrade	TOP priority, ancillary costs included
$10,000	Scout Hall furnishings for TCTV*	Planning for FY20
$5,000	Live streaming	Planning for FY20
$5,000	EMR relocation/fiber*	Move to FY21 or beyond
$5,000	Web site buildout*	Initial design only – likely move to FY21

*Unused capital items from FY20 should be rolled over into FY21 capital budget

FY2021

$10,000	Additional Scout Hall furnishings/costs	if needed
$30,000	Portable camera switchers/mixers (2)	needed for in-house and remote productions
$5,000*	web site buildout complete	in addition to FY20, if needed (likely)
$15,000	Annual equipment upgrades	cameras, tripods, accessories
$1,500	Live streaming/warranty	annual warranty required for streaming
	EMR (one-time charge)	moved from FY20

FY2022

$15,000	Annual equipment upgrades	cameras, tripods, accessories
$1,500	Live streaming/warranty	

FY2023

$15,000	Annual equipment upgrades	cameras, tripods, accessories
$1,500	Live streaming/warranty	

FY2024

$15,000	Annual equipment upgrades	cameras, tripods, accessories
$1,500	Live streaming/warranty	

FY2025

$15,000	Annual equipment upgrades	cameras, tripods, accessories
$1,500	Live streaming/warranty	

160 Patriots Road, PO Box 620, East Templeton, MA 01438, tctv@TempletonMa.gov

FORM A
CAPITAL PROJECT REQUEST
(Excluding Equipment)

Department & Activity: CABLE TV
Date Prepared: 11/11/19
Contact Person: STEVE CASTLE
Phone Number: 948-632-6409

1. Project Title: NEW BROADCAST SERVER

2. Purpose of Project Request Form (Check One)
- [ ] Add a new item to the program
- [ ] Delete an item in a year already a part of the program
- [x] Modify a project already in the adopted program

3. Department Priority: 100 (1)

4. Location: STATION (LIGHT DEPT BARN)

5. Description
REPLACE OUTDATED BROADCAST SERVER, WHICH IS OUT OF SERVICE, SLOW, CLUNKY AND NOT FULLY FEATURED (LIMITED)

6. Justification & Useful Life
- CURRENT SERVER IS ON BORROWED TIME
- NEW FEATURES ALLOW SAFETY + WEATHER UPDATES
- PREPARE FOR DIGITAL DISPLAYS & ALTERNATE OTT

7. Cost & Recommended Sources of Financing

BUDGET FY		TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY	20	$60,000	CABLE RETAINED EARNINGS
Program year FY			
Program year FY			
Program year FY			
Program year FY			
Program year FY			
TOTAL SIX YEARS			
After Sixth Year			

If adjusted for inflation, indicate adjustment percentage here:
*Interest cost not included.

8. Net Effects on Operating Costs (+/-)

Direct Costs	0 to +
personnel: number	
$ amount	
purchase of service	possible warranty
materials & supplies	
equipment purchases	
utilities	
other	training
Subtotal ( )	
Indirect Operating Costs	SAVE $ / TIME
fringe benefits	
general admin. Costs	
other	
Subtotal ( )	
Total Operating Cost	
Debt Service (P&I)	
Total Operating Cost	

9. Net Effect on Municipal Income (+/-)

taxes	0
other income	
Subtotal	
gain from sale of replaceable assets	
Total	0

10. Submitting Authority

Submitted by: Date:

Position:

Signature:

11. Reserved

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity: CABLE TV
Date Prepared: 11/11/19
Contact Person: STEVE CASTLE
Phone Number: 978-632-6409

1. Project Title & Reference No.
NEW BROADCAST SERVER

2. Form of Acquisition (check appropriate)
☑ Purchase ☐ Rental

3. Number of Units Requested: 1 SYSTEM

4. Cost

	Per Unit	Total
Purchase price or annual rental $	~$40K-60K	~40K-60K
Plus: Installation or other costs $		
Less: Trade-in or other discount $		
Net purchase Cost or annual rental $		

5. Purpose of Expenditure (check appropriate)
- ☑ Schedule replacement
- ☑ Present equipment obsolete
- ☑ Replace worn-out equipment
- ☑ Reduce personnel time
- ☑ Expanded service
- ☐ New operation
- ☑ Increased safety
- ☑ Improve proceedures, records, etc.

6. Number of Similar Items in Inventory: 1

7. Estimated Use of Requested Item(s)
12 Months per year
52 Weeks per year
7 Days per week
24 Hours per day
24/7/365

Estimated useful life in years: 10

8. Replaced Item(s)

	Item	Make	Age	Maint Costs	Prior Year's Breakdowns	Rental Costs
A.	NEXUS	Leightronix	12		several	
B.						
C.						
D.						
E.						

9. Recommended Disposition of Replacement Item(s) retain as backup
☐ Possible use by other agencies ☐ Trade-In ☐ Sale

10. Sumitting Authority
Submitted by: _____ Date: _____
Position: _____

11. Reserved

FORM A
CAPITAL PROJECT REQUEST
(Excluding Equipment)

Department & Activity: CABLE
Date Prepared: 11/11/19
Contact Person: STEVE CASTLE
Phone Number: 978-632-6409

1. Project Title: LIVE STREAMING

2. Purpose of Project Request Form (Check One)
- [ ] Add a new item to the program
- [ ] Delete an item in a year already a part of the program
- [ ] Modify a project already in the adopted program

3. Department Priority: 80 (2)

4. Location: TOWN HALL

5. Description: STREAM LIVE MEETINGS TO YOUTUBE & FACEBOOK LIVE

6. Justification & Useful Life
- LIVE MEETINGS TO ATTRACT WIDER AUDIENCE

7. Cost & Recommended Sources of Financing

BUDGET FY		TOTAL*
Program year FY	20	$5,000
Program year FY	21	$1,500
Program year FY	22	$1,500
Program year FY	23	$1,500
Program year FY	24	$1,500
Program year FY	25	$1,500
TOTAL SIX YEARS		12,500
After Sixth Year		1500/yr

RECOMMENDED SOURCES OF FINANCING: Cable Retained Earnings

If adjusted for inflation, indicate adjustment percentage here:

*Interest cost not included.

8. Net Effects on Operating Costs (+/-)

Direct Costs
- personnel: number
- $ amount
- purchase of service: 1500 warranty
- materials & supplies
- equipment purchases: possible encoder
- utilities
- other
- Subtotal ( ) 1500/yr

Indirect Operating Costs
- fringe benefits
- general admin. Costs
- other
- Subtotal ( )

Total Operating Cost
Debt Service (P&I)
Total Operating Cost

9. Net Effect on Municipal Income (+/-)
- taxes
- other income
- Subtotal
- gain from sale of replaceable assets
- Total: 0

10. Submitting Authority
- Submitted by
- Date
- Position
- Signature

11. Reserved

FORM A
CAPITAL PROJECT REQUEST
(Excluding Equipment)

Department & Activity: CABLE
Contact Person: Steve Castle
Date Prepared: 11/11/19
Phone Number: 978-632-6409

1. Project Title: SCOUT HALL FURNISHINGS

2. Purpose of Project Request Form (Check One)
- [ ] Add a new item to the program
- [ ] Delete an item in a year already a part of the program
- [x] Modify a project already in the adopted program

3. Department Priority: 75 (3)

4. Location: SCOUT HALL

5. Description: CABINETRY AND FURNISHINGS FOR TCTV portion of SCOUT HALL

6. Justification & Useful Life
- PLACE FOR TCTV TO WORK OUT OF
- PLACE FOR ORGANIZATIONS, OTHERS TO RECORD SHOWS
- PLACE TO MEET AND NETWORK WITH PUBLIC

7. Cost & Recommended Sources of Financing

BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY 20	$10,000	Cable Retained Earnings
Program year FY 21	$10,000	
Program year FY		
Program year FY		
Program year FY		
Program year FY		
TOTAL SIX YEARS		
After Sixth Year		

If adjusted for inflation, indicate adjustment percentage here:
*Interest cost not included.

8. Net Effects on Operating Costs (+/-)

Direct Costs
- personnel: number
- $ amount
- purchase of service
- materials & supplies
- equipment purchases
- utilities
- other
- Subtotal ( )

Indirect Operating Costs
- fringe benefits
- general admin. Costs
- other
- Subtotal ( )

Total Operating Cost
Debt Service (P&I)
Total Operating Cost

9. Net Effect on Municipal Income (+/-)
- taxes
- other income
- Subtotal
- gain from sale of replaceable assets
- Total: 0

10. Submitting Authority
- Submitted by
- Date
- Position
- Signature

11. Reserved

FORM A
CAPITAL PROJECT REQUEST
(Excluding Equipment)

Department & Activity: CABLE TV
Contact Person: PORTABLE SWITCHERS
Date Prepared: 11/11/19
Phone Number: 978-632-6409

1. Project Title: Portable Switchers

2. Purpose of Project Request Form (Check One)
- [x] Add a new item to the program
- [ ] Delete an item in a year already a part of the program
- [ ] Modify a project already in the adopted program

3. Department Priority: 70 (4)

4. Location: SCOUT HALL / ~~PORTABLE~~ REMOTE

5. Description
Portable Switchers allow 2-or more camera shoots, with switching ability in the field to greatly reduce editing/post-production labor.

6. Justification & Useful Life
See above
5-10 years

7. Cost & Recommended Sources of Financing

BUDGET FY		TOTAL*
Program year FY	21	$130,000
Program year FY		
Program year FY		
Program year FY		
Program year FY		
Program year FY		
TOTAL SIX YEARS		
After Sixth Year		

RECOMMENDED SOURCES OF FINANCING: Cable retained earnings

If adjusted for inflation, indicate adjustment percentage here:
*Interest cost not included.

8. Net Effects on Operating Costs (+/-)

Direct Costs
- personnel: number
- $ amount
- purchase of service
- materials & supplies
- equipment purchases
- utilities
- other
- Subtotal ( )

Indirect Operating Costs
- fringe benefits
- general admin. Costs
- other
- Subtotal ( )

Total Operating Cost
Debt Service (P&I)
Total Operating Cost

9. Net Effect on Municipal Income (+/-)
- taxes
- other income
- Subtotal
- gain from sale of replaceable assets
- Total: 0

10. Submitting Authority
Submitted by: Date
Position
Signature

11. Reserved

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity: CABLE TV
Date Prepared: 11/11/19
Contact Person: STEVE CASTLE
Phone Number: 978-632-6409

1. Project Title & Reference No.
Portable Switchers

2. Form of Acquisition (check appropriate)
☑ Purchase ☐ Rental

3. Number of Units Requested 2 SYSTEMS

4. Cost

	Per Unit	Total
Purchase price or annual rental $	~$15,000	~$15,000
Plus: Installation or other costs $		
Less: Trade-in or other discount $		
Net purchase Cost or annual rental $		

5. Purpose of Expenditure (check appropriate)
- ☐ Schedule replacement
- ☑ Present equipment obsolete
- ☐ Replace worn-out equipment
- ☑ Reduce personnel time
- ☑ Expanded service
- ☑ New operation
- ☐ Increased safety
- ☑ Improve proceedures, records, etc.

6. Number of Similar Items in Inventory 1 analog

7. Estimated Use of Requested Item(s)
- ____ Months per year
- 52 Weeks per year
- 2-3 Days per week
- 3 Hours per day

Estimated useful life in years: 5-10

8. Replaced Item(s)

	Item	Make	Age	Prior Year's Maint Costs	Prior Year's Breakdowns	Prior Year's Rental Costs
A.	Analog switcher	Panasonic	12			
B.						
C.						
D.						
E.						

9. Recommended Disposition of Replacement Item(s)
☐ Possible use by other agencies ☐ Trade-in put on shelf as antique ☐ Sale

10. Sumitting Authority
Submitted by: _____ Date: _____
Position: _____

11. Reserved

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity: CABLE TV
Date Prepared: 11/11/19
Contact Person: STEVE CASTLE
Phone Number: 978-632-6409

1. Project Title & Reference No.
ANNUAL EQUIP UPGRADES

2. Form of Acquisition (check appropriate)
- [x] Purchase
- [ ] Rental

3. Number of Units Requested

4. Cost

	Per Unit	Total
Purchase price or annual rental $		$15,000 /yr
Plus: Installation or other costs $		
Less: Trade-in or other discount $		
Net purchase Cost or annual rental $		

5. Purpose of Expenditure (check appropriate)
- [x] Schedule replacement
- [ ] Present equipment obsolete
- [x] Replace worn-out equipment
- [ ] Reduce personnel time
- [x] Expanded service
- [x] New operation
- [ ] Increased safety
- [x] Improve procedures, records, etc.

6. Number of Similar Items in Inventory _____

7. Estimated Use of Requested Item(s)
- 12 Months per year
- 52 Weeks per year
- 3-4 Days per week
- 3+ Hours per day

Estimated useful life in years: 5-10

8. Replaced Item(s)

	Item	Make	Age	Maint Costs	Prior Year's Breakdowns	Rental Costs
A.	Cameras	JVC	3			
B.	Accessories					
C.	Tripods	Manfrotto	3-12		4	
D.	Light Kits		2			
E.						

9. Recommended Disposition of Replacement Item(s) keep as backup
- [ ] Possible use by other agencies
- [ ] Trade-in
- [ ] Sale

10. Sumitting Authority

Submitted by: _____ Date: _____

Position: _____

11. Reserved

FORM A

CAPITAL PROJECT REQUEST

(Excluding Equipment)

Department & Activity: CABLE TV
Date Prepared: 11/11/19
Contact Person: STEVE CASTLE
Phone Number: 978-632-6409

1. Project Title
TCTV WEBSITE BUILDOUT

2. Purpose of Project Request Form (Check One)
- ☐ Add a new item to the program
- ☐ Delete an item in a year already a part of the program
- ☑ Modify a project already in the adopted program

3. Department Priority
65 (5)

4. Location
ON A REMOTE SERVER / CLOUD

5. Description
TCTV WEB SITE
FOR DIGITAL MONETIZATION

6. Justification & Useful Life
- Increase Audience Regionally
- Increase revenue streams

7. Cost & Recommended Sources of Financing

BUDGET FY		TOTAL*
Program year FY	20	$15,000
Program year FY	21	$5,000
Program year FY		
Program year FY		
Program year FY		
Program year FY		
TOTAL SIX YEARS		
After Sixth Year		

RECOMMENDED SOURCES OF FINANCING
Cable refund Earnings

If adjusted for inflation, indicate adjustment percentage here:
*Interest cost not included.

8. Net Effects on Operating Costs (+/-)

Direct Costs
- personnel: number
- $ amount
- purchase of service
- materials & supplies
- equipment purchases
- utilities
- other
- Subtotal ( )

Indirect Operating Costs
- fringe benefits
- general admin. Costs
- other
- Subtotal ( )

Total Operating Cost
Debt Service (P&I)
Total Operating Cost

9. Net Effect on Municipal Income (+/-)
- taxes
- other income
- Subtotal
- gain from sale of replaceable assets
- Total

10. Submitting Authority
Submitted by
Date
Position
Signature

11. Reserved

FORM A
CAPITAL PROJECT REQUEST
(Excluding Equipment)

Department & Activity: CABLE TV
Date Prepared: 11/11/19
Contact Person: STEVE CASTLE
Phone Number: 978-632-6409

1. Project Title: EMR Building / Fiber

2. Purpose of Project Request Form (Check One)
- [ ] Add a new item to the program
- [ ] Delete an item in a year already a part of the program
- [x] Modify a project already in the adopted program

3. Department Priority: 50 (6)

4. Location: EMR Building, 1 Elm St.

5. Description: Bring ~~fiber into~~ dedicated broadcast fiber line into EMR Building if station rack equipment is relocated there.

6. Justification & Useful Life: Move from dilapidated, unhealthy, unconditioned + improper setting.

7. Cost & Recommended Sources of Financing

BUDGET FY		TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY	21	$5,000	Cable retained earnings
Program year FY			
Program year FY			
Program year FY			
Program year FY			
Program year FY			
TOTAL SIX YEARS			
After Sixth Year			

If adjusted for inflation, indicate adjustment percentage here:
*Interest cost not included.

8. Net Effects on Operating Costs (+/-)

Direct Costs	
personnel: number	
$ amount	
purchase of service	
materials & supplies	
equipment purchases	
utilities	
other	
Subtotal ( )	
Indirect Operating Costs	
fringe benefits	
general admin. Costs	
other	
Subtotal ( )	
Total Operating Cost	
Debt Service (P&I)	
Total Operating Cost	

9. Net Effect on Municipal Income (+/-)

taxes	
other income	
Subtotal	
gain from sale of replaceable assets	
Total	0

10. Submitting Authority

Submitted by: Date:

Position:

Signature:

11. Reserved

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity: POLICE
Date Prepared:
Contact Person:
Phone Number:

1. Project Title & Reference No.: CRUISER REPLACEMENTS

2. Form of Acquisition (check appropriate)
- [x] Purchase
- [ ] Rental

3. Number of Units Requested: 1

4. Cost

	Per Unit	Total
Purchase price or annual rental $		
Plus: Installation or other costs $		
Less: Trade-in or other discount $		
Net purchase Cost or annual rental $	44,292.10	1

2018 QUOTE

5. Purpose of Expenditure (check appropriate)
- [x] Schedule replacement
- [ ] Present equipment obsolete
- [ ] Replace worn-out equipment
- [ ] Reduce personnel time
- [ ] Expanded service
- [ ] New operation
- [ ] Increased safety
- [ ] Improve proceedures, records, etc.

6. Number of Similar Items in Inventory: 5

7. Estimated Use of Requested Item(s)
- 12 Months per year
- 52 Weeks per year
- 7 Days per week
- 8-16 Hours per day

Estimated useful life in years: 4-5 yrs

8. Replaced item(s)

	Item	Make	Age	Maint Costs	Prior Year's Breakdowns	Rental Costs
A.	CRUISER - SUV	FORD	4-6 yrs		NUMEROUS	NA
B.						
C.						
D.						
E.						

9. Recommended Disposition of Replacement Item(s)
- [x] Possible use by other agencies
- [x] Trade-In
- [x] Sale

10. Submitting Authority
Submitted by: MICHAEL R BENNETT
Date: 1/04/19
Position: CHIEF OF POLICE

11. Reserved

MHQ
VEHICLES ■ EQUIPMENT ■ GEAR

QUOTE

Templeton, MA

Contact Name: Michael Bennett, Chief
Company/Dept: Police Department
Street Address: 33 South Rd.
City, State, Zip: Templeton, MA 01468
Phone: 978.833.0882 (c.)
E-Mail: policechief@templeton1.org

Whelen

Date: 12.10.19
Valid Through : 1.29.20
Customer #: 10870
Contract: PCC Ford & A/M
Sales Rep: Steven Anderson

CONTRACT LINE REFERENCE	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
K8A / 500a	[Fleet] 2020 Ford Police Interceptor Utility (K8A) AWD	$ 36,850.00	1	$ 36,850.00
G1 / 9W	Color : Black		1	$ -
	5 year 100k mile powertrain warranty $0 deductible standard		1	$ -
	Power driver seat, single disc CD player, R/W Dome Light (front)		1	$ -
	Full Size Spare Tire		1	$ -
99B	Engine: 3.3L V6 Direct-Injection (FFV)	$ (3,459.40)	1	$ (3,459.40)
43D	Dark car feature	$ 24.50	1	$ 24.50
52T	Class III Trailer Tow Lighting Package	$ 78.40	1	$ 78.40
52P	Hidden Door Plungers & Rear Interior Door Handles Disabled	$ 156.80	1	$ 156.80
549	Heated mirrors	$ 58.80	1	$ 58.80
76R	Reverse sensing	$ 266.75	1	$ 266.75
87R	Rearview Camera (display in rearview mirror)		1	$ -
18D	Global Lock / UnLock		1	$ -
51R	Driver Only LED Spot Lamp (Unity)	$ 387.10	1	$ 387.10
	Remainder of Factory Equipment for this Trimline		1	$ -
	PCC Ford Contract Total :			**$ 34,362.95**
	VentVisor 4 piece VentShades	$ 95.00	1	$ 95.00
	**** PB WITH LIGHTING - or - GRILLE LIGHTING ****			$ -
	Setina PB400 Aluminum Pushbumper (no lights built in)	$ 505.00	1	$ 505.00
I2E	Whelen ION Series Dual Colored LED Lights (each) front facing on PB	$ 225.00	2	$ 450.00
	Whelen ION V3 Series LED Warning Lights (each) PB sides	$ 255.00	2	$ 510.00
	**** UPPER LEVEL LIGHTING ****			$ -
	Whelen Full (2 piece) DUO Front Inner Edge LED Dash Light	$ 1,375.00	1	$ 1,375.00
RST DUO - 8	Whelen 8 Head Rear Inner Edge - WeCan	$ 1,170.00	1	$ 1,170.00
	**** SIREN / SWITCH CONTROLLER ****			$ -
	Whelen CanTrol Siren/Switch Controller ("6" head" / rotary knob)	$ 1,655.00	1	$ 1,655.00
% off MSRP	Whelen "Photo-Cell" (needed on "Slicktop" with CanTrol) - CANLITEB	$ 42.90	1	$ 42.90
	**** "ADVANTAGE BUILD" PACKAGE ****			$ -
hourly	Enable factory wig wag	$ 105.00	0.5	$ 52.50
b or w	Whelen Vertex hide away light-headlights	$ 325.00	2	$ 650.00
V3 - B	Whelen V-Series LED Mirror Beam Warning Light System	$ 545.00	1	$ 545.00
I2E	Whelen ION Series Dual Colored LED Lights(1 / side) 1/4 glass	$ 225.00	2	$ 450.00
blue	Whelen ION LED Warning Lights (1 pair) hatch btm.	$ 350.00	1	$ 350.00
w r	Whelen Vertex LED Hide-a-ways (2 pair) tail lights	$ 525.00	1	$ 525.00
SAK1 or SAK52	Whelen SA315P Composite Siren Speaker	$ 225.00	1	$ 225.00
	Magnetic Mic Clip(s)	$ 41.00	2	$ 82.00
	Central Wiring Harness/Power Distribution System	$ 815.00	1	$ 815.00

2 hatch	Whelen DUO LED Dome Lights (sold "each") - hatch underside	$ 95.00	2	$ 190.00
	Streamlight Stinger DS LED Flashlight with 12v Charger	$ 155.00	1	$ 155.00
	**** ANTI-THEFT ** (pick 1)**			
	TREMCO Anti-Theft Device	$ 175.00	1	$ 175.00
	**** CONSOLE PACKAGE ****			$ -
	Havis "1012" Communications Console	$ 475.00	1	$ 475.00
% off MSRP	Havis Flip Up Style Arm Rest - "108"	$ 146.00	1	$ 146.00
	Havis Dual Internal Cup Holder	$ 45.00	1	$ 45.00
	**** PRISONER TRANSPORT ****			$ -
	ProGard Single Cell Prisoner Transport System - P1000UINT20A	$ 2,425.00	1	$ 2,425.00
	**** REAR STORAGE BOX / RADIO TRAY / EQUIPMENT MOUNTING ****			$ -
* May not work with	Setina DSC/BSN CargoBox Storage Solution	$ 1,410.00	1	$ 1,410.00
2020 Pro Gard Cage	Setina Freestanding "Laguna" Mounting Kit to use with ProGard	$ 155.00	1	$ 155.00
	**** TRANSFER / CUSTOMER SUPPLIED STUFF ****			
	Install / Transfer Cust. Supplied 2-way Radio(s) EACH	$ 235.00	1	$ 235.00
non-contract	MHQ Shop Supplies (Full)	$ 295.00	1	$ 295.00
	PCC AfterMarket Equipment Contract Total :			**$ 15,203.40**

Cost per Unit :	$ 49,566.35
Qty. :	1.00
Trade :	$ -
TOTAL:	**$ 49,566.35**

49,566
+ 2,480 5%
$52,046 Say $52,500

TERMS AND CONDITIONS

*This quote is valid for 60 days from the date of quote. Any purchase orders or approved quotes received outside of the 60 day quote period may be subject to price adjustments. By signing this quote, the customer is agreeing to pay, in full, for all items listed above. Any requests for changes, modifications, replacements, removals or additional items may be subject to additional fees and/or adjusted delivery dates.

M.G.L c. 30B applies to the procurement of all commodities quoted. Contract items have been collectively purchased pursuant to M.G.L c 30B sec 1c and M.G.L c.7 sec 22B. The government body is responsible to determine the applicibility of M.G.L. c30B to off contract items, but not limited to, off contract items that have already been properly procured under M.G.L. c30B sec 1c and M.G.L. c7 sec 22A (purchases from a vendor on contract with the Commonwealth), other contracts procured under M.G.L. c30B sec 1c and M.G.L. c. 30B contract between the vendor and the jurisdiction. All off contract items must be proccured under M.G.L. c. 30B.

The terms and conditions stated herein and the provisions of any agreement between MHQ and Buyer, if applicable, shall constitute the complete and only terms and conditions applicable to any and all purchases by Buyer from MHQ. Any additional and/or different terms and/or conditions printed anywhere including on, or with, Buyer's order shall be inapplicable in regard to any purchase by Buyer from MHQ.

ORDER ACKNOWLEDGEMENT

By signing this document you are agreeing to the above terms and conditions of this order from MHQ, Inc.

x
PRINT NAME

x
TITLE

x
SIGNATURE

x
DATE

Quote provided by Steven Anderson, Account Manager at MHQ - Public Safety Team
(508) 573-2677 or sanderson@mhq.com

Cruiser Fleet (7)
Mileage As of 2/12/20

Car #	Year	Make	Model	Mileage	Use	Replacement Year	Notes
7	2007	Chevy	Impala	81,196	Undercover	Not Scheduled	(1)
18	2018	Ford	Explorer	29,696	Patrol	2022	
A15	2015	Ford	Taurus	89,585	Chief's Car	2020	(3) (4)
15	2015	Ford	Explorer	90,184	Patrol	2020	(3) (4)
237	2015	Ford	Explorer	108,686	Patrol	2021	(5)
17	2017	Ford	Explorer	44,147	Patrol	2021	(4)
27	2017	Ford	Explorer	33,044	Patrol	2022	(4)
A9	2009	Ford	Taurus	129,471	Out of service		(2)

Notes: (1) Acquired w/Drug Seizure Money; Sale proceeds go back to the funding unit.
(2) Decommissioned - To be auctioned in current FY
(3) Purchased w/gift money to replace a 2003, 2006, and 2007
(4) Will be challenging to get into hoped for rotation w/ multiple replacements needed in a given year
(5) Scheduled for replacement

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity: POLICE

Date Prepared:

Contact Person:

Phone Number:

1. Project Title & Reference No.
BODY ARMOR REPLACEMENT

2. Form of Acquisition (check appropriate)
☒ Purchase ☐ Rental

3. Number of Units Requested 9

4. Cost

	Per Unit	Total
Purchase price or annual rental $		
Plus: Installation or other costs $		
Less: Trade-in or other discount $		
Net purchase Cost or annual rental $	1,200.00 APPROX.	$10,800.00 APPROX

5. Purpose of Expenditure (check appropriate)
- ☒ Schedule replacement
- ☐ Present equipment obsolete
- ☐ Replace worn-out equipment
- ☐ Reduce personnel time
- ☐ Expanded service
- ☐ New operation
- ☐ Increased safety
- ☐ Improve proceedures, records, etc.

6. Number of Similar Items in Inventory 9

7. Estimated Use of Requested Item(s)
12 Months per year
52 Weeks per year
4 Days per week
8 Hours per day
- AT LEAST 2080 HRS PER YR

Estimated useful life in years: 5 YRS

8. Replaced Item(s)

Item	Make	Age	Prior Year's Maint Costs	Prior Year's Breakdowns	Prior Year's Rental Costs
A. BODY ARMOR	POINT BLANK	5 YRS			
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)
☐ Possible use by other agencies ☐ Trade-In ☐ Sale

10. Sumitting Authority
Submitted by: MICHAEL R BINNETT
Date: 11/04/9
Position: CHIEF OF POLICE

11. Reserved

10,800
540 5%
11,340
SAY $11,500

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity: POLICE
Date Prepared:
Contact Person:
Phone Number:

1. Project Title & Reference No.: COMPUTER UPGRADE

2. Form of Acquisition (check appropriate)
   - [x] Purchase
   - [ ] Rental

3. Number of Units Requested: 2

4. Cost

	Per Unit	Total
Purchase price or annual rental $		
Plus: Installation or other costs $		
Less: Trade-in or other discount $		
Net purchase Cost or annual rental $	1,190.06	2,380.12

5. Purpose of Expenditure (check appropriate)
   - [x] Schedule replacement
   - [ ] Present equipment obsolete
   - [ ] Replace worn-out equipment
   - [ ] Reduce personnel time
   - [ ] Expanded service
   - [ ] New operation
   - [ ] Increased safety
   - [ ] Improve proceedures, records, etc.

   UNIT W/ 2 MONITORS

6. Number of Similar Items in Inventory:

7. Estimated Use of Requested Item(s)
   - 12 Months per year
   - 52 Weeks per year
   - 7 Days per week
   - 8 Hours per day

   Estimated useful life in years: 5 yrs

8. Replaced item(s)

Item	Make	Age	Maint Costs	Prior Year's Breakdowns	Rental Costs
A. COMPUTER W/	ACER	5 yrs			
B. MONITOR					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)
   - [ ] Possible use by other agencies
   - [ ] Trade-in
   - [ ] Sale

10. Sumitting Authority
    Submitted by: MICHAEL R BONNALLY
    Date: 110419
    Position: CHIEF OF POLICE

11. Reserved

2,380
+ 119 5%
2,499 say $2,500

DELL EMC

A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

Quote No.	**3000049539685.2**	Sales Rep	Joe Pieczynski
Total	**$2,380.12**	Phone	(800) 456-3355, 80000
Customer #	32623561	Email	Joe_Pieczynski@Dell.com
Quoted On	Nov. 05, 2019	**Billing To**	ERIC BAKER TOWN OF TEMPLETON 33 SOUTH RD TEMPLETON, MA 01468-1224
Expires by	Dec. 05, 2019		

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Joe Pieczynski

Shipping Group

Shipping To	Shipping Method
ERIC BAKER TOWN OF TEMPLETON 33 SOUTH RD TEMPLETON, MA 01468-1224 (978) 939-5638	Standard Delivery

Product	Unit Price	Qty	Subtotal
Precision 3431 Small Form Factor	**$906.08**	**2**	**$1,812.16**
Dell 22 Monitor - P2219H	**$141.99**	**4**	**$567.96**

Subtotal:	**$2,380.12**
Shipping:	**$0.00**
Non-Taxable Amount:	**$2,380.12**
Taxable Amount:	**$0.00**
Estimated Tax:	**$0.00**
Total:	**$2,380.12**

Special lease pricing may be available for qualified customers and offers. Please contact your DFS Sales
Representative for details.

Shipping Group Details

Shipping To	Shipping Method
ERIC BAKER TOWN OF TEMPLETON 33 SOUTH RD TEMPLETON, MA 01468-1224 (978) 939-5638	Standard Delivery

		Qty	Subtotal
Precision 3431 Small Form Factor Estimated delivery if purchased today: Dec. 02, 2019 Contract # 78afh Customer Agreement # ITC47	**$906.08**	**2**	**$1,812.16**

Description	SKU	Unit Price	Qty	Subtotal
Precision 3431 SFF CTO BASE	210-ASGZ	-	2	-
Intel Core i5-9600, 6 Core, 9MB Cache, 3.1Ghz, 4.6 Ghz Turbo w/UHD Graphics 630	338-BSBR	-	2	-
Dell Precision Tower Heatsink	412-AAOM	-	2	-
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	2	-
No AutoPilot	340-CKSZ	-	2	-
No Productivity Software	630-AAPK	-	2	-
Precision 3431 Tower with 200W up to 92% efficient PSU (80Plus Platinum) no SD card reader	321-BELY	-	2	-
16GB 2X8GB DDR4 2666MHz UDIMM Non-ECC Memory	370-AEFV	-	2	-
No Out-of-Band Systems Management	631-ACES	-	2	-
C4 M.2 SSD + 3.5 HD	449-BBMD	-	2	-
Intel Integrated Graphics	490-BBBS	-	2	-
M.2 256GB PCIe NVMe Class 40 Solid State Drive	400-BFGN	-	2	-
3.5 inch 1TB 7200rpm SATA Hard Disk Drive	401-ABQB	-	2	-
No Additional Hard Drive	401-AADF	-	2	-
No RAID	780-BBCJ	-	2	-
Integrated Intel SATA Controller	403-BBCE	-	2	-
Black Dell KB216 Wired Multi-Media Keyboard English	580-ADJC	-	2	-
Black Dell MS116 Wired Mouse	275-BBBW	-	2	-
Thank You for Choosing Dell	340-ADBJ	-	2	-
No Additional Network Card Selected (Integrated NIC included)	555-BBJO	-	2	-
Thank You for Choosing Dell	555-BBNG	-	2	-
Not selected in this configuration	817-BBBC	-	2	-
No Media Card Reader	385-BBBL	-	2	-
No PCIe add-in card	492-BBFF	-	2	-
ODD Bezel, Small Form Factor	325-BCXP	-	2	-
8x DVD+/-RW 9.5mm Optical Disk Drive	429-ABFH	-	2	-

US Power Cord	450-AHDU	-	2	-
Safety/Environment and Regulatory Guide (English/French Multi-language)	340-AGIK	-	2	-
Quick Setup Guide	340-CMPF	-	2	-
OS-Windows Media Not Included	620-AALW	-	2	-
ENERGY STAR Qualified	387-BBLW	-	2	-
Dell Precision Optimizer	640-BBRC	-	2	-
CMS Essentials DVD no Media	658-BBTV	-	2	-
Dell Developed Recovery Environment	658-BCUV	-	2	-
No FGA	817-BBBB	-	2	-
No Additional Port	492-BCLP	-	2	-
US Order	332-1286	-	2	-
No UPC Label	389-BCGW	-	2	-
Dell Precision TPM Info	340-ACBY	-	2	-
No Driver	555-BBNI	-	2	-
No Accessories	461-AABV	-	2	-
No Intel Rapid Start or Smart Connect	409-BBCF	-	2	-
No Security Software	650-AAJS	-	2	-
No Integrated Stand option	575-BBBI	-	2	-
Dell Digital Delivery Cirrus Client	340-AAUC	-	2	-
SupportAssist	525-BBCL	-	2	-
Waves Maxx Audio	658-BBRB	-	2	-
Dell Applications for Windows 10	658-BDYP	-	2	-
System Driver Precision 3431	658-BEIB	-	2	-
MOD,SHP MTL,PWS,P9,SFF,DAO	340-CBUS	-	2	-
SHIP,PWS,LNK,NO,NO,AMF	340-CBUU	-	2	-
MOD,LBL,REG,MEX,EPA,3431	389-DQMD	-	2	-
Intel(R) Core(TM) i5 Processor Label	340-CKVN	-	2	-
No Optane	400-BFPO	-	2	-
System Monitoring not selected in this configuration	817-BBSI	-	2	-
Dell Limited Hardware Warranty Plus Service	997-2808	-	2	-
ProSupport Plus: 7x24 Technical Support, 3 Years	997-2859	-	2	-
ProSupport Plus: Keep Your Hard Drive, 3 Years	997-2868	-	2	-
ProSupport Plus: Accidental Damage Service, 3 Years	997-2877	-	2	-
ProSupport Plus: Next Business Day Onsite, 3 Years	997-6820	-	2	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	2	-
External Speaker Not Included	520-AABF	-	2	-
			Qty	**Subtotal**
Dell 22 Monitor - P2219H Estimated delivery if purchased today: Nov. 11, 2019 Contract # 78afh Customer Agreement # ITC47		**$141.99**	**4**	**$567.96**
Description	**SKU**	**Unit Price**	**Qty**	**Subtotal**

Dell 22 Monitor - P2219H	210-AQBK	-	4	-
Dell Limited Hardware Warranty	814-9381	-	4	-
Advanced Exchange Service, 3 Years	814-9382	-	4	-

Subtotal:	**$2,380.12**
Shipping:	**$0.00**
Estimated Tax:	**$0.00**
Total:	**$2,380.12**

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at http://www.dell.com/terms or www.dell.com/oemterms); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions : Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms.

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^Dell Business Credit (DBC):
OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of $15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity: POLICE — Date Prepared: 110419

Contact Person — Phone Number

1. Project Title & Reference No.
MDT - UPGRADE

2. Form of Acquisition (check appropriate)
☒ Purchase ☐ Rental

3. Number of Units Requested
4

4. Cost

	Per Unit	Total
Purchase price or annual rental $		
Plus: Installation or other costs $		
Less: Trade-in or other discount $		
Net purchase Cost or annual rental $	5,849.55	$23,398.21

5. Purpose of Expenditure (check appropriate)
- ☒ Schedule replacement
- ☒ Present equipment obsolete
- ☐ Replace worn-out equipment
- ☐ Reduce personnel time
- ☐ Expanded service
- ☐ New operation
- ☐ Increased safety
- ☐ Improve proceedures, records, etc.

6. Number of Similar Items in Inventory 5

7. Estimated Use of Requested Item(s)
12 Months per year
52 Weeks per year
7 Days per week
24 Hours per day

Estimated useful life in years: 5-10 yrs

8. Replaced Item(s)

	Item	Make	Age	Maint Costs	Prior Year's Breakdowns	Rental Costs
A.	MOBILE DATA	PANASONIC	AT			
B.	TERMINALS	TOUGHBOOK	LEAST			
C.	(4)		10 YRS			
D.						
E.						

9. Recommended Disposition of Replacement Item(s)
☐ Possible use by other agencies ☐ Trade-in ☐ Sale

10. Sumitting Authority
Submitted by: MICHAEL R BENNETT — Date: 110419
Position: CHIEF OF POLICE

11. Reserved

23,398
+ 1,170 5%
24,568 say $24,750

ESTIMATE
EST-2148

Patrol PC
344 John L Dietsch Boulevard, Unit 1&2
North Attleboro, MA, US 02763
(508) 699-0458

Estimate Date: 2019-07-10
Expiry Date: 2019-09-08
Sale Agent: Ryan Garofano

Bill To
MA - Templeton PD
2 School St
Baldwinsville, MA, US, 01436

Ship To
MA - Templeton PD
2 School St
Baldwinsville, MA, US, 01436

#	Item	Description	Rate	Qty	Amount
1	**MNT-AP-5120-PPC**	Adaptor Plate for PatrolPC® on TM-512x series mounts	49.00	4	196.00
2	**MNT-VEH-TM-5126-PIU**	On-Dash Mount with Single Arm / Double Pivot and G.R.I.P. Tilt/Swivel for Display/Tablet and Keyboard Mount with Double Arm and G.R.I.P. Tilt/Swivel for Ford Police Interceptor UTILITY, Adapter Plate sold separately. (YEAR)(MAKE)(MODEL)(CONSOLE) (1) 2017 (2) 2015 (1) 2018	515.00	4	2,060.00
3	**KBD-TG3-BLT-X3818**	Rugged Backlit Keyboard - TG3 KBA-BLT-X3818 82 Backlit Red Illuminated Keyboard with Touchpad / Coiled Cord - 3 Year manufacturer's warranty. (KBA-BLT-5RBUVS-BKC)	230.00	4	920.00
4	**RH-M1**	RhinoTab M1 (12.1" Sunlight Readable Display - 1200 NITS+, Projected Capacitive Touch Screen, Internal Battery, Ambient Light Sensor, WIFI 802.11 2.45GHz B/G/N/AC + BlueTooth, GPS, Front 2MP Camera, Rear 5MP Camera w/ Flash, Dual Digital Microphones, Stereo Speakers)	3,199.00	4	12,796.00
	MotherBoard: MB-i5-RH-M1	Motherboard [i5]: Intel Core i5-5300U Processor (2.3GHz/2.7GHz, 3MB Cache, 2 Core, HD5500 Graphics, 2 USB 3.0 ports, 2 mPCIe half card slots, TPM v2.0)	0.00	4	0.00
	RAM: RAM-8GB-DDR3	8GB DDR3-1600 RAM	0.00	4	0.00
	Hard-Drive: SSD-240GB-MSATA	240GB mSATA 6GB/sec SSD	0.00	4	0.00
	Operating System: OS-W10ENT64-RH-M1	Windows 10 IoT Enterprise 64 Bit Operating System for RH-M1 w/ CBB License.	209.00	4	836.00
	Overlay: OVERLAY-S-RH-M1	Standard RhinoTab Bezel Overlay Package	0.00	4	0.00
	Cellular: CELL-VER-RH-M1	Internal Verizon 4G LTE Cellular Modem (w/ Internal Antenna)	445.00	4	1,780.00
	Warranty: WRNT-3YR-RH-M1	3 Year RhinoTab Computer Warranty (Tablet Only)	0.00	4	0.00
	Carrying Method: ACC-HANDLE-RH-M1	RhinoTab Side-Mount Rhino Handle	30.00	4	120.00
5	**ANT-AP-CC-Q-S22-xx**	Antenna Plus - MIMO LTE/Cellular /PCS Combo Antenna - Threaded Bolt Mount. Omni-Directional 3dB Gain, (2) SMA Male, Black - 1 year manufacturer's warranty	129.00	4	516.00
6	**INST-ANT-ALQ**	Antenna Install	100.00	4	400.00
7	**INST-CMP-CPF**	Computer Install	350.00	4	1,400.00
8	**RD-V-1**	RhinoTab Value Dock (1 10/100/1G Ethernet, 4 USB 3.0, 4 RF Pass-Thru, 2 Ports for External Power Control and Ignition Sense)	499.00	4	1,996.00
	Power Cable: CBL-PWR-6FT-NC	6 FT Fused Power Cable	0.00	4	0.00
	Warranty: WRNT-3YR-RD-V-1	3 Year RhinoTab Dock Warranty (RD-V-1 Dock Only)	0.00	4	0.00

Sub Total	23,020.00
Shipping Cost	378.21
Total	23,398.21

Will a matching purchase order be issued for this order? YES ☐ NO ☐

When will vehicles be available for installation? _____

Printed Name: _____

Rank: _____

Date of Approval: _____

_____

Signature of Approval

Terms & Conditions:

Unpaid balances accrue 1.5% interest per month.

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity: POLICE

Date Prepared:

Contact Person:

Phone Number:

1. Project Title & Reference No.
SIMULATION FIREARMS TRAINING

2. Form of Acquisition (check appropriate)
☒ Purchase ☐ Rental

3. Number of Units Requested
(1) SQUAD PACKAGE

4. Cost

	Per Unit	Total
Purchase price or annual rental $		
Plus: Installation or other costs $		
Less: Trade-in or other discount $		
Net purchase Cost or annual rental $	4,205.00	

5. Purpose of Expenditure (check appropriate)
- ☐ Schedule replacement
- ☐ Present equipment obsolete
- ☐ Replace worn-out equipment
- ☐ Reduce personnel time
- ☐ Expanded service
- ☒ New operation
- ☐ Increased safety
- ☐ Improve proceedures, records, etc.

6. Number of Similar Items in Inventory Ø

7. Estimated Use of Requested Item(s)
- ____ Months per year
- ____ Weeks per year
- ____ Days per week
- ____ Hours per day

Estimated useful life in years: 10 YRS APPROX.

8. Replaced Item(s)

Item	Make	Age	Prior Year's Maint Costs	Prior Year's Breakdowns	Prior Year's Rental Costs
A.					
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)
☐ Possible use by other agencies ☐ Trade-In ☐ Sale

10. Sumitting Authority
Submitted by: MICHAEL R. BLANKETT
Date: 110419
Position: CHIEF OF POLICE

11. Reserved

4,205
+ 210 5%
4,415 say $4,500

FREE T&E PACKAGE
FIRETEAM PACKAGE
20% DISCOUNT
IMAGE BUNDLE $3,655
4 PC LM4 PROFESSIONAL TRAINING RIFLES
4 PC ADAPTIVE TRAINING PISTOLS (ATP)
8 PC LM4 SPARE MAGAZINES
8 PC ATP SPARE MAGAZINES
3 PC BIODEGRADABLE BB'S (5K)
24 CT GREEN GAS
1 PC BB SPEED LOADER
STARTING AT $2,585
SQUAD PACKAGE
25% DISCOUNT
IMAGE BUNDLE $5,525
8 PC LM4 PROFESSIONAL TRAINING RIFLES
8 PC ADAPTIVE TRAINING PISTOLS (ATP)
8 PC LM4 SPARE MAGAZINES
8 PC ATP SPARE MAGAZINES
3 PC BIODEGRADABLE BB'S (5K)
36 CT GREEN GAS
2 PC BB SPEED LOADER
STARTING AT $4,205
EMAIL US @
LE.SALES@FWAUSA.COM
(626) 581-1777

MS4

FORM A
CAPITAL PROJECT REQUEST
(Excluding Equipment)

1

Department & Activity: DPW
Contact Person: Bob Szwik
Date Prepared: 11-8-19
Phone Number: 978-939-3278

1. Project Title: MS4 Storm water management

2. Purpose of Project Request Form (Check One)
- [ ] Add a new item to the program
- [ ] Delete an item in a year already a part of the program
- [x] Modify a project already in the adopted program

3. Department Priority:

4. Location: Town of Templeton

5. Description: See Attached Memo

6. Justification & Useful Life: Keeps Templeton in good standings Year to Year

7. Cost & Recommended Sources of Financing

BUDGET FY	TOTAL*
Program year FY 2021	25,000.00
Program year FY	
Program year FY	
Program year FY	
Program year FY	
Program year FY	
TOTAL SIX YEARS	
After Sixth Year	

RECOMMENDED SOURCES OF FINANCING

If adjusted for inflation, indicate adjustment percentage here:
*Interest cost not included.

8. Net Effects on Operating Costs (+/-)

Direct Costs	
personnel: number	
$ amount	
purchase of service	
materials & supplies	
equipment purchases	
utilities	
other	
Subtotal ( )	
Indirect Operating Costs	
fringe benefits	
general admin. Costs	
other	
Subtotal ( )	
Total Operating Cost	
Debt Service (P&I)	
Total Operating Cost	

9. Net Effect on Municipal Income (+/-)

taxes	
other income	
Subtotal	
gain from sale of replaceable assets	
Total	

10. Submitting Authority

Bob Szwik — 11-8-19
Submitted by — Date

DPW Director
Position

Signature

11. Reserved

TOWN OF TEMPLETON
Department Of Public Works
381 Baldwinville Road
TEMPLETON, MASSACHUSETTS 01468
TEL: (978) 939-8666

Date: 11-8-19

To: Capital Planning Board

MS-4

I would like to have the continuous monies approved for the following years for Templeton to hire a consultant to continue keeping us in good standings with the Storm Water Management Program. This is mandated by the state. This is a lot of work which involves many departments. This year is our first year and is running so smoothly compared to the past.
Few highlights of the Storm water Management Program are.

- Develop written SWMP (stormwater management program)
- Develop written IDDE program (Illicit discharge detection and elimination program)
- Outfall/catchment priority ranking
- Annual employee training
- Prepare annual report
- Deliverables

Bob Szocik
DPW Director Of Templeton

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity: Highway
Contact Person: Bob Szecik
Date Prepared: 11-15-19
Phone Number: 978-939-3278

1. Project Title & Reference No.
Lowboy Plow / Sander Truck

2. Form of Acquisition (check appropriate)
- [x] Purchase
- [ ] Rental

3. Number of Units Requested

4. Cost

	Per Unit	Total
Purchase price or annual rental $		234,887.00
Plus: Installation or other costs $		
Less: Trade-in or other discount $		0
Net purchase Cost or annual rental $		234,887.00

5. Purpose of Expenditure (check appropriate)
- [x] Schedule replacement
- [ ] Present equipment obsolete
- [ ] Replace worn-out equipment
- [ ] Reduce personnel time
- [ ] Expanded service
- [ ] New operation
- [ ] Increased safety
- [ ] Improve procedures, records, etc.

6. Number of Similar Items in Inventory 1

7. Estimated Use of Requested Item(s)
12 Months per year
____ Weeks per year
____ Days per week
____ Hours per day

Estimated useful life in years: 15 to 20

8. Replaced Item(s)

	Item	Make	Age	Maint Costs	Prior Year's Breakdowns	Rental Costs
A.						
B.						
C.						
D.						
E.						

9. Recommended Disposition of Replacement Item(s)
- [x] Possible use by other agencies
- [ ] Trade-In
- [ ] Sale

10. Sumitting Authority
Submitted by: Robert Szecik
Date: 11-15-19
Position: DPW Director

11. Reserved

6 wheel Plow / Sand Truck

MACK

Pricing Summary

GRANITE 42FR

VEHICLE PRICE

	$142,237.00
EXTERNAL LOCALS	
J.C Madigan INC - See quote for updated list	$92,650.00
TOTAL VEHICLE PRICE	$234,887.00
TOTAL FRET EXEMPT ITEMS *INCL TOTAL SOFT OFFERS AND WARRANTY	$0.00

TAX SUMMARY

	AMT. SUBJECT TO TAX	
FRET (12%)	N/A	$0.00
TOTAL TAX		$0.00
TOTAL SELLING PRICE (PER UNIT)		$234,887.00

TEMPLETON DATE

BALLARD MACK SALES & SERVICE, INC. DATE

$234,887.00
12,744.00
246,631
$247,500
Dif

To: Carter Terenzini and the Templeton Select Board

From the office of, DPW Director Bob Szocik

Date: 2/7/2019

Subject: Street signs

I am writing you in regards to the street signs. When I first started here this was one of the problems I noticed right off. The signs that are currently out there now are very out dated and a lot are rusted, bent and have hardware problems, as well as being out of compliance.

In 2008 the Federal Highway Administration (FHWA) changed street sign standards by requiring an increased size of sign and lettering, as well as retro-reflectivity. The FHWA establishes standards for municipal state and federal highways. These standards are known as the "Manual Uniform Traffic Control Devices" (MUTCD) allowed for a five-year implementation period for compliance to the standards. This project has been over looked and is way overdue. This was not done in the 5 year period given. This project would be over a 3 to 4 year project, unless voted differently.

Signs being replaced would be 540 signs which would be 9" extruded blade, double sided, white lettering and border with green overlay, high intensity prismatic, 6"initial capital – lower case lettering for main name, 4" capital lettering for suffix. This is the newest standards. Along with changing the sign post to 2.25" x 2.25" x 10' square post with breakaway mounting system. This also includes all brackets and swivel brackets for mounting extruded blade signs with nuts and bolts.

The new signs would be installed at the intersections of all town and state roads, and private roads. The roads that are private roads will now have the designation PVT at the end of the road name to clearly identify they are not public roads. All roads will be included in Templeton. This will put Templeton in compliance with State and will be in a well uniformed appearance.

Total estimate of the project $85,741.20

Three-year program would cost $28,580.40/year

Four-year program would cost $21,435.30/year

Stay Safe
TRAFFIC PRODUCTS, INC.

38 Lowell Road, Westford, MA 01886

Phone: (978) 692-2114 Toll-Free: (866) 692-2114
StaySafeTraffic@aol.com www.StaySafeTraffic.com

December 26, 2018

Mr. Bob Szocik, Director
Town of Templeton
Department of Public Works
381 Baldwinville Road
Templeton, MA 01468

Links
MUTCD

Dear Bob,

Stay Safe Traffic Products, Inc. is pleased to present to you the following pricing information for producing street name signs and providing posts and brackets for installation. This pricing is consideration of a three-year fulfillment plan based on quantities of 540 pieces each. *All products will be furnished in accordance to the Commonwealth of Massachusetts Department of Transportation state specifications, which meet or exceed that of Federal Highway (2018).* Suffix 3"

Street Name Sign specification:
9" extruded blade, double sided, white lettering and border with green overlay, high intensity prismatic, 6" initial capital – lower case lettering for main name; 4" initial capital lettering for suffix

Average pricing (estimation only):	**$58.08/each	x 540 =	$31,363.20

Posts:
2.25" x 2.25" x 10' square tube with 2.5" x 2.5" x 3' square sleeve and connecting hardware, galvanized

**$79.20/set	x 540 =	$42,768.00

Brackets:
12" jumbo brackets, various including cap, cross and adjustable

**$21.50/each	x 540 =	$11,610.00
	Total Estimation of Program:	**$85,741.20**

**This pricing may fluctuate 2% – 7% over the next 3 years depending on impending steel tariffs and other global-economic factors; we will do our best to stay within or under this margin.
*Freight will be charged as incurred; for all Post deliveries freight will be $70/order

Thank you for considering Stay Safe Traffic Products, Inc.

3 yrs
28,580.40
4 yrs 21,435.30

Respectfully Submitted,

Catherine D. Schoenenberger
President
Stay Safe Traffic Products, Inc.

Via email: DPWDirector@templeton1.org

Discussion Paper
Re: Allocation of Chapter 90 Funds
FY2021

The intent of this memo is to propose a method of allocating the use of Chapter 90 funds that the town shall receive to provide for an orderly planned use of its annual allocation.

Routine Maintenance and Crack Sealing 8%

(crack sealing, minor localized repair, and the like)
Defined as regularity used on roads in reasonably good condition to prevent deterioration from the normal effects of the traffic and pavement age.

Routine Drainage Improvements 2%

Defined as adding drainage improvements, runoffs, adding and repairing catch basins, and drainpipes.

Equipment for Routine Road Maintenance 8%
(hot box, cut saw, plate compactor, 2-3-ton roller, cement mixer, trailer and the like but in no event rolling stock expand)

Defined as essential equipment necessary to carry out routine road maintenance.

Safety 2%
(re-alignments, guardrails, signage, and the like)

Defined as improvements to the public way that enhance protection and standards in accordance to Mass DOT regulations.

Preventative Maintenance 3%
(full depth utility patching, minor leveling, thin lift overlay, chip seal, and the like)

Defined as a road in need of preventative maintenance that is in the critical zone of pavement deterioration.

Structural Improvements 35%
(overlay additional thickness, chip seal, and the like)

Defined as keeping the shape of the road contour and thickness to resist traffic loading.

Reconstruction 32%
(complete reconstruction, full depth reclamation, and the like)

Defined as complete reconstruction and full depth reclamation as road exhibits a weakened pavement base layer.

Emergency 5%
(washouts, sink holes, catch basins/drainage failure and the like)

Defined as a critical situation that requires immediate attention and action to preserve infrastructure/public roadway.

Engineering 5%
(used for any structural changes, drain improvements, public roadway design, guard rail, intersection, alignments or the like if needed for grants)

Defined as necessary for the professional services required of a town.

Templeton DPW
Chapter 90

X Indicates work being done in 2020

Balance Unspent approx		**128,917**	
New FY21		334,000	
Total available	-	**462,917**	*total w/out orchard lane*

Routine Maintenance & Localized repairs, Crack Sealing				
	Length (FT)	**According to PMS**		**Allowed**
Baldwinville Rd	18,837	89,099		35,000
Total	18,837		-	**35,000**

Drainage Improvements				
	Length (FT)	**Allowed**		
Main St	100			
N. Main St	300			
Gavins Rd	100			
Lord Rd	200			
Shady Ln	100			
Prospect St	100			
Turner St	100			
Total	**1,000**	-	-	**10,000**

Equipment for Routine Road Maintenance				
Small Roller				34,000
Total	-	-	-	**34,000**

Safety; Re-alignment Guard Rails, Signage, Guard Rail Repair & Replace				
Partridgeville Rd				2,500
Harley Hill Rd				5,500
Total	-	-	-	**8,000**

Preventative Maintenance; Leveling & Chip				
	Length (FT)			
South Rd. (Leveling)	1,200			12,000

Total	1,200	-	-	**12,000**

Structural Improvements; Overlay				
	Length (FT)			
Partridgeville Rd	1,800			45,000
Main St.	1,600			55,000
Brooks Rd.	2,000			63,917
Brooks Village Rd.	600			???
Total	6,000	-	-	**163,917**

Reconstruction; Full Depth Reclamation				
Base & Top Coat	**Length (FT)**			
Turner Lane	2,250			150,000
Orchard Lane	1,600	deducted 2020		125,000
Total	2,250	-	-	**150,000**
Emergency				
Total				**25,000**
Engineering				
Total				**25,000**
Grand Total				**462,917.00**

[Note: Inclusion of any road or intersection on this list was based upon a condition assessmnet and budget estimate prepared in September 2018. It is no gaurantee of work being undertaken on the identified roadway. Final construction decisions are made upon the acquisition of needed easements or right way, detailed engineering and actual bids received with work deletions or additions based upon the final bids.]

Work Approved by Carter to be done in 2020	
Crack Sealing	
Sub-total	-

Shim & Leveling	
Sub-total	-

Overlay	
Sub-total	-

Full Depth Reclamation	
Sub-total	-

Total work approved by Carter to be done in 2020	-

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity: Highway
Date Prepared: 11-8-19
Contact Person: Bob Szewik
Phone Number: 978-939-3278

1. Project Title & Reference No.
Rubber tire Backhoe

2. Form of Acquisition (check appropriate)
☒ Purchase ☐ Rental

3. Number of Units Requested

4. Cost

	Per Unit	Total
Purchase price or annual rental $		117,000.00
Plus: Installation or other costs $		
Less: Trade-in or other discount $	Trade In old Grader	
Net purchase Cost or annual rental $		

5. Purpose of Expenditure (check appropriate)
- ☐ Schedule replacement
- ☐ Present equipment obsolete
- ☒ Replace worn-out equipment
- ☐ Reduce personnel time
- ☒ Expanded service
- ☒ New operation
- ☐ Increased safety
- ☐ Improve procedures, records, etc.

6. Number of Similar Items in Inventory _____

7. Estimated Use of Requested Item(s)
12 Months per year
____ Weeks per year
____ Days per week
____ Hours per day

Estimated useful life in years: 15 to 20

8. Replaced Item(s)

Item	Make	Age	Maint Costs	Prior Year's Breakdowns	Rental Costs
A. Grader	Galion 870	25 yrs		Several	
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)
☐ Possible use by other agencies ☒ Trade-in ☐ Sale

10. Sumitting Authority
Submitted by: Robert Szewik
Date: 11-8-19
Position: DPW Director

11. Reserved

Milton CAT

Massachusetts & RI Locations:

100 Quarry Dr.
Milford, Ma. 01757

84 Concord St.
N. Reading, Ma. 01864

14 Kendrick Rd., Rte 28
Wareham, Ma. 02571

2158 Plainfield Pike
Cranston, RI. 02920

Southworth-Milton, Inc.
www.miltoncat.com

Budget Quotation

DATE: November 4, 2019

Town of Templeton DPW
381 Baldwinville Rd.
Templeton, Ma. 01468
Bob Szocik

State Contract: ***FAC88***

Qty	Description	List Price	State Contract Price
1	**New 2019 CAT 420F2-IT Backhoe loader with:**	$ 155,000.00	$ 116,900.00
	Deluxe Cab with heat and AC, 4WD with AWD braking in 2WD		
	Ride Control, E-stick, IT quick coupler with Aux hydraulics		
	Backhoe quick coupler with 24" and 12" HD Bucket, 36" Ditching bucket		
	1.3 yd GP bucket, Rear Aux hydraulics, Hydraulic Thumb		
	2 Front and 2 Rear LED Safety Lights, Autoshift Transmission		
	Cold Weather Package, 48" Forks		
	3 Year-1000 hour Full Warranty, Delivery and Training		
	BKT Road tires filled		

Total State Contract Delivered Price: $ 116,900.00

Tom Benedetti Jr
Governmental and State Sales
Mobile Phone: 774-258-1636
Fax: 774-907-3062
tom_benedetti@miltoncat.com

FORM A
CAPITAL PROJECT REQUEST
(Excluding Equipment)

Department & Activity: DPW
Contact Person: Bob Szcik
Date Prepared: 11-25-19
Phone Number: 978-939-3275

1. Project Title: Royalston Rd Titles/Appraisals

2. Purpose of Project Request Form (Check One)
- [x] Add a new item to the program
- [ ] Delete an item in a year already a part of the program
- [ ] Modify a project already in the adopted program

3. Department Priority:

4. Location: Royalston Rd

5. Description: Monies for Royalston Rd To cover Titles + Appraisal process.

6. Justification & Useful Life: To move forward to 75% completion

7. Cost & Recommended Sources of Financing

BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY 2021	85,000	
Program year FY		
Program year FY		
Program year FY		
Program year FY		
Program year FY		
TOTAL SIX YEARS		
After Sixth Year		

If adjusted for inflation, indicate adjustment percentage here:
*Interest cost not included.

8. Net Effects on Operating Costs (+/-)

Direct Costs
- personnel: number
- $ amount
- purchase of service
- materials & supplies
- equipment purchases
- utilities
- other
- Subtotal ( )

Indirect Operating Costs
- fringe benefits
- general admin. Costs
- other
- Subtotal ( )

Total Operating Cost
Debt Service (P&I)
Total Operating Cost

9. Net Effect on Municipal Income (+/-)
- taxes
- other income
- Subtotal
- gain from sale of replaceable assets
- Total

10. Submitting Authority
Bob Szcik 11-25-19
Submitted by Date
DPW Director
Position
Signature

11. Reserved

TOWN OF TEMPLETON
Department Of Public Works
381 Baldwinville Road
TEMPLETON, MASSACHUSETTS 01468
TEL: (978) 939-8666

Date: 11-18-19

To: Capital Planning Board

Royalston (Route 68) Road Project

Royalston Rd. is moving towards 75% in being ready for 2024 / 2025 Carter, Adam Bob Szocik and Nicholas Lapointe with Aron Keegan from Fuss& Oneill had a meeting 11/13/19 in moving forward to 75%

After meeting we were informed we will need $25,000.00 come spring for Titles and Appraisals and for non participating right of way cost.

Thank You
Bob Szocik
Templeton DPW Director

CAT

Massachusetts & RI Locations:

100 Quarry Dr.
Milford, Ma. 01757

84 Concord St.
N. Reading, Ma. 01864

14 Kendrick Rd., Rte 28
Wareham, Ma. 02571

2158 Plainfield Pike
Cranston, RI. 02920

Southworth-Milton, Inc.
www.miltoncat.com

Small Roller
+
Trailer 1.5 Tons

Budget Quotation

DATE: November 4, 2019

State Contract: **MDOTWESTON061**

Town of Templeton DPW
381 Baldwinville Rd.
Templeton, Ma. 01468
Bob Szocik

Qty	Description	List Price	State Contract Price
1	New Cat CB1.8 asphalt roller with foldable ROPS 1 year full warranty, Delivery and training	$ 36,180.00	$ 29,500.00
1	tilt deck trailer		$ 6,000.00
Trade:			
-1	1 ton roller as is		$ (500.00)
-1	2.5 ton roller as is		$ (1,000.00)

Total State Contract Delivered Price: $ 34,000.00

Tom Benedetti Jr
Governmental and State Sales
Mobile Phone: 774-258-1636
Fax: 774-907-3062
tom_benedetti@miltoncat.com

Leaf Vac

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity: Buildings & Grounds — Date Prepared: 11-20-19

Contact Person: Bob Stacik — Phone Number: 973-435-3278

1. Project Title & Reference No.
Leaf Vac

2. Form of Acquisition (check appropriate)
☒ Purchase ☐ Rental

3. Number of Units Requested
1

5. Purpose of Expenditure (check appropriate)
- ☐ Schedule replacement
- ☐ Present equipment obsolete
- ☐ Replace worn-out equipment
- ☐ Reduce personnel time
- ☐ Expanded service
- ☒ New operation
- ☐ Increased safety
- ☐ Improve procedures, records, etc.

4. Cost

	Per Unit	Total
Purchase price or annual rental $		7,445.00
Plus: Installation or other costs $		
Less: Trade-in or other discount $		0
Net purchase Cost or annual rental $		7,445.00

6. Number of Similar Items in Inventory 0

7. Estimated Use of Requested Item(s)
4 Months per year
___ Weeks per year
___ Days per week
___ Hours per day

Estimated useful life in years: 7 to 10

8. Replaced Item(s)

	Item	Make	Age	Maint Costs	Prior Year's Breakdowns	Rental Costs
A.						
B.						
C.						
D.						
E.						

9. Recommended Disposition of Replacement Item(s)
☐ Possible use by other agencies ☐ Trade-In ☐ Sale

10. Sumitting Authority
Submitted by: Robert Stacik — Date: 11-20-19
Position: DPW Director

11. Reserved

JOHN DEERE

Leaf Vac

Quote Summary

Prepared For:
Town Of Templeton
39 Bridge St
Baldwinville, MA 01436
Business: 978-939-8462

Prepared By:
Dave Mansfield
Padula Bros., Inc.
700 Fort Pond Road
Lancaster, MA 01523
Phone: 978-537-3356
davem@padbros.com

Quote Id: 20751934
Created On: 05 November 2019
Last Modified On: 05 November 2019
Expiration Date: 04 December 2019

Equipment Summary	Selling Price		Qty		Extended	
LITTLE WONDER 13HP HONDA WALK BEHIND DEBRIS BLOWER	$ 1,615.00	X	1	=	$ 1,615.00	Blower
LITTLE WONDER MONSTER 29HP TRAILER TRUCK LOADER	$ 7,445.00	X	1	=	$ 7,445.00	Leaf vac
Equipment Total					**$ 9,060.00**	

Quote Summary	
Equipment Total	$ 9,060.00
SubTotal	$ 9,060.00
Est. Service Agreement Tax	$ 0.00
Total	$ 9,060.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	**$ 9,060.00**

7,445
+ 500 Material For Box For 1 Toy
7,945
+ 800 10%
8,745

Say $9,000

Salesperson : X_____ **Accepted By : X**_____

Confidential

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity: Buildings & Grounds
Contact Person: Bob Szecik
Date Prepared: 11-20-19
Phone Number: 978-939-3278

1. Project Title & Reference No.
Utility Trailer

2. Form of Acquisition (check appropriate)
☒ Purchase ☐ Rental

3. Number of Units Requested

4. Cost

	Per Unit	Total
Purchase price or annual rental $		6,500.00
Plus: Installation or other costs $		
Less: Trade-in or other discount $		
Net purchase Cost or annual rental $		6,500.00

5. Purpose of Expenditure (check appropriate)
- ☒ Schedule replacement
- ☐ Present equipment obsolete
- ☐ Replace worn-out equipment
- ☐ Reduce personnel time
- ☐ Expanded service
- ☐ New operation
- ☐ Increased safety
- ☐ Improve procedures, records, etc.

6. Number of Similar Items in Inventory 1

7. Estimated Use of Requested Item(s)
2 Months per year
___ Weeks per year
___ Days per week
___ Hours per day

Estimated useful life in years: 10 yrs

8. Replaced item(s)

Item	Make	Age	Maint Costs	Prior Year's Breakdowns	Rental Costs
A. Black utility trailer	N/A	old		occasionally	
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)
☒ Possible use by other agencies ☐ Trade-In ☐ Sale

10. Sumitting Authority
Submitted by: Robert Szecik
Date: 11-20-19
Position: DPW Director

11. Reserved

Orchard Hill Farm Equipment, Inc.

1210 Federal Street
Belchertown, MA 01007

Trailer
B+G

Estimate

Date	Estimate #
11/7/2019	260

Name / Address
Templeton DPW

Project

Description	Qty	Cost	Total
2020 Sure-Trac 7 x 20 Tube Top Utility Trailer Model# ST8220TAT-B-100 Color: Black VIN# 5JW1U2027L1273824 9900GVW Comes with all standard options	1	6,500.00	6,500.00
Additional Options Include: HD Spring Loaded Ladder Ramps w/ legs Factory Drop-In Tongue Tool Box 2 Blower Racks Trimmer Holding Rack			
Sales Tax		6.25%	0.00
		Total	$6,500.00

Customer Signature _____

Zero Turn

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity: Building + Grounds Date Prepared: 11-21-19
Contact Person: Bob Szocik Phone Number: 978-939-3278

1. Project Title & Reference No.
60" Zero Turn mower

2. Form of Acquisition (check appropriate)
☒ Purchase ☐ Rental

3. Number of Units Requested
1

4. Cost

	Per Unit	Total
Purchase price or annual rental $		13,096.00
Plus: Installation or other costs $		
Less: Trade-in or other discount $		N.A
Net purchase Cost or annual rental $		13,096.00

5. Purpose of Expenditure (check appropriate)
- ☒ Schedule replacement
- ☐ Present equipment obsolete
- ☐ Replace worn-out equipment
- ☐ Reduce personnel time
- ☐ Expanded service
- ☐ New operation
- ☐ Increased safety
- ☐ Improve procedures, records, etc.

6. Number of Similar Items in Inventory
1

7. Estimated Use of Requested Item(s)
6 Months per year
___ Weeks per year
___ Days per week
___ Hours per day

Estimated useful life in years: 5 yrs

8. Replaced Item(s)

	Item	Make	Age	Maint Costs	Prior Year's Breakdowns	Rental Costs
A.	Zero Turn	John Deere	6			
B.						
C.						
D.						
E.						

9. Recommended Disposition of Replacement Item(s)
☐ Possible use by other agencies ☒ Trade-In ☐ Sale

10. Sumitting Authority
Submitted by: Robert Szocik Date: 11-21-19
Position: DPW Director

11. Reserved

$13,096
655
$13,751
say $13,750

60" O-Turn

Fairbanks Power Equipment

799 River Street
Fitchburg, MA 01420
Phone: (978) 627-3606

Invoice Estimate 22763

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. Restocking fee of 10% on all electrical parts.

Bill To	Ship To
Town of Templeton 381 Baldwinville Rd Templeton, MA 01468	

Customer	Contact	Customer Tax Number	Phone	Cell Phone	Transaction	PO Number
6882			(978) 939-3568		Estimate	

Counter Person	Sales Person	Date Printed	Reference	Email Address	Department
House Account	House Account	11/01/19	22763		Counter Sales

Part Number	Line	Description	Ordered	B/O'd	Shipped	List	Net Each	Amount
79216400	GRAP	KIT 60 BAGGER	1		1	$199.95	$156.00	$156.00

Model	Line	Description	Ordered	B/O'd	Shipped	List	Net	Amount
992275	GRAW	Gravely ProTurn460	1		1	$12,599.00	$10,940.00	$10,940.00
892051	GRAW	Rear 3-B Bagger	1		1	$2,599.99	$2,000.00	$2,000.00

Invoice Total	$13,096.00
Sales Tax	$0.00
Grand Total	$13,096.00

13,096
+ 654 5%
$13,750

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. Restocking fee of 10% on all electrical parts.

Notes:

Customer acknowledges receipt thereof:

Small Dump Body CD-5

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity: Building + Grounds
Date Prepared: 11-8-19
Contact Person:
Phone Number: 978-939-3278

1. Project Title & Reference No.
CD-5 Dump Body Replacement

2. Form of Acquisition (check appropriate)
☒ Purchase ☐ Rental

3. Number of Units Requested

4. Cost

	Per Unit	Total
Purchase price or annual rental $		$8,500.00
Plus: Installation or other costs $		
Less: Trade-in or other discount $		old body Scrap
Net purchase Cost or annual rental $		

5. Purpose of Expenditure (check appropriate)
- ☐ Schedule replacement
- ☐ Present equipment obsolete
- ☒ Replace worn-out equipment
- ☐ Reduce personnel time
- ☐ Expanded service
- ☐ New operation
- ☒ Increased safety
- ☐ Improve procedures, records, etc.

6. Number of Similar Items in Inventory 0

7. Estimated Use of Requested Item(s)
12 Months per year
___ Weeks per year
___ Days per week
___ Hours per day

Estimated useful life in years: 10 to 15

8. Replaced Item(s)

	Item	Make	Age	Prior Year's Maint Costs	Prior Year's Breakdowns	Prior Year's Rental Costs
A.						
B.						
C.						
D.						
E.						

9. Recommended Disposition of Replacement Item(s)
☐ Possible use by other agencies ☐ Trade-in Scrap ☐ Sale

10. Sumitting Authority
Submitted by: Robert Szewik
Date: 11-8-19
Position: DPW Director

11. Reserved

8,500
425 5%
8,925
say $9,000

CD5 Body

ORDER ENTRY # _____

DONOVAN EQUIP. CO., INC.

QUOTATION

6 ENTERPRISE DRIVE
LONDONDERRY, NH 03053
PHONE: 603-669-2250
FAX: 603-669-0501
DATE: 11/4/19

P.O. # _____

QUOTE / ORDER # **SC11046**

CUSTOMER: **T/O TEMPLETON MA**
CONTACT: CHAD
ADDRESS: 381 BALDWINVILLE RD
TEMPLETON MA 01468
PHONE: 978-424-5679
EMAIL: CCOSTA@TEMPLETONMA.GOV

TRUCK INFO:
VIN # : _____
YEAR: 2011
MAKE: FORD
MODEL: F350
CA/CT: 60"
TRANS:

BODY SR. # _____ **HOIST SR. #** _____

COLOR: BLACK

"GODWIN" 9' X 7' DUMP BODY # 184-U 13" SIDES 19" TAILGATE

10 GA HI-TENSILE STEEL CONSTRUCTION THROUGH OUT
SLOPING RUB RAILS – TARP RAILS – 3 VERT. POSTS & BOX TOP RAIL
FULL DEPTH REAR CORNER POST WITH FULL WIDTH APRON
3 PANEL TAILGATE W/ QUICK RELEASE LATCH SYSTEM
3" STRUCTURAL CHANNEL CROSSMEMBERS 12" ON CENTERS
6" STRUCTURAL CHANNEL LONGITUDINGALS
24" CAB PROTECTOR W/ SCREEN

GS-615SF SINGLE PISTON SCISSOR HOIST WITH FULL SUB-FRAME
9/11 TON LIFT CAPACITY – **12 VOLT ELECTRIC PACK- S/A**
SAFETY PROP / BACKUP ALARM & BODY UP ALARM
SET OF FRONT & REAR MUD FLAPS
ALL LIGHTS & REFLECTORS TO MEET FMVSS-108
BODY PAINTED ONE STANDARD COLOR – SINGLE STAGE ONLY (NO CLEAR COAT)
COLOR MATCH NOT GUARANTEED
INSTALLED ---------- $ 8,150.00
OPTIONS:
☒ MANUAL CRANK W/ MESH NET ---------- $ 250.00
TOTAL- $ 8,400.00

I HAVE READ AND APPROVED THE ABOVE QUOTATION AND
HEREBY AUTHORIZE YOU TO COMPLETE THE WORK.

CUSTOMER SIGNATURE: _____ **DATE:** _____.
NOTE: PAYMENT IS DUE IN FULL UPON DELIVERY. NO CREDIT CARDS ACCEPTED.

QUOTE GOOD FOR 30 DAYS.

QUOTED BY: SCOTT COVATIS

FORM A
CAPITAL PROJECT REQUEST
(Excluding Equipment)

Department & Activity: Buildings + Grounds
Contact Person: Bob Szacik
Date Prepared: 11-14-19
Phone Number: 975-939-3278

1. Project Title: Metal Roof Repair

2. Purpose of Project Request Form (Check One)
- [x] Add a new item to the program
- [ ] Delete an item in a year already a part of the program
- [ ] Modify a project already in the adopted program

3. Department Priority: Buldwsville Rec Rec Station

4. Location: Elm / School St.

5. Description: Metal Roof is Rusting around Screw holes and other Areas. Screws were put in to tight concaving around Screwers This is a well Needed Repair.

6. Justification & Useful Life: This Repair will buy us 5 to 10yrs This Repair is needed ASAP.

7. Cost & Recommended Sources of Financing

BUDGET FY		TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY	2021	$15,800.00	
Program year FY			
Program year FY			
Program year FY			
Program year FY			
Program year FY			
TOTAL SIX YEARS			
After Sixth Year			

If adjusted for inflation, indicate adjustment percentage here:
*Interest cost not included.

8. Net Effects on Operating Costs (+/-)

Direct Costs		
personnel:	number	
	$ amount	
purchase of service		
materials & supplies		
equipment purchases		
utilities		
other		
Subtotal	( )	
Indirect Operating Costs		
fringe benefits		
general admin. Costs		
other		
Subtotal	( )	
Total Operating Cost		
Debt Service (P&I)		
Total Operating Cost		

9. Net Effect on Municipal Income (+/-)

taxes	
other income	
Subtotal	
gain from sale of replaceable assets	
Total	

10. Submitting Authority
Submitted by: Robert Szacik Date: 11-14-19
Position: DPW Director
Signature: Rob Szacik

11. Reserved

15,800
+ 790 5%
16,590 Say $16,500

BURKE & SONS GENERAL CONTRACTING
LAWRENCE A. BURKE
PO BOX 254, 439 PATRIOTS RD.
TEMPLETON, MA 01468
978-939-5593/978-270-3064
CS LIC # 071581/HIC #126869

August 9, 2019

Town of Templeton
DPW
Templeton, MA 01468

PROPOSAL
ROOF REPAIRS

Baldwinville Fire Department Steel Roof on Kirby Building

Scope of Work

Prep and apply patching material over rust holes on corrugated roof panels where needed

Prep rust areas with galvy grip metal primer where needed

Apply water stop sealant around all screws and protrusion points then apply aluminum roof coating on entire corrugated roofing panels

Supply Town of Templeton with a 5 yr leak guarantee

TOTAL JOB COST
LABOR, WASTE, MATERIALS & PERMIT FEES

$15,800.00
Terms: 1/3 at contract signing, 1/3 at half completion, final upon completion

Baldwinville fire station Front Rubber Roof

FORM A
CAPITAL PROJECT REQUEST
(Excluding Equipment)

Department & Activity: Building + Grounds — Date Prepared: 11-8-19
Contact Person: Bob Szocik — Phone Number: 978-939-3278

1. Project Title
Rubber Roof Repair Front Station

2. Purpose of Project Request Form (Check One)
- [x] Add a new item to the program
- [ ] Delete an item in a year already a part of the program
- [ ] Modify a project already in the adopted program

3. Department Priority

4. Location
2 School St Baldwinville

5. Description This is the Front fire Station / office Has Rubber Roof, Seems need to be Done over This will buy us Some time.

6. Justification & Useful Life

7. Cost & Recommended Sources of Financing

BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY 2021	$10,800.00	
Program year FY		
Program year FY		
Program year FY		
Program year FY		
Program year FY		
TOTAL SIX YEARS		
After Sixth Year		

If adjusted for inflation, indicate adjustment percentage here:
*Interest cost not included.

8. Net Effects on Operating Costs (+/-)

Direct Costs
- personnel: number
- $ amount
- purchase of service
- materials & supplies
- equipment purchases
- utilities
- other
- Subtotal ( )

Indirect Operating Costs
- fringe benefits
- general admin. Costs
- other
- Subtotal ( )

Total Operating Cost
Debt Service (P&I)
Total Operating Cost

9. Net Effect on Municipal Income (+/-)
- taxes
- other income
- Subtotal
- gain from sale of replaceable assets
- Total

10. Submitting Authority
Robert Szocik — 11-8-19
Submitted by — Date
DPW Director
Position
Signature

11. Reserved

10,800
+ 540 5%
11,340

Say $ 11,500

Rubber Roof Fire Station Baldwinville

BURKE & SONS GENERAL CONTRACTING
LAWRENCE A. BURKE
PO BOX 254, 439 PATRIOTS RD.
TEMPLETON, MA 01468
978-939-5593/978-270-3064
CS LIC # 071581/HIC #126869

August 8, 2019

Town of Templeton
2 School St.
Baldwinville, MA

PROPOSAL

ROOF REPAIRS
Rubber Roofs (2) at 2 School St., Baldwinville, MA

Prep all seams and protrusions by scouring with membrane cleaner and wire brush
Once prep work is complete and dry, re-glue all failed field seams

Cover all seams and protrusions seams with lap caulk sealant on entire surface of building on both upper and lower roof sections

TOTAL JOB COST
LABOR, WASTE, MATERIALS & PERMIT FEES

$10,800.00

X **Terms: 1/3 at contract signing, 1/3 at half completion, final upon completion**

Waste oil furnace

FORM A

CAPITAL PROJECT REQUEST

(Excluding Equipment)

Department & Activity: Building + Grounds
Date Prepared: 11-8-19
Contact Person: Bob Szewik
Phone Number: 978-939-3278

1. Project Title
waste oil furnace + Electrician

2. Purpose of Project Request Form (Check One)
- [x] Add a new item to the program
- [ ] Delete an item in a year already a part of the program
- [ ] Modify a project already in the adopted program

3. Department Priority

4. Location
DPW Main Garage

5. Description
DPW has 2 waste oil furnaces one in mechanics Garage and one in main Garage, The one in main Garage is burnt out 20yrs old cannot be repaired. Needs to be replaced This saves us alot on Regular Heating Oil

6. Justification & Useful Life
The furnaces are good for 15yrs depending How much it is used, we get 20yrs out of old one, This saves alot on Regular heating oil and saves on paying to get rid of used oil,

7. Cost & Recommended Sources of Financing

BUDGET FY	TOTAL*
Program year FY 2021	9,000.00
Program year FY	
Program year FY	
Program year FY	
Program year FY	
Program year FY	
TOTAL SIX YEARS	
After Sixth Year	

RECOMMENDED SOURCES OF FINANCING

If adjusted for inflation, indicate adjustment percentage here:
*Interest cost not included.

8. Net Effects on Operating Costs (+/-)

Direct Costs
- personnel: number
- $ amount
- purchase of service
- materials & supplies
- equipment purchases
- utilities
- other
- Subtotal ( )

Indirect Operating Costs
- fringe benefits
- general admin. Costs
- other
- Subtotal ( )

Total Operating Cost
Debt Service (P&I)
Total Operating Cost

9. Net Effect on Municipal Income (+/-)
- taxes
- other income
- Subtotal
- gain from sale of replaceable assets
- Total

10. Submitting Authority
Robert Szewik 11-8-19
Submitted by Date
DPW Director
Position
Signature

11. Reserved

CLEAN BURN
ENERGY SYSTEMS

SANDRI ENERGY – CLEAN BURN DIVISION
400 CHAPMAN ST, GREENFIELD, MA 01301
Phone **413-772-2121** Email **rcoyne@sandri.com**

Customer: Town of Templeton (Highway Dept.)	**Date: 10/30/2019**
Address: 381 Baldwinville Rd. **Templeton, MA 01468**	**Contact: Pam** **Telephone: 978-894-2800** **Email: progers@templetonma.gov**

QTY	PART #	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	96-312	CB2500		$7,740.00
-1	96-358	Fall Sale Discount		-$245.00
-1	96-358	Trade In CB2800		-$1,000.00
		Replace CB2800 with CB2500 system, mount threaded rod adapter bracket, connect air/oil lines & replace smoke pipe as needed.		
		(2) Technicians – (1) Day	**PARTS/LABOR**	$1,300.00
			SHIPPING	N/C
			SUB TOTAL	$7,795.00
			SALES TAX	N/A
			TOTAL	$7,795.00

TERMS AND CONDITIONS

1. Customer is responsible for all electrical work.
2. It is recommended that the waste oil furnace not be your sole heat since furnace serving is available during normal business hours only (M-F 7am – 5pm).
3. Routine maintenance such as cleaning the filters, nozzle and adjusting the flame etc is the responsibility of the owner.
4. We provide a service of assisting in applying for D.E.P. permit if desired.

(All quotes are good for 30 days from date issued)

Payment to be made as follows:
1/2 down on signing of contract – balance on billing. (subject to A.R. Sandri – Credit Dept. approval)
Account not paid within 30 days will be charged a **FINANCE CHARGE** of 1 ½ % per month which is an **ANNUAL PERCENTAGE RATE** of 18%.

Customer Acceptance: _____

Gatsby Grounds Company, Inc.

Name: Town of Templeton Department of Public Works		Gilman Waite Fields
Street: 381 Baldwinville Road		
City: Templeton	State: MA	Zip: 01468
Phone: 978-939-8666	Alt. Phone: 978-939-3278	
Email:		Size: 9 Acres
Call/Email before application: Yes/No	Irrigation: Yes/No	Pets: Yes/No

LAWN CARE

Treatment		Description	Cost
Early Spring	X	Pre-Emergent Crabgrass Control	$1,750
	X	Slow Release Fertilizer	
		Starter Fertilizer	
		Weed Control	
		Organic Fertilizer	
		Grub Curative	
Late Spring	X	Slow Release Fertilizer	$1,750
	X	Weed Control	
		Organic Fertilizer	
Early Summer	X	Granular Slow Release Fertilizer	$1,750
	X	Surface Insect Control	
	X	Weed Control	
		Organic Fertilizer	
	X	Preventative Grub Control	$500
Late Summer		Summer Stress Fertilizer	
		Insect Control	
		Organic Fertilizer	
Early Fall	X	Slow Release Fertilizer	$1,750
	X	Weed Control	
		Organic Fertilizer	
Late Fall		Winterizer Fertilizer	
		Organic Fertilizer	
		Lime	
		Annual Lawn Care Cost:	$7,500

Additional Services:			Qty	Cost
		Starter Fertilizer		
	X	Aeration	9 Acres	$8,100
	X	Overseeding	9 Acres	
		Topdressing		
		Dethatching		
		Grub Curative		
		Additional Lime		
		Annual Cost of Additional Services:		$8,100

TREE AND SHRUB CARE

Treatment		Description	Cost
Early Spring		Dormant Oil	
		Granular Balanced Fertilizer	
		Planting Area Pre-Emergent	
Late Spring		Foliar Fertilizer	
		Deep Root Feeding	
		Granular Balanced Fertilizer	
		Insect Control	
		Disease Control	
Early Summer		Foliar Fertilizer	
		Insect Control	
		Disease Control	
Summer		Foliar Fertilizer	
		Insect Control	
		Disease Control	
Early Fall		Deep Root Feeding	
		Insect Control	
		Disease Control	
Late Fall		Dormant Oil	
		Anti-Transpirant	
		Annual Tree/Shrub Care Cost:	$0

Additional Services:			Size	Cost
		Imicide Injection		
		Bed Weed Control		
		Flea/Tick		
		Annual Cost of Additional Services:		$0

Notes:
We will take a soil sample to determine limestone requirements, if any. If lime is recommended, we will price that application separately. The Early spring application will be done during the week of April vacation as Long as weather permits. The aeration and overseeing is best done in Late summer or early fall. Our focus will be to address any nutrient Deficiencies during the spring and summer. This will create a weed free Stand of turf which we can aerate and overseed to improve the density And quality of the turf. Please call or email Tanner with any questions. tcole@gatsbygrounds.com or 978-360-3685

Total Annual Cost of Services: $15,600

2,000 Lime
17,600.

Accepted By:

Date

Proposed By: Tanner Cole
Gatsby Grounds Company, Inc.

1/16/20
Date

Toll Free: 877.842.8729
PO Box 72, Lunenburg, MA 01462 ⊙ Visit us online at www.GatsbyGrounds.com

1

Boynton Public Library

Captial Project Update 11/2019

Nordfors gift	$ 342,500.
CPC	$ 70,000.

CPC funds were approved in 2018 for:

Interior wall work in main library room, reading room and foyer.

Flooring throughout main library room and reading room.

Exterior Trim on main building and Children's annex.

Nordfors gift:

"The sum of $5,000 to be used for internal building improvements."

"One-Fourth of the residue of the estate"- (no restrictions)

Intended use for these funds:

Roof: Replace roof

Electrical: Replace knob and tube wiring throughout the building

Basement work: Remove bulkhead, remove debris from basement. Remove existing sump hole. Mortar patch all walls as needed. Paint all walls- 2 coats Drylock Paint. Cut floor around perimeter of basement with wet concrete saw. Dig out approx. 12"-18" trench around perimeter and dig new sump pump hold near pipe exit. Install new perforated pitched PVC pipe to sump pump location. Install stone around pipe and in ditch level with basement floor. Install new sump well and sump pump and plumb into existing drain. Install new permanent dehumidifier on platform and drain into pump hole. Patch concrete over old sump hole. Install new pressure treated wood sill at location of new bulkhead. Install new Bilco bulkhead. Properly seal and flash into building. Paint new bulkhead.

Remove asbestos material in basement.

Interior Front Door: Remove existing front door and jambs. Relocate front door to reading room area of Adult section. Wall up previous door location. Flash new opening properly. Prep and paint jamb and door.

Masonry: Chip out and repair cracked stair landing near front entrance. Repour stairs as needed to correct damage caused by salt and age. Re-pointing of brick work as needed.

Szocik, Bob

From: ANDREW J. CANNATA, AIA <ajcannata@verizon.net>
Sent: Thursday, November 21, 2019 2:59 PM
To: Szocik, Bob; Szocik, Bob
Cc: Terenzini, Carter
Subject: Boynton Public Library - Templeton, MA | Construction Cost Estimate:
Attachments: Boynton Library Const Cost Estimate.pdf

Hi Bob:

Per your request, attached is the Construction Cost Estimate for the re-roofing of Boynton Public Library. It was misfiled in another part of the project e-file. As you know, you, Carter and I had a meeting on the 9th of October and there were some resultant scope changes, the content of which I cannot fully recall right now. One thing that I do remember is that hazmat testing and most-likely hazmat remediation must be folded into the project due to overwhelming likelihood that the painted able ends contain lead paint. This work is required under Alternate No. 1.

At any rate, here is the Construction Cost Estimate as it stands now. I will check my meeting notes tonight and see if there is any other item of substance which must be included in the project.

Thank you.

Andrew

Andrew Jerome Cannata, AIA
Architect
5 Upland Avenue
Boston, MA 02124-2132
☎ phone: 617.436.4962
☎ cell: 617.459.6334
✉ email: AJCannata@verizon.net

Andrew Jerome Cannata, AIA — Architect
5 Upland Avenue Boston, Massachusetts 02124 Tel: 617-436-4962 AJCannata@verizon.net

Boynton Public Library

27 Boynton Road | Templeton, Massachusetts

Construction Cost Estimate

9 October 2019

Asphalt Roof:		
Glass Fiber Reinforced Roof Shingles	$8,704	
Self-Adhering Sheet Underlayment	$5,456	
Synthetic Underlayment	$1,826	
Valley Flashing – Copper	$3,575	
Gutters – Aluminum	$1,650	
Downspouts – Aluminum	$650	
Drip Edge – Aluminum	$400	
Flashing – Aluminum	$400	
Remove Tree	$300	
Demolition	$3,150	
Asphalt Roof Subtotal	$26,111	
EPDM (Rubber) Roof:		
EPDM – Rubber Membrane	$6,000	
Cover Board	$1,706	
Tapered Edge Strip	$350	
Fascia – Aluminum	$500	
Unit Skylight	$3,200	
Flashing	$300	
Demolition	$1,220	
EPDM Roof Subtotal	$13,276	
Base Bid Subtotal		$39,387
10% Contingency		$3,938
10% General Conditions		$3,938
15% Overhead & Profit		$5,908
Base Bid Total		$53,171
Alternate No. 1:		
Painting Wood Trim and Window at Gable	$1,450	
Alternate No. 2:		
Wood Column Repair, Balustrade and Paint	$4,000	
Project Total with Alternates		$58,621

Respectfully submitted

Andrew J. Cannata, AIA

58,621
+ 2,931 5%
61,552 say $61,750

FIRE TECH & SAFETY
OF NEW ENGLAND INC.
90 Progress Ave.
Tyngsborough Mass 01879

Phone 1-978-649-6800
Fax 1-978-649-6833

QUOTATION

RK

PLEASE INDICATE THE ABOVE NUMBER WHEN ORDERING

TO Templeton Fire Department
2 School Street
Baldwinville Mass 01436

Att: Chief Dickie

QUOTATION DATE	SALESPERSON
9/26/2019	Roger Knipe

ESTIMATED SHIPPING DATE	SHIPPED VIA	F.O.B.	TERMS
4-6 Weeks ARO	Best Way		Net 30 days

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	ALL PRICING PER 2018-2019 MASS STATE BID UNDER CONTRACT # FIR-04		
Any	Scott (NFPA 2018 version) X3 PRO Protective Breathing Apparatus with Intergrated Pass with Pak Tracker # X8914021005304 (Less cylinder)	$6,260.00	$6,260.00
Any	Scott AV 3000HT Face Masks # 201215-05	$295.00	$295.00
	Fit Testing for All department members	Included	Included
	Training for All Department members	Included	Included
	We will allow for a trade in allowance for your existing SCBA Units at time of order.		
	-		
	-		
	Shipping and handling included	**TOTAL:**	**$6,555.00**

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. THIS QUOTATION IS VALID FOR 30 DAYS. THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE.

QUOTED BY: Roger Knipe ACCEPTED_____ DATE:_____

PLEASE SIGN AND RETURN A COPY WHEN ORDERING.

THANK YOU!

PROPOSAL

Equipment
Four (4) Plymovent SBTA 21 Sliding Balancer Track source capture emergency vehicle exhaust system with an extruded aluminum track, 19' long as described above.

One (1) Plymovent OS3 Series Automatic Control Panel as described above.

One (1) Plymovent TEV-585 Exhaust Blower, 7 1/2 HP 208 Volt, 1∅ as described above.

One (1) Plymovent UniFilter air filtration system as described above.

Station # 2 Rescue Apparatus, 2 School Street: The Plymovent Source Capture Emergency Vehicle Exhaust Fume Removal System is designed for three (3) rescue apparatus with under carriage exhaust that operate in a back-in mode.

Equipment
Three (3) Plymovent SBTA-21M Sliding Balancer Track source capture emergency vehicle exhaust system with an extruded aluminum track, 19' long. The track has a traveling trolley that moves on six ball bearing wheels. The system is complete with a 4" diameter four ply high temperature hose with wire helix, safety disconnect assembly, totally enclosed spring coil balancer with stainless steel cable and magnetic nozzle. The magnetic nozzle with ambient air introduction provides a positive seal on the vehicle's tailpipe to prevent gases from escaping inside the fire station.

One (1) Plymovent OS3 Series Automatic Control Panel as described above.

One (1) Plymovent TEV-585 Exhaust Blower, 5 HP 208 Volt, 1∅ as described above.

One (1) Plymovent UniFilter air filtration system as described above.

Common for All Stations:
Installation
Installation includes proper location of the track / rail and mounting to ceiling structure with support legs and cross braces. The hose connection for the ductwork is located and mounted to the track / rail. The hose assembly with the magnetic nozzle is attached to the trolley and spring balancer.

Ductwork installation covers the fitting and assembly of the taper ductwork system to connect the hose assembly to the exhaust blower. All connections are screwed in place and sealed. The pressure sensors are installed in the proper location.

Brackets and mounts are provided as required to install and secure the exhaust blower. The exterior wall is penetrated to allow the ductwork to exit the building and run above the roofline. A vertical discharge EPA type non-backdraft damper is installed to prevent entrainment of diesel fume into the office or living quarters.

Proposed By: Tom Perry Project Manager	Accepted By:

AIR CLEANING SPECIALISTS of New England LLC
1525 Hanover Street
Hanover, MA 02339
Phone 781-826-9755
Fax 781-829-0240
www.aircleaningspecialistsne.com

PROPOSAL

DATE:	September 17, 2014				
TO:	Templeton Fire Department 2 School Street Templeton, MA 01436				
ATTN:	Chief David Dickie chief@templetonfire.org	Phone:	978-939-2222	FAX:	978-939-2115

Station # 1, Route 2A: The Plymovent Source Capture Emergency Vehicle Exhaust Fume Removal System is designed for four (4) fire apparatus with under carriage exhaust that operate in a back-in mode.

Equipment

Four (4) Plymovent SBTA-21M Sliding Balancer Track source capture emergency vehicle exhaust system with an extruded aluminum track, 19' long. The track has a traveling trolley that moves on six ball bearing wheels. The system is complete with a 4" diameter four ply high temperature hose with wire helix, safety disconnect assembly, totally enclosed spring coil balancer with stainless steel cable and magnetic nozzle. The magnetic nozzle with ambient air introduction provides a positive seal on the vehicle's tailpipe to prevent gases from escaping inside the fire station.

One (1) Plymovent OS3 Series Automatic Control Panel designed to automatically energize the exhaust blower by a pressure sensor, the moment any vehicle engine connected to the system is started. The control panel shall contain the motor starter, overload, and solid-state circuit card with timer adjustments from 7 to 360 seconds, fused low voltage transformer, in a NEMA 12 rated key lock electrical enclosure. On the outside of the panel are soft touch AUTO START- STOP - MANUAL RUN membrane controls and system indicator LED lights.

One (1) Plymovent TEV-585 Exhaust Blower, 7 1/2 HP 208 Volt, 3∅, 3450 RPM TEFC direct drive motor, designed to deliver 2727 CFM at 8.5 inches E.S.P. The inlet is 9 7/8" diameter and the outlet is 12 3/8" diameter. Class B spark resistance construction of powder coated steel housing and aluminum wheel with shaft seals.

One (1) Plymovent UniFilter air filtration system is designed to reduce the diesel exhaust particulate (soot) from the exhaust blower discharge. The 16 gauge galvanized steel cabinet is 20" wide x 20" high x 48" long with easy access to the filters inside. The first filter is an aluminum mesh prefilter, 20" x 20" x 2" deep. This is followed with a 95% micro fiberglass bag filter, 20" x 20" x 36" deep.

Station # 2 Fire Apparatus, 2 School Street: The Plymovent Source Capture Emergency Vehicle Exhaust Fume Removal System is designed for four (4) fire apparatus with under carriage exhaust that operate in a back-in mode.

Proposed By: Tom Perry Project Manager	Accepted By:

PROPOSAL

Start-Up
On site start up is provided by Factory Trained Personnel and includes adjustments of the pressure sensors. Adjustments are made to the hose length to insure proper release of magnetic nozzle from the vehicle exhaust tailpipe.

Training
On site training is done by factory authorized personnel. A training video is provided as a permanent training aid.

Warranty
The warranty is for all parts and labor of the system for one (1) year from final date of acceptance. This includes preventative maintenance, inspection and adjustments on all parts of the system performed every six (6) months by Factory Trained Personnel for the duration of the warranty period.

Modification to Apparatus tailpipe to accept attachment of the nozzle
Modification of the apparatus tailpipe is not included in this proposal. Modifications are the responsibility of the Fire Department.

Electrical
Electrical is not included in the installation. The Fire Department is responsible for all electrical work.

Price

Station # 1, Route 2A: The Plymovent Source Capture Emergency Vehicle Exhaust Fume Removal System is designed for four (4) fire apparatus with under carriage exhaust that operate in a back-in mode.	$ 32,900.00
Station # 2 Fire Apparatus, 2 School Street: The Plymovent Source Capture Emergency Vehicle Exhaust Fume Removal System is designed for four (4) fire apparatus with under carriage exhaust that operate in a back-in mode.	$ 32,900.00
Station # 2 Rescue Apparatus, 2 School Street: The Plymovent Source Capture Emergency Vehicle Exhaust Fume Removal System is designed for four (4) rescue apparatus with under carriage exhaust that operate in a back-in mode.	$ 26,100.00

5% $35,250

33,500
+ 1,675
35,175 say

NOTE:

Yearly preventative maintenance for four trucks per station - $610.00 per station = $1,830.00 Total

Proposed By: Tom Perry Project Manager	Accepted By:

FIRE TECH & SAFETY OF NEW ENGLAND INC.
90 Progress Ave.
Tyngsborough Mass 01879

Phone 1-978-649-6800
Fax 1-978-649-6833

QUOTATION

123

PLEASE INDICATE THE ABOVE NUMBER WHEN ORDERING

Combi Tool

TO Templeton Fire Department
2 School Street
Templeton Mass 01436

Att: Chief Dickie

9,900
+ 525
10,425
521 5%
10,946 say $ 11,000

QUOTATION DATE	SALESPERSON
2/13/2020	Roger Knipe

ESTIMATED SHIPPING DATE	SHIPPED VIA	F.O.B.	TERMS
4-6 Weeks ARO	Best Way		Net 30 days

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	ALL PRICING PER 2019-2020 MASS STATE BID UNDER CONTRACT # FIR-04		
1	AMKUS- ION COMBI TOOL # ICT 516LB	$9,900.00	$9,900.00
1	AMKUS Battery Package with charger / COMBI Tool	$525.00	$525.00
1	AMKUS- ION CUTTER # IC 550 LB (Cutter 9,480 + 525 = 10,005; 500 5% $10,500)	$9,480.00	$9,480.00
1	AMKUS -Battery Package with charger for Cutter	$525.00	$525.00
1	AMKUS -ION -RAM # ITR 230LB (10,505 say)	$8,300.00	$8,300.00
1	AMKUS - Battery package with charger for RAM	$525.00	Ram + $525.00
1	AMKUS --3 Piece Ram Extension Kit # AMK-TCE-Kit	$1,250.00	+ $1,250.00
	Shipping and handling Included in price		
	TRAINING for Department members included		
	Ram kit + 10,075; 504 5%; 10,579 say $ 10,750	TOTAL:	$30,505.00

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. THIS QUOTATION IS VALID FOR 30 DAYS. THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE.

QUOTED BY: Roger Knipe ACCEPTED _____ DATE: _____

PLEASE SIGN AND RETURN A COPY WHEN ORDERING.

THANK YOU!

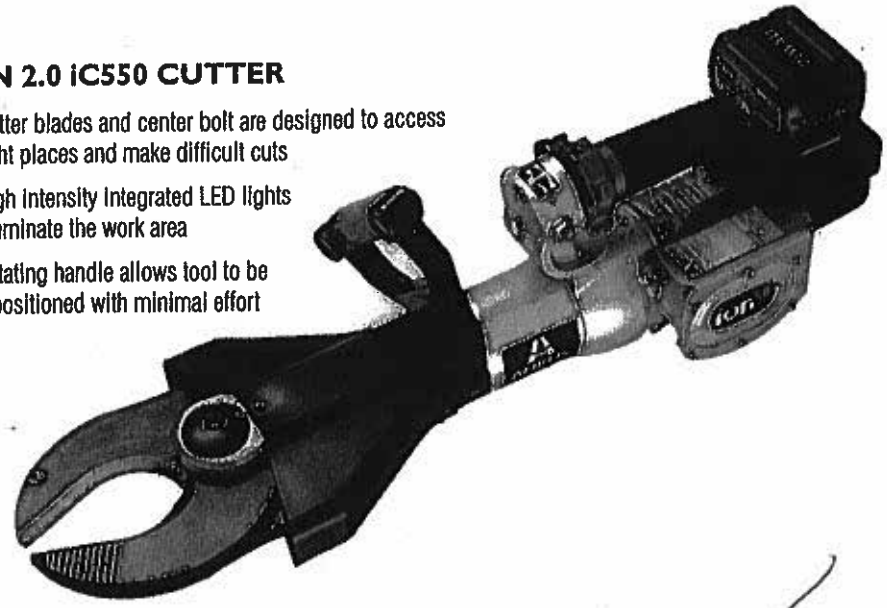
ION 2.0™

DEWALT® FLEXVOLT™ MAXIMUM POWER, MINIMUM PRICE

ION 2.0 tools utilize the DEWALT FLEXVOLT battery platform. The 60 volt battery operates ION 2.0 tools and will also power both 60 volt and 20 volt DEWALT tools.

ION 2.0 iC550 CUTTER

- Cutter blades and center bolt are designed to access tight places and make difficult cuts
- High intensity integrated LED lights illuminate the work area
- Rotating handle allows tool to be repositioned with minimal effort

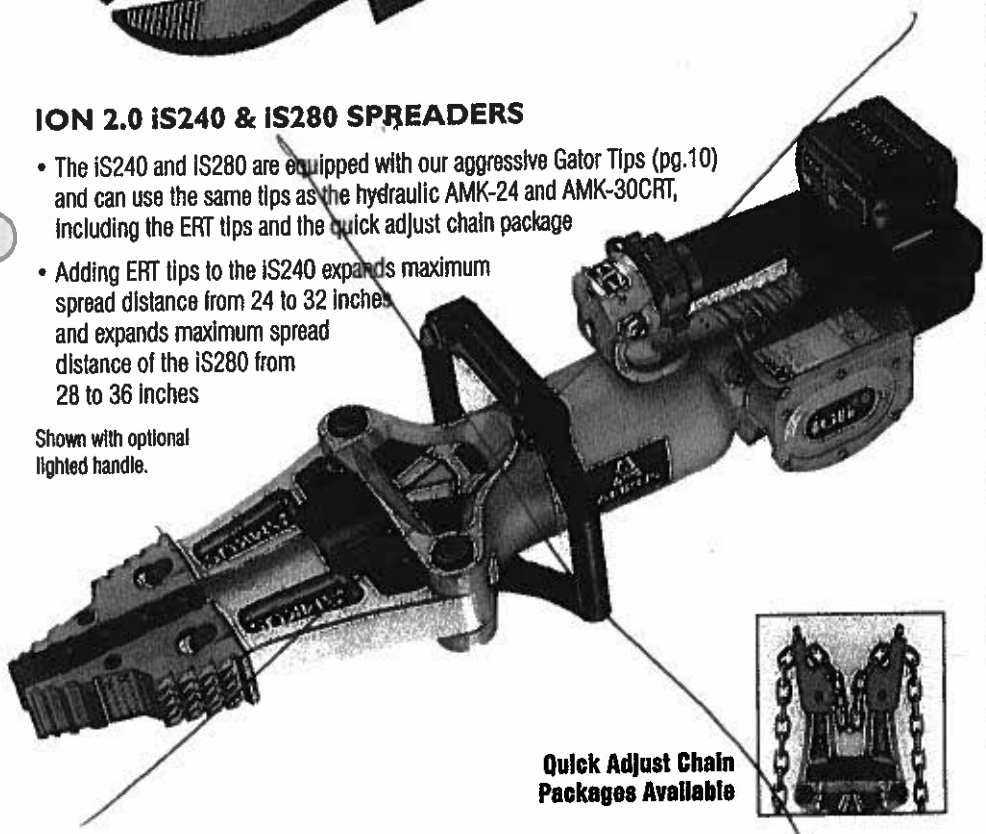


iC550	
Length	30.0 inches (763 mm)
Width	[illegible]
Height	9.5 inches (241 mm)
Weight (excl. battery)	[illegible]
Cutter Opening	5.9 inches (150 mm)
Cutter Rating	[illegible]
Battery	DEWALT FLEXVOLT
Battery Voltage	60V

ION 2.0 iS240 & iS280 SPREADERS

- The iS240 and IS280 are equipped with our aggressive Gator Tips (pg.10) and can use the same tips as the hydraulic AMK-24 and AMK-30CRT, including the ERT tips and the quick adjust chain package
- Adding ERT tips to the iS240 expands maximum spread distance from 24 to 32 inches and expands maximum spread distance of the iS280 from 28 to 36 inches

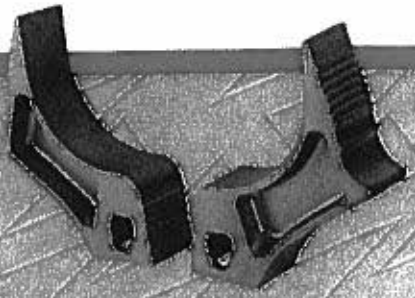
Shown with optional lighted handle.



iS240	
Length	31.2 inches (799 mm)
Width	[illegible]
Height	9.6 inches (244 mm)
Weight (excl. battery)	[illegible]
Max Spreading Distance	24 inches (609 mm)
Max Spreading Distance (with optional ERT tips)	[illegible]
Battery	DEWALT FLEXVOLT
Battery Voltage	60V
Highest Spreading Force (HSF)	14,038 lbs (62.4 kN)
Lowest Spreading Force (LSF)	[illegible]
Max Spreading Force	38,241 lbs (170.1 kN)

iS280	
Length	32.9 inches (835 mm)
Width	[illegible]
Height	9.6 inches (244 mm)
Weight (excl. battery)	[illegible]
Max Spreading Distance	28 inches (711 mm)
Max Spreading Distance (with optional ERT tips)	[illegible]
Battery	DEWALT FLEXVOLT
Battery Voltage	60V
Highest Spreading Force (HSF)	13,299 lbs (59.2 kN)
Lowest Spreading Force (LSF)	[illegible]
Max Spreading Force	29,735 lbs (132.3 kN)

Quick Adjust Chain Packages Available



Extended Reach Tips (ERT) KS0029-KIT (set of tips)

- *Accessory for spreader models iS240, AMK-24, iS280 and AMK-30CRT and upgrade available for 30QX*
- *Increases the spread up to 8 inches and the unique construction eliminates loss of power*
- *With a built-in push button release, tips are easy to install or remove - even with gloved hands*

Cutter or Combi Lighted Handle KEH015-KIT

- *Quickly and easily upgrades existing 360° swiveling handles on AMK-21A and AMK-22 hydraulic cutters.*
- *Lighted 360° swiveling handles are standard on all ION battery powered cutters and combi tools.*

It is the only battery that automatically changes voltages when you change tools, so you can share batteries between ION 2.0 tools and other tools like saws and drills.

60 VOLT Maximum Power

ION 2.0™

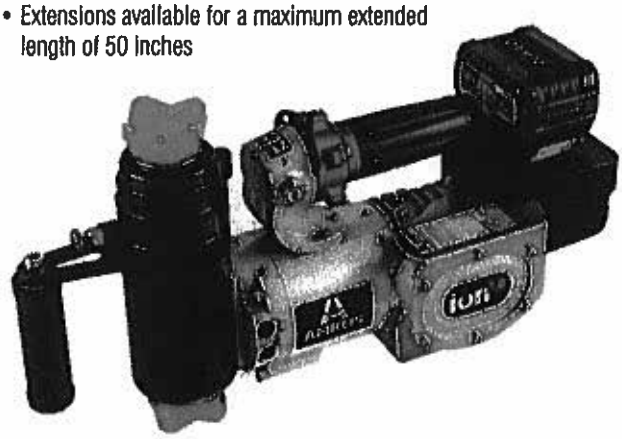
ION 2.0 ICT516 COMBI TOOL

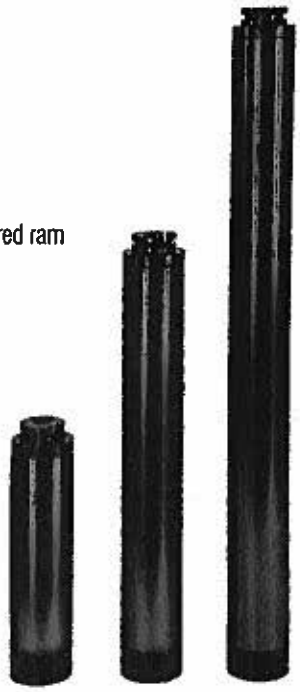
- Versatile and durable "first on scene" tool for rescue truck or ambulance
- High intensity integrated LED lights illuminate the work area
- Rotating handle allows tool to be repositioned with minimal effort
- The ICT516 Combi Tool can be used to spread, cut and "pop" doors

ICT516	
Length	33.9 Inches (862 mm)
Width	9.6 Inches (244 mm)
Height	9.5 Inches (241 mm)
Weight (excl. battery)	48.0 lbs (21.8 kg)
Max Spreading Distance	15.6 Inches (396 mm)
Cutter Opening	7.4 Inches (188 mm)
Battery	DEWALT FLEXVOLT
Cutter Rating	A6/B6/C6/D7/E7
Battery Voltage	60V

ION 2.0 iTR230 RAM

- The iTR230 has the highest pushing force available in a battery powered ram
- Unique rotating handle allows extra maneuverability in tight spaces
- Extensions available for a maximum extended length of 50 Inches





iTR230	
Length	17.87 Inches (454 mm)
Width	7.9 Inches (185 mm)
Height	11.4 Inches (291 mm)
Weight (excl. battery)	37.1 lbs (16.8 kg)
Length Retracted	11.4 Inches (290 mm)
Length Extended	22.6 Inches (574 mm)
Stroke: Piston 1	6.3 Inches (160 mm)
Stroke: Piston 2	4.9 Inches (124 mm)
Stroke: Overall	11.2 Inches (284 mm)
Extensions Bundles Available	10, 18 and 27 Inch (254, 457 and 686 mm)
Max Extended Length with Extensions	49.6 Inches (1260 mm)
Max Pushing Force Piston 1	8,708 lbs (34.8 kN)
Max Pushing Force Piston 2	17,417 lbs (77.4 kN)
Battery	DEWALT FLEXVOLT
Battery Voltage	60V

RAM EXTENSIONS

Three quick connect ram extension options allow rescue teams to reach farther up to 50 Inches

- *Two super-bright battery powered LED lights with three brightness settings*
- *Made from one-piece solid billet aluminum and hardcoat anodized*

Spreader Lighted Handle
KEH016-KIT

- *Lighted handles for all ION battery powered spreaders (shown here) are available as an option or upgrade.*
- *Lighted handles can be quickly and easily upgraded on AMK-30CX and AMK-30CRT hydraulic spreaders.*

- *Two super-bright battery powered LED lights with three brightness settings*
- *Made from solid billet aluminum and hardcoat anodized*

FORM A

CAPITAL PROJECT REQUEST

(Excluding Equipment)

Department & Activity: Sewer

Date Prepared: 11-18-19

Contact Person: R. McDonald

Phone Number: 978-939-2743

1. Project Title: PLANT TRANSFORMER

2. Purpose of Project Request Form (Check One)

- [ ] Add a new item to the program
- [ ] Delete an item in a year already a part of the program
- [x] Modify a project already in the adopted program

3. Department Priority: High

4. Location: 33 Reservoir Rd

5. Description

Replace existing treatment plant transformer. Half of existing transformer has failed (not repairable)

6. Justification & Useful Life

Plant transformer are 1975 original. Usage is very demanding (800 Amp loading). Backup generator not designed for significant run time (weeks)

7. Cost & Recommended Sources of Financing

BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY 21	$55,000	Retained Earnings
Program year FY		
Program year FY		
Program year FY		
Program year FY		
Program year FY		
TOTAL SIX YEARS		
After Sixth Year		

If adjusted for inflation, indicate adjustment percentage here:

*Interest cost not included.

8. Net Effects on Operating Costs (+/-)

Direct Costs	
personnel: number	
$ amount	
purchase of service	$30,000
materials & supplies	$25,000
equipment purchases	
utilities	
other	
Subtotal ( )	
Indirect Operating Costs	
fringe benefits	
general admin. Costs	
other	
Subtotal ( )	
Total Operating Cost	
Debt Service (P&I)	
Total Operating Cost	

9. Net Effect on Municipal Income (+/-)

taxes	
other income	
Subtotal	
gain from sale of replaceable assets	
Total	$55,000

10. Submitting Authority

R. McDonald — 11-18-19

Submitted by — Date

Superintendent Sewer

Position

R. McDonald

Signature

11. Reserved

FORM A

CAPITAL PROJECT REQUEST

(Excluding Equipment)

Department & Activity: Sewer
Date Prepared: 11-18-19
Contact Person: R. McDONALD
Phone Number: 978-937-2743

1. Project Title: MASS DEP I+I STUDY

2. Purpose of Project Request Form (Check One)
- [x] Add a new item to the program
- [ ] Delete an item in a year already a part of the program
- [ ] Modify a project already in the adopted program

3. Department Priority: SEWER

4. Location: TOWN OF TEMPLETON.

5. Description
Hire consulting firm to inspect, map sewer piping throughout entire town. Consultants will recommend infastructure repairs if needed and complete GIS mapping.

6. Justification & Useful Life
This study is required by Mass DEP + EPA. Needs to be completed before DEP issues demand letter.

7. Cost & Recommended Sources of Financing

BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY 21	$80,000	Retained earnings
Program year FY		
Program year FY		
Program year FY		
Program year FY		
Program year FY		
TOTAL SIX YEARS		
After Sixth Year		

Increased to 135k

If adjusted for inflation, indicate adjustment percentage here:

*Interest cost not included.

8. Net Effects on Operating Costs (+/-)

Direct Costs	
personnel: number	
$ amount	
purchase of service	$80,000
materials & supplies	
equipment purchases	
utilities	
other	
Subtotal ( )	
Indirect Operating Costs	
fringe benefits	
general admin. Costs	
other	
Subtotal ( )	
Total Operating Cost	
Debt Service (P&I)	
Total Operating Cost	

9. Net Effect on Municipal Income (+/-)

taxes	
other income	
Subtotal	
gain from sale of replaceable assets	
Total	

10. Submitting Authority
R. McDONALD 11-18-19
Submitted by Date
Superintendent (Sewer)
Position
R McDonald
Signature

11. Reserved

FORM A

CAPITAL PROJECT REQUEST

(Excluding Equipment)

Department & Activity: SEWER
Date Prepared: 11-18-19
Contact Person: Bob McDONALD
Phone Number: 978-939-2743

1. Project Title: BULL DOZER

2. Purpose of Project Request Form (Check One)
- [ ] Add a new item to the program
- [x] Delete an item in a year already a part of the program
- [ ] Modify a project already in the adopted program

3. Department Priority: High

4. Location: WASTEWATER SLUDGE LANDFILL

5. Description
Replace 1984 JD Bulldozer with a new used dozer. John Deere is no longer supplying parts for current dozer.

6. Justification & Useful Life
Dozer is used weekly. Very important to sludge landfill management.

7. Cost & Recommended Sources of Financing

BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY 21	$75,000 OR LESS	Retained earnings
Program year FY		
Program year FY		
Program year FY		
Program year FY		
Program year FY		
TOTAL SIX YEARS		
After Sixth Year		

If adjusted for inflation, indicate adjustment percentage here:
*Interest cost not included.

8. Net Effects on Operating Costs (+/-)

Direct Costs	
personnel: number	Less hrs.
$ amount	
purchase of service	
materials & supplies	
equipment purchases	
utilities	
other	
Subtotal ( )	
Indirect Operating Costs	
fringe benefits	
general admin. Costs	
other	
Subtotal ( )	
Total Operating Cost	
Debt Service (P&I)	
Total Operating Cost	

9. Net Effect on Municipal Income (+/-)

taxes	
other income	
Subtotal	
gain from sale of replaceable assets	
Total	

10. Submitting Authority
R. McDONALD — 11-18-19
Submitted by — Date
Superintendent Sewer
Position
R. McDonald
Signature

11. Reserved

TOWN OF TEMPLETON
Capital Planning Committee

160 Patriots Road
East Templeton, MA 01438

Telephone: 978-894-2800
Fax: 978-894-2801

From: Capital Planning Committee
To: Board of Selectmen & Town Administrator
Date: January 23, 2020
Subject: FY21 Capital Planning Recommendations

Section 1: Process Narrative
Section 2: Department Narratives
Section 3: Non-Tax Impacting Requests
Section 4: Tax Impacting Requests
Section 5: Committee Recommendations

Section 1: Process Narrative

The Capital Planning Committee worked to provide an operational document for the Board of Selectmen and it would follow the budget season, the availability of the department heads, and a logical process to engage with the priorities of the departments.

The committee used financial products provided by the town along with the department head's input to develop an equitable and responsive set of capital recommendations that would 1.) benefit the community of Templeton and the four villages, 2.) be responsive to the department head's prioritization, and 3.) integrate the needs of the departments into a cohesive plan for sustainment of past, present, and future capital expenditures.

It is important to highlight that the Capital Planning Committee has moved to a standard form process for the first time for Department Heads to utilize moving forward making it more efficient in the making of the recommendations. The committee had three phases in the approach to provide this final report which included the preparation, department reviews, and course of action development. The development took a few meetings to finalize.

Section 2: Department Narratives

Community Preservation Committee: Did not attend any of our meetings to present any FY 2021 capital projects. Should any CPC funded projects arise that meet the criteria of a capital expenditure the committee will meet with the CPC at that time.

School Committee: Was not represented and did not attend any of our meetings to present any FY 2021 capital projects or items.

Sewer Department: Mr. McDonald was present to discuss the proposal and was able to answer all questions. This plan is a non-tax-implied request and would be self-funded from the Sewer Department's enterprise fund. Sewer Superintendent Bob McDonald presented four requests coming from Sewer retained earnings in the following order;

1. Transformer

2. MassDEP Iodine Study
3. Bulldozer
4. Used SUV for Superintendent

All requests went by the Sewer Commissioner and members of the Capital Planning Committee were able to ask questions pertaining to these four requests.

Development Services: Did not attend any of our meetings to present any FY 2021 capital projects or items.

Emergency Management: DPW Director Bob Szocik submitted the Emergency Management Restoration with a total cost of $457,500 for Emergency Management Director Rich Curtis.

Town Clerk: Did not attend any of our meetings to present any FY 2021 capital projects or items.

Police Department: Police Chief Bennett presented his Capital item requests in the following order;

1. The cruiser replacement would be coming out of taxation to keep with the police department vehicle replacement plan with a cost of apx. $44k each.
2. Body Armor replacement comes with a cost of apx. $10,800 coming out of taxation would replace expired vests and is contractual.
3. Computer upgrade comes out of 911 funding with a cost of $2,380.12
4. MDT Upgrade comes out of 911 funding with a cost of $23,398.21
5. Simulation Firearms Training comes out of 911 funding with a cost of 4,205.
6. 4-wheel drive Animal Control Officer truck with a cost of $25k.

Fire Department: Fire Chief Dickie presented his Capital item requests in the following order;

1. The SCBA protective breathing system would be coming out of taxation to keep with the fire replacement plan with a total cost of apx. $183,540k to replace all or $6,555 each.
2. The station vehicle exhaust system (2) comes with a total cost of apx. $67,000 coming out of taxation or $33,500 each. The Chief had one station vehicle exhaust system get approved by Capital last year.
3. PPE Washer (2) would come out of taxation with a cost of $15,234 or $7,617 each.
4. PPE Dryer (2) would come out of taxation with a cost of $18,498 or $9,249 each.
5. Install of plumbing and electrical for washer/dryer at a total of $5,000 would come out of taxation.
6. Vehicle extrication tools for a total of $40k would come out of taxation; however, the Chief is looking at getting a grant to cover this item.
7. Ambulance computer system (2) would come out of taxation for a total of $12k or $6k each.
8. Station security upgrades would come out of taxation for a total of $30k.

The Chief went over his current fleet and equipment while answering all the questions that came from members of the Capital Planning Committee.

Templeton Community Television (TCTV): Steve Castle presented his Capital item requests from cable retained earnings in the following order;

1. New broadcast server that comes with a cost of apx. $60k.
2. Live streaming at Town Hall which will come with a $5k upfront charge and $1,500 warranty each fiscal year.
3. Scout Hall furnishing which comes with a total cost of $20k.
4. Cable TV portable Switchers for two systems which come with a cost of $30k ($15k each).
5. TCTV website buildout which would come out of cable retained earnings with a cost of apx. $20k.
6. Bring fiber line into EMR Building would come to cost of apx. $5k.
7. Annual equipment upgrades would come with a cost of apx. $15k.

Department of Public Works (DPW and Building & Grounds): DPW Director Bob Szocik presented well over half of the total Capital item requests for the Building & Grounds and the Highway Department. The DPW Director went over his current fleet and equipment while answering all the questions that came from members of the Capital Planning Committee. A strong request and future plan were presented to the committee as well as details on each capital line item. The DPW Director also explained the justification for new purchases and projects on many town buildings.

Community Services Department: Community Services Director Jackie Prime updated the Committee on the gift fund available for the Library with DPW Director Bob Szocik formally submitting the Library Roofs / Porch (spotted below) which was recommended by the Capital Planning Committee. Bob also informed the Committee of the Senior Center Roof and the Town Hall Cupola which the Committee recommended to CPC.

Section 3: Non-Tax Impacting Requests

Department	Capital Asset	Possible Funding Source	Estimated Non-Taxpayer Funded Expense
Cable	New Broadcast Server	Cable Fund	$ 60,000
Cable	Live streaming service	Cable Fund	$ 5,000
Cable	Scout Hall furnishing	Cable Fund	$ 20,000
Cable	Cable TV portable switchers	Cable Fund	$ 30,000
Cable	Website Buildout	Cable Fund	$ 20,000
Cable	Bring Fiber line into EMR building	Cable Fund	$ 5,000
Cable	Annual Equipment Upgrades	Cable Fund	$ 15,000

Library	Library Roofs / Porch	Gift Fund	$ 58,621
Police	Computer Upgrade	911 Grant	$ 2,380
Police	MDT Upgrade	911 Grant	$ 23,398
Police	Simulation Firearms Training	911 Grant	$ 4,205
Sewer	Plant Transformer	Rate Payers	$ 55,000
Sewer	MassDEP Iodine Study	Rate Payers	$ 150,000
Sewer	Bulldozer	Rate Payers	$ 75,000
Sewer	Used Vehicle	Rate Payers	$ 20,000

Section 4: Tax Impacting Requests

Tax Impacting Requests:

The departments submitted 40 capital request that are tax impacting. The committee reviewed these requests and set our recommendations. We were able to recommend the following 17 items and projects before exceeding the budget limit.

Department	Capital Asset	Proposed Replacement/Improvement	Estimated Expenditure
Fire Dept	SCBA Protective Breathing System(14)	Current expiring and need replacement.	$ 91,770
Fire Dept	Station Vehicle Exhaust System		$ 33,500
Fire Dept	Jaws of Life Cutter	Not having this may become an OSHA violation in future	$ 9,480
Fire Dept	Ambulance Computer System (2)		$ 12,000
Police	Cruiser	Replacement	$ 44,000
Police	Body Armor	Replacement & contractual obligation	$ 10,800
Police	4-wheel Animal Control Officer	Replacement & contractual obligation	$ 25,000
DPW	MS4 Stormwater Management	Federal Guidelines	$ 25,000
DPW	6 Wheel Plow/Sand Truck		$ 220,000
DPW	Rubber Tire Backhoe		$ 117,000
DPW	Royalston Road Titles/Appraisals		$ 25,000
DPW-B&G	Leaf Vac & Blower	Start of a new operation	$ 9,060

DPW-B&G	Small Dump Body CD-5	Replacement	$ 8,500
DPW-B&G	Zero Turn Mower		$ 13,096
DPW-B&G	Waste Oil Furnace & Electrician		$ 9,000
DPW-B&G	Rubber Roof Repair	Repair at Front Fire Station	$ 10,800
DPW-B&G	Metal Roof Repair	Repair at Baldwinville Rear Fire Station	$ 15,800
			$ 679,806*

*Number should be in the +/-600k range as selling and/or trading-in Excavator and Grader would be applied towards Rubber-Tire Backhoe.

Section 5: Committee Recommendations

The committee recommends acceptance of the above tax and non-tax impact capital requests based upon a fair and thorough review.

Five Year Capital Projection

	2021	2022	2023	2024	2025
Total	679,806	1,744,585	302,811	266,112	220,951

Projected Annual Capital Investment

5 Year Avg	642,853
10 Year Avg	475,584
15 Year Avg	553,517
20 Year Avg	464,378
Averaged Avg	534,083

Templeton Community TV

Contact Information: Steve Castle, Director
Phone: (978) 479-7847
Email: steve@stevencastle.com
Location: 160 Patriots Road, PO Box 620, East Templeton, MA 01438

TCTV Mission
TCTV is an informational and cultural resource for Templeton residents, visitors, and friends.

TCTV Vision
TCTV strives to be a self-sustaining enterprise providing community media services for the public.

TCTV offers media career opportunities and nurtures the creative talents of residents and students.

TCTV provides area organizations, businesses and individuals opportunities for economic growth.

Department Description
TCTV records and produces a variety of video programming for Cable Channel 8 in Templeton (also available in Phillipston on Ch 99),and TCTV's YouTube Channel (YouTube.com/TCTVweb) and Facebook page. TCTV offers students and residents a creative and responsible media outlet through public access. TCTV maintains an objective and impartial window into Templeton, providing valued transparency in government. TCTV is an ardent supporter of First Amendment rights to free speech that is responsible and upholds proper public decorum. TCTV stands strongly for democratic values that a free and independent media encourages and polices for the good of the community.

TCTV has completed a 5-Year Capital Plan, submitted to the Capital Planning Committee.

FY19 Accomplishments
- Produced **120** meeting videos, and **30+** information and entertainment shows
- Taped numerous public events
- Integrated operations in Community Services group

FY20 Accomplishments
- Grew Facebook, YouTube audience to be a reliable local news and information source
- Hired and trained part-time Media Assistants to help with production of programs
- Initiated revenue streams to test sponsorships and video production services

- Partnerships being built with MWCC, MRPC, LaunchSpace, Wachusett Business Incubator, Avixa Audio/Video trade association, Scholastic Media Association
- Started popular regular programs: *Montachusett Business Journal, Local. Fresh* (farm to table), *Collector Time, Templetunes* (music), *Cool Cars!, Meet the Craftspeople*
- Purchasing new broadcast server
- Goal: get TCTV crew advanced training in remote and studio shoots
- Goal: Determine legal options with revenues and Comcast license agreement

FY21 Goals

- Grow sponsorships, video production and digital services revenue streams
- Master remote shoots and improve audio/video production values
- Market and promote content to Montachusett Region (Fitchburg to Orange)
- Web site development
- Finish/furnish Scout Hall for work and meeting place
- Town Hall digital displays for meeting info/notices
- Explore EMR Building as site for broadcast rack location

FY22-24 Goals

- Continue serving Templeton community
- Executive revenue streams and achieve efficiencies
- Continue to be a useful cog in area economic development
- Serve large, small and micro businesses in area with media opportunities
- Provide career opportunities for individuals pursuing interests in all media
- Develop Templeton Multimedia Lab as non-profit educational arm (integrate into regional training certification program through Avixa and MWCC Workforce Development)
- Apply for and receive corporate as well as federal/state education and arts grants

TCTV FY21 Budget Notes

Overview

Investment in personnel is critical to TCTV's continued growth.

Most community media centers (formerly known as cable access TV stations) in the state spend 75% or more of their operational budgets on personnel. TCTV's proposed budget invests 80% of its operational budget in personnel for targeted growth.

People are TCTV's most important resource. Technology is a tool for people to use to their benefit.

Effective mid-level supervision of media assistants, ongoing planning and program scheduling is required to achieve the efficiencies necessary to sell multiple sponsorships and video production services. The Program Coordinator (formerly Video Coordinator) will assume this role as he trains to become Program Director and possibly Station Manager.

A Marketing Coordinator will produce event notices, liaise with the public, coordinate with Jackie Prime on the Community Calendar, help produce marketing and promotional materials, logos, other designs, and assist with social media posts and promotions. This position can also serve as a traffic coordinator for TCTV content. This position could be bundled with Program Coordinator/Program Director in the future.

Both the Program and Marketing Coordinators will enable the TCTV Director to focus on selling services and building partnerships throughout the region. This will also allow the Director to cut back on hours, saving TCTV personnel costs that can better fund part-time opportunities.

Community Services Director Jackie Prime has indicated the need for her to spend more time with the COA/Senior Center, and is budgeted 1 hour per week to coordinate with TCTV, per her request. This is a more realistic reflection of the current coordination between TCTV and Community Services.

TCTV plans to allocate $5,000 of Employee Support services for advanced audio/video production training so the TCTV crew can improve our production values and become proficient with studio equipment, while attaining other valuable skills and knowledge.

We continue to explore a regional certification training program through MWCC Workforce Development and the international AVIXA commercial Audio/Video trade group, to serve as a feeder system for TCTV and other community media centers in the region. This may provide exciting opportunities for NRSD if the school system chooses to participate.

Revenues

Cable franchise fees paid to the town are about $31,000 per quarter. I have rounded that total down to $120,000 expected for FY21, anticipating a slight drop in franchise fee revenues due to cord-cutting of cable TV services and changing accounting practices due to GAAP and FCC deregulations.

I anticipate $10,000 in revenues from sponsorships and video production in FY21 as TCTV emerges from testing these services, to pricing them appropriately and promoting them. We should see between $2,500 to $5,000 in revenues simply from testing these services in this fiscal year. Then we should look to scale to $10K in FY21, $40K in three years, and much more in five years.

The total revenues anticipated for the operational budget of Cable/TCTV for FY21 is $130,000. It is TCTV's intention to exceed that total through its services.

A detailed revenue outlook and fee schedule draft is available for further review.

Retained Earnings

It is the Cable Department and TCTV's yearly goal to budget its operational costs only to anticipated revenue and no more. The Cable Department and TCTV yearly come in under budget, with the savings used to bolster the Cable Dept.'s Retained Earnings for capital expenditures. At present Cable/TCTV has approximately $135,000 available in retained earnings.

Cable Dept. Retained Earnings is reserved for capital purchases such as equipment and building needs.

In FY21 TCTV sees the need to budget $66,000 of its retained earnings for equipment and building needs, including up to $30,000 for portable camera switching and recording equipment required to produce professional-quality remote shoots. On-location video shoots and production (including live streaming) appear to be a potentially lucrative market for TCTV that should be developed. We must become proficient and efficient in this and utilize the proper tools that enable us to do so.

While it is not desirable, TCTV should have the option, via Fall or Special Town Meeting approval, to use Retained Earnings saved from the previous fiscal year in order to bolster its operational funding. TCTV has entered a critical phase of development for the next two to three years, and may require a budget boost to provide the services necessary to accelerate its growth and become self-sufficient and financially free of relying on Cable TV franchise fees.

The Town may consider partitioning a portion of the Cable Department's retained earnings into a $60,000 capital fund, per the present franchise license agreement with Comcast, for legal considerations. (Legal consultation should be conducted first.)

Services

Line items for electrician and technical consultant have been eliminated, in favor of software services that allow social media scheduling (HootSuite) and Adobe Creative Cloud suite (PhotoShop, Premiere video editing, Illustrator, InDesign, etc.) for both PC- and Mac-based media creation. We need to offer Abode's suite of software as a community media center.

Computer Security is currently addressed through modest consumer-level protection (McAfee), with fluid pricing. In the future this may be worth tying to a town government initiative for more robust protection of all Town services via Sophos or another commercial or institutional-grade service.

A Promotional budget of $5,000 is again budgeted to properly market and promote TCTV services via marketing materials, signage, event displays, etc.

Indirect Costs

The Cable Department/TCTV respectfully requests that indirect costs not be charged to its FY21 budget, to allow this critical operation to grow without being hamstrung with excessive charges back to the town government.

TCTV uses miniscule resources from the town government operations, while providing valuable services. In addition it badly lacks appropriate work space, and in no way should be charged for this ongoing inconvenience.

As TCTV's revenues and accounting needs grow, indirect costs may be justified.

As indicated by Mr. Roselli's financial management recommendations, the town government should seek agreements with Enterprise funds such as Cable/TCTV on how indirect costs will be calculated in the future and set at proper and fair levels.

Side note: Cable/TCTV already pays all its own high-speed Comcast cable bills (budgeted for two locations, including Scout Hall), as well as alarm/monitoring service and oil for the Light Dept. barn.)

Scout Hall

TCTV plans to budget up to $20,000 in its capital funds over the next two years on its space in Scout Hall, maintain the facility's appearance, pay the building's utilities and staff Scout Hall with personnel to assist all visitors. We look forward to sharing the space with other community groups such as the Lions Club.

Legal Matters

Legal consultation with a special cable TV counsel should be conducted with funds available in FY20, to help ascertain pricing of services in revenue streams, and with possible assistance concerning the cable franchise license agreement, should the need arise. Any legal fees in FY21 may come from the contingency fund or retained earnings.

Equipment and Repair

Only a small contingency fund of $4,000 remains in the FY21 operational budget for emergency equipment repair or other unforeseen needs. It is a TCTV guiding philosophy that all equipment purchases should come from retained earnings used for the capital fund, and not impinge upon the operational budget.

TCTV's Capital Plan specifies $15,000 per year in equipment upgrades and replacement. Two new HD camera kits, tripods and computers can top $10,000, and should be cycled out regularly.

TCTV does not foresee using this $15K line item each year. But it should be available for upgrade and new equipment needs.

Funds not used will be returned to the Retained Earnings capital fund.

Future Revenues

Future revenue streams for TCTV and related properties may include funds from a Mass. tax on streaming entertainment services such as Netflix and Hulu, which could net TCTV some significant yearly revenue if revenues from cable TV franchise fees drop.

TCTV generated revenues (not from Cable franchise fees)

Outlook	**3yr**	**5yr**
Video production	$20k	$50k
Sponsorships	$10k	$30k
Dig. Conversions/Services	$10k	$40k
Website (ads)	--	$15k
Fundraising		$15k
Grants		$50k
Digital Signage advertising		$30k
Online marketplace	recurring	
Business incubation	recurring	
Regionalization	recurring	
Mass. Streaming Tax	recurring	
Memberships/subscriptions	recurring	
Fiber/5G network access	recurring	
Total	**$40k**	**$230k+**

**

PLANNED USES OF FY 2019 CABLE FUND RETAINED EARNINGS
(DOR Certified 09/17/2019)

Retained Earnings			**$164,842**
Less: FTM	No Articles		**$0**
Balance			**$164,842**
Less: ATM	Art. 14:	Operating Budget Subsidy	**-$80,600**
		Remaining Balance Rolled to FY '20 Retained Earnings	**$84,242**
		Percentage Rolled	**51.10%**
		Target	**20.00%**

Cable Overview - FY '21

Sub-Account	Value
Account 5100 - Personnel	$110,000
Account 5110 - Employee Support	$5,750
Account 5200 - Purchase of Service	$7,500
Account 5400 - Supplies	$5,600
Account 5600 - Intergovernmental	$10,250
Account 5700 - Other	$66,500
TOTAL ALL BUDGETS	$205,600
LESS REVENUES	$125,000
SURPLUS/DEFICIT	-$80,600
APPLICATION OF RETAINED EARNINGS	$80,600
FINAL SURPLUS/DEFICIT	$0

FY 2021 BUDGET DETAIL

DEPARTMENT: Cable TV

FUND: 1000
ACCOUNT NUMBER: 410 5100
ACCOUNT NAME: Personnel

Expense Budget

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages	FY 2021 Request	FY 2021 Administrator Recommended
Community Services Director		$27.25	Salary	5	52.6	$7,167	$7,167	$7,167
Manager/Director*		$50.00	Salary	15	52.6	$39,450	$39,450	$39,450
Station Manager**		$20.00	Hourly	19.5	52.6	$20,514	$20,514	$20,514
Program Coordinator		$15.00	Hourly	19.5	52.6	$15,386	$15,386	$15,386
Media Assistants (2-3)		$12.75	Hourly	20	52.6	$13,413	$13,413	$13,413
Marketing Coordinator		$15.00	Hourly	19.5	52.6	$15,386	$15,386	$15,386
* Reserves for Raises in Intergovernmental						$0	$0	$0
** Requested for day-to-day operations so Manager/Director can build						$0	$0	$0
revenue generating programs						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
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						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0		
						LUMP SUM DISALLOWED		-$1,315
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show								
a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	$111,315	$110,000

FY 2021 BUDGET DETAIL

DEPARTMENT: **Cable TV**

FUND: **1000**
ACCOUNT NUMBER: **410** **5110**
ACCOUNT NAME: **Employee Support**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$240.00	Video training subscription	$240	$240
		Advanced Training of staff for better video productions	$5,000	$5,000
1	$150.00	Mass Access membership	$150	$150
2	$285.00	Chambers of Commerce memberships - Gardner & Ncentral	$570	$570
				$0
				$0
				$0
				$0
				$0
				$0
				$0
				$0
				$0
				$0
				$0
				$0
				$0
			LUMP SUM DISALLOWED	**-$210**
		Totals	**$5,960**	**$5,750**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Cable TV**

FUND: **1000**
ACCOUNT NUMBER: **410** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
		Security software		$0
1	$360.00	Social Media software	$360	$360
24	$250.00	Phone/internet service	$6,000	$6,000
1	$270.30	Alarms-Cable TV 3 Elm St.	$270	$270
1	$5,000.00	Promotional Budget	$5,000	$270
		Adobe Creative Cloud	$600	$600
		LUMP SUM DISALLOWED		$0
		Totals	$12,230	$7,500

FY 2021 BUDGET DETAIL

DEPARTMENT: **Cable TV**

FUND: **1000**
ACCOUNT NUMBER: **400** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$300	Office supplies	$300	$300
1	$4,000	Misc. equipment/repair	$4,000	$4,000
1	$1,350	Heating oil	$1,350	$1,350
		LUMP SUM DISALLOWED		-$50
		Totals	$5,650	$5,600

FY 2021 BUDGET DETAIL

DEPARTMENT: **Cable TV**

FUND: **1000**
ACCOUNT NUMBER: **400** **5600**
ACCOUNT NAME: **Intergovernmental**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
		Transferrable Reserve (Merit & Equity Raises)*	$12,864	$3,300
		IT & Indirects	$0	$3,000
		Recovery of Employee Benefits	$0	$3,000
		Medicare	$0	$231
		Unemployment	$0	$319
		Insurance	$0	$0
		Retirement	$0	$0
4	$159.50	Sewer Minimim	$638	$638
		* Reduced to 3% of Personnel Plan	$0	$0
	Note: Indirect Formulas Need Refinement and Agreement		$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		-$238
		Totals	$13,502	$10,250

FY 2021 BUDGET DETAIL

DEPARTMENT: **Cable TV**

FUND: **1000**
ACCOUNT NUMBER: **400** **5700**
ACCOUNT NAME: **Other**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$30,000.00	Switching Kits for shoots	$30,000	$30,000
1	$10,000.00	Scout Hall Furnishings	$10,000	$10,000
tbd	$15,000.00	Equipment upgrades camera kits. Tripods etc.	$15,000	$15,000
1	$5,000.00	EMR relocation and fiber connection	$5,000	$5,000
1	$5,000.00	Web Site Buildout	$5,000	$5,000
1	$1,500.00	Live Streaming/Warranty	$1,500	$1,500
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**$0**
		Totals	**$66,500**	**$66,500**

Sewer Department

Contact Information: Robert McDonald, Sewer Super.
Phone: 978-939-2743
Email: sewsup@yahoo.com
Location: 33 Reservoir St, Baldwinville, MA

Mission Statement:
To safeguard the public health and environment by providing reliable, cost effective collection and treatment of Templeton resident's wastewater.

Department Description:
The Department operates and maintains the Town of Templeton's sewer lines, nine pump stations and wastewater treatment plant in compliance with Federal and State regulations.

FY19 Accomplishments:

1. Instituted preventative maintenance measures for major equipment.

FY20 Goals and Their Current Status (as of 12/31/19):

1. Completed the construction of the replacement of the Pleasant Street Pump station. Status: The project is apx. 100% complete.

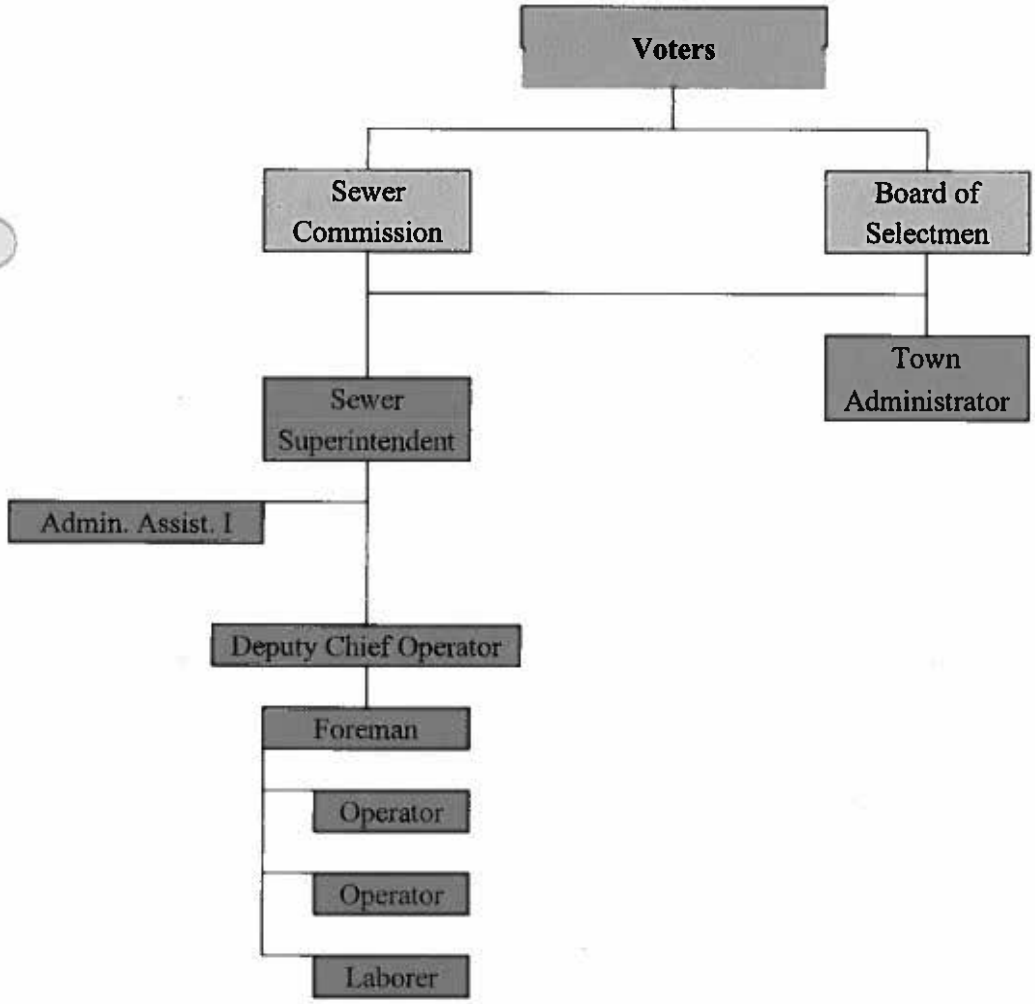
FY21 Goals:

1. Upgrade/replace old equipment at treatment plant and pump stations.
2. Replace original plant electrical transformer and switch gear.
3. Commission Inflow & Infiltration Study of all collection sewer lines as this is Mass DEP mandated.
4. Replace 1984 Bulldozer with a newer used Dozer.
5. Repair and paint exterior walls of Admin and Lower Pump building.

rsonnel Summary Table

Position Title	FY19 FTEs Actual	FY20 FTEs Actual	FY21 FTEs Dept. Req.	Notes and Explanation of Changes
Sewer Superintendent	1	1	1	
Deputy Chief Operator	1	1	1	
Foreman	1	1	1	
Operator	3	2	2	
Laborer	-	1	1	
Admin. Assistant 1	1	1	1	

Organizational Chart



Published on Templeton MA (https://www.templetonma.gov)

Proposed Sewer Rates: FY-21

Sewer Rates:

Effective the 1st quarter billing cycle

- **Step 1** - $475.20 Minimum Annual Charge, billed quarterly @ $118.75 (Based up to 35,000 gallons) (quarterly 8,750 gallons). **A 10% increase from $432.**
- **Step 2** - $8.80 per 1000 gallons for 35,001 to 60,000 gallons (quarterly @ 8,751- 15,000 gallons) **A 10% increase from 8.00 per 1000 gallons.**
- **Step 3** - $11.00 per 1000 gallons for over 60, 000 gallons (quarterly over 15,001 gallons). **A 10% increase from 10.00 per 1000 gallons.**
- **Rates for Sewer Only User** – $638 yearly, billed quarterly @ $159.50. (increased 10%)

Meters are read March, June, September and December.

Sewer Department Fees

Service	Fee
Sewer Inspection Fee	$100.00 (no increase)
Sewer Tap Fee	$300.00 (no increase)
Sewer Connection Fee	$5,000.00 (no increase)

Wastewater Treatment Plant Hauler Rates: per 1000 Gallons

Service	Fee	
In-Town Septage	.065	(increased from .0625)
Out of Town Septage	.085	(increased from .080)
In-town Bio-sludge	.11	(increased from .10)
Holding Tank Waste	.05	(increased from .04)

Town of Templeton, Board of Sewer Commissioners

Mark Moschetti - Chairman

Thomas Hurd- Member

Thomas Jeleniewski - Member

PLANNED USES OF FY 2019 SEWER FUND RETAINED EARNINGS
(DOR Certified 09/17/2019)

Retained Earnings			**$605,165**
Less: FY '20	FTM Article 9	Sewer Pick-Up Truck	**$45,000**
Balance			**$560,165**
Less: FY '21	ATM Article ?:	FY '21 OPEX Supplements	**N/A**
Less: FY '21	ATM Article ?:	CAPEX/OPEB Reserves	**N/A**
Less: FY '21	ATM Article 12:	FY '21 Operating Budget Subsidy	**$65,169**
Less: FY '21	ATM Article 13:	FY '21 Capital	**$265,000**
		Remaining Balance Rolled to FY '20 Retained Earnings	**$229,996**
		Percentage Rolled	**38.01%**
		Target	**20.00%**

Sewer Overview - FY '21

Sub-Account	Value
Account 5100 - Personnel	$428,250
Account 5110 - Employee Support	$10,000
Account 5200 - Purchase of Service	$105,000
Account 5400 - Supplies	$206,500
Account 5600 - Intergovernmental	$601,306
Account 5700 - Other (Debt)	$0
TOTAL ALL BUDGETS	$1,351,056
LESS REVENUES	$1,285,887
SURPLUS/DEFICIT	-$65,169
APPLICATION OF RETAINED EARNINGS	$65,169
FINAL SURPLUS/DEFICIT	$0

FY 2021 BUDGET DETAIL

DEPARTMENT: Sewer

FUND: 1000
ACCOUNT NUMBER: 410 5100
ACCOUNT NAME: Personnel

Expense Budget

Employee & Position	Class/Grade & Step	Rate	Salary or Hourly	Hours/ Week/Yr	# Weeks per YR	Wages	FY 2021 Request	FY 2021 Administrator Recommended
Superintendent		$43.35	Salary	40	52.6	$91,208	$91,208	$91,208
Administrative Asst.		$16.30	Hourly	40	52.6	$34,295	$34,295	$34,295
Asst. Chief Operator		$28.50	Hourly	40	52.6	$59,964	$59,964	$59,964
Foreman		$26.39	Hourly	40	52.6	$55,525	$55,525	$55,525
Operator		$23.32	Hourly	40	52.6	$49,065	$49,065	$49,065
Operator		$20.72	Hourly	40	52.6	$43,595	$43,595	$43,595
Laborer		$17.46	Hourly	40	52.6	$36,736	$36,736	$36,736
OT/DT						$0	$50,000	$50,000
Sew. Com.						$0	$6,000	$6,000
On-call Bonus						$0	$2,000	$2,000
						$0	$0	$0
							$0	$0
							$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						$0	$0	$0
						LUMP SUM DISALLOWED		-$138
Note: The hourly rate shown for any salaried individual is only for illustration and calculation purposes and does not purport to show a limitation on their obligation to perform their job in a specified number of hours only.								
						Totals	$428,388	$428,250

FY 2021 BUDGET DETAIL

DEPARTMENT: **Sewer**

FUND: **1000**
ACCOUNT NUMBER: **410** **5110**
ACCOUNT NAME: **Employee Support**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1		Dues/Meetings/Training/Licenses	$3,500	$3,500
1		Uniforms	$6,000	$6,000
1		Mileage/Tolls	$500	$500
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
		LUMP SUM DISALLOWED		**$0**
		Totals	**$10,000**	**$10,000**

FY 2021 BUDGET DETAIL

DEPARTMENT: **Sewer**

FUND: **1000**
ACCOUNT NUMBER: **410** **5200**
ACCOUNT NAME: **Purchase of Services**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1		Legal	$5,000	$5,000
1		Gardner Treatment Costs	$20,000	$20,000
1		Contractor Services	$35,000	$35,000
1		Lab Testing	$25,000	$25,000
1		Alarms/Telephone	$8,000	$8,000
1		Vehicle Repair	$12,000	$12,000
		LUMP SUM DISALLOWED		$0
		Totals	$105,000	$105,000

FY 2021 BUDGET DETAIL

DEPARTMENT: **Sewer**

FUND: **1000**
ACCOUNT NUMBER: **400** **5400**
ACCOUNT NAME: **Supplies**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
		Heating Oil	$14,000	$14,000
		Chemicals	$65,000	$65,000
		Office Supplies	$15,000	$15,000
		Maintenance Pump Stations	$30,000	$30,000
		Maintenance WWTP	$80,000	$80,000
		Tools	$2,500	$2,500
			LUMP SUM DISALLOWED	$0
		Totals	$206,500	$206,500

FY 2021 BUDGET DETAIL

DEPARTMENT: **Sewer**

FUND: **1000**
ACCOUNT NUMBER: **400** **5600**
ACCOUNT NAME: **Intergovernmental**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
		Health-Dental-FICA-STD-Life-Unemployment - Medicare	$116,150	$116,500
		Worc. County Retirement & Liability	$57,337	$57,337
		Station Electric	$20,000	$20,000
		Water Readings	$8,000	$8,000
		WWTP Water	$5,000	$5,000
		WWTP Electric	$108,000	$108,000
		Gas & Diesel	$6,000	$6,000
		Miscellaneous (Police)	$750	$750
		Insurance & Bonding	$44,243	$44,243
		OPEB (Reserve)	$25,000	$25,000
		OPEB Study, Audit and Indirects(100/5)	$12,450	$15,000
		Bonds/Interest (Otter & Pleasant Sta,)	$116,711	$116,711
		Gardner Upgrade	$50,000	$50,000
		Operational Reserve	$25,000	$25,000
		Reserve for CBA & Non-Union Merit & Equity Adjustments		$3,765
		LUMP SUM DISALLOWED		
		Totals	$594,641	$601,306

FY 2021 BUDGET DETAIL

DEPARTMENT: **Sewer**

FUND: **1000**
ACCOUNT NUMBER: **400** **5700**
ACCOUNT NAME: **Other**

Expense Budget

Quantity	Cost	Description	FY 2021 Request	FY 2021 Administrator Recommended
1	$55,000	Plant Transformer*	$55,000	
1	$135,000	MassDEP I&I Study*	$135,000	
1	$75,000	Bulldozer*	$75,000	
			$0	$0
			$0	$0
			$0	$0
		* Moved to Capital	$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			$0	$0
			LUMP SUM DISALLOWED	**$0**
		Totals	**$210,000**	**$0**

2.55% Increase

Narragansett Regional School District
FY 21

2/12/20

NARRAGANSETT REGIONAL SCHOOL DISTRICT INCOME SHEET FY 2021

	FY 20	FY 21	+/- Change	% Change
Chapter 70	9,951,444	9,990,564	39,120	0.39%
Charter School Reimb	20,638	27,786	7,148	34.64%
Chapter71 Spec/Reg Transp.	443,248	455,425	12,177	2.75%
E&D	500,000	500,000	0	0.00%
Medicaid	300,000	200,000	-100,000	-33.33%
Total Estimated Receipts	11,215,330	11,173,775	-41,555	**-0.37%**
Templeton Min Contribute	4,621,299	4,660,018	38,719	0.84%
Additional App.	1,317,591	1,686,161	368,570	27.97%
Templeton Trans Diff	743,946	791,578	47,632	6.40%
Templeton Total	6,682,836	7,137,757	454,921	**6.81%**
Phillipston Min Contribute	1,210,036	1,251,689	41,653	3.44%
Additional App.	250,410	295,693	45,283	18.08%
Phillipston Trans Diff	141,388	138,814	-2,574	-1.82%
Phillipston Total	1,601,834	1,686,196	84,362	**5.27%**
Town Assessments	8,284,670	8,823,953	539,283	6.51%
State Aid, Medicare	11,215,330	11,173,775	-41,555	-0.37%
Total General Fund Income	19,500,000	19,997,728	497,728	**2.55%**
School Choice	1,425,922	1,422,810	-3,112	-0.22%
Grants & Revolving Funds	1,347,835	1,347,835	0	0.00%
Total Operating Budget Incom	22,273,757	22,768,373	494,616	**2.22%**

Templeton Enrollment Oct 1	1005	84.03%	1049	85.08%
Phillipston Enrollment Oct 1	191	15.97%	184	14.92%
Total	1196	100%	1233	100%

TRANSPORTATION

Special Ed	$562,677
Regular K-12	$823,140
Total	$1,385,817.00
State Reimbursement	($455,425)
Town Share	$930,392
Templeton	$791,578
Phillipston	$138,814

District E & D Balance - July 1, 2020	$111,799

	FY 20 Additional	FY 21 Additional
	$1,568,001	$1,981,854.00
Templeton	$1,317,591	$1,686,161
Phillipston	$250,410	$295,693

TOWN OF TEMPLETON

ANNUAL TOWN MEETING WARRANT

MAY 13, 2020

Narragansett Regional Middle School
460 Baldwinville Road, Baldwinville

DRAFT of 2/25/20

TOWN OF TEMPLETON

WARRANT FOR ANNUAL TOWN MEETING

MAY 13, 2020

WORCESTER, ss.

To either of the Constables of the Town of Templeton in said County:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the precincts of the Town of Templeton, County of Worcester, qualified to vote in elections and Town affairs to meet in the Narragansett Regional Middle School, 460 Baldwinville Road, Baldwinville, in said Templeton on:

Wednesday, May 13, 2020 at 6:00 p.m.

Then and there to act on the following articles:

ARTICLE 1: LATE BILLS

To see if the Town will vote to authorize the payment of late bills from prior fiscal years from the FY '20 budgets of the following departments or enterprise funds in the following amounts:

Department	Amount
Cable Fund	$265.00
DPW - Buildings & Grounds (Senior Center)	$1,030.00

Or take any other action related thereto.

Submitted by the Board of Selectmen
9/10ths Vote Required

ARTICLE 2: FISCAL YEAR 2020 OPERATING BUDGET AMENDMENT(s)

To see if the Town will vote to appropriate the sum of One Hundred Forty Seven Thousand Five Hundred Dollars and No Cents ($147,500.00) for supplemental appropriations to the Fiscal Year 2020 Operating Budget as follows:

Department	Amount	Reason
Selectmen	**$12,500**	**Litigation**
Veterans Services	**$2,500**	**Growth in Client Census**

DRAFT

Recreation	**$7,500**	**Seed Money for Summer Camp**
Snow & Ice	**$125,000**	**FY '20 Deficit**

And to meet said appropriation by a transfer of said sum from certified free cash,

Or take any other action related thereto.

Submitted by the Board of Selectmen
Majority Vote Required

ARTICLE 3: FISCAL YEAR 2020 NRSD AMENDMENT

To see if the Town will vote to appropriate the sum of Seventy One Thousand Three Hundred Twenty Two Dollars and No Cents ($71,322.00) for supplemental appropriation to the Fiscal Year 2020 assessment for Narragansett Regional School District to satisfy a requirement of the MA Department of Revenue.

And to meet said appropriation by a transfer of said sum from certified free cash,

Or take any other action related thereto.

Submitted by the Board of Selectmen
Majority Vote Required

ARTICLE 4: CONSENT AGENDA

To see if the Town will vote to approve a consent agenda consisting of the following non-controversial actions or take any other action related thereto. Such items may be voted as a single block, or in any combination, but however voted, will be treated for accounting and legislative purposes as if each item were voted as a separate article.

A. REPORTS OF TOWN OFFICERS

Accept the reports of the Town Officers as printed in the 2018 Town Report:

B. REPORTS OF TOWN COMMITTEES

Allow any of the Town Committees to present their reports;

C. SET ANNUAL SPENDING LIMITS OF REVOLVING FUNDS

Set the annual spending limits of the Town's previously created revolving funds as follows:

Burial & Improvement Fund	$10,000
Recycling Fund	$10,000
Plumbing & Gas Inspector Fund	$12,500

Electrical Inspector Fund	$12,500
Community Services Fund	$60,000

D. ACCEPTING TRANSPORTATION NETWORK COMMUNITY FEE ASSESSMENT

Appropriate such sum of money as may be received by the Town from the Massachusetts Transportation Network Community Fee Assessment to an account entitled MART Dial A Ride.

Or take any other action related thereto.

Submitted by the Board of Selectmen
Majority Vote Required

ARTICLE 5: ESTABLISHING DEMAND FEE UNDER MGL Ch. 60 §15

To see if the Town will vote to charge Fifteen Dollars and No Cents ($15.00), effective January 1, 2021to be added to and collected as part of the tax, as authorized by Massachusetts General Laws, Chapter 60 §15 (2), for each written demand issued by the Town's Collector.

Submitted by the Board of Selectmen on behalf of the Treasurer/Collector
Majority Vote Required

ARTICLE 6: SALE OF BALDWINVILLE ELEMENTARY SCHOOL

To see if the Town will vote to authorize the Board of Selectmen to sell the property known as the Baldwinville Elementary School, located at 16 School Street, together with three parcels of land in their entirety, commonly identified on the Town's assessing maps as Map 1-4, Parcel, 383, 384, and 385, and a portion of Map 1-4 Parcel 407, all of which total 1.47+/- acres of land, and to execute, deliver, and grant such deeds, restrictions, instruments and agreements as it deems reasonable, appropriate and in the best interests of the Town to effectuate the transfer of title and the purposes of this article;

Or take any other action related thereto.

Submitted by the Board of Selectmen
Two-Thirds Vote Required

Note: A sketch plan of the parcels is available in the Office of the Town Clerk and on the Town's web site at www.templetonma.gov (click on Town Meeting and then All Documents Related to Past Town Meetings)

ARTICLE 7: AMENDING GENERAL BYLAWS RE: BUDGET PREPARATION

To see if the Town will vote to amend Section §59-6 of the General Bylaws by making certain additions (in bold italic) and deletions (in strikethrough) to the existing By-Law, to read as follows:

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§ 59-6. Powers and duties.

~~A.~~The Town Administrator shall act by and for the Board in any matter which the Board may assign to the Town Administrator relating to the administration of the affairs of the Town or of any Town office or department under its supervision and control, or, with the approval of the Board, may perform such other duties as may be requested by any other Town officer, board, committee or commission.

~~B. It shall be the duty of the Town Administrator, in conjunction with the Board, to consider expenditures and develop a budget for the ensuing fiscal year of the several boards, officers and committees of the Town, as prepared by them in such form and detail as prescribed by the Town Administrator.~~

Or take any other action related thereto.

Submitted by the Board of Selectmen
Majority Vote Required

ARTICLE 8: AMENDING THE GENERAL BYLAWS RE: PREAMBLE

To see if the Town will vote to amend Section §1-1 of the General Bylaws by making certain additions (in bold italic) and deletions (in strikethrough) to the existing Bylaw, to read as follows:

The following provisions shall constitute the ~~Revised~~ General Bylaws of the Town of Templeton~~, which shall be in lieu of all bylaws heretofore in force~~. ~~Starting in the year 1951, the bylaws shall be published every five years in booklet form, together with amendments, additions and deletions thereto.~~

Or take any other action related thereto.

Submitted by the Board of Selectmen
Majority Vote Required

ARTICLE 9: AMENDING THE GENERAL BYLAWS RE: BOARD OF SELECTMEN

To see if the Town will vote to amend Section §59-1 of the General Bylaws by making certain additions (in bold italic) and deletions (in strikethrough) to the existing Bylaw, to read as follows:

§ 59-1. ~~Board of Selectmen~~ ***Select Board (Board).***

A. The Board shall have the general direction and management of the property and affairs of the Town in all matters not otherwise provided for by laws or these bylaws.

B. Members of the Board shall not serve in any other elective capacity on any other Town or governmental regional boards, commissions, or committees of which the Town of Templeton is a member.

C. The term "Select Board" shall mean the "Board of Selectmen". The Select Board shall have all the powers and duties granted to Boards of Selectmen by the Constitution and General Laws of the Commonwealth of Massachusetts, and such additional powers and duties as may be provided by these Bylaws, by the Zoning Bylaws or by Town Meeting vote.

And further by striking the terms "Board of Selectmen," or "Selectmen" wherever it may appear in the General Bylaws and inserting in place thereof the term "Select Board".

Or take any other action related thereto.

Submitted by the Board of Selectmen
Majority Vote Required

ARTICLE 10: AMENDING THE ZONING BYLAWS RE: BOARD OF SELECTMEN

To see if the Town will vote to amend the Zoning Bylaws as follows:

By striking the terms "Board of Selectmen," or "Selectmen" wherever it may appear in said Zoning Bylaw and inserting in place thereof the term "Select Board".

Or take any other action related thereto.

Submitted by the Board of Selectmen
Two-Thirds Vote Required

ARTICLE 11: AMENDING ADVISORY COMMITTEE BYLAW

To see if the Town will vote to amend Section § 9-1 of the General Bylaws by making certain additions (in bold italic) and deletions (in strikethrough) to the existing By-Law,

Chapter 9 Article I Advisory Committee

§ 9-1 Membership; eligibility.
[Amended 5-13-2003; 5-11-2011; 5-13-2017 ATM by Art. 7]

There shall be an Advisory Committee consisting of seven legal voters of the Town ~~who shall be appointed by the Moderator as hereinafter provided~~. No elective or appointive Town officer or Town employee shall be eligible to serve on said Committee. ~~Advisory~~ Committee members shall be entitled to serve upon any ***other*** committee for which membership is specifically provided for in these ~~bylaws~~ ***Bylaws***. In addition, members of the ~~Advisory~~ Committee may serve upon temporary ad hoc committees convened for a single purpose, such as the screening of

applications for employment or appointment and examination of policy issues, when such bodies will be dissolved upon the completion of their work.

§ 9-2 Appointment; terms; officers; compensation.
[Amended 5-11-2011]

The Moderator of the Town Meeting when this ~~bylaws~~ ***Bylaw*** is adopted shall, within 30 days after such ~~bylaws~~ ***Bylaw*** becomes effective, appoint two ***(2)*** members of said Committee for terms of one year, two ***(2)*** members for terms of two years, and three ***(3)*** members for terms of three years. ~~At each Annual Town Meeting thereafter,~~ ***After the term of these initial appointments,*** the Moderator ~~thereof shall appoint three members of said Committee~~ ***shall within thirty days (30) after the adjournment of every Annual Town Meeting, appoint*** for ~~terms~~ ***a term*** of three years ***the number of persons as may be necessary, to provide a committee of seven members***. The terms of office of said members shall commence immediately upon ~~qualification~~ ***being sworn in by the Town Clerk*** and shall expire at the close of final adjournment of the Annual Town Meeting at which their successors are appointed. ~~Said~~ ***The Advisory*** Committee shall choose its own officers and ***its members*** shall serve without pay, ~~except the Chairman, who shall receive such amount as voted upon at the Annual Town Meeting,~~ and it shall cause to be kept a true record of its proceedings.

§ 9-3 Vacancies.

~~The Committee shall fill any vacancy which may occur in its membership, by vote, attested copy of which shall be sent by the secretary to the Town Clerk. If any member is absent from five consecutive meetings of said Committee, except in case of illness, his position shall be deemed to be vacant and shall be filled as herein provided. The term of office of any person so chosen to fill a vacancy shall expire at the final adjournment of the next succeeding Annual Town Meeting, and the Moderator thereof shall appoint his successor to complete the unexpired term of the member in whose office such vacancy originally occurred.~~
If a member resigns for any reason, or if any member is absent from five consecutive meetings of the Advisory Committee, except in case of illness, the position shall be deemed to be vacant and shall be filled as herein provided. The Advisory Committee Chairman shall notify the Moderator to determine if there are any interested town registered voters to fill the vacancy. The Moderator shall be given 30 days to fill the vacant position by appointing a person to complete the unexpired term. In the event the Moderator is unable to fill the vacancy, the Advisory Committee shall fill said vacancy by vote, an attested copy of which shall be sent by the Advisory Committee Secretary to the Town Clerk. The term of office of any person chosen by the Advisory Committee to fill a vacancy shall expire at the final adjournment of the next succeeding Annual Town Meeting. The Moderator, at that time, shall appoint a successor to complete the unexpired term.

§ 9-4 Review of proposed warrant articles.
[Added 3-9-1957; amended 3-10-1973; 5-16-2013]

~~All articles, other than those deemed by the Board of Selectmen (Board) to constitute an emergency, sought to be inserted in~~ ***The final*** Town Warrant ~~for the Annual Town Meeting~~ shall

be ~~filed~~ ***provided*** ~~with the Board, and referred by it~~ to the Advisory Committee ***by the Board of Selectman*** on ~~or before~~ April 10***th***~~;~~ ***or not less than 35 days before the date set for the Annual Town Meeting, whichever shall occur later, and not less than*** ~~and all articles sought to be inserted in the Warrant for a Special Town Meeting shall be referred by the Board to the Advisory Committee at least~~ 14 days before the date set for ~~such meeting.~~ ***any Special Town Meeting.***

It shall be the duty of the Committee to consider the various Warrant articles including citizen petitions. Said Committee reserves the right to not provide comment on citizen petitions. The Advisory Committee shall report thereon to the community at least five days before the date set for the Annual Town Meeting and at least four days before the date set for a Special Town Meeting with such explanations and suggestions as it may deem most useful to the community. The Advisory Committee shall review the annual Town budget and the general conduct of the Town affairs. The Committee shall consider, in open public meeting, the detailed expenditures proposed for each Town agency and may confer with representatives of any Town agency in connection with its review and consideration.

§ 9-5 Access to information.

In the discharge of its duty, ~~said~~ ***the Advisory*** Committee shall ~~have~~ ***be provided*** free access, to all books of record and accounts, bills and vouchers on which money has been or may be paid from the Town treasury ***within 4 business days, of any request. The Advisory Committee may require the Town Administrator, Board of Selectmen, or any other Town agency to furnish it with such additional public information as it may deem necessary to assist it in its review of the Warrant and the proposed Town budget.*** Officers, boards, and committees of the Town shall, upon request, furnish said Committee with facts, figures, and any other information pertaining to their several activities.

§ 9-6 Annual report.

It shall be the duty of the Advisory Committee to make an annual report of its ~~doings, with recommendations relative to financial matters and the conduct of Town business,~~ ***membership with date appointed and term, expenditures, Town emergency reserves, end of year transfers, and any other pertinent business*** to be contained in the Annual Town Report. ***The secretary of the Advisory Committee shall provide a copy of the complete report upon request.***

§ 9-7 Committee Liaisons

The Committee may appoint members as liaisons to boards and standing committees to attend meetings of the various entities of the Town and School District and delegate to them such powers as it deems expedient.

Or take any other action related thereto.

Submitted by the Board of Selectmen and Advisory Committee
Majority Vote Required

ARTICLE 12: FY 2021 SEWER DEPARTMENT OPERATING BUDGET

To see if the Town will vote to appropriate the sum of One Million Three Hundred Fifty One Thousand Fifty Six Dollars and No Cents ($1,351,056.00) to operate the Sewer Department for Fiscal Year 2020 and to meet said appropriation by a transfer of Sixty Five Thousand One Hundred Sixty Nine Dollars and No Cents ($65,169.00) from the certified retained earnings of the Sewer Fund and the balance from the receipts and revenues to be collected on behalf of the Sewer Department for said fiscal year.

Or take any other action related thereto.

Submitted by the Board of Selectmen for the Sewer Commission
Majority Vote Required

ARTICLE 13: SEWER CAPITAL PROJECT – FY 2021

To see if the Town will vote to appropriate the sum of Two Hundred Sixty Five Thousand Dollars and No Cents ($265,000.00) toward a program of capital purchases, improvements, and special articles as generally illustrated below:

Plant Transformer	$55,000
Inflow & Infiltration Study	$135,000
Bulldozer (Used)	$75,000

and to meet said appropriation by a transfer of said sum from the certified retained earnings of the Sewer Fund.

Or take any other action related thereto.

Submitted by the Board of Selectmen for the Sewer Commission
Majority Vote Required

ARTICLE 14: FY 2021 CABLE DEPARTMENT OPERATING BUDGET

To see if the Town will vote to appropriate the sum of Two Hundred Five Thousand Six Hundred Dollars and No Cents ($205,600.00) to operate the Cable Department for Fiscal Year 2020 and to meet said appropriation by a transfer of Eighty Thousand Six Hundred Dollars and No Cents ($80,600.00) from the certified retained earnings of the Cable Fund and the balance from the receipts and revenues to be collected on behalf of the Cable Department for said fiscal year.

Or take any other action related thereto.

Submitted by the Board of Selectmen
Majority Vote Required

DRAFT

ARTICLE 15: FUNDING OF COMMUNITY PRESERVATION ACCOUNT(s)

To see if the Town will vote to appropriate the sum of Three Hundred Thousand Dollars and No Cents ($300,000.00) to the several accounts of the Community Preservation Committee, as recommended by the Community Preservation Committee, as follows:

	Amount	% of Total
Administrative Account	$15,000	5%
Historic Resources Reserve	$30,000	10%
Community Housing Reserve	$30,000	10%
Open Space & Recreation Reserve	$30,000	10%
General Reserve	$195,000	65%
Total	$300,000	100%

And to meet said appropriation by a transfer from the Community Preservation annual revenues, which include the amount to be collected as a surcharge on real property, and the October 2020 state match for CPC permissible expenses.

Or take any other action related thereto.

Submitted by the Board of Selectmen on behalf of the Community Preservation Committee
Majority Vote Required

ARTICLE 16: EXPENDING OF COMMUNITY PRESERVATION RESERVES

To see if the Town will vote to appropriate the sum of Seventeen Thousand Five Hundred Dollars and No Cents ($17,500.00) for various activities and special articles as follows:

Item	Agent to Expend	Amount	Purpose	CPA Fund/Source
1.)	Development Services	$17,500	Community Housing[1]	Community Housing

[1]Legal and Consulting work relating to the development of an Affordable Housing Trust, creation of program to preserve affordable housing within the Day Mill Properties and regulatory reviews leading to the encouragement of the development of community housing.

Or take any other action related thereto.

Submitted by the Board of Selectmen on behalf of the Community Preservation Committee
Majority Vote Required

DRAFT

ARTICLE 17 TEMPLETON SCHOLARSHIP FUND

To see if the Town will vote to raise and appropriate the sum of Four Thousand Dollars and No Cents ($4,000.00) to the Templeton Scholarship Fund to be expended by the Templeton Scholarship Committee for the purpose of awarding scholarships to eligible applicants from the Town of Templeton.

Or take any other action related thereto.

Submitted by the Board of Selectmen for the Templeton Scholarship Committee
Majority Vote Required

ARTICLE 18: PROPERTY VALUATION ACCOUNT

To see if the Town will vote to raise and appropriate the sum of Twenty Two Thousand Five Hundred Dollars and No Cents ($22,500.00), to be expended by the Board of Assessors for Interim Work, Five-year Recertification, Cyclical Inspections, and costs associated with carrying out these activities and fulfilling the intent of this article including the purchase or licensing of software..

Or take any other action related thereto.

Submitted by the Board of Selectmen for the Board of Assessors
Majority Vote Required

ARTICLE 19: SET THE SALARIES OF ELECTED TOWN OFFICIALS

To see if the Town will vote, in accord with MGL Ch. 41 §108, to fix or maintain the salaries of certain elected officials for Fiscal Year 2020 as follows:

Town Clerk	$	59,280.00	Yearly
Board of Selectmen (Each)	$	500.00	Yearly
Sewer Commissioner (Each)	$	2,000.00	Yearly

Or take any other action related thereto.

Submitted by the Board of Selectmen
Majority Vote Required

ARTICLE 20: FY 2021 GENERAL FUND OPERATING (OPEX) BUDGET

To see if the Town will vote to appropriate the sum of Nine Million Eight Hundred Fifty Three Thousand Eight Hundred Thirty Nine Dollars and no cents ($9,853,839.00) for the operations of General Government for Fiscal Year 2021, and to meet said appropriation with a transfer of Two Hundred Seventy Thousand Dollars and No Cents ($270,000.00) from the Ambulance receipts reserved for appropriation, anticipated receipts, and the balance from taxation.

Or take any other action related thereto.

Submitted by the Board of Selectmen
Majority Vote Required

ARTICLE 21: CAPITAL BUDGET A - ROLLING STOCK, IMPROVEMNTS & SPECIAL ARTICLES

To see if the Town will vote to raise and appropriate the sum of Five Hundred Eighty Five Thousand Two Hundred Fifty and No Cents ($585,200.00) toward a program of capital purchases, improvements, and special articles as generally illustrated below:

Police	Cruiser	$52,500
	Body Armor (9)	$11,500
	4WD Truck ACO	$25,000
Selectmen	Baldwinville Elementary School – Costs of Sale	$7,500
Fire/EMS	Station Vehicle Exhaust System	$35,250
	Jaws of Life Cutter/Ram/Combi Tool Set	$32,250
DPW – Highway	MS-4 & CB - Planning & Mapping	$17,500
	6 Wheel w/Dump, Plow & Sander	$247,500
	Street Sign Replacement Program	$7,500
	Royalston Rd. Title Work	$17,500
	Pavement Roller w/Trailer	$37,500
DPW - B&G	Leaf Vac & Box Unit	$9,000
	Utility Landscape Trailer	$7,500
	60" Zero Turn Mower	$13,750
	Truck Body - CD – 5	$9,000
DPW - B&G	Fire/EMS Station #1 Steel Roof Repairs	$16,500
	Fire /EMS Station #2 Rubber Roof Repairs	$11,500
	Highway Garage Bldg. #2 Clean Burn Furnace	$9,000
DPW - B&G	Gilman Waite: Weed & Seed	$17,500
	Total	**$585,250**

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and to meet said appropriation by a transfer of Five Hundred Seventy Thousand Two Hundred Fifty Dollars and No Cents ($570,250.00) from certified free cash and a transfer of Fifteen Thousand Five Hundred Dollars and No Cents ($15,000.00) from overlay surplus.

Or take any other action related thereto

Submitted by Board of Selectmen
Majority Vote Required

ARTICLE 22: CAPITAL BUDGET B - ROLLING STOCK

A. To see if the Town will vote to appropriate the sum of Thirty Seven Thousand Five Hundred Dollars and No Cents ($37,500.00) for the purchase and equipping of a rubber tired backhoe/loader, with said sum to be supplemented by the trade in of certain used equipment or the proceeds of an open market sale thereof, more specifically a 1994 Dresser grader and a 2014 Volvo rubber tired excavator, and to meet said appropriation by a transfer of said sum from certified free cash provided however that the proceeds of the open market sale that exceed Eighty Five Thousand Dollars and No Cents ($85,000.00), which is the trade-in value of said equipment, after the purchase and equipping of the rubber tired backhoe/loader shall be deposited into the Town's miscellaneous revenues.

Or take any other action related thereto.

Submitted by Board of Selectmen
Majority Vote Required

ARTICLE 23: MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL

To see if the Town will vote to raise and appropriate the sum of Six Hundred Fifty Two Thousand One Hundred Eighty Six Dollars and No Cents ($652,186.00) as the amount assessed upon the Town for the Fiscal Year 2021 assessment by the Montachusett Regional Vocational Technical School District for the purposes of educating and transporting the Town's enrolled students and capital and debt expenses provided, however, that any stated amount shall be reduced to any lesser amount which shall subsequently be certified by the school committee and certified to the Town, for Fiscal Year 2021.

Or take any other action related thereto.

Submitted by the Board of Selectman for the Montachusett Regional Vocational Technical School District

Majority Vote Required

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ARTICLE 24: NARRAGANSETT REGIONAL SCHOOL DISTRICT

To see if the Town will vote to raise and appropriate the sum of Six Million Seven Hundred Seventy Seven Thousand Seven Hundred Fifty Two Dollars and No Cents ($6,777,128.00) as the amount assessed upon the Town for the Fiscal Year 2021 assessment by the Narragansett Regional School District for the purposes of educating and transporting the Town's enrolled students provided, however, that any stated amount shall be reduced to any lesser amount which shall subsequently be certified by the school committee and certified to the Town, FOR Fiscal Year 2021.

Or take any other action related thereto.

Submitted by the Board of Selectman for the Narragansett Regional School District
Majority Vote Required

Majority Vote Required

ARTICLE 25 et al: PLACEHOLDER RE NRSD/RSDA AMENDMENTS

ARTICLE 26: CITIZEN'S PETITION: FLUORIDE WARNING ON WATER BILLS

Shall the Town vote to approve a warning concerning Templeton citizen's fluorosis risk the additive poses to infants, to be added to all water bills and consumer confidence reports (which must be mailed to all water consumers, be posted online, and available at the Selectmen's Office and the Light and Water Department). The warning is as follows:

"Your public water supply is fluoridated. According to the Centers for Disease Control Prevention, if your child under the age of 6 months is exclusively consuming infant formula reconstituted with fluoridated water, there may be an increased chance of dental fluorosis. Consult your child's health care provider for more information.".

Or take any other action related thereto.

A citizen's petition submitted by Peter Farrell and 13 others

ARTICLE 27: CITIZEN'S PETITION: FLUORIDE LEGISLATION

Move that the town will vote to authorize the Board of Selectmen to seek Special Legislation as set forth below: provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of the petition or take any other action thereon or in relation to.

An Act authorizing Annual Town Meeting as the responsible party on any and all decisions involving fluoridating or not fluoridating the public water supply.

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Section 1. Notwithstanding Section 8C, Chapter 111, Title XVI, Part 1 of the general laws of or any general of special law to the contrary, the legislative body at Annual Town Meeting with a majority vote shall be authorized to make any and all decisions in regards to fluoridating or not fluoridating the public water supply however should town meeting vote to fluoridate the public water supply oversight on fluoride dose shall go to the towns Board of Health. Annual town meeting shall also make decisions on health warnings involving water fluoridation and any other decisions involving fluoride and the public water supply.

Section 2. Upon effective date of this act the Legislative body at Annual Town Meeting shall become the responsible party for all matters concerning fluoride and the public water supply.

Section 3. This act shall take effect upon passage.

A citizen's petition submitted by Peter Farrell and 15 others

And you are hereby directed to serve this warrant by posting attested copies thereof in each precinct; namely at the Post Office in Templeton, the Post Office in East Templeton, the Post Office in Baldwinville, and at the Town Hall at 160 Patriots Road, East Templeton, seven (7) days at least before the time of holding said meeting and by causing notice of the same to be published once in the Gardner News, a newspaper published in said Worcester County, in the City of Gardner.

Given under our hands this_____th day of April, 2020.

BOARD OF SELECTMEN

_____ _____

Michael Currie, Chairman Diane Haley Brooks, Vice Chairman

_____ _____

Julie Richard, Clerk Terry Griffis, Member

_____

Jeff Bennett, Member

True Copy: ATTEST

_____

Signature of Constable – Town of Templeton

_____

Printed Name of Constable Signing Above

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OFFICER'S RETURN
WORCESTER, SS

April _____, 2019

This is to certify that I have served the within warrant by posting attested copies thereof in each precinct; namely, at the Post Office in Templeton, the Post Office in East Templeton, the Post Office in Baldwinville, and at the Town Hall at 160 Patriots Road, East Templeton, fourteen (14) days at least before the time of holding said meeting and by causing notice of the same to be published once in the Gardner News, a newspaper published in said Worcester County, in the City of Gardner.

_____
Signature of Constable – Town of Templeton

_____
Printed Name of Constable Signing Above

A True Copy, ATTEST:

_____
Carol A. Harris
Town Clerk of Templeton

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