

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: August 2, 2018
CC: All Departments

Carter



Important Notice to All Departments

Job Openings: Director of Public Works
DPW – Truck Driver (CDL)

We have a Work-Off participant in need of 30 hours of office work. Please let me know ASAP.

Business Meeting or Workshop: The following is intended to supplement agenda items where a full memorandum may not have been required or updates are needed.

5. d. This one-year BAN needs to be rolled over as the project is not yet ready for permanent financing from the RDA. After discussion with all of the parties it was agreed a one-year roll-over addressed concerns of making the next payment in the next fiscal year and assuring us we could complete the project and get through an RDA closing.

5. e. After more than a year of negotiations between all of the parties, this is our amended agreement for operations going forward.

5. f. Your by-laws require a specific "Opening" of a warrant for a Town Meeting. We request that you officially "open the warrant" with its closure being on August 27, 2018. At this time, we remain on track for a 10/18 Fall Town Meeting.

5. g. As you may know our 2002 bucket truck has now been retired by the Town and replaced with a 2007 donated to us by the Light Plant. Alan had made a deal with Winchendon whereby he wanted to transfer the 2002 to them as they currently have nothing to work with. This sharing between communities where the value of the equipment is nominal at best is something I believe helps build better relationships. That said, Winchendon had offered to give us a 10-wheeler which we can then use as needed or auction off. This deal finally came together too late to get it onto your last agenda or a special meeting last week.

5. i. During the discussion of a Special Workshop it was suggested that we put together a sample agenda, so you could set the wording of the items as you desired. This is for that purpose.

Weekly Report: The second meeting on Laurel View has been set for 08/14 at 6 p.m. The mailing should go out Monday. The week was primarily on various personnel matters. Laurel View and other legal matters and follow-up on our several leases. We had a conference call on the Opioid Litigation as we have a bit of homework we will need to follow up

Administration & Finance

Town Accountant: Nothing to Report.

Treasurer/Collector: Property taxes were due Wednesday and I had a huge amount of walk in traffic. I want to thank Luanne for all her help this week. She opened and verified a tremendous amount of mail getting it ready for me to process.

Assessor: Working on questions from a property owner in regards to Evans Circle. Imputed to property record cards the field work the board had gone out and visited. With property tax bills due Wednesday, helped out the Collector/Treasurer with the mail coming in. Steady flow of residents coming in with questions and exemption applications. I will be out of the office next week, Sue will be covering but no weekly report will be submitted.

Town Clerk: Received many rabies certificates from several veterinaries. Updated the dog program with the new information. Did a few research projects. It's been steady with vital records request.

Public Works

Highway Department: The street sweeper is down – *again!* The bridge on Stoney Bridge Road has had deterioration causing us great concern and the need to think of a possible closure. We are reaching out to our public safety team and the Phillipston folks as the roadway continues onto their Burnshirt Road. We are also researching the costs of a potential engineering report and possible sources of money especially given its historic nature.

Buildings & Grounds: Nothing to report.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: 07/19 - 08/01 the fire department responded on a total of 21 emergency calls. 2 motor vehicle accidents, 1 smoke investigation, 2 accidental alarms, 1 assistance to a resident and 15 ambulance calls. On 07/20 the Department of Emergency Medical Services conducted our annual ambulance inspection. We passed this inspection with only a few minor issues which have already been addressed. This enables us to be re-licensed for another year.

Templeton Fire/EMS: Nothing to report.

Development Services

Director: Playing “catch up” after two weeks’ vacation; working with the Accountant to plan and execute the office being moved into room one; meetings held with ConCom Chair and Planning Chair to discuss improvements to internal processes; met with Planning Chair with regard to Baldwinville Elementary School walk through on 7/19/18; scheduled meeting to work with Diane Haley-Brooks to review the use policy for town property.

Board of Health: Agent completed perc tests Dudley Road and King Phillips Trail; both for new builds; two septic installation inspections completed at 150 Hubbardston; septic certificates of compliance issued to 65 Winchester and 110 Michaels Lane for replacement systems; Title 5 inspection reports reviewed for 119 Laurel View, 171 Brooks, and 75 Main, all passing; reviewed and approved septic plans for new builds on Valentine and South. A ticket for a violation was issued to a party on High Street; the party continues to allow animals (chickens) to roam freely on neighboring properties. Agent completed a walkthrough of NMS/NRHS with Rick Moulton; no violations to report at this time.

Conservation: Site walks completed on 4 Fern and at 101 Mini Storage, no findings.

Planning Board: Admin. Asst. completed draft minutes for meeting of 7/24/2018. Application still in process for Lawindy LLC/Patriots Roast Beef.

Zoning Board of Appeals: Admin. Asst. received “final decision” notes from Chair for Lamore and Jamieson, completed documentation and stamped by Town Clerk, 20-day appeal period has begun. Admin. Asst. worked with a resident for a possible variance request on Baldwinville Road.

Building Department: Four building permits were issued, two plumbing permits and two electrical permits. Building Commissioner completed multiple inspections and issued six certificates of completion. Admin. Asst. completed monthly report to the Assessor’s Office for July. Admin. Asst. will be out of the office the week of 8/6/18 on a well-deserved vacation.

Agricultural Commission: Members Christof Chartier and Matthew LeClerc consulted with BOH Agent on violation on High Street prior to ticket being issued for violation on keeping of animals.

Community Services

Community Services Director: Nothing to report.

Council on Aging/Senior Center: I am back in the office after having my knee replaced, moving slow but that is ok I am pain free for the first time in a long, long time. It feels wonderful!!! As for things here at the Senior Center it is like a whiling dirvey, we are so busy it makes all of our heads spin. Everyone is bringing their re-certs in. Then we have the folks with new applications. We also have some great activities going on in the next few weeks. We are going to try to honor our vets again on August 30, 2018. Please join us in thanking our Veterans for their sacrifice.

Community TV: This week TCTV recorded and cable-cast the Advisory Committee meeting of Aug 2. Post-production work continued on the Mac N Cheese Fest video and other programming. Work continued to revamp the slide shows that run between programs on Cable Channel 8. The introductory slide show now features a "Pick of the Week" event. Other select slides and promos will be added. Promo slides were created for the Kite Festival, Farm tours and Arts & Crafts Fair, and shared with organization promoters such as the Historical Society and Cultural Council. Plans were made to record the Kite Festival Aug. 5 and tape the entertainment, if possible. The revised Channel 8 schedule was promoted on TCTV’s Facebook page.

Library Director: Nothing to report.

Important Dates to Remember

Town Administrator’s Office Days for next week: Tuesday, Wednesday & Thursday a.m.

Selectmen’s Business Meeting, Wednesday, August 8, 2018, 6:30 p.m.

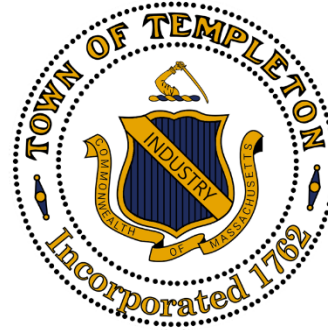
Department Head Meeting, Thursday, August 9, 2018, at 8:30 a.m.

SEE ATTACHED MEMO – NEXT PAGE

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: SelectBoard
FROM: Carter Terenzini, Town Administrator
RE: Follow-Up on OPEB Analysis
DATE: August 2, 2018
CC: N/A

Carter



I received one follow-up question for the Board on the OPEB analysis. Ms. Haley-Brooks asked if (our portion of) the Regional School OPEB liability would have to be brought onto our balance Sheet since we are effectively the guarantor of our portion of the school liabilities. Our Auditor, Mr. Roselli, has advised us that “No that will be reflected on the regional school balance sheet, so it can’t be in two places.”

As you may recall, the Sewer Fund, in simplest terms, has a liability of roughly \$900k. The annual amount required to fund this liability, in even annual installments, is estimated to be \$37.5k per year. The annual amount required to fund this liability in installments which would grow over time, is estimated to be \$28.1k with a 3% annual increase.

The General Fund, in simplest terms, has a liability of roughly \$6M. The annual amount required to fund this liability, in even annual installments, is estimated to be \$207k per year. The annual amount required to fund this liability in installments which would grow over time, is estimated to be \$154.8k with a 3% annual increase.

Please do understand that these numbers will change with each evaluation depending upon the demographic characteristics of the active/retiree census, the inflation rate of benefits, the amount having been set aside to offset the liability, interest rate on those set-asides and for other factors more fully described in the study.

At this time the only way to control the liability is to concentrate on the benefits offered (health, dental, and life), the benefit platform (i.e. co-pays and such), and contribution rate. You have already made several changes along those lines which are why we were able to keep the liability as low as it is.

At this time, I have asked the Sewer Department to budget no less than the sum of \$25k in their FY ‘20 operating budget as a start.

On the General Fund side, we will need to address OPEB contributions as laid out in the Financial Management Policies (ie. a percentage of free cash) until such time as the retirement liability has been fully funded and we can divert those monies toward retiring this liability.

With the TMLWP moving forward to make increasing set-asides and action on these two funds, we will see our financials viewed in a better light in general and with the auditors and credit rating agencies over time.

Please feel free to let me know if you have any further questions as a result of your review and we will do our best to get you answers.