

# Section 6





# Section 7

RAGANSETT REGIONAL SCHOOL DISTRICT  
INCOME SHEET FY 2018

*Used for Presented  
Town Draft*

3/9/17 DRAFT

	FY 17	FY 18	+/- Change	% Change
Chapter 70	9,834,774	9,860,854	26,080	0.27%
Charter School Reimb	54,000	23,114	-30,886	-57.20%
Chapter 71 Spec/Reg Transp.	300,000	300,000	0	0.00%
MSBA	1,239,179	1,239,179	0	0.00%
E&D	255,000	415,000	160,000	62.75%
Medicaid	150,000	150,000	0	0.00%
<b>Total Estimated Receipts</b>	<b>11,832,953</b>	<b>11,988,147</b>	<b>155,194</b>	<b>1.31%</b>
<b>Templeton Min Contribute</b>	<b>4,114,704</b>	<b>4,254,487</b>	<b>139,783</b>	<b>3.40%</b>
Additional App.	831,381	1,001,343	169,962	20.44%
Templeton Trans Diff	678,659	750,594	71,935	10.60%
Debt Service	443,879	436,384	-7,495	-1.69%
<b>Templeton Total</b>	<b>6,068,623</b>	<b>6,442,808</b>	<b>374,185</b>	<b>6.17%</b>
<b>Phillipston Min Contribute</b>	<b>1,188,477</b>	<b>1,108,411</b>	<b>-80,066</b>	<b>-6.74%</b>
Additional App.	177,825	217,726	39,901	22.44%
Phillipston Trans Diff	133,814	163,204	29,390	21.96%
Debt Service	87,522	94,885	7,363	8.41%
<b>Phillipston Total</b>	<b>1,587,638</b>	<b>1,584,226</b>	<b>-3,412</b>	<b>-0.21%</b>
Town Assessments	7,656,261	8,027,034	370,773	4.84%
State Aid, Medicare	11,832,953	11,988,147	155,194	1.31%
<b>Total Income</b>	<b>19,489,214</b>	<b>20,015,181</b>	<b>525,967</b>	<b>2.70%</b>

District E & D - July 1, 2018

\$53,007

Templeton Enrollment	994	83.53%	989	82.14%
Phillipston Enrollment	196	16.47%	215	17.86%
<b>Total</b>	<b>1190</b>	<b>100%</b>	<b>1204</b>	<b>100%</b>

TRANSPORTATION

Special Ed	\$524,604
Regular K-12	\$689,194
<b>Total</b>	<b>\$1,213,798.00</b>
State Reimbursement	(\$300,000)
Town Share	\$913,798
Templeton	\$750,594
Phillipston	\$163,204

DEBT

Principal	\$1,644,000
Interest	\$119,448
<b>Total</b>	<b>\$1,763,448</b>
MSBA Reimb.	\$1,232,179
Town Share	\$531,269
Templeton	\$436,384
Phillipston	\$94,885

*Ed Side Up \$309,745  
or 6.2%*

*Ed+Transport Up \$381,680  
or 6.8%*

310

RAGANSETT REGIONAL SCHOOL DISTRICT  
INCOME SHEET FY 2018

*Used for Draft* <sup>1st</sup> *Town* 2/8/17

	FY 17	FY 18	+/- Change	% Change
Chapter 70	9,834,774	9,860,854	26,080	0.27%
Charter School Reimb	54,000	23,114	-30,886	-57.20%
Chapter 71 Spec/Reg Transp.	300,000	300,000	0	0.00%
MSBA	1,239,179	1,239,179	0	0.00%
E&D	255,000	355,000	100,000	39.22%
Medicaid	150,000	150,000	0	0.00%
<b>Total Estimated Receipts</b>	<b>11,832,953</b>	<b>11,928,147</b>	<b>95,194</b>	<b>0.80%</b>
<b>Templeton Min Contribute</b>	<b>4,114,704</b>	<b>4,254,487</b>	<b>139,783</b>	<b>3.40%</b>
Additional App.	831,381	811,739	-19,642	-2.36%
Templeton Trans Diff	678,659	750,594	71,935	10.60%
Debt Service	443,879	436,384	-7,495	-1.69%
<b>Templeton Total</b>	<b>6,068,623</b>	<b>6,253,204</b>	<b>184,581</b>	<b>3.04%</b>
<b>Phillipston Min Contribute</b>	<b>1,188,477</b>	<b>1,108,411</b>	<b>-80,066</b>	<b>-6.74%</b>
Additional App.	177,825	177,825	0	0.00%
Phillipston Trans Diff	133,814	163,204	29,390	21.96%
Debt Service	87,522	94,885	7,363	8.41%
<b>Phillipston Total</b>	<b>1,587,638</b>	<b>1,544,325</b>	<b>-43,313</b>	<b>-2.73%</b>
Town Assessments	7,656,261	7,797,529	141,268	1.85%
State Aid, Medicare	11,832,953	11,928,147	95,194	0.80%
<b>Total Income</b>	<b>19,489,214</b>	<b>19,725,676</b>	<b>236,462</b>	<b>1.21%</b>

Templeton Enrollment	994	83.53%	989	82.14%
Phillipston Enrollment	196	16.47%	215	17.86%
<b>Total</b>	<b>1190</b>	<b>100%</b>	<b>1204</b>	<b>100%</b>

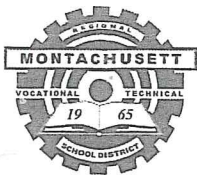
**TRANSPORTATION**

Special Ed	\$524,604
Regular K-12	\$689,194
<b>Total</b>	<b>\$1,213,798.00</b>
State Reimbursement	(\$300,000)
Town Share	\$913,798
Templeton	\$750,594
Phillipston	\$163,204

**DEBT**

Principal	\$1,644,000
Interest	\$119,448
<b>Total</b>	<b>\$1,763,448</b>
MSBA Reimb.	\$1,232,179
Town Share	\$531,269
Templeton	\$436,384
Phillipston	\$94,885

311



# Montachusett Regional Vocational Technical School District

Ashburnham • Ashby • Athol • Barre • Fitchburg • Gardner • Harvard • Holden • Hubbardston • Lunenburg  
Petersham • Phillipston • Princeton • Royalston • Sterling • Templeton • Westminster • Winchendon



Monty Tech  
1050 Westminster Street  
Fitchburg, Massachusetts 01420

(978) 345-9200 or (978) 632-8889  
Fax: (978) 345-9167  
Website: <http://www.montytech.net>

March 6, 2017

Ms. Kate Myers, Treasurer  
160 Patriots Road  
P.O. Box 620  
East Templeton, MA 01468

Dear Ms. Myers:

The 2017-2018 preliminary budget and assessments approved and certified by the Regional District Committee on March 1, 2017 is the total amount deemed necessary for the operation and maintenance of the District for the Fiscal Year 2018. Please note that these are preliminary figures, subject to change, based on final Cherry Sheet figures from the State.

The certified figures are determined by adding East Templeton's share of the State minimum spending requirement, transportation/operating costs, capital and bond costs.

FY 2018 Regional School District Assessment      \$ 638,130

Please include \$ 638,130 in the appropriations to be acted upon at your 2017 annual City/Town meeting.

If you have any questions, please feel free to contact Business/HR Manager, Tammy Crockett, at (978) 345-9200 extension 5214.

Sincerely,

Norman J. LeBlanc  
Treasurer

NJL/tl

Cc: James Gilbert, Monty Tech Rep  
Mr. John Caplis, Chair Board of Selectmen  
Wilfred Spring, Chair Finance Committee  
Cater Terenzini, Interim Town Administrator

312

# FISCAL YEAR 2018 BUDGET SUMMARY

	APPROVED <i>FY'2017</i>	PROPOSED <i>FY'2018</i>	<i>DIFF</i>
(1) <b>Gross Budget</b>	<b>\$26,374,468</b>	<b>\$26,895,680</b>	<b>\$521,212</b>
<b>Less:</b>			
Transportation & Above NSS	(1,837,158)	(2,083,900)	(246,742)
Capital Budget ~ Equipment	(290,000)	(290,000)	0
Vehicles	(45,000)	(35,000)	10,000
BONDS (Principal & Interest)	(1,204,669)	(1,201,263)	3,406
(2) <b>Net School Spending</b>	<b>\$22,997,641</b>	<b>\$23,285,517</b>	<b>\$287,877</b>
<b>Less Revenues:</b>			
Estimated Ch. 70	(13,920,325)	(14,100,241)	(179,916)
<b><i>FY 18 REQUIRED MINIMUM CONTRIBUTION</i></b>	<b>\$9,077,316</b>	<b>\$9,185,276</b>	<b>\$107,961</b>
(3) <b>Transportation &amp; Other Operating Budget</b>	\$1,837,158	\$2,083,900	\$246,742
<b>Less:</b>			
Estimated Transportation Aid	(1,090,000)	(1,232,580)	(142,580)
Excess & Deficiency	0	(137,500)	0
<b><i>NET TRANSPORTATION &amp; OTHER OPERATING</i></b>	<b>\$747,158</b>	<b>\$713,820</b>	<b>(\$33,338)</b>
(4) <b>Capital Budget ~ (Equipment &amp; Vehicles)</b>	\$335,000	\$325,000	(\$10,000)
<b>Less:</b>			
Excess & Deficiency	(295,000)	(137,500)	157,500
<b><i>NET CAPITAL ASSESSMENT</i></b>	<b>\$40,000</b>	<b>\$187,500</b>	<b>\$147,500</b>
(5) <b>BONDS</b>	\$1,204,669	\$1,201,263	(\$3,406)
<b>Less:</b>			
School Building Authority Aid	(948,213)	(948,213)	0
<b><i>NET BONDS</i></b>	<b>\$256,456</b>	<b>\$253,050</b>	<b>(\$3,406)</b>
<b>TOTAL ASSESSMENT (All Budgets)</b>	<b>\$10,120,930</b>	<b>\$10,339,646</b>	<b>\$218,716</b>



# General Fund- Income and Expense Summary

General Fund Income	Received 13-14	Received 14-15	Received 15-16	Budgeted 16-17	Proposed 17-18	Change (Decrease)	% Change
<b>State Aid</b>							
Chapter 70	13,764,000	13,800,675	13,837,825	13,920,325	14,100,241	179,916	1.29%
Transportation Reimbursement	815,343	1,065,340	1,197,975	1,090,000	1,232,580	142,580	13.08%
School Building Authority Aid	948,213	948,213	948,213	948,213	948,213	0	0.00%
<b>Local Receipts</b>							
Community Assessments	8,682,724	9,441,464	10,039,328	10,120,930	10,339,646	218,716	2.16%
Interest Income	11,541	10,696	18,220	0	0	0	0.00%
Miscellaneous Receipts	629,815	121,214	59,196	0	0	0	0.00%
Appropriation from E&D	350,000	480,000	500,000	295,000	275,000	(20,000)	-6.78%
Fund Transfers	250,000	0	0	0	0	0	0.00%
<b>Total General Fund Income</b>	<b>\$25,451,635</b>	<b>\$25,867,602</b>	<b>\$26,600,757</b>	<b>\$26,374,468</b>	<b>\$26,895,680</b>	<b>\$521,212</b>	<b>1.98%</b>

General O&M Expenses	Expended 13-14	Expended 14-15	Expended 15-16	Budgeted 16-17	Proposed 17-18	Change (Decrease)	% Change
District Leadership	964,228	978,813	899,065	926,143	887,894	(38,249)	-4.13%
Instruction	12,673,632	13,000,254	13,650,061	13,490,505	13,861,873	371,368	2.75%
Student Services	2,424,489	2,669,694	2,724,344	2,820,370	2,914,895	94,525	3.35%
Operations & Maintenance	2,897,024	3,144,022	3,142,047	3,102,709	3,059,316	(43,393)	-1.40%
Fixed Charges	4,055,703	4,041,062	3,948,530	4,194,972	4,327,339	132,367	3.16%
Fixed Assets	315,000	223,688	293,050	335,000	325,000	(10,000)	-2.99%
Tuition	242,000	280,442	363,088	300,100	318,100	18,000	6.00%
<b>Total Expenses</b>	<b>\$23,572,076</b>	<b>\$24,337,975</b>	<b>\$25,020,185</b>	<b>\$25,169,799</b>	<b>\$25,694,417</b>	<b>\$524,618</b>	<b>2.08%</b>

Debt Service	Expended 13-14	Expended 14-15	Expended 15-16	Budgeted 16-17	Proposed 17-18	Change (Decrease)	% Change
Principal	923,000	957,000	994,000	1,030,000	1,068,000	38,000	3.69%
Interest	290,204	253,099	214,628	174,669	133,263	(41,406)	-23.71%
<b>Total Expense</b>	<b>\$1,213,204</b>	<b>\$1,210,099</b>	<b>\$1,208,628</b>	<b>\$1,204,669</b>	<b>\$1,201,263</b>	<b>(\$3,406)</b>	<b>-0.28%</b>
<b>Total General Fund Expenses</b>	<b>\$24,785,280</b>	<b>\$25,548,074</b>	<b>\$26,228,813</b>	<b>\$26,374,468</b>	<b>\$26,895,680</b>	<b>\$521,212</b>	<b>1.98%</b>

	13-14	14-15	15-16	16-17	17-18	Change (Decrease)	Change (Decrease)
<b>Foundation Enrollment</b>	<b>1,453</b>	<b>1,467</b>	<b>1,486</b>	<b>1,500</b>	<b>1,496</b>	<b>(4)</b>	<b>-0.27%</b>

# COMMUNITY ASSESSMENTS

FISCAL YEAR 2018									
COMMUNITIES	FOUNDATION ENROLLMENT	FOUNDATION BUDGET	REQUIRED	TRANSPORT/			PROPOSED	APPROVED	CHANGE
			MINIMUM CONTRIBUTION	OPERATING ASSESS.	CAPITAL ASSESS.	BONDS	ASSESSMENT FY'2018	ASSESSMENT FY 2017	FY'17 - FY'18
Ashburnham	58	903,385	404,491	27,675	7,861	10,609	450,636	441,942	8,694
Ashby	34	529,570	283,667	16,223	3,361	4,536	307,788	333,265	(25,477)
Athol	86	1,339,501	205,647	41,035	11,412	15,402	273,496	252,544	20,952
Barre	42	654,175	272,139	20,040	6,192	8,356	306,727	253,847	52,880
Fitchburg	398	6,199,087	1,581,530	189,907	46,710	63,040	1,881,186	1,967,086	(85,900)
Gardner	163	2,538,822	790,118	77,776	19,584	26,430	913,908	825,333	88,575
Harvard	8	109,029	90,646	3,817	7,671	10,353	112,487	93,020	19,467
Holden	73	1,137,019	671,864	34,832	23,211	31,325	761,232	667,463	93,769
Hubbardston	75	1,168,170	618,844	35,786	4,773	6,441	665,844	609,993	55,851
Lunenburg	92	1,432,955	804,302	43,898	12,482	16,845	877,527	890,058	(12,531)
Petersham	2	31,151	24,939	954	812	1,096	27,801	53,567	(25,766)
Phillipston	26	404,966	197,757	12,406	1,540	2,079	213,782	167,196	46,586
Princeton	20	311,512	258,302	9,543	4,219	5,694	277,757	310,521	(32,764)
Royalston	15	233,634	77,472	7,157	1,040	1,403	87,072	98,950	(11,878)
Sterling	68	1,059,141	800,676	32,446	9,060	12,227	854,409	783,665	70,744
Templeton	97	1,510,833	574,660	46,284	7,315	9,872	638,130	708,682	(70,552)
Westminster	74	1,152,594	690,092	35,309	8,938	12,063	746,403	792,925	(46,522)
Winchendon	165	2,569,973	838,130	78,730	11,321	15,279	943,460	870,874	72,586
<b>Total</b>	<b>1496</b>	<b>23,285,517</b>	<b>9,185,276</b>	<b>713,820</b>	<b>187,500</b>	<b>253,050</b>	<b>10,339,646</b>	<b>10,120,930</b>	<b>218,716</b>

315

# Section 8

## Electric Inspector

Last 5 years Average fees collected	\$7,961
Last 5 years Average Pay for inspector	\$6,368
Average fee with proposed increase	\$12,737
Average 80% of Fee inspectors pay	\$10,189
Requested Revolving Cap	\$12,000

## Gas/Plumbing Inspector

Last 5 years Average fees collected	\$4,426
Last 5 years Average Pay for inspector	\$3,225
Average fee with proposed increase	\$7,081
Average 80% of Fee inspectors pay	\$5,665
Requested Revolving Cap	\$7,500

\* Average fee increase 60%

# Town of Templeton

## Building Department Fee's

Inspector Richard Hanks– Inspection's by appointment  
 978-894-2770- Office  
 978-939-3411 –Cell

### New Dwelling and Addition

Fee Schedule from the International Code Council (ICC) will be used for New Construction, Additions, renovations. Formula as follows:

Gross Area x Square Foot Construction Cost (ICC, February 2009) x Permit Fee Multiplier 0.0075= Permit Fee

- Square Ft. x \$39.61 x .0075                      Porch    Remodeling, Detached Garage, Shed, Barn
- Square Ft. x \$20.00 x .0075                      Decks, Foundations
- Square Ft. x \$101.95 x .0075                      New Dwelling, Additions

Other Construction Types and Use Groups will be from ICC, Building Safety Journal, Table (Feb. 09)

### Miscellaneous

Re-Roof – Residential .....	\$ 50.00
Re-Roof – Commercial .....	\$100 per 2,000 s.f., plus \$2.00 per additional 100 s.f
Siding.....	\$100.00
Demolition.....	\$ 75.00
Swimming Pools (deeper than 2ft. Or greater than 250 s.f. in surface area)	
above ground	\$ 75.00
in ground	\$150.00
Wood, Coal Stoves & Wood Boilers.....	\$ 50.00
Sheet Metal Permits.....	\$ 75.00
Use Permit.....	\$ 25.00
State Certificate of Inspection Please see Table 106 Minimum .....	\$ 50.00
Re-inspection fee.....	\$ 60.00
Replacement of lost permit card (includes reconstruction of inspection dates).....	\$ 50.00
Re-inspection fee, (any inspection called for but not ready).....	\$ 50.00
Written zoning determination .....	\$ 50.00
Plan review of commercial or industry set of plans.....	\$500.00

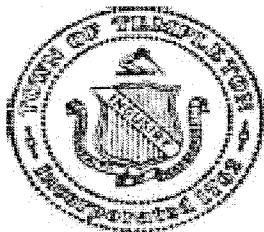
**Fees for all residential projects not listed below: \$10.00 per \$1000 of construction cost**

**Fees all commercial projects not listed below: \$12.00 per \$1000 of construction cost**

\*\*Permit fees will be doubled if construction is begun before a permit is issued

\*\*Fees not specified will be determined by the Building Commissioner

\*\* All checks to be made payable to the Town of Templeton



# Proposed Wiring Permit Fees

Town	New Dwelling	Minimum Fee	Outbuilding	Pools	Solar	Alarm
<b>Templeton Current</b>	<b>\$180.00</b>	<b>\$40.00</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>\$40.00</b>	<b>\$40.00</b>
Ashburnham 2015	\$250.00	\$50.00	\$75.00	\$75.00	\$50.00	\$50.00
Athol 2015	\$175.00	\$50.00	\$150.00	\$100.00	\$100.00	\$50.00
Ayer 2005	\$185.00	\$31.00	\$51.50	\$51.50	\$31.00	\$51.50
Dudley 2012	\$125.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Orange 2013	\$250.00	\$50.00	\$75.00	\$100.00	\$100.00	\$50.00
Townsend 2015	\$160.00	\$50.00	\$75.00	\$75.00	\$100.00	\$50.00
Winchendon 2011	\$200.00	\$50.00	\$100.00	\$50.00	\$50.00	\$50.00
Average w/out Hi/Lo	\$194.00	\$50	\$80.00	\$75.00	\$75.00	\$50.34
<b>Recommended</b>	<b>\$225.00</b>	<b>\$60</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$75.00</b>

(Effective 07/01/2017)

Prepared By: Mallory Seamon 02/27/17

# Proposed Building Permit Fees

Town	New Dwelling (2000 SQ ft)	Minimum Fee	Demo	Pools	Roof
<b>Templeton Current</b>	<b>\$1,040.00</b>	<b>\$40.00</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>\$40.00</b>
Ashburnham 2015	\$1,500.00	\$50.00	\$75.00	\$100.00	\$100.00
Athol 2015	\$1,075.00	\$50.00	\$50.00	\$100.00	\$50.00
Ayer 2005	\$1,140.00	\$50.00	\$103.00	\$103.00	\$62.00
Dudley 2012	\$900.00	\$50.00	\$125.00	\$225.00	\$75.00
Orange 2013	\$1,800.00	\$50.00	\$25.00	\$100.00	\$50.00
Townsend 2015	\$1,528.00	\$50.00	\$50.00	\$150.00	\$50.00
Winchendon 2013	\$1,310.00	\$50.00	\$50.00	\$50.00	\$50.00
Average w/out Hi/Lo	\$1,310.60	\$50.00	\$65.50	\$110.60	\$57.40
<b>Recommended</b>	<b>\$1,528.00</b>	<b>\$60</b>	<b>\$75.00</b>	<b>\$150 (inground)</b>	<b>\$50.00</b>
				<b>\$75 Above</b>	

(Effective 07/01/2017)

Prepared By: Mallory Seamon 02/27/17

# Proposed Plumbing & Gas Permit Fees

Town	New Dwelling 20 Fixtures	Minimum Fee	Re-Inspect	Remodel 5 Fixtures
<b>Templeton Current</b>	<b>\$145.00</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>\$70.00</b>
Ashburnham 2013	\$250.00	\$50.00	\$75.00	\$90.00
Athol 2015	\$175.00	\$45.00	\$40.00	\$115.00
Ayer 2005	\$233.00	\$40.00	\$35.00	\$105.00
Dudley 2012	\$360.00	\$70.00	\$80.00	\$135.00
Orange 2013	\$250.00	\$65.00	\$50.00	\$105.00
Townsend 2015	\$197.00	\$60.00	\$60.00	\$77.00
Winchendon 2011	\$145.00	\$50.00	\$50.00	\$70.00
Average w/out Hi/Lo	\$221.00	\$54.00	\$55.00	\$98.40
<b>Recommended</b>	<b>\$225.00</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>\$115.00</b>

(Effective 07/01/2017)

Prepared By: Mallory Seamon 02/27/17



## Town of Templeton, MA

**POSITION:** Assistant Town Accountant      **DEPARTMENT:** Accounting  
**FLSA STATUS:** Non-Exempt      **REPORTS TO:** Town Accountant

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### **GENERAL SUMMARY:**

Assists the Town Accountant in the performance of their statutory and other defined duties. Perform accounting, technical and administrative work; maintain and process Town payroll and accounts payable; assist with the compilation of the annual Town budget; all other related work as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Process payroll warrant by receiving time sheets, correcting clerical errors and coding as needed, calculating periodic changes, including changes from Employee Action Forms, prepare and process payroll checks and direct deposits for net amounts due the employee, prepare and process reports and filings on employee withholdings and employer contributions including maintaining and verifying leave records, for subsequent approval by Board of Selectmen and Treasurer/Collector.
- Process accounts payable warrant by creating and maintaining the master vendor list, and individual supplier and contractor files and accounts (e.g. W-9, insurance certificates, etc), processing supplier invoices from departments correcting clerical errors and coding as needed, prepare warrant for subsequent approval by Board of Selectmen and Treasurer/Collector.
- Signs and authorizes Town Payable and Payroll Warrants as Acting Town Accountant in the absence of the Town Accountant.
- Respond to inquiries from vendors and departments regarding outstanding/paid invoices. Recommends or reconciles disputed items and research/provide detailed reports as appropriate.
- Prepare and distribute monthly revenue and expense report.
- Prepare year end Draft of 1099's, W-2, and similar filings for review and authorization of release by the Accountant.
- Coordinate the annual compilation of the GASB 34 reporting and fixed assets inventory for insurance coverage purposes.
- Coordinate purchase of, filing claims for, tracking of the status of, and audits of worker's compensation, property-liability and other such insurance coverage.
- Compile, track and/or respond to numerous community comparison surveys and various internal tracking reports as requested
- Assist with the preparation of the annual budget and audit.
- Act as employee benefits and deductions coordinator, initial sign-ups, changes in status, open enrollment, coordination of claims with vendors, and assisting employees as may be necessary. Coordinate employee issues with department managers and state agencies. Process invoices for benefit expenditures.
- Receive and refer initial office visitor and telephone inquiries; provide response where no decision making above job duties is required.
- Process and distributes in-coming and out-going mail.
- Order necessary office supplies.
- Maintain Town's Web site pages for the unit.
- Organize and maintains files and records for the unit.

## **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as requested.

## **REQUIRED MINIMUM QUALIFICATIONS & PREFERENCES**

### **Education and Experience**

Associates Degree in Accounting or Business.

And

Three years of administrative support and bookkeeping experience in a general office environment.

Or

Any equivalent combination of education, training and experience which demonstrates possession of the required knowledge, skills and ability.

**Preference is given to those with advanced degrees and municipal experience.**

### **Knowledge, Skills and Abilities**

- Knowledge of math, proper spelling and grammar.
- Knowledge of generally accepted administrative, budgeting, and accounting principles and practices.
- Knowledge of standard office practices and procedures, modern office equipment, and computer systems and applications including word processing, payroll, accounting, spreadsheet, database, desktop publishing and information systems applications.
- Knowledge of Federal and State laws with respect to labor law and human resource practices.
- Skill in computer, secretarial and clerical functions.
- Skill in data entry.
- Skill in oral and written communication.
- Skill in organization.
- Ability to pay attention to detail and perform detailed work involving written and numerical documents and data and to make arithmetical calculations rapidly and accurately.
- Ability to follow directions, plan and organize one's time and set priorities using independent judgment under limited supervision.
- Ability to maintain professionalism at all times, while occasionally working under pressure and within time constraints.
- Ability to express ideas clearly, both orally and in writing.
- Ability to maintain the utmost confidentiality of unit activities and information.
- Ability to identify and analyze financial issues and suggest problems and initiate solutions
- Ability to establish and maintain effective working relationships - and resolve conflict - with fellow employees Vendors and Various State Agencies and the public

## **SUPERVISION EXERCISED**

None beyond the occasional training of new employees in the fundamentals of the job or to participate in cross-training of other employees.

## **LICENSING AND CERTIFICATION**

None.

## **TOOLS AND EQUIPMENT USED**

Computers, calculator, copier, fax machine, phone and other general office equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to operate a variety of office machines, such as a copier, computer keyboard, calculator and the like at efficient speeds, retrieve and file documents, communicate with others by speaking or through other visual means by telephone and in person, to hear voices spoken at meetings, to read using sight or other visual means; use a computer by using a keyboard or other means, to sit or stand for extended periods; or move objects that typically weigh 25 pounds or less.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in a fixed daytime interior office setting occasionally under pressure of time constraints to meet necessary deadlines. This is a multi-tasking environment with frequent interruptions to respond to requests for services from town employees; which requires the ability to function cognitively at a high level and sometimes under stress.

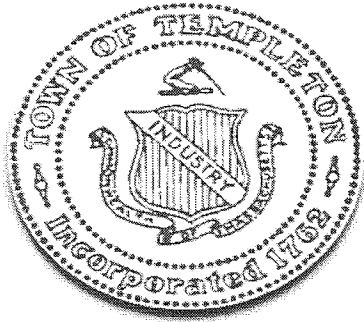
Occasional night meeting attendance is required. Occasional travel to offsite and exterior locations may be required.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**Recommended:**

**Approved:**



**TOWN OF TEMPLETON  
BOARD OF SELECTMEN  
160 Patriots Road ~ P.O. Box 620  
TEMPLETON, MASSACHUSETTS 01438  
TEL: (978) 894-2755**

---

**Resolution #2017-04-10**

**Office of Community Services**

Whereas, the Board of Selectmen (the "Board") of the Town of Templeton is continually seeking improvements in the work flow of the organization and the service it provides to its customers, and

Whereas, the Board is continually seeking cost efficiencies which provide better service within constant dollars or true dollar savings it can invest into its operational and capital needs, and

Whereas, the Board has identified the opportunity for improvement in how it organizes itself to carry out its several public works functions; in the best interest of the community, and

Whereas, this resolution is in keeping with the Policy of Controlling the Cost of Employee Benefits,; and

Whereas, in accordance with its role as the Chief Executive Officer of the community, the Board of Selectmen (the "Board"), unless constrained by statute or by-law, has the authority to adopt statements of policy and resolutions to order its affairs and guide the administrative functions of the corporate body politic of the Town of Templeton;

Now, THEREFORE, in effecting its stated goals above, does it hereby resolve as follows:

- 1.) There is hereby established a consolidated Office of Community Services which shall consist of four divisions as follows:
  - a.) The division of the Boynton Public Library which shall operate with the advice of the Library Board of Trustees;
  - b.) The division of Senior Services which shall operate with the advice of the Council on Aging;
  - c.) The division of Recreation and Culture which shall operate with the advice of the Recreation Committee and Cultural Committee; and the
  - d.) The division of Veteran's Services which shall operate with the advice of the Veterans Oversight Committee.

- 2.) The office shall be under the direction of a Director who shall be qualified as, and act as, the Librarian In Charge and have a working knowledge of the delivery of services and programs as have been assigned to the Office.
- 3.) The Town Administrator may assign such other tasks, and the support of such other Boards and Committees, as he shall deem there are resources to support and are relevant to the mission of the office;
- 4.) The divisions of the office shall have assigned to it such staff as shall be provided for by appropriation;
- 5.) As a means of further controlling the FY '17 budget, and that of future years,
  - a.) The job description for Director submitted herewith is approved;
  - b.) The Town Administrator is authorized to notify the current Director of the Council on Aging that that position has been eliminated at the conclusion of the Fiscal Year; and
  - c.) The Town Administrator is authorized to make such other preparatory plans and actions as are necessary to fully implement this resolution as of July 1, 2017.

Effective Date

This Resolution is effective upon adoption.

Approved and adopted this 10<sup>th</sup> day of April, 2017, by a vote \_\_\_ in favor and \_\_\_ opposed.

---

John Caplis, Chairman  
Town of Templeton SelectBoard

Adopted: April 10, 2017  
Amended N/A

**Town of Templeton, MA**

**POSITION: Director**

**DEPARTMENT: Community Services**

**FLSA STATUS: Exempt**

**REPORTS TO: Town Administrator**

**DRAFT**

**GENERAL SUMMARY**

Performs highly responsible administrative and professional work in managing the several divisions and operations of the office to include direct oversight of general and financial administration, service delivery, equipment maintenance, coordination with others for building and grounds maintenance and the like. Serves as Librarian.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Directs, with subordinates, the development, implementation, and evaluation of plans, policies, procedures, and programs to achieve the annual and long range goals and objectives of the Town and the various Committees and Boards supported by the unit.
- Manages the overall administration of the Department including the supervision of all personnel in the performance of their assigned duties, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Carries out all supervisory functions in accordance with the Town's rules, regulations, policies and applicable laws.
- Plans, organizes, directs and coordinates the activities of the Department on a day-to-day basis; confers with other Town Officials and Division Managers in determining plans and policies to be observed in the conduct of the Divisions.
- Prepares annual operating and capital budget requests and operates within approved amounts reviewing and approving all time sheets, invoices and the like for submission and processing.
- Submits recommendations for charges and user fees related to all programs.
- Directs, plans, and organizes, through subordinate staff programs designed to ensure that cultural, recreational and community programs meet the needs and interests of the Community.
- Oversees the development and management of public relations and outreach programs to stimulate community awareness and participation in the unit's programs and services.
- Coordinates the development of fund-raising and corporate support programs; coordinates with non-profit foundations to coordinate fund-raising projects and special events.
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development.
- Establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies.
- Prepares requests for proposals for pricing for needed supplies and services.
- Establishes and enforces department operating policies, rules and regulations, upon approval of the same as needed by Board of Selectmen or other appropriate Committee or Board, and directs the preparation and maintenance of all necessary records and reports relevant to the Department operations.
- Plans and oversees all training to ensure a workforce familiar with best management practices.

- Attends and presents at various meetings of the Boards and Committees supported by the office, SelectBoard, Advisory Committee, external committees, boards, and task forces and the like as appropriate.
- Schedules and conducts informational community meetings on projects.
- Takes and responds to inquiries from the Town staff and Boards, general public, vendors, and other communities and resolves or refers to appropriate parties for further action as appropriate.
- Participates as a member of the Emergency Management Response Team, providing assistance as outlined in the Emergency Management Plan.

(Any one item listed may not include all the duties necessary to perform the task, nor do the listed examples include all the duties which may be required of this position.)

### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as requested.

### **REQUIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience**

Bachelors Degree in Human Services, Library Science, Recreation or a related field and five (5) years of experience in a service delivery setting with at least one (1) cumulative year in an administrative and/or supervisory role.

OR

An equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

#### **Knowledge, Skills and Abilities**

- Knowledge of program offerings, best management practices and procedures as related to a comprehensive Community Services program.
- Knowledge of principles of selection, supervision, training, and performance evaluation.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Knowledge of the various community needs and wants, (e.g. citizens, youth, seniors, veterans, service clubs, business groups, and others that comprise the community) and how to best create synergy from amongst our program offerings and facilities.
- Knowledge of grants, corporate, non-profit, and service club fundraising opportunities and practices.
- Skill in analyzing and assessing the most cost effective means of service delivery and prioritizing programs within fixed budget constraints. adjustments.
- Skill in researching, analyzing and evaluate new service delivery methods and techniques.
- Skill in presently ideas effectively and accurately in written and oral presentations.
- Ability to multi-task, delegate and manage a multi-dimensional unit with limited staffing and resources.
- Ability to select, supervise, train, and evaluate staff.
- Ability to understand the wide range of needs, expectations and sensitivities of the populations served.
- Ability to plan, organize, direct, and coordinate the work of lower level staff.
- Ability to interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to time and priority manage personnel and equipment in the assignment of tasks.
- Ability to prepare, explain the rational for and defend operating and capital budgets.

- Ability to establish and maintain effective working relationships with other Town Officials, managers, employees, officials of other governmental jurisdictions, professional employees, consultants, contractors and the general public.

### **SUPERVISION EXERCISED**

Directly or through subordinates, supervises all personnel and contractors in the employ of, or under contract to, the office.

### **LICENSING AND CERTIFICATION**

Certified as a Librarian or eligible for provisional certification, as set forth in 605 CMR 3.00, with the ability to earn permanent certification as set forth therein.

### **TOOLS AND EQUIPMENT USED**

Computers, calculator, copier, fax machine, phone, and other general office equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to operate a variety of office machines, such as a copier, computer keyboard, calculator and the like at efficient speeds, retrieve and file documents, communicate with others by speaking or through other visual means by telephone and in person, to hear voices spoken at meetings, to read using sight or other visual means; use a computer by using a keyboard or other means, to sit or stand for extended periods; or move objects that typically weigh 25 pounds or less.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in a fixed daytime interior office and public space setting (i.e. meeting room, community room, lobby areas, setting with a range of noise levels), occasionally under pressure of time constraints to meet necessary deadlines. This is a multi-tasking environment with frequent interruptions to respond to requests for services from customers and clients which requires the ability to function cognitively at a high level and sometimes under stress.

Occasional night meeting attendance is required. Occasional travel to offsite and exterior locations, some of which may be across uneven terrain and in inclement weather, may be required.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**



**This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**Recommended:**

**Approved:**

# Section 9

**TOWN OF TEMPLETON  
WARRANT FOR ANNUAL TOWN ELECTION  
MAY 1, 2017  
COMMONWEALTH OF MASSACHUSETTS**

**DROP DEAD DATE FOR APPROVING AND SIGNING WARRANT IS APRIL 10, 2017**

**WORCESTER, ss.**

To either of the Constables of the Town of Templeton, in said County.

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the Inhabitants of the several precincts of the Town of Templeton, County of Worcester, qualified to vote in Town Elections to meet in their respective precincts at the places designated and appointed by the Selectmen, to wit:

**Narragansett Regional Middle School  
460 Baldwinville Road  
Baldwinville, MA**

On Monday, the 1<sup>st</sup> day of May next, at 11 o'clock A.M. to bring in their votes to the Election of Officers on one ballot as follows:

Two Members Board of Selectmen.....	3 years
One Member Board of Assessors.....	3 years
One Member Board of Health.....	3 years
One Member Cemetery & Parks Commission.....	3 years
One Member Community Preservation Committee.....	3 years
One Member Light and Water Commission.....	3 years
One Moderator.....	1 year
One Member Housing Authority.....	5 years
One Member Sewer Commission.....	3 years
Two Members Narragansett Regional School District Committee -- Templeton .....	3 years
One Member Narragansett Regional School District Committee – Phillipston .....	3 years

The Polls will open at 11:00 a.m. and be closed at 7:00 p.m.

PLACEHOLDER: Ballot Question RE: Capital Exclusion

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 the Town Hall at 160 Patriots Road in 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 County in the City of Gardner.

Hereof, fail not and make due return of this warrant with your doings thereon seven (7) days at least before the time of holding said meeting.

Given under our hands this 27<sup>th</sup> day of March in the year AD 2017.

BOARD OF SELECTMEN

\_\_\_\_\_  
John Caplis, Chairman

\_\_\_\_\_  
Diane Haley Brooks, Vice Chairman

\_\_\_\_\_  
Doug Morrison, Clerk

\_\_\_\_\_  
Julie Richard, Member

\_\_\_\_\_  
John Columbus, Member

A True Copy ATTEST

\_\_\_\_\_  
Signature of Constable of Templeton

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Constable Signing Above

WORCESTER, SS

April \_\_\_\_, 2017

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 the Town Hall at 160 Patriots Road in 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 County in the City of Gardner.

---

Randy Brown  
Constable of Templeton

A True Copy, ATTEST:

---

Carol A. Harris  
Town Clerk of Templeton

Templeton Cable TV Advisory Committee

FY2018 TCTV Budget projection

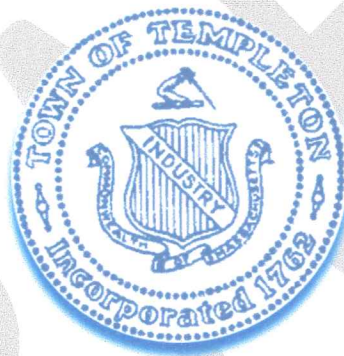
<b>Operational</b>		<b>Comment</b>
<b>Personnel</b>		
1099 Contractor	30000	TCTV Related work separate from stipend.
video production assistant	10000	Shawn on pace for \$6K in FY17
<b>Regular expenses</b>		
Comcast Internet/phone	3000	Upgraded internet speeds
Heating Oil	1400	if needed
utilities	2500	if needed
Water/Sewer	800	if needed
Greenwood alarm	265	annual fee
<b>Other expenses</b>		
Office supplies	300	
Equipment Repair	10000	if needed
stipends	15000	3000/member, 5-member committee
<b>Subscriptions/Memberships</b>		
Lynda.com	240	video training
<b>Services</b>		
Legal, CPA	10,000	if needed
Electrician - Town Hall	1,000	meeting room improvements
Collins Video Services	1,000	Tech Assistance
Running operational subtotal	85505	

# TOWN OF TEMPLETON

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## ANNUAL TOWN MEETING WARRANT

**MAY 13, 2017**



**NARRAGANSETT REGIONAL MIDDLE SCHOOL  
460 BALDWINVILLE ROAD, BALDWINVILLE**

# TABLE OF CONTENTS

<u>ARTICLE 1. FISCAL 2017 OPERATING BUDGET AMENDMENT(s)</u> .....	<u>2</u>
<u>ARTICLE 2. RE: FY'13 – FY'16 CLEAN-UP APPROPRIATION RESULTING FROM AUDITS</u> .....	<u>2</u>
<u>ARTICLE 3. CONSENT AGENDA</u> .....	<u>2</u>
<u>ARTICLE 4. ESTABLISH REVOLVING FUND TO PAY GAS &amp; PLUMBING INSPECTOR</u> .....	<u>3</u>
<u>ARTICLE 5. ESTABLISH REVOLVING FUND TO PAY WIRING INSPECTOR</u> .....	<u>4</u>
<u>ARTICLE 6. SET THE SALARIES OF ELECTED TOWN OFFICIALS</u> .....	<u>4</u>
<u>ARTICLE 7. ADOPT M.G.L. RE: PERSONAL PROPERTY EXEMPTION</u> .....	<u>4</u>
<u>ARTICLE 8. AMEND PRIOR ARTICLE RE: SENIOR TAX WORKOFF PROGRAM</u> .....	<u>4</u>
<u>ARTICLE 9. TERM OF TOWN CLERK</u> .....	<u>5</u>
<u>ARTICLE 10. AMEND By-Laws Re: ADVISORY COMMITTEE</u> .....	<u>5</u>
<u>ARTICLE 11. CREATE A REVOLVING FUNDS BYLAW</u> .....	<u>5</u>
<u>ARTICLE 12. CAPITALPLANNING BY-LAW AMENDMENT</u> .....	<u>5</u>
<u>ARTICLE 13. COMMUNITY PRESERVATION FUNDING TO PROVIDE STORAGE FOR ASSESSORS RECORD PRESERVATION</u> .....	<u>6</u>
<u>ARTICLE 14. TEMPLETON SCHOLARSHIP FUND</u> .....	<u>6</u>
<u>ARTICLE 15. Property VALUATION ACCOUNT</u> .....	<u>6</u>
<u>ARTICLE 16. COMMUNITY PRESERVATION COMMITTEE FUNDING</u> .....	<u>6</u>
<u>ARTICLE 17. CREATE A CABLE ACCESS ENTERPRISE FUND</u> .....	<u>7</u>
<u>ARTICLE 18. TEMPLETON CABLE TV COMMITTEE BUDGET</u> .....	<u>7</u>
<u>ARTICLE 19. FY 2018 SEWER DEPARTMENT BUDGET</u> .....	<u>7</u>
<u>ARTICLE 19. FY 2018 OPERATING BUDGET</u> .....	<u>7</u>
<u>ARTICLE 20. CAPITAL BUDGET</u> .....	<u>7</u>
<u>ARTICLE 21. SENIOR CENTER CAPITAL EXCLUSION ARTICLE</u> .....	<u>8</u>
<u>ARTICLE 22. NARRAGANSETT REGIONAL DISTRICT</u> .....	<u>8</u>
<u>ARTICLE 23. CITIZEN'S PETITION: RESCIND THE BORROWING FOR NEW ELEMENTARY SCHOOL</u> .....	<u>9</u>
<u>ARTICLE 24. CITIZEN'S PETITION: FLUORIDE WARNING ON WATER BILLS</u> .....	<u>9</u>
<u>ARTICLE 25. CITIZEN'S PETITION: PROVIDE NON-FLUORIDATED POTABLE WATER</u> .....	<u>9</u>
<u>ARTICLE 26. CITIZEN'S PETITION: FLUORIDE LEGISLATION</u> .....	<u>9</u>



# TOWN OF TEMPLETON

## WARRANT FOR ANNUAL TOWN MEETING MAY 13, 2017

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

**Saturday, May 13, 2017 at 9:00 a.m.**

then and there to act on the following articles:

### **ARTICLE 1. FISCAL 2017 OPERATING BUDGET AMENDMENT(S)**

To see if the town will vote to amend its Fiscal Year 2017 Operating Budget by making transfers between the approved line items to complete the fiscal year ending June 30, 2017, as illustrated below, or to take any other action relative thereto.

\*Insert Chart when Kelli has it ready

*(Sponsored by the Board of Selectmen)*

### **ARTICLE 2. RE: FY'13 – FY'16 CLEAN-UP APPROPRIATION RESULTING FROM AUDITS**

To see if the Town will vote to appropriate funds to offset deficits in prior fiscal years in keeping with the reports of our auditors, and to meet said appropriations from available funds in the treasury, or to take any other action relative thereto.

\*Insert Chart when Kelli has it ready

*Submitted by the Board of Selectman*

### **ARTICLE 3. CONSENT AGENDA**

To see if the Town will vote to approve a consent agenda consisting of the following non-controversial actions, or take any action relating thereto. Such items may be voted as a block, or singly, 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, or to take any other action relative thereto.

#### **A. REPORTS OF TOWN OFFICERS**

Accept the reports of the Town Officers as printed in the 2016 Town Report;

#### **B. REPORTS OF TOWN COMMITTEES**

Allow any of the Town Committees to present their reports;

#### **C. REVOLVING FUNDS**

Authorize, pursuant to Chapter 44, Section 53E1/2 of the General Laws of the Commonwealth, certain revolving funds for Fiscal Year 2018 as illustrated below;

<b>REVOLVING FUND NAME</b>	<b>PROGRAMS &amp; PURPOSES OF THE FUND</b>	<b>DEPARTMENTAL RECEIPTS TO BE CREDITED TO THE FUND</b>	<b>OFFICER AUTHORIZED TO EXPEND FROM FUND</b>	<b>TOTAL LIMIT ON EXPENDITURES FROM FUND</b>
Cemetery Department Burial Fund	Wages for weekend burials and cemetery capital improvements	Fees Charged for Weekend Burials	Cemetery Commission	\$8,000
Board of Health Fund	Operation of the recycling program	Receipts from the sale of recycling equipment and disposal of recycled goods	Board of Health	\$10,000
Veterans Benefits Fund	Legally Mandated Veterans Benefits	Reimbursements from the Commonwealth for Prior Year Veterans Benefits Expenditures	Veterans Services Director	\$100,000

**D. APPROPRIATE AND AUTHORIZE THE USE OF CHAPTER 90 MONIES**

Appropriate the sum of money received or to be received from the Chapter 90 State Aid to Highways Program to be expended for construction and/or maintenance upon any state approved road, or for any other authorized purpose, for Fiscal Year 2018, with such funds to be reimbursed 100% from such Program. Or to take any other action relative thereto.

**E. AUTHORIZE BOARD OF SELECTMEN TO APPLY FOR & USE GRANT FUNDING**

Authorize the Board of Selectmen to apply for, accept, and expend the following funds:

- Community Development Block Grant funds;
- Community Innovation Challenge Grant funds;
- District Local Technical Assistance Grant funds; and
- Other State and Federal grant-in-aid assistance, as appropriate and necessary, or to take any other action relative thereto.

**ARTICLE 4. ESTABLISH REVOLVING FUND TO PAY GAS & PLUMBING INSPECTOR**

To see if the Town will vote to authorize the Office of Development Services to establish a revolving fund in conformity with Chapter 44, Section 53E1/2 of the Massachusetts General Laws for the following purposes and subject to the following conditions:

1. To be the depository for 80% of the fees collected for Plumbing and Gas permits;
2. To compensate the Gas/Plumbing Inspector;
3. To limit the total amount to be expended from the fund in Fiscal Year 2018 at Seven Thousand Five Hundred Dollars and no cents (\$7,500); and
4. To have the Director of the Office be the only authority empowered to expend monies from this fund, or to take any other action relative thereto.

**ARTICLE 5. ESTABLISH REVOLVING FUND TO PAY WIRING INSPECTOR**

To see if the Town will to authorize the Office of Development Services to establish a revolving fund in conformity with Chapter 44, Section 53E1/2 of the Massachusetts General Laws for the following purposes and subject to the following conditions:

1. To be the depository for 80% of the fees collected for Wiring permits;
2. To compensate the Wiring Inspector;
3. To limit the total amount to be expended from the fund in Fiscal Year 2018 at Twelve Thousand Five Hundred Dollars and no cents (\$12500); and
4. To have the Director of the Office be the only authority empowered to expend monies from this fund; or to take any other action relative thereto.

**ARTICLE 6. SET THE SALARIES OF ELECTED TOWN OFFICIALS**

To see if the Town will vote, in accord with MGL Ch. 41 §108 and as a block, to fix or maintain the salaries of the elected officials for Fiscal Year 2018 as follows:

Town Clerk	\$ 54,834.00	Yearly
Sewer Commissioner	\$ 2,000.00	Yearly
Moderator	\$ 280.00	Yearly
Board of Selectmen	\$ 0.00	Yearly
Board of Assessors	\$ 0.00	Yearly
Board of Health	\$ 0.00	Yearly
Cemetery & Parks	\$ 0.00	Yearly
Community Preservation	\$ 0.00	Yearly
Constables	\$ 0.00	Yearly
Planning Board	\$ 0.00	Yearly

Or take any other action relative thereto.

*Submitted by the Board of Selectmen*

**ARTICLE 7. ADOPT M.G.L. RE: PERSONAL PROPERTY EXEMPTION**

To see if the Town will accept the provisions of Chapter 59, Section 5 (54) of the MGL and authorize an exemption in the amounts less than \$5,000.00 of fair cash value on personal property accounts to be taxed beginning in Fiscal Year 2018 or to take any other action relative thereto.

*Submitted by the Board of Selectmen for the Board of Assessors (as Recommended by the Town Auditors)*

**ARTICLE 8. AMEND PRIOR ARTICLE RE: SENIOR TAX WORKOFF PROGRAM**

To see if the Town will vote to amend Article 27 of the May 16, 2012, Annual Town Meeting, by making certain deletions (strikethrough) and additions (bold italic) as shown below:

“The Senior Tax Work-Off Program, for taxpayers over 60 years of age. shall provide a maximum abatement of Five-Hundred Dollars (\$500.00) for each participant earned at an hourly rate of ~~Eight Dollars (\$8.00)~~ ***as the Board of Selectmen shall, from time to time, set as the minimum wage of the Town in compliance with statute;*** said abatement(s) to be paid from the Assessor’s Overlay account.” to replace the payment line with “for each participant earned at an hourly rate of the current approved Town of Templeton minimum wage”.

Or take any other action related thereto.

*Submitted by the Board of Selectman for the Council on Aging & Deputy Assessor*

**ARTICLE 9. TERM OF TOWN CLERK**

To see if the Town shall vote to amend Section 1 of Article II of its General By-Laws, by deleting (strikethrough) and adding (bold and italic) certain provisions as show below:

Section 1 Town Meetings & *Terms of Officers*

The Annual Town Meeting for the election of town officers shall be held on the first Monday of May of each year. *The term of the Town Clerk shall commence on July 1st of the year so elected and expire on June 30th in the year for which the term at issue was warned. The term of all other Town Officers shall commence as soon as the Town Officer is qualified for office by the Town Clerk, after the Annual Election, and shall continue until the successor for the office is duly elected or appointed and qualified.*

Or take any other action relative thereto.

Effective Date: This revised by-law shall take effect with the Annual Election in May, 2018,

*Submitted by the Board of Selectman on behalf of the Town Administrator*

**ARTICLE 10. AMEND BY-LAWS RE: ADVISORY COMMITTEE**

To see if the Town shall vote to amend Section 1 of Article II of its General By-Laws, by deleting (strikethrough) and adding (bold and italic) certain provisions as show below:

“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. ~~except that a representative from the Members of the Advisory Committee shall be entitled to serve as a member of the Capital Planning Committee and the Insurance Committee~~ *upon any Committee for which membership is specifically provided for in these By-laws. 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.*”

Or take any other action relative thereto.

*Submitted by the Board of Selectmen on behalf of the Advisory Committee*

**ARTICLE 11. CREATE A REVOLVING FUNDS BYLAW**

To see if the Town will vote to amend its by-laws by (See DOR bulletin)

PLACEHOLDER

Or take any other action relative thereto.

*Submitted by the Board of Selectman*

**ARTICLE 12. CAPITALPLANNING BY-LAW AMENDMENT**

To see if the Town will vote to amend (See DM Memo & Back-up)

PLACEHOLDER

Or take any other action relative thereto.

*Submitted by the Board of Selectman*

**ARTICLE 13. COMMUNITY PRESERVATION FUNDING TO PROVIDE STORAGE FOR ASSESSORS RECORD PRESERVATION**

To see if the Town will vote to appropriate Twelve Thousand Dollars (\$12,000) for the Board of Assessors to expend for the purchase of water- and fireproof filing cabinets for the storage and preservation of important historical documents, including Deed Abstracts and Probate Records, and to meet said appropriation by a transfer from the Templeton Community Preservation Historic Preservation Account, or take any other action related thereto.

*Submitted by the Board of Selectmen on behalf of the Community Preservation Committee*

**ARTICLE 14. 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 or of awarding and scholarships you eligible applicants from the Town of Templeton, or take any other action relative thereto.

*Submitted by the Board of Selectmen for the Templeton Scholarship Committee*

**ARTICLE 15. PROPERTY VALUATION ACCOUNT**

To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000.00), to be spent by the Board of Assessors for Interim Work, Five-year Recertification and Cyclical Inspections, and to meet said appropriation from taxation or take any other action relative thereto.

*Submitted by the Board of Selectmen for the Board of Assessors*

**ARTICLE 16. COMMUNITY PRESERVATION COMMITTEE FUNDING**

To see if the Town will vote pursuant to Chapter 44B of the General Laws, also known as the Community Preservation Act, to appropriate and/or reserve a sum of money from the Community Preservation Fund for: (i) the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee; (ii) the acquisition, creation and preservation of open space; (iii) the acquisition, preservation, rehabilitation and restoration of historic resources; (iv) the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; (v) the acquisition, creation, preservation and support of community housing; and (vi) the rehabilitation or restoration of open space and community housing acquired or created under such Act; and further, to authorize the Board of Selectmen with the approval of the Community Preservation Committee, to acquire by purchase, gift or eminent domain such real property interests in the name of or enforceable by the Town, acting by and through the Board of Selectmen or such other Town board as the Board of Selectmen may designate, including real property interests in the form of permanent affordable housing restrictions, historical preservation restrictions and conservation restrictions that will meet the requirements of Chapter 184 of the General Laws, as may be necessary and proper to carry out the foregoing; or take any other action related thereto. Move the town appropriate or reserve from the Community Preservation annual revenues, which include the amount to be collected as a surcharge on real property, and the October 2017 state match as recommended by the Community Preservation Committee for CPC administrative expenses, community preservation projects and other expenses:

Appropriations:

A sum of \$12,000 of the FY2016 revenues and state match for Committee Administrative expenses (5%).  
Reserves:

1. A sum of \$24,000 of the FY2016 revenues and state match for the Historic Resources Reserve (10%).
2. A sum of \$24,000 of the FY2016 revenues and state match for the Community Housing Reserve

- (10%).
3. A sum of \$24,000 of the FY2016 revenues and state match for the Open Space and Recreation Reserve (10%).
  4. A sum of \$156,000 of the FY2016 revenues and state match for the Budgeted Reserve (65%). or take any other action related thereto.

Or take any other action relative thereto.

*Submitted by the Board of Selectmen on behalf of the Community Preservation Committee*

**ARTICLE 17. CREATE A CABLE ACCESS ENTERPRISE FUND**

To see if the Town will vote to accept M.G.O.L. c. 44 §53F1/2 and establish an Enterprise Fund to separately account for all revenues and expenditures in connection with operating cable PEG access service for Town residents through the Templeton Cable Committee (the "Committee") and, upon such establishment, transfer all funds now held for the benefit of the Committee to said fund, or take any other action relative thereto.

*Submitted by the Board of Selectmen for the Cable Committee*

**ARTICLE 18. TEMPLETON CABLE TV COMMITTEE BUDGET**

To see if the Town will vote to appropriate the sum of Eighty Five Thousand Five Hundred Five Dollars and No Cents (\$85,505.00) for operating expenses for FY 2018 and to meet said appropriation with the receipts and revenues of the Cable Enterprise Fund, or take any other action relative thereto.

*Submitted by the Board of Selectmen for the Cable Committee*

**ARTICLE 19. FY 2018 SEWER DEPARTMENT BUDGET**

To see if the Town will vote to appropriate or to transfer from available funds the total sum of One Million and Ninety-Seven Thousand Dollars (**\$1,097,000**) to operate the Sewer Department; said sum is to be apportioned to be used for salaries, operating, maintenance, legal, engineering and other expenses of the Templeton Sewer Department. Said sum is to be raised from sewer user charges and fees, entrance fees, tipping fees paid by disposal contractors and other fees and monies collected as per Sewer Department Rules by the Town of Templeton Sewer Department or to take any other action relative thereto.

*Submitted by the Board of Selectmen for the Sewer Commission*

**ARTICLE 20. FY 2018 OPERATING BUDGET**

To see if the Town will vote to appropriate the sum of Eight Million Two Hundred Fifty One Thousand Six Hundred and Forty Eight Dollars and No Cents (\$8,251,648.00) for the operations of General Government expenses for Fiscal Year 2018 and to meet said appropriation with a transfer of (\$49,314.00) of unissued bond proceeds originally borrowed for 252 Baldwinville Road, a transfer of \$325,000.00 from the Ambulance receipts reserved for appropriation anticipated receipts to be received by the Treasury, and the balance from taxation, or take any other action related thereto.

*Submitted by the Board of Selectmen*

\*Insert Chart when Kelli has it ready

**ARTICLE 21. CAPITAL BUDGET**

To see if the Town will vote to appropriate the sum of One Hundred Seventy Two Thousand Five Hundred Dollars and No Cents (\$172,500.00) for a program of capital purchases and improvements, as generally illustrated below, and to meet said appropriation with a transfer of One Hundred Fifty Two Thousand Five Hundred Dollars and No Cents of unissued bond proceeds originally borrowed for 252 Baldwinville Road and the balance by taxation, or take any other action relative thereto.

	Item	Amount
TH Mini-Split; Conf/Accounting, Misc. *	\$18,500	\$18,500
Temp Center Fire/EMS - Roof Rplcmnt*	\$35,000	\$35,000
Senior Center Siding*	\$100,000	\$100,000
A&E Assistance, Advertising, Printing*	\$2,500	\$2,500
Dump Body - 1984 Mack 10 Wheel	\$27,500	\$17,500

*Submitted by the Board of Selectmen*

**ARTICLE 22. SENIOR CENTER CAPITAL EXCLUSION ARTICLE**

To see if the Town, subject to the approval of a capital exclusion, shall appropriate the sum of One Hundred Thousand Dollars and No Cents (\$100,000.00) for siding and improvement to the senior center, and to meet said appropriation from taxation, or take any other action relative thereto.

PLACE HOLDER

*Submitted by the Board of Selectman for the Council on Aging*

**ARTICLE 23. NARRAGANSETT REGIONAL DISTRICT**

To see if the Town will vote, as a block, provided that any amount stated herein shall be for the use of the Narragansett Regional School District for Fiscal Year 2018 in accordance with any conditions stated herein and further provided 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, to:

1. Raise and appropriate the sum of for the Four Million Two Hundred Fifty-Four Thousand Four Hundred and Eighty-Seven Dollars (\$4,254,487.00) to account #1000-300-300-56-5622-0000, which represents the amount required for Minimum Local Contribution;
2. Raise an appropriate the sum of Eight Hundred Eleven Thousand Seven Hundred Thirty-Nine dollars (\$811,739.00) for the Operating Assessment Account #1000-300-300-56-5622-0000, which represents the amount required for Additional Local Assessment,
3. Raise and appropriate the sum of Seven Hundred and Fifty Thousand, Five Hundred and Ninety-Four dollars (\$ 750,594.00) for the Operating Assessment Account #1000-300-300-56-5622-0000, which represents the amount required for Transportation;
4. Raise and appropriate the sum of Four Hundred Thirty-Six Thousand Three Hundred and Eighty-Four dollars (\$436,384.00) for the purposes of paying the costs of Debt Service and Capital Assessments Account #100-300-300-56-5625-0000, for previously approved building and design projects;  
Or take any other action relating thereto.

*Submitted by the Board of Selectman for the Narragansett Regional School District*

**ARTICLE 24. MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL**

To see if the Town will vote to raise and appropriate, as a block, the sum of Six Hundred Thirty Eight Thousand One Hundred Thirty-One Dollars and No Cents (\$638,131.00), provided 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 2018 for the following purposes:

Montachusett Regional Vocational Technical School Operating Assessment Account #1000-300-300-56-5626-0000, the amount of \$574,660.00;

Montachusett Regional Vocational Technical School Transportation Assessment Account #1000-300-300-56-5626-0000, the amount of \$46,284.00;

Montachusett Regional Vocational Technical School for the purposes of paying the costs of Debt Service & Capital Assessment Account #1000-300-300-56-5626-0000, the amount of \$17,187.00.

Or taek any other action relative thereto

*Submitted by the Board of Selectman for the Montachusett Regional Vocational Technical School*

**ARTICLE 25. CITIZEN'S PETITION: RESCIND THE BORROWING FOR NEW ELEMENTARY SCHOOL**

Shall the Town of Templeton rescind the action taken at the November 9, 2015 special meeting whereby the voters authorized the Town of Templeton to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the Templeton Elementary School and furnishing a new Templeton Elementary School located at 17 South Road, Templeton, Massachusetts, including the payment of all costs incidental or related thereto (the "Project"), excepting from such rescission any amounts that the Town of Templeton has already paid or is contractually obligated to pay for the "Project?"

*A citizen's petition submitted by Mark Barrieau and 12 others*

**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 followed:

"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 to take any other action relative there too.

*A citizen's petition submitted by Peter Farrell and 19 others*

**ARTICLE 27. CITIZEN'S PETITION: PROVIDE NON-FLUORIDATED POTABLE WATER**

Shall the town of Templeton through its water department provide at no cost non-fluoridated potable water to its water customers who prefer not to have fluoride in their drinking water. Any costs to be borne by all water department customers.

*A citizen's petition submitted by Peter Farrell and 19 others*

**ARTICLE 28. 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 as follows:

An Act authorizing Annual Town Meeting as the responsible party on any and all decisions involving fluoridating or not fluoridating the public water supply.

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 town Board of Health. Annual town meeting shall also make decisions on



health warning 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 19 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, and by delivering a copy to each of the Precinct Clerks 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 25<sup>th</sup> day of April in the year AD 2017.

BOARD OF SELECTMEN

\_\_\_\_\_  
John Caplis, Chairman

\_\_\_\_\_  
Diane Haley Brooks, Vice Chairman

\_\_\_\_\_  
Doug Morrison, Clerk

\_\_\_\_\_  
Julie Richard, Member

\_\_\_\_\_  
John Columbus, Member

True Copy: ATTEST

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John P. White  
Constable of Templeton

OFFICER'S RETURN  
WORCESTER, SS

April, 2017

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, and by delivering a copy to each of the Precinct Clerks 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.

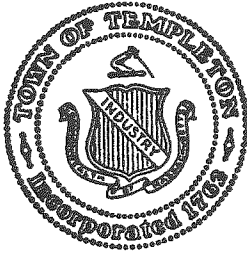
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John P. White  
Constable of Templeton

A True Copy, ATTEST:

Carol A. Harris  
Town Clerk of Templeton

# Section 10



**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: The Board of Selectman  
Date: November 28, 2016  
Subject: Capital Planning Committee Observations

The committee wants to bring to the attention of the Selectman that again this year we've titled this memo "Observations" rather than "Recommendations", since the committee did not have a quorum at any meeting during this planning cycle. The only members to attend any of the meetings this year were the Select Board's representative and the Advisory Committee's representative. The Planning Board appointed a representative but they did not attend any meetings. The NRSD and the member at large position were both vacant. Therefore, the committee was not able to take any votes and cannot make any recommendations. The members present did listen to the department's needs, incorporated any updates into the Master Capital Plan, and is now passing along the information that was presented.

As in years past the committee sent a letter to all department heads outlining the guidelines of Capital planning and provided them a schedule of when they should plan to present their department's needs.

On the following pages, you will find the memo to the departments, followed by the comments of the committee regarding the departments that presented capital requests.

Respectfully Submitted by  
The Capital Planning Committee

Doug Morrison, Chairman  
Board of Selectman Member

Vacant  
School Committee Member

Julie Farrell  
Advisory Committee Member

Vacant  
Member at Large

Charles Carroll  
Planning Board Member

Carter Terenzini, Town Administrator  
Ex-officio Member

## Capital Planning Committee Observations – Continued

From: Capital Planning Committee  
To: All Town Departments, Boards, Commissions, and Committees  
Date: September 30, 2016  
Subject: Capital Planning Process

It is time to get the FY18 Capital Planning process underway. Once again this year we will be using the Master Capital Plan process that has been used for the past several years.

The Master Capital Plan outlines the capital needs of the town, projects when the capital needs should be met, and estimates the cost of the capital needs. The FY18 Master Capital Plan is attached.

This year we will be meeting with each department based on the attached schedule. We will ask that departments be ready to; present any new capital needs, review the capital needs already in the plan, and provide updated cost estimates and timelines for your capital needs. Please review your department's section of the attached plan before your scheduled meeting and prepare any updates needed.

If you do not see your department, board, commission, or committee in the list and you have capital needs, or if you cannot make your scheduled meeting, please contact us or the Selectman's Office as soon as possible so that we can adjust the schedule accordingly. The budget window is tight and it is important that we get your input into the capital plan.

The Master Capital Plan needs to include all capital expenses of the Town *regardless of the funding source*. Capital needs are items used in Town operations that have a useful life in excess of two years and a current acquisition cost in excess of \$5,000. This includes items such as, but not limited to; land, buildings, building improvements, infrastructure, vehicles, machinery, equipment, software, etc.

The Town Administrator has asked that the committee be ready to present its recommendations by the end of November. This is an aggressive timeline and it will be imperative that we stay on schedule.

If you have any questions, please let us know as soon as possible. Thank you in advance for your time and responsiveness.

### Department Meeting Schedule:

Meetings are scheduled to begin at 6:30pm.  
Templeton Town Hall  
160 Patriots Rd  
East Templeton, MA 01438

October 12, 2016	Highway Department
October 12, 2016	Cemetery & Parks
October 18, 2016	Police/Communications
October 18, 2016	Fire Department
October 25, 2016	NRSD
October 25, 2016	Cable Commission
November 1, 2016	Council on Aging
November 1, 2016	Board of Health
November 1, 2016	Emergency Management
November 8, 2016	Board of Selectman

The attached spreadsheet contains the Master Capital Plan as of FY17. The yellow highlighted items were funded in FY17 and will be removed in the FY18 Master Capital Plan. Any other items with a "Fiscal Year Requested" of 2017 will be advanced to "Fiscal Year Requested" of 2018 and remain in the FY18 Master Capital Plan.

Capital Planning Committee Observations – Continued

Several departments requested rescheduling of their departments and the following new meeting scheduled was released.

October 4, 2016	General Review and Reorganization
October 17, 2016	Department Reviews
	Board of Health
	Cemetery & Parks
October 25, 2016	Department Reviews
	Cable Commission
	NRSD
	Fire Department
November 1, 2016	Department Reviews
	Emergency Management
	Police/Communications
	Highway Department
November 8, 2016	Department Reviews
	Board of Selectman
	Council on Aging
	Library
	Develop Recommendations
November 15, 2016	Finalize Recommendations
November 28, 2016	Make Recommendations to BOS

**Board of Health**

The Board of Health contacted the committee via email to indicate they had nothing new to add to the plan and that they would not be requesting any capital funding in FY18.

**Cemetery**

The Pine Grove Cemetery Master Plan and replacing the gas lawn mowers are the priorities for the department again this year. Pine Grove is running out of planned burial space, but has additional land with a challenging topography. Haphazardly developing the available land without a properly designed plan could waste valuable space and jeopardize the stability of the already occupied area. With a properly developed plan the land usage can be maximized and protected and provide valuable material for other town operations. When the department started requesting funding for the Master Plan in FY16 the cost was 40,000, in FY17 it had raised to 50,000 and now in FY18 it will be 65,000. Our inaction has cost us 25,000, the cost will continue raise.

## Planning Committee Observations – Continued

The gas lawn mowers are the workhorses of the department. They are run every day during the mowing season. For many years, the department had a leased Capital equipment replacement program in place. With this type of program, the department always had new reliable equipment to work with that was under full warranty so all repair costs were covered. During the financial crisis, the program was discontinued and these mowers are now four years old and out of warranty. The town is now covering all of the repair costs. The cemetery commission recognizes the critical importance of these mowers to the operation, if the Town funds two mowers the commission would be willing to purchasing the other two mowers with Perpetual Care funds. However, by using Perpetual Care funds the use of those two mowers would be limited to a specific cemetery only. They could not be used on the Town Commons, Parks, or other spaces.

### **Cable Commission**

The cable commission is self-funded and they are not seeking any tax payer funded capital. The commission does have a long-term vision and presented their plan. The committee was glad the commission shared its vision and plan so the community has a better understanding of the Towns overall needs.

### **NRSD**

The school district did not attend their meeting or submit any information regarding their capital needs.

### **Fire Department**

The department has many needs but the most important item is the Scott bottles which is part of their breathing apparatus when fighting a fire. The bottles they have go out of compliance in 2020. The department started asking for capital funding two years ago, to help spread out the cost of new bottles and to give the department and town the opportunity to start a rotation program rather than replacing all 45 bottles at once. Their request went unfunded for two years, a portion of bottles were replaced last year but the remaining bottles are still approaching non-compliant and need to be addressed.

One of the ALS compliance requirements is to have IV Infusion pumps, we need three by December 31, 2017. The 2007 ambulance needs to be replaced with an ALS compliant ambulance. The department is requesting to replace the 1987 fire engine, but did not provide any cost estimates or vehicle requirements. The department would also like to have automatic chest compression system. This system is extremally beneficial in life threatening situations. This system performs the necessary CPR while freeing up the skilled paramedic to perform other tasks related to the patients care.

## Capital Planning Committee Observations – Continued

### **Emergency Management**

This is a very self-sufficient department. However, they are using personal vehicles to transport equipment and pull their trailers. The department is seeking capital funds to acquire a pickup truck that can pull their frontline trailer. They do not necessarily need a new truck, they would be interested in a used or transferred truck.

### **Police Department**

The department needs to replace another cruiser. For the needs of the Police Department these frontline vehicles have a useful life expectancy of five years. The department has tried to maintain a vehicle rotation plan but the Town does not always fund the plan as needed. If the rotation plan was followed only one vehicle per year would need to be replaced. The retired vehicle could be handed down to another department and continue to serve the town for another five years or more. The frontline vehicle that needs to be replaced is seven years old and has very high mileage and requiring more and more repairs. The other two vehicles are not frontline vehicles but also have high mileage and require extra maintenance.

The live scan system is an electronic finger printing system. This type of system eliminates the need for the messy ink based system and is a strategic improvement for the department. Armed with an electronic fingerprint, information from other law enforcement agencies is readily and quickly available to our officers. With ink based fingerprints it is very time consuming to obtain the information our officers need.

### **Highway Department**

The Highway department is one of the most capital intensive departments of the Town. We all know their capital needs have been ignored for years; their equipment is old and costs the Town hundreds of thousands of dollars a year in repairs. The department recognizes the financial constraints the Town is under and only seeking funds for their two most critical needs. Dump Body for the catch basin truck and a stainless steel sander body.

### **Selectman**

The Board of Selectman did not attend their meeting or submit any detailed information regarding how their capital funding would be expended. The Selectman continue to make improvements to Town Hall with the funds saved by not renting the old town hall and they are not seeking any additional tax payer funded capital monies. However, the Selectman should submit what projects these funds are going to be expended on. This information should be included in the Capital Plan so the community has a better understanding of the Town's overall needs and plans.



## Capital Planning Committee Observations – Continued

### **Council on Aging**

The top priority for the Council on Aging again this year is the siding for the new Stephen M Brewer Templeton Senior Community Center. The siding is not just cosmetic to make the building look good, it is also an important part of the building's construction; it adds additional insulation and tightens up the exterior shell, which reduces heating and cooling cost year after year. The exterior siding is required to have a permeate occupancy permit issued. The Town needs to investment in and protect this valuable asset.

The new Stephen M Brewer Templeton Senior Community Center has quickly become a vital part and resource of our community. It is the base of operation of the COA and the hub of the transportation program which is a critical resource. The Meals on Wheels program which serves our home bound residents, and the food pantry which helps many of our struggling families and seniors. People depend on this center to help them with services such as fuel assistance, understanding their insurance options, and finding other resources to help them with caregiver support, home health care, etc. And the COA also offers activities to keep people engaged and active.

### **Library**

The library requested to meet with the Capital Planning Committee to present their ideas on the renovation of the library. They are not seeking any tax payer funded Capital funds. They expect to complete the renovations with the gift money that was left to them by the Nordfors family. They wanted the community to know that they are investing in library to improve the services they offer. The library is an extortionary resource for our community. A very limited staff offers many programs that enrich and engage our children in reading. Reading is an exciting adventure and everyone needs the opportunity to explore their interests.

In summary, every department has real needs and funding is limited. It would take an investment of nearly 550,000 a year to sustain our capital needs as they are outlined in the current plan. Unfortunately, the current plan has many items without any estimated expense which diminishes the effectiveness of the plan. There is a Capital Planning By-Law, which speaks to the community's desire to know what our capital needs are and our investment in them. The committee would press upon the Select Board to reinforce to the departments that don't provide values for their capital items to do so, and to also remind the departments that Capital Planning is not optional and that they need to attend and provide accurate information to the committee. Lastly it is unacceptable that a committee can't perform its duties to the lack of a quorum. It has now been two years since a quorum of the Capital Planning Committee has been convened. The Select Board needs to require Boards and Committees that have appointees to the Capital Planning Committee to make their appointments and require their appointees to attend. It is anticipated that the committee will meet for the FY19 planning cycle beginning in September and concluding in November of 2017.

Department	Capital Item	Year Built or Acquired	Calculated Age	Expected Useful Life	Originally Requested	Department Priority	Committee Ranking	Fiscal Year Requested	Funding Source	Years to Borrow at 6.00%	Estimated Non-Taxpayer Funded Expense	Estimated Taxpayer Funded Expense	2018	2019	2020	2021	2022
CableComm	Misc Small Equip Replacement: Cameras, Computers, etc	0	0	5	2018			2018	Cable Funds		10,000	0	0	0	0	0	0
CableComm	NRMS Auditorium/Kiva Live Feed Equipment	0	0	0	2018			2018	Cable Funds		25,000	0	0	0	0	0	0
CableComm	Scout Hall Studio Equipment/Quadrum	0	0	0	2018			2018	Cable Funds		65,000	65,000	0	0	0	0	0
Cemetery	Pine Grove Cemetery Master Plan	1792	224	2016	2016	1		2018			7,000	7,000	7,000	0	0	0	0
Cemetery	GX545 Gas Tractor	2013	3	2016	2016	2		2018			7,000	7,000	7,000	0	0	0	0
Cemetery	GX545 Gas Tractor	2013	3	2016	2016	2		2018	Perpetual Care		7,000	7,000	0	0	0	0	0
Cemetery	GX545 Gas Tractor	2013	3	2016	2016	2		2018	Perpetual Care		7,000	7,000	0	0	0	0	0
COA	Senior Center Siding	0	0	25	2017	1		2018			75,000	75,000	0	0	0	0	0
EmergMgmt	3/4 Ton Pickup Truck - new/used/transfer	0	0	0	2017	1		2018			20,000	20,000	0	0	0	0	0
Fire Dept	Scott Air Packs (18) - Required by 2020	2005	11	15	2015	1		2018			20,700	20,700	0	0	0	0	0
Fire Dept	3-IV Infusion Pump - Required by 12/31/2017	0	0	0	2018	2		2018	Ambulance Receipts?		15,000	15,000	0	0	0	0	0
Fire Dept	2007 Ford E450 Ambulance - Ambulance 2	2007	9	10	2017	3		2018	Ambulance Receipts?		300,000	300,000	0	0	0	0	0
Fire Dept	1987 GMC Engine - Engine 3	1987	29	20	2017	4		2018			0	0	0	0	0	0	0
Fire Dept	2 - Lucas Chest Compression System	0	0	0	2018	5		2018			32,000	32,000	0	0	0	0	0
Highway	Stainless Steel Sander	1990	26	0	2016	1		2018			20,000	20,000	0	0	0	0	0
Highway	Catch Basin Truck Dump Body	0	0	0	2017	2		2018			13,000	13,000	0	0	0	0	0
Library	Building Addition	2018	-2	50	2018			2018	Library Gift Fund		34,000	0	0	0	0	0	0
Library	Finish Attic Space	2018	-2	50	2018			2018	Library Gift Fund		24,500	0	0	0	0	0	0
Library	Foundation & Mechanical Maintenance	2018	-2	25	2018			2018	Library Gift Fund		23,000	0	0	0	0	0	0
Library	General Interior and Exterior Maintenance	2018	-2	50	2018			2018	Library Gift Fund		25,750	0	0	0	0	0	0
Library	Roof Repair & Maintenance	2018	-2	25	2018			2018	Library Gift Fund		12,750	0	0	0	0	0	0
Police	2011 Ford Crown Victoria - Replace with Explorer	2011	5	5	2018	1		2018			43,000	43,000	0	0	0	0	0
Police	Live Scan System (New)	0	0	0	2017	2		2018			32,000	32,000	0	0	0	0	0
Police	2007 Chevy Impala	2007	9	5	2018	3		2018			43,000	43,000	0	0	0	0	0
Police	2009 Ford Taurus	2009	7	8	2017	4		2018			29,000	29,000	0	0	0	0	0
Police	Police Station Renovations	0	0	40	2017			2018	Debt Exclusion	2	1,000,000	545,437	545,437	0	0	0	0
Selectman	East Templeton Town Hall Improvements	1918	98	100	2017			2018	Rent Savings		50,000	0	0	0	0	0	0
BOH	2003 Chevy S-10 Blazer (new/used/transfer)	2003	13	0	2020			2020			35,000	0	0	35,000	0	0	0
CableComm	Misc Small Equip Replacement: Cameras, Computers, etc	0	0	5	2019			2019	Cable Funds		15,000	0	0	0	0	0	0
CableComm	Misc Small Equip Replacement: Cameras, Computers, etc	0	0	5	2020			2020	Cable Funds		15,000	0	0	0	0	0	0
CableComm	Misc Small Equip Replacement: Cameras, Computers, etc	0	0	5	2021			2021	Cable Funds		15,000	0	0	0	0	0	0
CableComm	Studio Equipment Upgrades	0	0	0	2019			2019	Cable Funds		50,000	0	0	0	0	0	0
Cemetery	2001 Equipment Trailer	2001	15	0	2019			2022			6,000	6,000	0	0	0	0	6,000
Cemetery	2007 JCB Backhoe	2007	9	9	2021			2021			60,000	60,000	0	0	0	0	0
Cemetery	2010 Ford Explorer	2010	6	0	2021			2021			35,000	35,000	0	0	0	0	35,000
Cemetery	2011 Ford Dump Truck	2011	5	12	2023			2024			55,000	55,000	0	0	0	0	0
Cemetery	3320 John Deere Tractor	2011	5	5	2016			2019			26,000	26,000	0	26,000	0	0	0
Cemetery	New One-ton Dump Truck	0	0	0	2018			2019			55,000	55,000	0	55,000	0	0	0
Cemetery	X740 Diesel Tractor	2013	3	3	2016			2019			19,000	19,000	0	19,000	0	0	0
COA	Z Trak 997	2017	3	3	2016			2019			3,000	3,000	0	3,000	0	0	0
COA	2005 Toyota Scion	2017	-1	15	2016			2032			3,000	3,000	0	3,000	0	0	0
COA	2007 Ford Eldorado-wheelchair lift	2007	9	10	2018			2019			50,000	50,000	0	50,000	0	0	0
COA	2008 Chevy Hot & Cold Truck	2008	8	10	2019			2019			50,000	50,000	0	50,000	0	0	0
COA	2011 Ford Eldorado-wheelchair lift	2011	5	10	2021			2021			3,000	3,000	0	0	0	0	3,000
COA	75KVAW 3 Phase Propane Generator	0	0	0	2018			2020			35,000	35,000	0	0	35,000	0	0
COA	Senior Center Kitchen	0	0	25	2017			2019			50,000	50,000	0	50,000	0	0	0
COA	Senior Center Lower Level Function Room	0	0	50	2017			2019			75,000	75,000	0	75,000	0	0	0
COA	Senior Center Outside Deck	0	0	50	2017			2019			40,000	40,000	0	40,000	0	0	0
COA	Senior Center Wheelchair Lift	0	0	0	2016			2019			45,000	45,000	0	45,000	0	0	0
EmergMgmt	10K Diesel Generator	1986	30	2025	2025			2025			10,000	10,000	0	0	0	0	0
EmergMgmt	ASTI Electronic Message Board	2008	8	2038	2038			2038			15,000	15,000	0	0	0	0	0
EmergMgmt	Equipment Trailer	2014	2	2	2017			2019			0	0	0	0	0	0	0

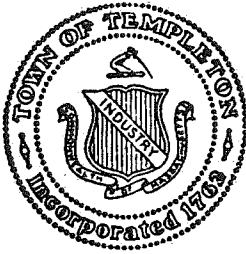
351

Department	Capital Item	Year Build	Acquired	Calculated Age	Expected Useful Life	Originally Requested	Department Priority	Committee Ranking	Funding Source	Years to Borrow at 6.00%	Estimated Non-Taxpayer Funded Expense	Estimated Taxpayer Funded Expense	2018	2019	2020	2021	2022	
CapPlan																		
EmergMgmt	Integrity Dual Axle Utility Trailer - Red Cert Trailer	2013	2008	3	2034	2034						5,000	0	0	0	0	0	0
EmergMgmt	Magnum Light Tower / Generator (Trailer)	2008	2008	8	2038	2038						7,500	0	0	0	0	0	0
EmergMgmt	SAVIN 4045 Photocopy Machine	2000	2016	16	2016	2016						7,500	7,500	0	0	0	0	0
EmergMgmt	TEREX Light Tower / Generator (Trailer)	2013	2013	3	2043	2043						7,500	0	0	0	0	0	0
Fire Dept	1989 GMC 500/3000 - Tanker 1	1989	2017	27	2017	2017							0	0	0	0	0	0
Fire Dept	1999 E1 Fire Engine - Engine 2	1999	2017	17	2017	2017							0	0	0	0	0	0
Fire Dept	2003 KME Panther - Engine 1	2003	2017	13	2017	2017							0	0	0	0	0	0
Fire Dept	2006 KME Panther - Ladder 1	2006	2017	10	2017	2017							0	0	0	0	0	0
Fire Dept	2007 Ford Expedition - Chief	2007	2017	9	15	2017						35,000	0	0	0	0	0	35,000
Fire Dept	2014 Ford E450 ALS Ambulance - Ambulance 1	2014	2017	2	10	2017						300,000	0	0	0	0	0	0
Fire Dept	Equipment Trailer	2014	2017	2	2017	2017							0	0	0	0	0	0
Fire Dept	FEP - 1977 Dodge	2000	2009	16	2009	2009							0	0	0	0	0	0
Fire Dept	FEP - 1978 Chevy 4x4 - Forestry 2	2016	2009	0	2009	2009							0	0	0	0	0	0
Fire Dept	FEP - 1983 AMG - Forestry 1	2012	2009	4	2009	2009							0	0	0	0	0	0
Fire Dept	FEP - 1989 Utility Truck	2016	2009	0	2009	2009							0	0	0	0	0	0
Fire Dept	FEP - 5 Ton General - Forestry 3	2012	2009	4	2009	2009							0	0	0	0	0	0
Fire Dept	FEP - 5 Ton General - Tanker 2	2016	2009	0	2009	2009							0	0	0	0	0	0
Fire Dept	Fire Station 1 Roof	0	2017	0	0	2017							0	0	0	0	0	0
Fire Dept	Fire Station 2 Roof	0	2017	0	0	2017							0	0	0	0	0	0
Fire Dept	Scott Air Packs (18) - Required by 2020	2005	2015	11	15	2015						20,700	0	20,700	0	0	0	0
Highway	1960 cement mixer	1987	2009	29	2009	2009							0	0	0	0	0	0
Highway	1971 Utility Trailer	1997	2020	19	2020	2020							0	0	0	0	0	0
Highway	1975 GMC 6-wheeler	1994	2022	22	2009	2009						135,000	0	0	0	0	0	0
Highway	1975 maxum catchbasin cleaner	2003	2019	13	2019	2019						75,000	0	0	75,000	0	0	0
Highway	1981 John Deer Tractor	2002	2015	14	2015	2015						30,000	0	0	0	30,000	0	0
Highway	1987 International Trailer	1988	2020	28	2020	2020						40,000	0	0	0	0	0	0
Highway	1988 Mobarck Chipper	1990	2020	26	2020	2020						156,000	0	0	156,000	0	0	0
Highway	1990 Ford F7000 6 wheeler	1990	2020	26	2020	2020							0	0	0	40,000	0	0
Highway	1991 Street Sweeper, Elgin	2002	2017	14	2017	2017							0	0	0	0	0	0
Highway	1994 Dresser 870 Grader	2005	2011	11	2018	2018						150,000	0	0	0	0	150,000	0
Highway	1994 Ford 10 Wheeler	1994	2022	22	2009	2009						150,000	0	0	0	0	0	0
Highway	1994 International 6 Wheeler	1994	2016	22	2016	2016						135,000	0	0	135,000	0	0	0
Highway	1996 Volvo Wheel Loader - L90C	1996	2020	20	2015	2015						240,000	0	240,000	0	0	0	0
Highway	1997 Ford Louisville Dump	1997	2020	19	2020	2020						170,000	0	0	170,000	0	0	0
Highway	2001 MT5 Tracker	2001	2015	15	2015	2015						163,500	0	0	0	0	163,500	0
Highway	2002 International Bucket truck	2013	2009	3	2009	2009						75,000	0	0	0	0	0	0
Highway	2007 10 wheeler mack	2007	2022	9	2022	2022						190,000	0	0	0	0	0	0
Highway	2009 Dump	2009	2020	7	2020	2020						135,000	0	0	135,000	0	0	0
Highway	2014 Volvo Loader - L90	2015	2030	1	15	2030						240,000	0	0	0	0	0	0
Highway	2015 Volvo Excavator	2015	2030	1	2030	2030						300,000	0	0	0	0	0	0
Highway	Ford Explorer (Supt. Veh.)	2005	2015	11	2015	2015						35,000	0	35,000	0	0	0	0
Highway	Ford F550 Dump w/Plow - New Purchase	0	2015	0	2015	2015						55,000	0	55,000	0	0	0	0
Highway	MT6 Tracker & Attachments - New Purchase	0	2015	0	2015	2015						163,500	0	163,500	0	0	0	0
Highway	Roller	0	2025	0	0	2025							0	0	0	0	0	0
Highway	Stainless Steel Sander	2005	2019	11	2019	2019						20,000	0	0	0	0	20,000	0
Highway	Stainless Steel Sander	2004	2017	12	2017	2017						20,000	0	0	0	20,000	0	0
Highway	Toe behind air compressor	2011	2018	5	2018	2018						10,000	0	0	0	0	0	10,000
Highway	Trailer	2001	2009	15	2009	2009							0	0	0	0	0	0
Highway	Walk Behind Sidewalk Sweeper	0	2009	0	2009	2009							0	0	0	0	0	0
NRSD	Biomast Boiler	2015	2035	1	20	2035						2,500,000	0	0	0	0	0	0
NRSD	Elementary School Building Repairs	0	2015	0	2015	2015						240,000	0	240,000	0	0	0	0
NRSD	Ford F350 Dump Truck - Gate Bed/Plow	2015	2015	1	12	2015						60,000	0	60,000	0	0	0	0
NRSD	High School/Middle School Repairs - 325,000	0	2017	0	2017	2017						130,000	0	195,000	0	0	0	0

352

Department	Capital Item	Year Built	or Acquired	Calculated Age	Expected Useful Life	Originally Requested	Department Requested Priority	Committee Ranking	Fiscal Year Requested	Funding Source	Years to Borrow at 6.00%	Estimated Non-Taxpayer Funded Expense	Estimated Taxpayer Funded Expense	2018	2019	2020	2021	2022	
Police	1999 Polaris ATV 4 Wheeler	1999		17	5	2019			2019			6,000	0	0	0	0	0	0	0
Police	2010 Ford Explorer	2010		6	5	2019			2019			43,000	0	43,000	0	0	0	0	0
Police	2012 Ford Explorer	2012		4	5	2016			2019			43,000	0	43,000	0	0	0	0	0
Police	2015 Ford Explorer	2015		1	5	2020			2020			43,000	0	43,000	0	43,000	0	0	0
Police	2015 Ford Explorer	2015		1	5	2020			2020			43,000	0	43,000	0	43,000	0	0	0
Police	2015 Ford Taurus	2015		1	8	2023			2023			29,000	0	0	0	0	0	0	0
Police	Computers (16)	2015		1	5	2020			2020			8,000	0	0	0	8,000	0	0	0
Police	Generator	0		0	0	2099			2099			15,000	0	0	0	0	0	0	0
												1,267,137	1,962,137	835,000	358,000	404,500			
												5 Year Avg	884,455						
												10 Year Avg	522,677						
												15 Year Avg	388,452						
												20 Year Avg	418,339						
												Averaged Avg	553,481						

353



**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: Town Administrator and the Board of Selectmen  
Date: March 5, 2016  
Subject: Capital Planning By-Law Amendment

As you know the Capital Planning Committee has not had a quorum for two years. Considering this situation as the acting committee chairman, I am submitting two options for a By-Law amendment for your consideration. This is an either-or option there is no need for both.

I realize the Town is going through a By-law codification process, however I think this situation demands action sooner rather than later. I'd like to see a By-law amendment on the May Town Meeting Warrant.

**Option 1:** *To see if the Town will vote to amend Town By-Law Article XLII by replacing Section 1 as follows:*

*The Board of Selectman is hereby authorized to establish and appoint a Capital Improvements Committee, to be composed of five members, for a term of one year.*

*The following Boards and Committees shall nominate one of their members to server annually:*

*The Board of Selectmen  
The Advisory Committee  
The Planning Board  
The Building and Grounds Department  
A member from the community at large  
The Town Administrator or Town Accountant as ex-officio member*

*The committee shall choose its own officers*

**Option 2:** *To see if the Town will vote to amend Town By-Law Article XLII by replacing Section 1 as follows:*

*The Board of Selectman is hereby authorized to establish and appoint a Capital Improvements Committee, to be composed of three members, for a term of one year.*

*The following Boards and Committees shall nominate one of their members to server annually:*

*The Board of Selectmen  
The Advisory Committee  
The Building and Grounds Department  
The Town Administrator or Town Accountant as ex-officio member*

*The committee shall choose its own officers*

*Respectfully Submitted on behalf of the Capital Planning Committee  
Doug Morrison - Acting Chairman*

Doug Morrison, Chairman  
Board of Selectman Member

Vacant  
School Committee Member

Julie Farrell  
Advisory Board Member

Vacant  
Member at Large

Charles Carroll  
Planning Board Member

Town Administrator  
Ex-officio Member



## Bulletin

2017-01B

### DEPARTMENTAL REVOLVING FUNDS

TO: Local Officials

FROM: Sean R. Cronin, Senior Deputy Commissioner of Local Services

DATE: January 2017

SUBJECT: Authorization of Departmental Revolving Funds and Model By-law/Ordinance

This *Bulletin* provides guidance to local officials regarding the authorization of departmental revolving funds for use in Fiscal Year 2018 and future years.

As you know, the departmental revolving fund statute, G.L. c. 44, § 53E<sup>1</sup>/<sub>2</sub>, was amended by the Municipal Modernization Act. St. 2016, c. 218, § 86. These amendments eliminated the caps on the amount that could be spent from the revolving funds authorized for a particular department and in total from all authorized revolving funds. In addition, the revolving funds are to be authorized by by-law or ordinance rather than an annual legislative body vote. The legislative body must still vote on or before July 1 on the amount that may be spent from each fund during the upcoming fiscal year.

These amendments took effect on November 7, 2016 and would apply to departmental revolving fund authorizations beginning in FY2018. We recognize, however, that a transition period is needed to enable cities and towns to draft and adopt the necessary by-laws or ordinances, and for towns, to obtain the Attorney General's review and approval of the by-laws. Therefore, the Division is recommending legislation to defer the requirement that the revolving funds be authorized by by-law or ordinance until FY2019, but would implement the elimination of the spending caps in FY2018 funds. We will keep you informed about developments in that regard.

### FY2018 AUTHORIZATIONS

In the meantime, however, we advise local officials to prepare to be able to authorize departmental revolving funds for FY2018 under the prior and current statutory procedure. In towns, selectboards preparing annual town meeting warrants should include articles that would allow the meeting to authorize or reauthorize the funds by (1) vote upon recommendation of the selectboard, and (2) adoption of a by-law to establish the funds and vote to set FY2018 spending caps for them. Similarly, in cities, officials should plan to be able to have the city council authorize the funds by (1) vote upon recommendation of the mayor or (2) adoption of an ordinance and vote to set spending caps, on or before July 1, 2017.

355

### **MODEL BY-LAW/ORDINANCE**

Attached to this Bulletin is a model or template for a by-law or ordinance authorizing departmental revolving funds under G.L. c. 44, § 53E½. We have also included examples of the use of the model in authorizing funds.

Local officials should not use the model without first consulting with municipal counsel to ensure consistency with the style, organization and format of the general by-laws or ordinances of the municipality, as well as consistency and compliance with applicable charter provisions and statutory requirements. The model must be tailored and edited accordingly.

**MODEL**  
**DEPARTMENTAL REVOLVING FUND BY-LAW/ORDINANCE**  
**G.L. c. 44, § 53E½**

**Model should not be used without the advice of municipal counsel**  
**Footnotes are not part of Model and are informational only**

**ARTICLE/ORDER.** To see if the town/city will vote to amend the general by-laws/ordinances of the town/city by adding a new section to establish and authorize revolving funds for use by certain town/city departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, § 53E½, or take any other action relative thereto. **(Majority vote to adopt or amend general by-law/ordinance)**

**VOTED:** To amend the general by-laws/ordinances of the town/city by adding the following new section:

**[ALL]**

DEPARTMENTAL REVOLVING FUNDS

1. Purpose. This by-law/ordinance establishes and authorizes revolving funds for use by town/city departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.
2. Expenditure Limitations.<sup>1</sup> A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law/ordinance without appropriation subject to the following limitations:
  - A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund [, except for those employed as school bus drivers<sup>2</sup>].
  - B. No liability shall be incurred in excess of the available balance of the fund.
  - C. The total amount spent during a fiscal year shall not exceed the amount authorized by town meeting/town/city council on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the selectboard and finance committee/mayor and city council.
3. Interest.<sup>3</sup> Interest earned on monies credited to a revolving fund established by this by-law/ordinance shall be credited to the general fund.

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<sup>1</sup> Expenditure limitations set by G.L. c. 44, § 53E½.

<sup>2</sup> Add exception set by G.L. c. 44, § 53E½ if authorizing a fund for non-mandated school bus service.

<sup>3</sup> Interest treatment set by G.L. c. 44, § 53E½.



4. Procedures and Reports. Except as provided in General Laws Chapter 44, § 53E½ and this by-law/ordinance, the laws, charter provisions, by-laws/ordinances, rules, regulations, policies or procedures that govern the receipt and custody of town/city monies and the expenditure and payment of town/city funds shall apply to the use of a revolving fund established and authorized by this by-law/ordinance. The town accountant/city auditor shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the town accountant/city auditor provides the department, board, committee, agency or officer on appropriations made for its use.
5. Authorized Revolving Funds.

**[FORMAT 1 – Separate subsections establishing each fund]**

5.1 \_\_\_\_\_ Revolving Fund.

5.1.1 Fund Name. There shall be a separate fund called the \_\_\_\_\_ Revolving Fund authorized for use by the \_\_\_\_\_ Department/Board/Committee/Agency/Officer.

5.1.2 Revenues.<sup>4</sup> The town accountant/city auditor shall establish the \_\_\_\_\_ Revolving Fund as a separate account and credit to the fund all of the **(Insert list of specific fees, charges or other receipts to be credited to the fund)** charged and received by the Department/Board/Committee/Agency/Officer in connection with \_\_\_\_\_ **(Insert departmental program or activity generating the monies).**

5.1.3 Purposes and Expenditures.<sup>5</sup> During each fiscal year, the \_\_\_\_\_ Department Head/Board/Committee/Agency/Officer may incur liabilities against and spend monies from the \_\_\_\_\_ Revolving Fund for **(Insert list of types of program or activity expenses that may be charged to the fund)** in connection with \_\_\_\_\_ **(Insert departmental program or activity generating the monies).**

**(Insert any program or activity expenses that may not be charged to the fund, i.e., will be funded through a regular budget appropriation, require prior approval or are subject to some other limitation or condition).**

5.1.4 Other Requirements/Reports. **(Insert any specific reporting or other requirements the town/city wants to apply to this fund).**

5.1.5 Fiscal Years. The \_\_\_\_\_ Revolving Fund shall operate for fiscal years that begin on or after July 1, \_\_\_\_\_. **(Insert any sunset or termination provision that the town/city wants to apply to this fund).**

<sup>4</sup> G.L. c. 44, § 53E½ requires by-law/ordinance to specify fund revenues.

<sup>5</sup> G.L. c. 44, § 53E½ requires by-law/ordinance to specify who is authorized to spend from fund and the expenses of the program or activity for which fund monies may be spent.

[FORMAT 2 – Table establishing each fund]

The Table establishes:

- A. Each revolving fund authorized for use by a town/city department, board, committee, agency or officer,
- B. The department or agency head, board, committee or officer authorized to spend from each fund,<sup>6</sup>
- C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the town accountant/city auditor,<sup>7</sup>
- D. The expenses of the program or activity for which each fund may be used,<sup>8</sup>
- E. Any restrictions or conditions on expenditures from each fund;
- F. Any reporting or other requirements that apply to each fund, and
- G. The fiscal years each fund shall operate under this by-law/ordinance.

<u>A</u> Revolving Fund	<u>B</u> Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	<u>C</u> Fees, Charges or Other Receipts Credited to Fund	<u>D</u> Program or Activity Expenses Payable from Fund	<u>E</u> Restrictions or Conditions on Expenses Payable from Fund	<u>F</u> Other Requirements/ Reports	<u>G</u> Fiscal Years

<sup>6</sup> G.L. c. 44, § 53E½ requires by-law/ordinance to specify who is authorized to spend from fund.

<sup>7</sup> G.L. c. 44, § 53E½ requires by-law/ordinance to specify fund revenues.

<sup>8</sup> G.L. c. 44, § 53E½ requires by-law/ordinance to specify the expenses of the program or activity for which fund monies may be spent.

**EXAMPLE 1**  
**[Ordinance using Separate Subsection Format]**

DEPARTMENTAL REVOLVING FUNDS

1. Purpose. This ordinance establishes and authorizes revolving funds for use by city, departments, boards, committees, agencies and officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.
2. Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this ordinance without appropriation subject to the following limitations:
  - A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
  - B. No liability shall be incurred in excess of the available balance of the fund.
  - C. The total amount spent during a fiscal year shall not exceed the amount authorized by the City Council on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the City Council and Mayor.
3. Interest. Interest earned on monies credited to a revolving fund established by this ordinance shall be credited to the general fund.
4. Procedures and Reports. Except as provided in General Laws Chapter 44, § 53E½ and this ordinance, the laws, charter provisions, ordinances, rules, regulations, policies or procedures that govern the receipt and custody of city monies and the expenditure and payment of city funds shall apply to the use of a revolving fund established and authorized by this ordinance. The City Auditor shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the City Auditor provides the department, board, committee, agency or officer on appropriations made for its use.
5. Authorized Revolving Funds.
  - 5.1 Anycity Historic House Revolving Fund.
    - 5.1.1 Fund Name. There shall be a separate fund called the Anycity Historic House Revolving Fund for the use of the Public Facilities Department.
    - 5.1.2 Revenues. The City Auditor shall establish the Anycity Historic House Revolving Fund as a separate account and credit to the fund all fees charged persons, organizations, or entities and received by the Public Facilities Department to rent or use the Anycity Historic House for conferences, programs, functions or other events.

5.1.3 Purposes and Expenditures. During each fiscal year, the Director of the Anycity Historic House within the Public Facilities Department may incur liabilities against and spend monies from the Anycity Historic House Revolving Fund for contractual services to operate and maintain the facility for use for conferences, programs, functions or other events.

Salaries or wages of employees shall be paid from the annual budget appropriation of the Public Facilities Department and shall not be paid from the fund.

5.1.4 Reports. Within 10 days of the end of each quarter of the fiscal year, the Director of the Anycity Historic must provide the Director of the Public Facilities Department with a report of the revenues and expenditures of the Health Services Revolving Fund during the month and fiscal year to date.

5.1.5 Fiscal Years. The Anycity Historic House Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

## 5.2 Senior Citizen Bus Revolving Fund.

5.2.1 Fund Name. There shall be a separate fund called the Senior Citizen Bus Revolving Fund for the use of the Council on Aging.

5.2.2 Revenues. The City Auditor shall establish the Senior Citizen Bus Revolving Fund as a separate account and credit to the fund all fares, fees and other monies charged or received by the Council of Aging from operating a bus service for senior citizen housing developments.

5.2.3 Purposes and Expenditures. During each fiscal year, the Council on Aging may incur liabilities against and spend monies from the Senior Citizen Bus Revolving Fund for salaries or wages, expenses, lease payments and contractual services to operate a bus service to senior citizen housing developments.

Salaries and wages of not more than one full-time employee and the purchase of any equipment or capital item of \$1,000 or more shall not be paid from the fund.

5.2.4 Fiscal Years. The Senior Citizen Bus Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

## 5.3 Health Services Revolving Fund.

5.3.1 Fund Name. There shall be a separate fund called the Health Services Revolving Fund for the use of the Board of Health.

5.3.2 Revenues. The City Auditor shall establish the Health Services Revolving Fund as a separate account and credit to the fund all fees charged by the Board of Health to provide vaccinations, flu shots or other health services and received by the Board from individuals receiving the services or their health insurance providers.

5.3.3 Purposes and Expenditures. During each fiscal year, the Health Director may incur liabilities against and spend monies from the Health Services Revolving Fund for supplies and equipment used to provide the vaccinations, flu shots or other health services and for educational programs and materials regarding those services.

5.3.4 Fiscal Years. The Health Services Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

**EXAMPLE 2**  
**[By-law using Table Format]**

DEPARTMENTAL REVOLVING FUNDS

1. Purpose. This by-law establishes and authorizes revolving funds for use by town, departments, boards, committees, agencies and officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.
2. Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:
  - A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
  - B. No liability shall be incurred in excess of the available balance of the fund.
  - C. The total amount spent during a fiscal year shall not exceed the amount authorized by Annual Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Selectboard and Finance Committee.
3. Interest. Interest earned on monies credited to a revolving fund established by this by-law shall be credited to the general fund.
4. Procedures and Reports. Except as provided in General Laws Chapter 44, § 53E½ and this by-law, the laws, charter provisions, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this by-law. The Town Accountant shall include a statement on the collections credited to the fund, the encumbrances and expenditures charged to each fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.
5. Authorized Revolving Funds. The Table establishes:
  - A. Each revolving fund authorized for use by a town department, board, committee, agency or officer,
  - B. The department or agency head, board, committee or officer authorized to spend from each fund,
  - C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant,
  - D. The expenses of the program or activity for which each fund may be used,
  - E. Any restrictions or conditions on expenditures from each fund;
  - F. Any reporting or other requirements that apply to each fund, and
  - G. The fiscal years each fund shall operate under this by-law.

<b>A</b> Revolving Fund	<b>B</b> Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	<b>C</b> Fees, Charges or Other Receipts Credited to Fund	<b>D</b> Program or Activity Expenses Payable from Fund	<b>E</b> Restrictions or Conditions on Expenses Payable from Fund	<b>F</b> Other Requirements/ Reports	<b>G</b> Fiscal Years
Inspectional Services	Building Inspector	Fees charged and received by the Building Inspector for gas, electric and plumbing inspections	Salaries or wages of inspectors performing gas, electric and plumbing inspections and contractual services related to those inspections	Salaries or wages of full-time employees shall be paid from the annual budget appropriation of the Building Inspector and not from the Fund		Fiscal Year 2019 and subsequent years
Hazardous Materials	Fire Chief	Charges assessed to respond to incidents involving the spill or release of hazardous materials	Training, supplies and special equipment needed for fire department personnel to respond to hazardous materials incidents			Fiscal Year 2019 and subsequent years
Teen Center	Director of Teen Center within the Public Facilities Department	Teen center snack bar receipts, dance admission charges, center activity fees, charges and receipts	Expenses, supplies and contractual services to operate the Teen Center	Salary or wages of no more than one part-time employee shall be paid from the Fund  Salary or wages of full-time director shall be paid from the annual budget appropriation of the Public Facilities Department and not from the Fund	Within 10 days of the end of month, the Director must provide a report on Fund revenues and expenditures during the month and fiscal year to date to the Director of the Public Facilities Department	Fiscal Year 2019 and subsequent years