

# SECTION 5



## Budget Overview - FY '19

### Capital

Item	Value	Notes
Total Capital Budget	\$1,068,675	
TMLWP	-\$43,500	1
Tax Levy	-\$20,000	
Reserves	-\$10,000	
Grants & Other	-\$334,500	
Free Cash	-\$82,500	
Overlay	-\$13,450	1
Leases/Debt	-\$564,725	1
<b>TOTAL ALL BUDGETS</b>	<b>\$0</b>	<b>2</b>

Surplus Closes to Allowance for Abatements on Recap

1. Awaits Final Review & Action
2. Deficit must be closed before presentation to ATM



FY 2019 BUDGET DETAIL

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

Expense Budget

FY 2019  
Request

FY 2019  
Administrator  
Recommended

Quantity	Cost	Description		
<b>DPW - B&amp;G Capital</b>				
1	\$8,500	John Deere Tractor-GX 545*	\$8,500	\$8,500
1	\$15,000	Infield Groomer	\$15,000	\$15,000
1	\$30,000	Irrigation - Gillman Waite	\$30,000	\$30,000
1	\$65,000	Cemetery Master Plan	\$65,000	\$0
1	\$9,150	Cemetery Garage Roof - 39 Bridge St.	\$9,150	\$10,000
1	\$12,900	Boiler**	\$13,000	\$0
1	\$5,592	Window Replacement**	\$5,592	\$0
1	\$5,074	Replace Front Doors**	\$5,074	\$0
4	\$3,238	T.C. Over Head Garage Doors**	\$12,951	\$0
1	\$3,350	T.C. Air Conditioning Training Room**	\$3,350	\$3,500
2	\$4,187	Overhead Doors Mechanic Bay**	\$8,373	\$0
<b>Police CAPITAL</b>				
1	\$42,225	2018 Ford Police Interceptor Utility	\$42,225	\$42,225
1	\$70,000	Police Station Project Payment	\$70,000	\$0
1	\$7,600	Boiler**	\$7,600	\$0
<b>DPW - Highway CAPITAL</b>				
1	\$82,909	F 550 Truck Plow & Wing Plow	\$82,909	\$82,909
1	\$18,000	Sign Making machine	\$18,000	\$0
<b>Emergency Mgt. Capital</b>				
1	\$19,000	2010 Ford F350 4x4 Regular Crew Cab(1)	\$19,000	\$0
<b>Fire Capital</b>				
20	\$1,000	S.C.B.A. Replacement Tanks	\$20,000	\$10,000
1	\$55,000	Chief's Truck***	\$0	\$55,000
1	\$500,000	Fire Engine 3***	\$0	\$500,000
<b>Assessor Capital</b>				
1	\$20,000	Vislon Software Upgrade	\$20,000	\$20,000
<b>Town Clerk Capital</b>				
3	\$5,700	Replacement Voting Machines	\$17,100	\$0
* Plus TLWP PILOT				
**Assumes future replacement w/ Green Community				
*** Awaiting formal quote, request expedited (originally requested 2020)				
LUMP SUM DISALLOWED				\$0
<b>Totals</b>			<b>\$472,824</b>	<b>\$777,134</b>

273



019 BUDGET DETAIL

DEPARTMENT:

FUND: 3000

ACCOUNT NUMBER:

ACCOUNT NAME:

Capital

3000

Values by Item

Other

Expense Budget

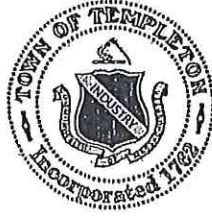
FY 2019  
Administrator  
Recommended

Sources & Uses		CPC Rank		Item		Cost		TA Recommended		TMLWP*		Tax Levy		Reserves		Grants Donations Other		Free Cash or Overlay		Debt		Pymnt/Yr		Term & Source	
User Dept																									
PD		N/A		Live Scan System		\$32,000		\$32,000									\$32,000								
		N/A		WAN System (Wide Area Network)		\$75,000		\$75,000									\$75,000								
		N/A		Police Station Project		\$70,000		\$70,000									\$70,000								
		3		SUV Cruiser		\$42,225		\$42,225										\$42,225							
DPW - Highway		2		F550 One Ton Dump w/plow, wing, & sande		\$85,000		\$85,000										\$85,000							
DPW - B&G		4		JD GX 545		\$8,500		\$8,500																	
		Defer		Infield Groomer		\$15,000		\$15,000																	
		Defer		Cemetery Garage Roof - 39 Bridge St.		\$10,000		\$10,000																	
		N/A		Gilman Waite Irrigation		\$30,000		\$30,000																	
		8		T.C. Fire Training Room AC		\$3,500		\$3,500																	
Fire		2020		Engine 3		\$500,000		\$475,000																	
		2020		F150 Interceptor		\$55,000		\$55,000																	
		1		SCBA Tanks		\$10,000		\$10,000																	
BoA		N/A		Vision Software		\$20,000		\$20,000																	
COA		N/A		Kitchen		\$45,000		\$45,000																	
Library		N/A		Foundation & Mechanical Maintenance		\$18,500		\$18,500																	
		N/A		Interior Renovation		\$37,500		\$37,500																	
		N/A		Exterior Renovation		\$23,700		\$23,700																	
		N/A		Roof		\$12,750		\$12,750																	
				Requested Totals		\$1,093,675																			
				Funded Totals						\$43,500		\$20,000		\$10,000		\$334,450		\$96,000		\$564,725		\$134,310			

Note:  
\*Pending TMLWP

274





Town of Templeton  
Department of Public Works

381 Baldwinville Rd.  
Templeton, MA 01468  
Phone 978-939-8666 Fax 978-939-8420

**TO:** Board of Selectmen  
**FROM:** Alan Mayo, DPW Director  
**RE:** Infield Groomer  
**DATE:** February 23, 2018  
**CC:** Carter Terenzini, Town Administrator

---

The Town of Templeton has 5 Softball Fields & 1 Baseball Field, which we are currently grooming by hand labor. They are presently done once a week. While they should be done on a daily basis, I am proposing they be done twice a week. The present practice of hand labor takes 975 man hours, while the requested grooming machine would take 207.48 man hours on the twice a week schedule. This would be a savings of 767.52 Man hours, which can be allotted to other tasks. The cost of the groomer is Approximately \$15,000.00, while the labor savings is approximately \$12,000.00. This would improve service to the infields & create additional time for other tasks. We would replace one Tractor mower with the groomer. The present machine does minimal mowing & snow blowing. Those tasks would be accomplished utilizing a tractor & bucket instead of snow blowing. The mowing would be accomplished with the much faster Zero Turn Machine.

Sincerely

Alan Mayo DPW Director



# Analysis of Work Load w/Proposed Infield Groomer

A	B	C	D	E	F	G	Note
Number of fields	number of times per year	current man hours per time/field (4)	current/desired annual man hours	new man hours per time per field	New Annual man hours	Annual Labor Savings	
1	5 softball 1 baseball	13	12.5	975	1.33	103.74	871.26 (1)
2	5 Softball 1 Baseball	65	12.5	4875	1.33	518.7	456.3 (2)
3	5 Softball 1 Baseball	26	12.5	1950	1.33	207.48	767.52 (3)

Notes: (1) Fields currently done by hand rake only once a week.

(2) Desired level of service would be daily during work week

(3) Planned level of service will be 2 times a week putting roughly 20 seasonal weeks back on the schedule for a very quick payback on the equipment





QUOTI

## Templeton, Town of

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

Date: June 6, 2017  
 Valid Through : June 30th, 2017 \*  
 Customer #: 10870  
 Contract: PCC Ford  
 Sales Rep: Shawn Daoust

CONTRACT LINE REFERENCE	LINE DESCRIPTION	UNIT PRICE	QTY	EXTENDED PRICE
K8A / 500a	2017 Interceptor Utility - All Wheel Drive	\$ 28,385.00	1	\$ 28,385.00
G1	Exterior Color - Black	\$ -	1	\$ -
	3.7L TI-VCT DOHC V6 Engine - 300 HP	\$ -	1	\$ -
43D	Dark Car Feature	\$ -	1	\$ -
18W	In-Op Rear Interior Window Buttons	\$ -	1	\$ -
86P	Pre-drilled front headlamps	\$ -	1	\$ -
	Power Windows and Door Locks	\$ -	1	\$ -
	Chrome Center Caps	\$ 130.00	1	\$ 130.00
549	Power Heated Mirrors	\$ -	1	\$ -
76R	Reverse Sensing	\$ 295.00	1	\$ 295.00
87R	Rear View Camera (displays in rear-view mirror)	\$ -	1	\$ -
18D	Global Lock/Un-Lock	\$ -	1	\$ -
52P	Hidden Door Plunger (p/s only)	\$ 155.00	1	\$ 155.00
51T	Spotlamp - Driver only - Whelen LED (8*)	\$ 410.00	1	\$ 410.00
			1	\$ -
	MHQ Graphics Package "A"	\$ -	1	\$ -
	Upgrade to Package "C" Graphics	\$ 495.00	1	\$ 495.00
CH27.1.20	Central Power Distribution System (with timer)	\$ -	1	\$ -
	Vent Shades (front and rear)	\$ 75.00	1	\$ 75.00
	Streamlight Stinger DS LED Flashlight	\$ 145.00	1	\$ 145.00
	Trailer Hitch (Class II) with Flat 4 plug	\$ 395.00	1	\$ 395.00
	TREMCO Anti-Theft Device	\$ 155.00	1	\$ 155.00
				\$ -
white	Setina PB450L2 Aluminum Pushbumper w/front facing IONs	\$ 745.00	1	\$ 745.00
				\$ -
	ProGard Single Cell Prisoner Transport Solution	\$ 1,995.00	1	\$ 1,995.00
	- door panel & window bar on p/s only / screen on rear			\$ -
	- do NOT drill floor drains			\$ -
				\$ -
	Setina DSC / BSN rear Cargo Storage Solution	\$ 1,095.00	1	\$ 1,095.00
	Setina Cargo Box Free-Standing Bracket (TT0242ITU12L)	\$ 85.00	1	\$ 85.00
				\$ -
b	Whelen ION LED Warning Lights (1 / side) in headlights	\$ 345.00	1	\$ 345.00
b/b	Whelen Dual Level 400 Series LED Warning Lights (front PB)	\$ 495.00	1	\$ 495.00
MA Spec.	Whelen Legacy DUO LED Lightbar	\$ 2,425.00	1	\$ 2,425.00
b / b	Whelen ION LED's - (1 pair) top rear window	\$ 345.00	1	\$ 345.00

277



w / b	Whelen Vertex LED Hide-a-ways (2 pair) tail lights	\$ 425.00	1	\$ 425.00
b / b	Whelen ION LED's - Rear Gate Bottom	\$ 345.00	1	\$ 345.00
				\$ -
3 head	Whelen CenCom Siren/Switch Controller	\$ 725.00	1	\$ 725.00
behind - 52	Whelen SA315P Siren Speaker	\$ 190.00	1	\$ 190.00
				\$ -
	Install Customer Supplied Radar System	\$ 55.00	1	\$ 55.00
				\$ -
	Havis Console - "1308"	\$ 395.00	1	\$ 395.00
	Havis Flip Armrest - CARM103	\$ 95.00	1	\$ 95.00
flat	Havis - Dual Internal Cup Holder	\$ 40.00	1	\$ 40.00
				\$ -
	Install (1) Customer Supplied 2-Way Radio		1	\$ -
	Install Additional Customer Supplied Radio(s)	\$ 175.00	1	\$ 175.00
	Transfer MDT (antenna, timer, power supply, mount/dock)	\$ 295.00	1	\$ 295.00
% off MSRP	Gamber Johnson (7160-0350) Vehicle Base for MDT	\$ 126.65	1	\$ 126.65
				\$ -
TOTAL:				\$ 41,036.65

#### TERMS AND CONDITIONS

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

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

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

#### ORDER ACKNOWLEDGEMENT

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

x MICHAEL R BENNETT  
PRINT NAME

x CHIEF OF POLICE  
TITLE

x Michael Bennett  
SIGNATURE

x. 060717  
DATE

Quote provided by Shawn Daoust, Account Manager at MHQ - Public Safety Team  
(508) 573-2625 or sdaoust@mhq.com

*Say \$42K  
for time factor  
Vinyl*

276



Cruiser Fleet  
Prepared 01/24/2018

Car #	Year	Make	Model	Mileage	Use	Replacement Year	Notes
7	2007	Chevy	Impala	66,525	Undercover	Not Scheduled	(1)
A9	2009	Ford	Taurus	119,673	SRO	2020	(2)
11	2011	Ford	Crown Vic	122,784	Front Line	2019	(3)
A15	2015	Ford	Taurus	60,248	Front Line	2022	(4)
15	2015	Ford	Explorer	54,666	Front Line	2023	(4)
237	2015	Ford	Explorer	70,890	Front Line	2021	(4)
17	2017	Ford	Explorer	12,389	Chief's Car	2024	
27	2017	Ford	Explorer	930	Front Line	2025	

- Notes: (1) Acquired w/Drug Seizure Money; Sale proceeds go back to the funding unit.  
(2) Should be replaced now at 145,000+/- miles if funds were available.  
(3) 150,000+/- miles by planned replacement date; Has had numerous problems last 12 months w/drive train, transmission, rear end, & cluster panel  
(4) Purchased w/gift money to replace a 2003, 2006, and 2007  
(5) Whenever a car is deadlined prematurely it puts increased mileage on the remaining cars  
(6) Fund availability - at best - will only allow for an 8 year rotation.





## *Templeton Police Department*

33 South Road • Templeton, Massachusetts 01468  
Phone 978-939-5638 • Fax 978-939-2042

### **Police Station Project Update**

#### *Overview:*

- Project passed in 2015.
- Town approved \$975,000.00 for project
- Cost estimate for project came in at \$1,072,000.00
- Offset of cost for project to be paid for out of the Nordfors Gift Account
- Project delayed due to Towns' lack of Bond Rating
- Project goes out to bid August 2017
- Proposed Contract bid \$2,133,200.00
- Over budget by \$1,061,200.00
- Bid rescinded

#### *Proposed:*

- Late January, early February hire an OPM for the project
- First week of April rebid the project
- May 7<sup>th</sup> Station Project on the Town Ballot with new figures and plan to utilize a USDA Loan as the funding source
- May 19<sup>th</sup> Town Meeting for final approval should the Station Project pass at the Town Election
- Construction to start June or July of 2018



**CUSTOMER**

Contact Name: Alan Mayo  
 Company/Dept: Templeton Highway Dept.  
 Street Address: 160 Patriots Road East  
 City, State, Zip: East Templeton MA 01438  
 Phone: 978-758-7977 (cell)  
 E-Mail: [dpwdirector@templeton1.org](mailto:dpwdirector@templeton1.org)

Date: September 8, 2017  
 Valid for: Expires 9/30/17  
 Customer #:   
 Contract: MAPC  
 Sales Rep: Brian Smith  
**F450 Dump w/ Central Hydraulics**

**Vehicle:**

CONTRACT LINE REFERENCE	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
F4H	F550 4X4 R/C CC DRW	\$ 35,900.00	1	\$35,900.00
145	145" Wheelbase, 60" Cab-to-axle	\$ -	1	\$0.00
99T	6.7L Turbo Diesel	\$ 8,424.45	1	\$8,424.45
		\$ -	1	\$0.00
Std Equipment	Color: White	184.30	1	\$184.30
THB	225/70R19.5 BSW Traction Tires (all season frt & spare)	349.20	1	\$349.20
X8L	4.88 R/A - Limited Slip Axle	1,120.35	1	\$1,120.35
	Heavy Duty 19,500 GVWR Payload Pkg	213.40	1	\$213.40
17F	XL Décor Group Pkg	\$ 887.55	1	\$887.55
90L	Power windows, door locks and power heated mirrors	310.40	1	\$310.40
18B	Black Molded Running Boards	179.45	1	\$179.45
213	Electronic Shift on the Fly	87.30	1	\$87.30
41H	Engine Block Heater	82.45	1	\$82.45
473	Snow Plow Prep Pkg	339.50	1	\$339.50
512	Spare Tire / Wheel and Jack	43.65	1	\$43.65
531	Trailer Tow Pkg	\$ 271.60	1	\$271.60
62R	Transmission PTO Provision	\$ -	1	\$0.00
std equipment	40/20/40 Split Front Bench Seat - Vinyl	\$ -	1	\$0.00
Std Equipment	Ford Factory Upfitter Switches	(3,000.00)	1	-\$3,000.00
	Credit for 2016 Model Year Leftover			
<b>Vehicle TOTAL:</b>				<b>\$45,393.60</b>

**Equipment:**

CONTRACT LINE REFERENCE	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
5.01	2-3 Cu. Yd Dump Body w/ Hoist	8,695.00	1	\$8,695.00
included	Paint Body Single Stage "Black"	-	1	\$0.00
5.42	Manual Retracted Asphalt Canvas	495.00	1	\$495.00
5.06	Tailgate Asphalt Chutes (one left and one right)	495.00	2	\$990.00
1.09	Whelen Super LED D.O.T. (3) Warning Light System	1,690.00	1	\$1,690.00
Off MSRP	Whelen 5SV3A Amber LED's - Front grill	245.00	2	\$490.00
22.2	Reinforced Plate Mounted Reciever Hitch	495.00	1	\$495.00
22.16	Slide in Pintle/Ball Combo hitch (for receiver)	135.00	1	\$135.00
7.02	Poly Fenders	950.00	1	\$950.00
4.03	Transmission PTO Driven Hydraulic System	4,395.00	1	\$4,395.00
2.32	10' Viking Snow King w/ Cutting Edge and rubber snow foil	11,305.00	1	\$11,305.00
2.38	Upgrade Hitch to H.D. Hitch	1,795.00	1	\$1,795.00
2.54	Hydraulic 2-function Patrol Wing System and full trip wing	15,995.00	1	\$15,995.00
	Whelen Amber LED light for wing plow (w/ disconnect)	265.00	1	\$265.00



**TERMS AND CONDITIONS**

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

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

**ORDER ACKNOWLEDGEMENT**

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

x

PRINT NAME

x

TITLE

x

SIGNATURE

Quote provided by Brian Smith, Account Manager at MHQ

Day \$85K  
w/ radio, vinyl  
& time passage  
to purchase

282



### Capital Equipment List

Capital Item	Units	Year Built	Age	Estimated Life	Replacement Cost	Replacement year	yearly Cost
Engine 3	1	1987	30	20	\$500,00	2020	\$25,000
Chief's Truck	1	2007	10	5	\$55,000	2020	\$11,000
Lucas	2	N/A	New	10	\$17,500	2020	\$3,500
Ambulance 2	1	2007	10	10	\$250,00	2020	\$25,000
Forestry 2	1	1978	39	20	\$65,000	2021	\$3,250
Engine 2	1	1999	18	20	\$500,00	2022	\$25,000
Tanker 1	1	1989	28	20	\$450,000	2023	\$22,500
Ambulance 1	1	2014	3	10	\$250,000	2024	\$25,000
Engine 1	1	2003	14	20	\$500,000	2025	\$25,000
Forestry 1	1	1983	34	20	\$65,000	2026	\$3,250
Ladder 1	1	2006	11	20	\$900,000	2026	\$45,000
Forestry 3	1	1985	32	20		2027	
Utliity Truck	1	1984	33	10	**	2024	
SCBA Bottles	54	*		15	\$1,188		\$4,277
SCBA Packs	27	2005	12	20	\$4,000	2025	\$24,000
Lucas	2	****		10	\$17,500	2020	\$3,500
Stucture Gear	50	***		10	\$3,200	ongoing	
Total							\$245,277

\* Process to replace is almost complete. We have 20 more bottles to purchase.

\*\* The plan to replace the utility truck would be to put the Chief's truck on a 5 year replacement plan.

Every 5 years the Chiefs truck would be turned into the new utility truck for the department. With this plan we would keep a truck for 10 years before removing it from the fleet.

\*\*\* Replacement Stucture Fire Gear is an ongoing purchase. We budget to replace 5 sets of gear per year.

\*\*\*\* The Lucas is a device that does chest compressions during cpr. It is not mandated yet, but there is discussion at the st.





## V8 Upgrade Budgeting Quote

Vision Government Solutions, Inc.

QUOTE DATE: June 23, 2017

44 Bearfoot Road, Northboro, MA 01532  
Phone 800.628.1013 Fax 508.351.3798 <http://www.vgsi.com>

TO: Luanne Royer  
Assessor's Office  
160 Patriots Road  
East Templeton, MA 01438

PROJECT	PAYMENT TERMS	REQUESTED PROJECT COMPLETION DATE
Upgrade to Vision v8	TBD	August 15, 2018

DESCRIPTION (SPECIFICATIONS)	RATE PER HOUR	# OF HOURS	TOTAL
Vision v8 Software Site License, including: <ul style="list-style-type: none"><li>• Software Installation</li><li>• Data conversion from Vision 6.5</li><li>• Vision v8 training.</li></ul>	N/A	N/A	\$20,000.00
Additional services, as requested, including: Interfaces, Custom Reports and Static Database Refreshes	\$175/hr.	TBD	\$5,000.00

Non-Binding Budgeting Quote prepared by: Pat Donovan

Please review above project description for accuracy. Please report any discrepancies to Sales representative immediately for correction. Project will be scheduled once signed quote is received by Vision Government Solutions Inc. Changes to above identified project specifications renders this Quote NULL and VOID. A new Quote will be generated reflecting the corrected/revised specifications and revised fee (if applicable).

To accept this Quote, please return form with authorized signature to Pat Donovan by fax (508-351-3798) or e-mail (pdonovan@vgsi.com). This Quote will be honored if returned within 30 days of QUOTE DATE. For project scheduling purposes, please allow for at least a 14 day lead time.

Authorized Signature: Luanne Royer Date: 10-5-17  
Printed Name: Luanne Royer Title: Deputy Assessor

THANK YOU FOR YOUR BUSINESS!





November 3, 2017

Dear Vision Client:

The following are our annual maintenance prices for Fiscal Year 2019 starting in July 2018.

CAMA Software Maintenance:

	Fiscal Year 2019 Prices
Single User	\$3,935
2-5 Users	\$5,840
6-10 Users	\$7,400
11-20 Users	\$8,500
Over 20 Users	depends on environment

\$5,840  
x 540  
6380  
OK  
426380-

*All jurisdictions that have GIS will be billed an additional \$540 annually for GIS support.  
We will continue to provide the first Static Database within the annual software maintenance.*

Web Hosting for Public Access:

Number of Parcels:	Standard Database AND GIS Map	PDF of PRC
Less than 2,500	\$1,550	\$300
2,501 - 5,000	\$2,250	\$300
5,001 - 10,000	\$2,750	\$300
10,001 - 20,000	\$3,250	\$300
20,001 - 35,000	\$3,800	individually priced
Over 35,000	individually priced	individually priced



## **Doug Morrison**

---

**From:** COA Director <coadirector@templeton1.org>  
**Sent:** Tuesday, December 19, 2017 3:00 PM  
**To:** Selectmen.Morrison@Templeton1.org  
**Subject:** Capital Planning

Members of the Capital Planning Committee,

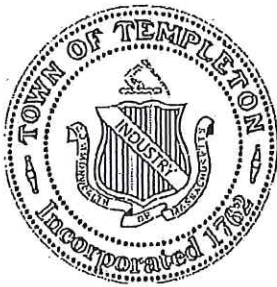
As for my portion of this plan – I have some vehicles that are on the plan for replacement this coming year. All of these vehicles are running very well, and at this time I see no reason to replace them. Alan from Public Works has informed me that they plenty of life left in them.

I do however want to remind all of you that the intention to finish construction of the first floor of the Senior Center will be happening hopefully after the siding is underway. The funding is already in place.

*Dianna Morrison*

Director  
Templeton Council on Aging and  
Senior Community Center  
16 Senior Drive  
Baldwinville, MA 01436  
978-894-2780  
[coadirector@templeton1.org](mailto:coadirector@templeton1.org)





Boynton Public Library  
 27 Boynton Road- PO Box 296  
 Templeton, Massachusetts 01468  
 (978) 939-5582

## Library Renovation Project

Element	Source	Cost
1. Basement **	Ann & Ed Nordfors gift	\$ 18,500
2. Interior Wall work **	CPC	\$ 24,500
3. Interior Front Door **	Ann & Ed Nordfors gift	\$ 5,000 (?)
4. Flooring **	CPC	\$ 6,200
5. Children's Room expansion **	Ann & Ed Nordfors gift	?
6. Roof **	Ann & Ed Nordfors gift	\$ 12,750
7. Masonry **	Ann & Ed Nordfors gift	\$ 3,000
8. Exterior Trim Paint **	CPC ?	\$ 18,500
9. Tree Work **	Ann & Ed Nordfors gift	\$ 2,200
10. 'Attic' **	Ann & Ed Nordfors gift	?

\*\* see detailed explanation

1. **Basement:** Remove bulkhead, remove junk from basement and sweep & clean. Remove existing sump hole. Mortar patch all walls as needed- especially where water is coming in. Paint all walls - 2 coats white Drylock Paint. Cut floor around perimeter of basement with wet concrete saw. Dig out approx. 12"- 18" trench around perimeter and dig new sump pump hold near pipe exit. Install new perforated pitched PVC pipe to sump pump location. Install 34: stone around pipe and in ditch level with basement floor. Install new sump well and sump pump and plumb into existing drain. Install new permanent dehumidifier on platform and drain into pump hole. Patch concrete over old sump hole. Install new pressure treated wood sill at location of new bulkhead. Install new Bilco bulkhead. Properly seal and flash into building. Paint new bulkhead 2 coats rustoleum paint.



2. **Interior Wall work:** Remove ceiling in main library room, magazine room and foyer. Install new ½" blue board. Plaster ceiling with smooth finish. Caulk seams into existing walls. Screw in and patch all walls as needed to smooth finish. Mud, tape and sand as needed. Prime newly finished walls and ceiling. Paint walls, ceiling 2 coats finish paint. Paint picture mould on wall as well. Clean, patch and paint walls in attic stairwell.
3. **Interior Front Door:** Remove existing front door and jambs. Relocate front door to main area of Adult section. Wall-up previous door location. Make sure new opening is flashed properly. Install door opening out. Prep and paint jamb and door.
4. **Flooring:** Remove existing carpet throughout Adult section of Library. Expose old maple flooring. Remove all carpet tacks and patch flooring as needed. Sand down floors throughout. Finish with 3 coats of high quality polyurethane. Paint baseboards when complete.
5. **Children's Room expansion:** (this was not a part of our original plan) Construct an addition off the rear-side of the children's room, to include a multi-purpose room, and small office area. (approximately 20'X 20').
6. **Roof:** Main area: Strip existing asphalt shingles and dispose of properly. Check existing roof sheathing. Install Grace Ice & Water on first 6' of eaves, valleys and around existing chimney. Install 30LB felt paper on the rest of the roof surface. Install 8: driedge. Install new 40 year Architectural shingles throughout. Install new cobra ridge vent. Check chimney flashing and counter flash and reuse lead if possible.  
**Roof:** Children's Area: Install new surface on the Children's room (flat) roof.
7. **Masonry:** Chip our and repair cracked stair landing near front entrance. Repour stairs as needed to correct damage caused by salt and age.
8. **Exterior Trim Paint:** Bring in staging, ladders and necessary equipment for proper lead safe paint scraping and trim prep. Scrape and sand all exterior trim on main building and Children's annex as needed. Prime all bare wood as needed. Paint all trim 2 coats quality exterior paint.
9. **Tree Work:** Remove damaged tree at front right of building. Cut and remove ivy off side of building by Children's room.
10. **Attic:** This was not part of our original plan. Renovate (install heat, repair and paint existing walls and ceiling), install carpeting and furnishings (bookshelves, tables, chairs and lighting). \*\* not sure if a 'chair-lift' would satisfy ADA requirements for access to this area.





Town of Baldwinville, Massachusetts  
Purchase Proposal Quote  
Submitted by LHS Associates, Inc.  
December 1, 2017



Quantity	Description	Price
HARDWARE		
3	ICP Tabulator Bundle includes:	
	✓ One (1) Tabulator with a padded carrying case, two (2) memory cards, one (1) power cord, one (1) key set, two (2) thermal paper rolls, one (1) dozen marking pens, six (6) security seals and an internal battery back up.	\$17,100.00
	✓ One (1) plastic ballot box with three (3) compartments, casters and a built in power supply. Ballot boxes able to nest for ease of storage.	
SERVICES		
	Two Year Hardware & Software Warranty:	Included
	✓ All parts, labor, travel and shipping costs included.	
	✓ Unlimited access to the LHS Help Desk for Pre-Election, Election Day and Post Election questions.	
	✓ An annual maintenance visit to the Town of Baldwinville to inspect, calibrate and service all equipment.	
	✓ Any necessary repairs will take place in the Town of Baldwinville. If onsite repair is not possible loaner equipment will be left in the customer's possession until all equipment can be repaired and returned.	
	✓ An employee of LHS, not a subcontractor, will conduct all maintenance work.	
	✓ A locally based service center with parts and technicians trained in repairing and servicing voting	
	Documentation, including but not limited to:	Included
	✓ One (1) Pre Election Testing Guide, Three (3) Poll Worker Training Guides, One (1) Voter Tutorial Video and One (1) Instructions to Voter Poster.	
	Two Training sessions exclusively for the Town of Baldwinville.	Included
	✓ Two hours of training for the Town Clerk and office staff. This training will cover basic use of the machine, pre-election testing and Election Day procedures.	
	✓ Two hours of training for Poll Workers. This training will cover Election day procedures and basic troubleshooting.	
	✓ Both trainings will be conducted in the Town of Baldwinville and scheduled by the Town Clerk.	
	Onsite coverage by an employee of LHS for the first election.	Included
	✓ A member of the LHS team will work with the Town Clerk from one (1) hour prior to opening the polls until two (2) hours after the polls close on Election Day.	
	✓ The representative will NOT be a subcontracted employee from another company.	
	Onsite acceptance testing of all equipment.	Included
SHIPPING & DISCOUNTS		
	Shipping & Handling	Included
	Tabulator Trade-In Credit	-\$1,500.00
	TOTAL PURCHASE	\$15,600.00
POST WARRANTY FEES		
3	Annual Post Warranty Maintenance Fee	\$600.00
	✓ LHS Top Tier Coverage (Annual Maintenance Plan)	
3	Annual Post Warranty Firmware License	Included
	✓ Tabulator Firmware License	
	TOTAL POST WARRANTY FEES	\$600.00

- This quote is an estimate and is subject to final approval by LHS and the Customer
- Rate valid for 90 days and thereafter may change
- This quote does not include coding or ballot printing charges



## Templeton Highway

---

**From:** COA Director [coadirector@templeton1.org]  
**Sent:** Tuesday, October 24, 2017 2:38 PM  
**To:** 'Templeton Highway'  
**Subject:** RE: FY19 Building Improvements

1. SIDING
2. Kitchen finished
3. Carpet installed in the entry of the building (the carpet squares were purchased at the same time as all the other carpet)
4. Landscaping
5. Generator in place
6. Cellar finished.

Pam,

This is my wish list. I know that most of this is not possible, but I just wanted to put it out there.

*Dianna Morrison*

Director  
Templeton Council on Aging and  
Senior Community Center  
16 Senior Drive  
Baldwinville, MA 01436  
978-894-2780  
[coadirector@templeton1.org](mailto:coadirector@templeton1.org)

---

**From:** Templeton Highway [<mailto:highway@templeton1.org>]  
**Sent:** Monday, October 23, 2017 2:40 PM  
**To:** 'Holly'; 'Police Chief Michael Bennett'; [ddickie@templetonfire.org](mailto:ddickie@templetonfire.org); 'Jacqueline Prime'; 'COA Director'; [Selectmen.Richard@templeton1.org](mailto:Selectmen.Richard@templeton1.org); 'Richard Curtis'  
**Cc:** 'Cemetery Department'  
**Subject:** FY19 Building Improvements

Hello All :

Alan would like to ask each of you to make a list of Building Improvements that you foresee necessary in FY2019. Please be thorough and consider interior as well as exterior improvements. Please try to have this completed by November 6<sup>th</sup> 2017.

Thank you, Pam

Pam Rogers  
Administrative Assistant

Templeton DPW  
381 Baldwinville Rd.  
Templeton, MA 01468  
978-939-8666





**TOWN OF TEMPLETON**  
**Capital Planning Committee**

160 Patriots Road  
East Templeton, MA 01438

Telephone: 978-894-2800  
Fax: 978-894-2801

---

From: Capital Planning Committee  
To: Board of Selectman, Town Administrator  
Date: February 12, 2018  
Subject: Capital Planning Recommendations

The Capital Planning Committee kicked off the FY 2019 budget process in October. After two years of not having a quorum, this year the Committee did have a quorum at every meeting. Department participation was high, and the representatives were engaged and knowledgeable leading to very productive discussions.

When determining our recommendations, the committee is slightly disadvantaged by not knowing the available funds for capital expenditures. Nonetheless the committee based our recommendations on the merits, perceived need, and an assumed capital budget of \$100,000.

The Community Preservation Committee did not attend any of our meetings to present any FY 2019 capital projects. Should any CPC funded projects arise that meet the criteria of a capital expenditure the committee will meet with the CPC at that time.

The Sewer department does have a capital request but did not have the information to present before preparing our recommendations. The committee will be meeting with the Sewer Department within the next couple of weeks.

The School Committee Chairwoman attended a meeting but could not speak to any capital requests the NRSD would bring forward in FY 2019. The new Elementary School is still included in the Master Capital Plan since construction has not been completed.

The Board of Health communicated to the committee that their vehicle is still in working order and they would not be making a request to replace it.

The Town Clerk submitted a request for three new voting machines but is looking for them in FY 2020.

Emergency Management is still requesting a ¾ ton pickup truck. The members are using their personal vehicles to deploy department equipment from site to site. The department is not necessarily requesting a new truck, they would benefit from a dependable transferred vehicle from another department. The DPW is willing to see if the two departments can work out a process where Emergency Management could borrow a DPW truck when they need to deploy equipment.

---

Doug Morrison, Chairman  
Board of Selectman Member

Vacant  
Member at Large

Robert May, Vice Chairman  
Advisory Committee Member

Vacant  
Member at Large

Cheryl Richardson  
Treasurer/Collector

Carter Terenzini, Town Administrator  
Ex-officio Member





**TOWN OF TEMPLETON**  
**Capital Planning Committee**

160 Patriots Road  
East Templeton, MA 01438

Telephone: 978-894-2800  
Fax: 978-894-2801

---

**Non-Tax Impacting Requests:**

- The Assessor's Office has requested an upgrade to their Vision Software. The current version is no longer supported and is incompatible with newer Town and State software. Out of date software also poses a potential data risk should any software or hardware failure occur. The upgrade would be paid for with the Assessors overlay funds and would not have any tax impact.
- The Cable Commission has a well thought out five-year Capital Plan. Being a self-funded department, their requests do not have any tax impact.
- The COA is requesting the completion of the senior center Kitchen, which would be the last project of the original construction and would be paid for with the remaining debt exclusion funds and private donations. There would not be any tax impact.
- The DPW is working with Templeton Light & Water to try and transfer a bucket truck. The DPW has received a grant and many private donations to start phase 1 of the Gillman Waite irrigation project. The project will be completed in three phases over the next few years.
- The Library still wants to make renovations which are outlined in the Mater Capital Plan, these renovations would be paid for through their gift account and would not have any tax impact.
- The Police Department has outlined four important requests that will be funded through the E911 grant and would not have any tax impact.

**Separately Debt Excluded Requests:**

Two large capital requests were presented for FY 2019 which are at a higher cost than the Town could fund through normal capital funding sources. The committee recommends these requests be presented for Town Meeting approval as separate articles from the general capital article.

- The Police Station renovation at a cost of 2,000,000.
- A new Fire Engine at a cost of 500,000.

---

Doug Morrison, Chairman  
Board of Selectman Member

Vacant  
Member at Large

Robert May, Vice Chairman  
Advisory Committee Member

Vacant  
Member at Large

Cheryl Richardson  
Treasurer/Collector

Carter Terenzini, Town Administrator  
Ex-officio Member





**TOWN OF TEMPLETON**  
**Capital Planning Committee**

160 Patriots Road  
East Templeton, MA 01438

Telephone: 978-894-2800  
Fax: 978-894-2801

---

**Tax Impacting Requests:**

The departments submitted 24 capital request that are tax impacting. The committee reviewed these requests and set our recommendations based on their merit, perceived need, and benefit to the community. We were able to rank 8 of the 24 projects before exceeding the assumed \$100,000 budget limit.

1. Fire Department – Air Packs – First Responders Life Safety
2. DPW – F550 Dump and Plow – Replaces inoperable equip – Public Safety
3. Police Department – 2011 Cruiser – Front line vehicle – Public Safety
4. DPW – Gas Tractor – Daily use during Spring, Summer, and Fall
5. DPW – TC Fire Station Doors – Currently unreliable – Public Safety
6. DPW – DPW Building Entry Door – Rusted, holes, heat loss, and safety issue
7. DPW – Town Hall Windows – Third phase, energy efficiency
8. DPW – TC Fire Station Training Room A/C – Conducive learning environment

A few of the remaining requests were not considered because they were not prioritized by the department or the department did not provide any cost estimate. The others were either lower priority, lower overall benefit, or alternative options may exist.

The committee was surprised to find that 7 of the capital requests approved at Town Meeting for FY 2018 have yet to be completed. We are 7 months into FY 2018 by not completing these projects not only is the not benefiting from them, we are not following the direction of the voters and not fulfilling the community's expectations.

Five Year Capital Projection	2019	2020	2021	2022	2023
Total of All Capital Requests	295,193	692,539	559,062	532,256	463,080

Over the last couple of years, we have been able to make some modest capital investment, and that investment is beginning to level out the overall plan. Our serious lack of capital investment over the last 20 years has put us in a position of having old equipment and extremely high maintenance cost. Our projected annual capital investment continues to inch higher year after year.

5 Year Average	508,426
10 Year Average	479,506
15 Year Average	464,165
20 Year Average	541,329
Projected Annual Capital Investment	498,357

---

Doug Morrison, Chairman  
Board of Selectman Member

Vacant  
Member at Large

Robert May, Vice Chairman  
Advisory Committee Member

Vacant  
Member at Large

Cheryl Richardson  
Treasurer/Collector

Carter Terenzini, Town Administrator  
Ex-officio Member



Capital Asset	Capital Asset	Proposed Replacement/Improvement	Calculated Age	Expected Useful Life	Department Priority	Committee Ranking	Request Year	Possible Funding Source	Years to Borrow at 6.00%	Estimated Non-Taxpayer Funded Expense	Estimated Taxpayer Funded Expense	2019	2020	2021	2022	2023
DPW	H-8 1984 International & wire plow/sand	Ordered Special Town Meeting-94 will be surplus	24	20			0	2018			178,500	0	0	0	0	0
DPW-B&G	DPW Office			25			0	2018			10,000	0	0	0	0	0
DPW-B&G	Fire Station 1 Roof			25			0	2018			10,000	0	0	0	0	0
DPW-B&G	GX545 Gas Tractor			3			0	2018			8,500	0	0	0	0	0
DPW-B&G	Senior Center Siding			25			0	2018			100,000	0	0	0	0	0
DPW-B&G	Town Hall Partial Air Conditioning			25			0	2018			18,500	0	0	0	0	0
DPW-B&G	Engine 3-1987 GMC Pump		31	20			0	2019			500,000	0	0	0	0	0
IRSD	Elementary School Building	Debt Excluded Tax Revenue Offsets this expense		50			0	2018			47,560,000	0	0	0	0	0
Police	Police Station Renovations	Debt Excluded Tax Revenue Offsets this expense		40			0	2019			2,133,200	0	0	0	0	0
Assessors	Vision Software	Upgrade to new version	0	5			0	2019			25,000	0	0	0	0	0
CableComm	Misc Small Equip Replacement Cameras, Computers, etc		0	5			0	2019			15,000	0	0	0	0	0
CableComm	NRMVS Live Feed Equipment		0	5			0	2019			5,500	0	0	0	0	0
CableComm	Studio Equipment		0	5			0	2019			60,000	0	0	0	0	0
COA	Senior Center Kitchen		0	15			0	2019			45,000	0	0	0	0	0
DPW-B&G	H-23 Bucket Truck		0	40			0	2019			40,000	0	0	0	0	0
Library	Innovation Gilman walls field	requested light dept surplus	0	25			0	2019			18,500	0	0	0	0	0
Library	Building Addition	Phase 1	0	50			0	2019			23,700	0	0	0	0	0
Library	Foundation & Mechanical Maintenance	10	0	25			0	2019			35,700	0	0	0	0	0
Library	General Exterior Maintenance	2,3,4	0	25			0	2019			12,750	0	0	0	0	0
Library	General Interior Maintenance	7,8,9	0	50			0	2019			15,000	0	0	0	0	0
Library	Roof Repair & Maintenance	6	19				0	2019			32,000	0	0	0	0	0
Police	Cruiser MTDs or Equivalent		3	10			0	2019			20,000	0	0	0	0	0
Police	New Purchase	Live Scan System	0	15			0	2019			75,000	0	0	0	0	0
Police	Radio System Upgrades		0	15			0	2019			33,000	0	0	0	0	0
Police	WAN System (Wide Area Network)		0	12			0	2019			83,000	0	0	0	0	0
Fire Dept	Scott Air Packs (20) - Required by 2020		0	12			0	2019			44,000	0	0	0	0	0
DPW	New Purchase	Ford F550 Dump w/Plow	7	5			0	2019			8,500	0	0	0	0	0
Police	2011 Ford Crown Victoria	Replace with Explorer	0	3			0	2019			13,000	0	0	0	0	0
DPW-B&G	GX545 Gas Tractor		0	20			0	2019			3,350	0	0	0	0	0
DPW-B&G	Fire Dept T.C. Overhead Doors		0	20			0	2019			5,600	0	0	0	0	0
DPW-B&G	Highway Entry Door		0	20			0	2019			3,350	0	0	0	0	0
DPW-B&G	Town Hall Window Replacement		0	25			0	2019			18,000	0	0	0	0	0
DPW-B&G	Fire Dept T.C. AC Training Room		0	20			0	2019			22,000	0	0	0	0	0
DPW	New Purchase	Sims Making Machine	0	5			0	2019			7,600	0	0	0	0	0
DPW-B&G	X740 Diesel Tractor	Infield Groomer	0	20			0	2019			4,900	0	0	0	0	0
DPW-B&G	Police Dept Boiler		0	20			0	2019			9,150	0	0	0	0	0
DPW-B&G	Town Hall Security Alarm		0	25			0	2019			65,000	0	0	0	0	0
DPW-B&G	Cemetery Roof 39 Bridge St		0	40			0	2019			13,000	0	0	0	0	0
DPW-B&G	Pine Grove Cemetery Master Plan		0	25			0	2019			8,400	0	0	0	0	0
DPW-B&G	Highway Boiler		0	20			0	2019			35,000	0	0	0	0	0
DPW-B&G	Highway Overhead doors Mechanic Bay		0	8			0	2019			32,000	0	0	0	0	0
Emol/Amnt	New Purchase	3/4 Ton Pickup Truck - new/used/transfer	9	8			0	2019			7,597	0	0	0	0	0
Police	2009 Ford Taurus		11	5			0	2019			7,597	0	0	0	0	0
Police	2007 Chevy Impala		0	15			0	2019			7,597	0	0	0	0	0
DPW-B&G	Highway Breaker Panel		0	15			0	2019			7,597	0	0	0	0	0
DPW-B&G	Fire Dept T.C. Electrical Panel		0	15			0	2019			7,597	0	0	0	0	0
DPW-B&G	Fire Dept Baldwinville Electrical Sub Panel		0	15			0	2019			7,597	0	0	0	0	0
DPW-B&G	Town Hall Front Door		0	20			0	2019			7,597	0	0	0	0	0
DPW-B&G	Town Hall ADA Doors & Hardware		0	25			0	2019			7,597	0	0	0	0	0
Assessors	Waterproof File Cabinets		0	25			0	2019			7,597	0	0	0	0	0
BOH	2003 Chevy S-10 Blazer (new/used/transfer)	Ford Explorer New/Used/Transfer	15	10			0	2020			35,000	0	0	0	0	0
CableComm	Misc Small Equip Replacement Cameras, Computers, etc		0	5			0	2020			15,000	0	0	0	0	0
CableComm	Misc Small Equip Replacement Cameras, Computers, etc		0	5			0	2021			15,000	0	0	0	0	0
CableComm	Misc Small Equip Replacement Cameras, Computers, etc		0	5			0	2022			15,000	0	0	0	0	0
COA	2007 Ford Explorer		11	10			0	2020			3,000	0	0	0	0	0
COA	2008 Ford Explorer		10	10			0	2020			50,000	0	0	0	0	0
COA	2009 Ford Explorer		9	10			0	2020			40,000	0	0	0	0	0
COA	2010 Ford Explorer		8	10			0	2020			3,000	0	0	0	0	0
COA	2011 Ford Explorer		7	10			0	2021			3,000	0	0	0	0	0
COA	2012 Ford Explorer		6	10			0	2021			3,000	0	0	0	0	0
COA	2013 Ford Explorer		5	10			0	2022			3,000	0	0	0	0	0
COA	2014 Ford Explorer		4	10			0	2023			3,000	0	0	0	0	0
DPW	H-10 2003 1 ton pick up (Mechanic)		15	12			0	2020			39,651	0	0	0	0	0
DPW	H-6 2001 Elgin Sweeper		17	15			0	2020			217,218	0	0	0	0	0







Department	Capital Asset	Proposed Replacement/Improvement	Calculated Age	Expected Useful Life	Department Priority	Committee Ranking	Fiscal Year Requested	Possible Funding Source	Years to Borrow at 6.00%	Estimated Non-Taxpayer Funded Expense	Estimated Taxpayer Funded Expense	2019	2020	2021	2022	2023
Fire Dept	Equipment Trailer		4				2099									
Fire Dept	FEF - Tanker 2 - 5 Ton General		2	20			2099									
NRSD	Ford F350 Dump Truck - Gale Bed/Plow		3	12			2027				60,000					
NRSD	Blomast Boiler		3	20			2035			2,500,000						
Police	2015 Ford Explorer		5	5			2020				44,000		44,000			
Police	2015 Ford Explorer		4	5			2020				44,000		44,000			
Police	Computers (16)		0	5			2020				16,000		16,000			
Police	K9 2010 Ford F150 - Animal Control		10				2020				30,000		30,000			
Police	2015 Ford Taurus		6	6			2021				32,000			32,000		
Police	2017 Ford Explorer		3	5			2022				44,000				44,000	
Police	1999 Polaris ATV 4 Wheeler		6	10			2025				7,000					
Police	Generator		3				2025				20,000					
Sewer	Pleasant Street Pump Station		0	50			2068 Rate Payers			2,300,000						
TownClerk	Voting Tabulator Machine (3)		0				2020				17,000		17,000			
												285,193	692,539	559,062	532,256	453,080
										5 Year Avg	508,426					
										10 Year Avg	479,506					
										15 Year Avg	464,165					
										20 Year Avg	541,329					
										Averaged Avg	498,357					

296



Sewer

FISCAL YEAR 2019

PREVENTIVE MAINTENANCE

BULLDOZER CHAINS AND SPROCKETS	\$7,500
FLUSHER TRUCK - REPLACE HOSE	\$2,000
CONCRETE REMEDIATION – SBR CATWALK 850 SQ FEET – CROTTY AVE WETWELL AND SILO – PLANT ROAD SILO	\$20,000
ROCK TRUCK -	
FORWARD/REVERSE SWITCH AND BRAKE	~\$5,000
PLANT ROAD PUMP STATION CONTROLS	\$3,500
WWTP INCOMING BREAKERS –	
EXERCISE AND LUBE –	\$9,000
UNDERGROUND CHEMICAL LINE AND CORING	\$3,000
PLANT WATER PUMPING -	
REPLACE RUSTING FITTINGS AND PIPE	\$2,000
OTTER RIVER ROAD CIRCUIT BOARD	\$2,000
BELT FILTER PRESS BEARING	\$2,000
REPAIR ROOF – LOWER BUILDING	<u>\$5,000</u>
	\$61,000



# SECTION 6



**Cable Overview - FY '19**

<b>Sub-Account</b>	<b>Value</b>
Account 5100 - Personnel	\$49,277
Account 5110 - Employee Support	\$500
Account 5200 - Purchase of Service	\$6,750
Account 5400 - Supplies	\$10,700
Account 5600 - Intergovernmental	\$7,450
Account 5700 - Other	\$0
<b>TOTAL ALL BUDGETS</b>	<b>\$74,677</b>
<b>LESS REVENUES</b>	<b>\$125,000</b>
<b>SURPLUS/DEFICIT</b>	<b>\$50,323</b>



### Cable TV

1000

410      5100

## Personnel

**FY 2019  
Administrator  
Recommended**





### Cable TV

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

### Expense Budget

**FY 2019  
Request**

**FY 2019  
Administrator  
Recommended**

Quantity	Cost	Description		
1	\$240.00	Video training subscription	\$240	\$240
		Miscellaenous Meetings & Training	\$0	\$260
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
		LUMP SUM DISALLOWED		\$0
		Totals	\$240	\$500

300



**FY 2019 BUDGET DETAIL**

DEPARTMENT: Cable TV

**FUND:** 1000

ACCOUNT NUMBER: 410 5200

**ACCOUNT NAME:** Purchase of Services

### Expense Budget

**FY 2019  
Request**

**FY 2019  
Administrator  
Recommended**

Quantity	Cost	Description		
1	\$1,000.00	Electrician	\$1,000	\$1,000
1	\$1,000.00	Tech consultant	\$1,000	\$1,000
12	\$250.00	Phone/Internet service	\$3,000	\$3,000
1	\$270.30	Alarms-Cable TV 3 Elm St.	\$270	\$270
		LUMP SUM DISALLOWED		-\$20
		Totals	\$5,270	\$5,250



DEPARTMENT: Cable TV

**FUND:** 1000

ACCOUNT NUMBER: 400 5400

**ACCOUNT NAME:**           **Supplies**

### Expense Budget

**FY 2019  
Request**

**FY 2019  
Administrator  
Recommended**

[illegible]



### Expense Budget

**FY 2019  
Administrator  
Recommended**

Quantity	Cost	Description		
		Transferrable Reserve (Non-Union Raises)	\$0	\$500
		IT & Indirects	\$0	\$1,000
		Recovery of Employee Benefits	\$0	\$0
		Medicare	\$0	\$260
		Unemployment	\$0	\$109
		Insurance	\$0	\$3,853
		Retirement	\$0	\$1,729
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$0	\$0
			\$	



**DEPARTMENT:** Cable TV

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

### Expense Budget

**FY 2019  
Request**

**FY 2019  
Administrator  
Recommended**

[illegible]



# SECTION 7



### **Sewer Overview - FY '19**

<b>Sub-Account</b>	<b>Value</b>
Account 5100 - Personnel	\$395,365
Account 5110 - Employee Support	\$8,500
Account 5200 - Purchase of Service	\$193,750
Account 5400 - Supplies	\$191,500
Account 5600 - Intergovernmental	\$217,994
Account 5700 - Other (Debt)	\$70,245
<b>TOTAL ALL BUDGETS</b>	<b>\$1,077,355</b>
<b>LESS REVENUES</b>	<b>\$1,040,699</b>
<b>SURPLUS/DEFICIT</b>	<b>-\$36,656</b>











DEPARTMENT: Sewer

**FUND:** 1000

ACCOUNT NUMBER: 410 5200

**ACCOUNT NAME:** Purchase of Services

### Expense Budget

**FY 2019  
Request**

**FY 2019  
Administrator  
Recommended**





**FUND: 1000**

**ACCOUNT NAME:**           **Supplies**

**FY 2019  
Request**

**FY 2019  
Administrator  
Recommended**

Quantity	Cost	Description		
		Heating Oil	\$10,000	\$10,000
		Lab Testing	\$14,000	\$14,000
		Chemicals	\$55,000	\$55,000
		Office Supplies	\$15,000	\$15,000
		Maintenance Pump Stations	\$30,000	\$30,000
		Maintenance WWTP	\$60,000	\$60,000
		Tools	\$2,500	\$2,500
		Gas	\$4,000	\$4,000
		Diesel	\$1,000	\$1,000
		LUMP SUM DISALLOWED		\$0
		Totals	\$191,500	\$191,500



## FY 2019 BUDGET DETAIL

DEPARTMENT: Sewer

FUND: 1000

ACCOUNT NUMBER: 400 5600

**ACCOUNT NAME:** Intergovernmental

### Expense Budget

**FY 2019  
Request**

**FY 2019  
Administrator  
Recommended**

Quantity	Cost	Description
		Health-Dental-FICA-STD-Life-Unemployment
		Worc. County Retirement
		Property and Casualty Ins.
		Reserve for Non Union 2% pay Raise
		Insurance & Bonding
		Unemployment
		Medicare
		Insurance - Retired
		Insurance - Active
		WRRS
		Audits, IT, OPEB, Indirects
		Transferable Reserve (Non-Union/Pending Raises)
		Unforeseen and Emergency Expenditure Reserve
		LUMP SUM DISALLOWED
		Totals



DEPARTMENT: Sewer

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

### Expense Budget

**FY 2019  
Request**

**FY 2019  
Administrator  
Recommended**

[illegible]



**Pollitt, Eric**

---

**From:** Kent Songer <sewsup@yahoo.com>  
**Sent:** Tuesday, February 6, 2018 11:14 AM  
**To:** Pollitt, Eric  
**Cc:** Carol Osborne; Tom Jeleniewski; Mark Moschetti; Bobby  
**Subject:** Re: Supporting Budget Documents

Hi Eric:

My board met yesterday and they have told me that our budget is pretty much final and that for this year, they don't want me expending any more time breaking the line items down further.

I expressed to the Board my opinion that considering the aging equipment that the sewer department operates with it is necessary and financially advantageous to expend some sewer enterprise free cash on preventive maintenance. I will write up an article for the Annual Town Meeting warrant. Perhaps we should meet to discuss the budget if necessary and the free cash article and warrant opening and closing.

The warrant opening and closing was confusing last year as it was opened and closed at different periods for different groups. Hopefully this time around it will be more concise.

This week is pretty much booked up for me, but if you like we could plan on meeting next week if that works for you.

Regards,  
Kent

On Tuesday, February 6, 2018, 9:01:01 AM EST, Pollitt, Eric <Epollitt@templeton1.org> wrote:

Dear Department Heads,

Carter and I have met with you at least once and most of you twice to review your budget. I'm working on finalizing Department Head requests including the supporting memo & documentation requested from Carter during your budget review. I have not received everyone's memo and supporting documentation. Can you please email me your memo and supporting documentation for your budget by no later than tomorrow at noon. If you have already done so, please resend it anyways to make sure we have the most up-to-date information supporting your requests. Also, if you have run into a snag or know you can't make the deadline, please let us know and we will work with you.

*Best Wishes, Eric Pollitt*

Eric Pollitt,

Municipal Management Fellow

312



Town of Templeton

Town Hall, Room 6

P.O. Box 620, 160 Patriots Road

East Templeton, MA 01438

Phone 978-894-2778 - Fax 978-894-2801

[epollitt@templeton1.org](mailto:epollitt@templeton1.org)

CONFIDENTIALITY NOTICE: This email is protected by THE ELECTRONIC COMMUNICATIONS PRIVACY ACT, 18 U.S.C. §§ 2510-2522. This electronic message is confidential and intended for the named recipient only. Any dissemination, disclosure or distribution of the content of this communication is unlawful and prohibited. If you have received this message in error, please contact by return e-mail or telephone (978) 894-2755, and delete the copy you received. Thank you.

Please remember when writing or responding that the Commonwealth of Massachusetts' Secretary of State's Office has determined that e-mails are a **public record**.



# SECTION 8





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

---

**Resolution #2018-TBD**

**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 that it can invest into the Town's operational and capital needs, and

Whereas, the Board has identified the use of staff teams grouped around similar functions as being in the best interest of the community, 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 five divisions as follows:
  - a.) The division of the Boynton Public Library to be administered in consultation with the Trustees of the Library;
  - b.) The division of Senior Services to be administered in consultation with the Council on Aging;
  - c.) The division of Recreation and Culture to be administered in consultation with the Recreation Commission and the Cultural Council;
  - d.) The division of Veterans Services to be administered in consultation with the Veterans Oversight Board; and
  - e.) The division of Community Advisory & Communications to be administered in consultation with the advice of the Cable Commission.
- 2.) 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;



3.) The office shall have assigned to it such staff as shall be provided for by appropriation.

Effective Date

This Resolution is effective upon adoption.

Approved and adopted this \_\_\_\_ day of \_\_\_\_\_ 2018 by a vote \_\_\_\_ in favor and \_\_\_\_ opposed.

John Caplis, Chairman  
Town of Templeton SelectBoard

Adopted: TBD  
Amended N/A

DRAFT



---

**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 Office 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 Office 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 operations of the Office.
- Plans and oversees all training to ensure a workforce familiar with best management practices



DRAFT



- 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:

DRAFT