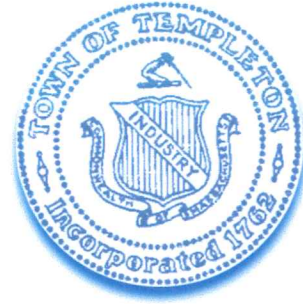


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: September 22, 2016
CC: All Departments



The following is intended to provide information where a full memo may not have been warranted or supplement the provided information.

Business Meeting: N/A

Weekly Report: Attached is the latest Draft of the warrant for the Fall Town Meeting after review by Town Counsel. I will review any suggestions he has made with him upon my return. I believe the staff-sponsored Warrant articles have been pretty well addressed at this point but encourage you to reach out with questions on any that come to your mind.

You also have had 2 warrant articles sponsored by others as of this writing. Those are attached. Setting aside whether or not they would be more appropriately dealt with at an Annual Town Meeting, I do believe discussion is merited as to whether or not there may be a better way to go. Unfortunately, I will not be able to comment upon that until my return either.

In any event, we will be able to make final adjustment on 09/26, have a clean copy for you to sign and transmit the approved warrant to the Advisory Committee on 09/28.

Administration & Finance

Town Accountant: Worked on finalizing the AR for FY 2016 and worked on reports for Carter for both the selectman's meeting and Advisory Committee and the warrant.

Treasurer/Collector: Nothing to report this week.

Assessor: Mailed out reminders and sent emails to Statutory Exemption applicants. Reviewed applications received for statutory exemptions. Prepared for the Board of Assessors meeting on Tuesday. Met with a representative from the Collins Group. Attending a workshop on Chapter Land offered by MAAO with Sue and Brad, Thursday evening.

Town Clerk: This week we sent out all absentee ballots to the Town's oversea voter's. Entered data into Board & Committee program. Uploaded older election and meeting results to the Town's website. Processed several raffle permits, marriage licenses and vital records.

Highway & Grounds

Highway Department: All hands at the Sand pit prepping to mine winter sand.

Cemetery & Parks: This week I have spent the majority of time on Templeton Common Boynton St. Scheduled one funeral. Worked on the baseball field at Gilman Waite. Support for the Administrative assistant. Tomb Restoration Specs & Bid Documents Approval with Massachusetts Historical Commission.

Public Safety

Templeton Police Department: PD – 275 Calls for service, 13 motor vehicle stops, 2 arrests. Cruiser fleet in full service at this time. Volunteer Cell Project – some wiring ran for cell camera system. Station Project passed Site Plan Review. Dispatch – 344 calls (does not include incidentals, like someone asking a general question). Installation of new battery backups complete.

PD – 224 Calls for service, 19 motor vehicle stops and 2 arrest. C10 in-service, but rear hatch inoperable with broken hinge. Dispatch – 294 calls (does not include miscellaneous calls).

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Participated in the 'Public Safety Day' on Saturday from 9AM until 2PM with 6 CERT Members. Removed old wooden door on EOC generator room and installed new steel door. Maintenance of all equipment at EOC performed on Tuesday afternoon. Instructed a first responder refresher course Tuesday and Wednesday evenings 6PM to 10PM to 5 CERT Members. Attended meeting at Town Hall Wednesday at 10AM concerning the search for a permanent Town Administrator.

Development & Inspectional Services

Board of Health: BOH inspections took place at Hubbardston and Baldwinville Rd for completed septic repairs. Retail and food inspections took place at Templeton Spirits, Patriots Package, Country Mischief and the Kitchen Garden; no reportable issues at this time. Continued work with the Abandoned Housing Initiative, notices went out to listed owners of those properties. As directed by Gardner District Court, Officer Smith is preparing affidavits to be submitted with the request for administrative search warrants. Reviewed plans for the proposed kitchen/cafeteria area for the elementary school, no issues at this time. Continued work with Ron Davan, Water Dept. Super on issue at Patriots Rd; meeting next week Carter, Interim Town Administrator.

Building Department Office: Nothing to report this week.

Planning Board Office: Nothing to report this week.

Human Services

Council on Aging/Senior Center: The last two weeks have been extremely busy. Sue and I attended a training on SNAP (Supplemental Nutrition Assistance Program) last week. The program has changed a great deal over the years, and is funded by federal dollars. We learned this week that this program is hugely underutilized in MA. We also hosted a flu shot clinic implemented by Rite Aide, 43 seniors were vaccinated, and 2 households with homebound individuals will also be served. We will try to do another clinic again this year if Rite Aid can fit us in, I would like to vaccinate at least 100 people. I attended a meeting with MART at Carter's request, at the meeting several other town officials were also in attendance. As a group we were able to impress upon MART the need for some flexibility in the fiscal changes to our contract. Over the last two weeks, we had 198 seniors come in for 207

different times to attend events. We provided 17 people with Social Service. The drivers transported 71 people to 326 different places. Lastly we delivered 207 meals to 25 home bound individuals.

Library Director: Story Hour began on Wednesday, September 14, and will run every Wednesday morning throughout the school year. We were ‘bursting at the seams’ with 18 children and their parents/ caretakers! The group was comprised of about half new participants and half returning children. An even larger group attended on Wednesday, September 21. Work has begun on the remaining 2 State Reports (the Financial Report, and the Compliance Report) which are due in early October. Once submitted, we will wait until the Board of Library Commissioners meets in December and January to learn the amount of State Aid we will be awarded. These funds are critical in supplementing our appropriation from the Town. We have reached out to CWMARS to determine the next step in our automation project, as we have now uploaded 80% of the library’s collection to the database. Many of the groups which use the library during the week have begun to return, including, the Daisy Troop, Brownie Troop and 4-H club. A large leak has erupted in the Children’s room ceiling. We hope to have an inexpensive repair done to address the problem until our renovation project can begin.

Community TV: This week TCTV recorded meetings for the Board of Assessors, Templeton Elementary School Building Committee, and Advisory Committee. Production work continued on other TCTV programming.

Important Dates to Remember

Selectmen’s Meeting, September 26, 2016, 6:30 p.m.

Department Head Meeting, September 27, 2016, 9:00 a.m.

**TOWN OF TEMPLETON
WARRANT FOR SPECIAL TOWN MEETING
OCTOBER 20, 2016
DRAFT #3**

Subject to Final Review For Formatting, Mathematical Errors, Proper Wording

**&
Legality**

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

Thursday, October 20, 2016 at 7:00 p.m.

then and there to act on the following articles:

ARTICLE 1 FY 2016 LATE BILLS

To see if the Town will vote, in accord with MGL CH 44 §64, to authorize the payment of late filed bills of FY 2016 for the Sewer Department in the amount of Sixty-Six Thousand Eight Fifty-Six Dollars and 49 Cents (\$66,856.49) with said bills to be paid from the FY 2017 operating budget for the Commission; or take any other action relative thereto.

***Submitted by the Board of Selectmen
9/10ths vote required***

ARTICLE 2 FY 2017 OPERATING BUDGET SUPPLEMENT

To see if the town will vote to amend the 2017 annual town budget as voted in Article 4 at the annual town meeting to add the sum of Eighty-Seven Thousand Five Hundred One Dollars and No Cents (\$87,501) to the long term debt service line of that budget (Account No. 100-710-700-59-5910-000), and further to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute a sum of money to pay for the foregoing, or take any other action relative thereto.

***Submitted by the Board of Selectmen
Majority Vote Required***

ARTICLE 3 FY 2017 OPERATING BUDGET AMENDMENTS

To see if the town will vote to amend the FY 2017 operating budget, adopted under Article 4 of the Annual Town Meeting of 2016, as a block or singly, or in any combination but however voted, by increase or decrease or any other adjustment, and to raise and appropriate, transfer from available funds or borrow pursuant to any applicable statute a sum of money to accomplish the foregoing, or to take any other action relative thereto.

***Submitted by the Board of Selectmen
Majority vote required***

[Informational Note: The aggregate total of the amended budget is \$8,000 lower than that acted upon at the May Town Meeting after correction of the addition error and to account for the funding of the Scholarship Fund by means of a free standing article below.]

ARTICLE 4 FY 2017 SCHOLARSHIP FUND

To see if the town will vote to amend the town's Fiscal 2017 budget as voted pursuant to Art 4 of the Annual Town Meeting and as may be amended by the articles voted on this warrant, by raising and appropriating transferring from available funds, or borrowing pursuant to any applicable statute the sum of Four Thousand Dollars and No Cents (\$4,000) for the Town Scholarship Fund (Account 1000-951-900-53-5307-0000), or take any other action relative thereto.

***Submitted by the Board of Selectmen
Majority Vote Required***

ARTICLE 5 CBA FUNDING

To see if the Town will vote raise and appropriate, transfer from any available funds or borrow pursuant to any applicable statute to fund the first year cost items contained with the new Collective Bargaining Agreement (CBA) between the Town of Templeton and the Public Employees Local 39 of the Laborer's International Union of North American, AFL-CIO, for the period of July 1, 2016 through June 30, 2019, with an estimated Year 1 cost of \$11,080 by the use of existing funding within existing appropriations voted at the Annual Town Meeting in the amount of \$10,155) and by transferring to this article the following amounts

From (Name/Account#)	Amount
Highway Department Wages (Account 1000-421-400-51-5112-0000)	\$925.00

or take any other action relative thereto.

***Submitted by the Board of Selectmen
Majority Vote Required***

ARTICLE 6 APPROPRIATION OF PRIOR FISCAL YEAR CPA RECEIPTS

To see if the Town will vote to transfer the sum of \$242,979.25 from the Community Preservation Act undesignated fund balance (Account #24-300-3590-1000) to the following designated funds of the Community Preservation Act

CPAC Administration Reserve	\$12,148.97 (Account #24-300-3245-1000)
Historic Resources Reserve	\$24,297.93 (Account # 24-300-3242-1000)
Community Housing Reserve	\$24,297.93 (Account #24-300-3243-1000)
Open Space and Recreation	\$24,297.93 (Account #24-300-3241-1000)
CPA Unbudgeted Reserve	\$157,936.49 (Account #24-300-3246-1000)

or take any other action relative thereto

*Submitted by the Board of Selectmen
Majority Vote Required*

ARTICLE 7 ACCEPTANCE OF DRAINAGE & MAINTENANCE EASEMENT

To see if the Town will vote to (a) accept the gift of a Drainage and Maintenance Easement on property located an Wellington Road, generally identified as Map 01 Lot 101 on the Town’s assessing records, of approximately 1,800+/- square feet, as shown on a sketch plan entitled ESMNT-1 and prepared by Symmes Maini & McKee Associates, of Cambridge, MA and further to (b) authorize the Select Board to negotiate, execute, deliver and accept such deed and other documents as it deems reasonable, appropriate and in the best interests of the town to effectuate the purpose of this article.

*Submitted by the Board of Selectmen
Majority vote required*

[Informational Note: The referenced survey plan is on file in the Office of the Selectmen at Town Hall and may be viewed during normal business hours.]

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 fourteen (14) days at least before the time of holding said meeting and by causing notice of the same to be published once in the Gardner News, a newspaper published in said Worcester County, in the City of Gardner.

Given under our hands this 27th day of September in the year AD 2016.

BOARD OF SELECTMEN

John Caplis, Chairman

Diane Haley Brooks, Vice Chairman

Doug Morrison, Clerk

John Columbus, Member

Julie Richard, Member

True Copy: ATTEST

John White
Constable of Templeton

OFFICER'S RETURN
WORCESTER, SS

October ???,

2016

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 fourteen (14) days at least before the time of holding said meeting and by causing notice of the same to be published once in the Gardner News, a newspaper published in said Worcester County, in the City of Gardner.

John P. White
Constable of Templeton

A True Copy, ATTEST:

Carol A. Harris
Town Clerk of Templeton

To see if the Town will vote to amend Town By-Law Article II –Town Meetings, Section 2, to read as follows or to take any other action related thereto:

Section 2. All business of the Annual Town Meeting, except the election of such officers and the determination of such matters as are required by law to be elected or determined by ballot, shall be considered at an adjournment of such meeting to be held on the second Tuesday in May thereafter, at a time and place designated by the Board of Selectmen.

Page 24 Schedule A

What is the -\$151,428
019 Capital Project Funds

These are the so-called "rolled forward"
problems with the Senior Center

To see if the Town will vote amend Article IV of the General Bylaws (Advisory Committee) to read as follows:

Article IV – Advisory Committee

Section 1. 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 Advisory Committee shall be entitled to serve as a member of the Capital Planning Committee.