

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** October 11, 2017  
**CC:** All Departments

*Carter*



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**Important Notices**

**Positions Now Open: DPW - Highway: Laborer/Truck Driver**

**BoS Workshop 10/16 to review Draft Warrant. Please plan to attend if you have an article.**

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

Item 5 is still in progress and will need a bit more discussion with you.

Item 6 i&ii are now being worked on by Mr. Fortes and will not be available for distribution until Monday.

**Weekly Report:** I met with our health insurance representatives to prepare for the upcoming renewal and budget season. John Driscoll was able to join me. Our loss ratios year to date and over the past two-year rating period look fairly good on the HMO side but the indemnity plan still remains at an extremely high level (2x loss over premium). We discussed potential savings now available on the Rx side which we need to do more PR on, a potential no-cost program expansion (though one always has to look at the effort needed if you ever have to constrict that improvement) and potential tweaks to contain the premium increases we are told to think of in terms of 8 – 10%. They will package all of this – and more – up for an IAC meeting in mid-November. I attended the meeting of the School Building Committee. Your bids came in very nicely at roughly \$32.55 million. You will have roughly \$4M for your construction contingency, furniture, fixtures and equipment (FF&E), permits/inspection, testing and the like. The timeline is for the Committee to present to you on 10/23, the School Committee to vote the Notice of Intent to Award on 10/25, you to get the next phase of BAN bids on 11/22, you to award the BAN on 11/27 and the contract to be signed shortly thereafter. The Financial policies are here for your signature so that we might circulate them to all. Collins will now proceed to comments on revenue optimization, and look at potential forecasting templates so that we do not have to construct them at our end. I finalized a Draft of the Fall Town Meeting warrant for 10/16 and kicked it off to Town Counsel to get a head start on review. There were no citizen petitions. The permits for the timber cutting were received this week so the bid process can commence shortly. The Police Station is out to bid. Given the virtual elimination of the USDA grant program (\$25k - \$50k) toward the project we will be looking at a general borrowing. Given the increase in the rate this year to claw-back the unrecovered debt of '13 – '16, given the payment patterns for the school in FY '19; we may yet be able to shoe-horn that debt into a three – four year payment plan closer to what was originally projected. Holly and I

have sorted out a relatively easy means of publishing online supplemental documents submitted during your meetings and we will start this process starting with your 10/16/17 meeting.

### **Administration & Finance**

**Town Accountant:** Nothing to report this week.

**Treasurer/Collector:** Sat in on interview sessions for the towns Municipal Management Fellow. Attended Worcester County Treasure Collector meeting along with Carolee on Wednesday 10/11

**Assessor:** Out of Office for a training.

**Town Clerk:** I attended the Management Fellow interviews. We had several vital records requests and still busy with marriage certificates

### **Public Works**

**Highway Department:** The Director attended the first of 6 training classes to certify him as a tree Warden. The first class was informative in regulations and safety measures. The Director also attended the Select Board meeting on Tuesday evening where our recommendation for a supplier for Line Painting was approved. We continue to receive quotes for Uniforms and Plow blade suppliers. It is expected that both items will be resolved before the end of the week. Additional help has been provided to the mechanic in the garage due to the heavy flow of vehicles that need to be repaired and evaluated. We are working with an aged fleet and repairs are always needed. Some pothole patching on Gray Rd and other areas were needed. South Rd residents with driveways that are on Wellington Rd. have concerns that the flow of water has eaten away @ their dirt driveways, we are looking into a resolution for this.

**Buildings & Grounds:** The 2 New John Deere Tractors are in and will be put to good use in the care of the cemeteries and common areas of the town. A group of honor students will be doing their community support day in Houghton playground in Otter River by painting and sprucing up the area. The recreation department with the support of volunteers will be spreading the Ball Field mix at Gilman Waite Field on Saturday. It is always appreciated to have so many caring individuals that support our Parks and Recreation department. The crew ran collection systems all week in the common areas and cemeteries picking up leaves and debris and in preparation of the multitude of fallen leaves soon to come. General maintenance continues as fall approaches. Assistance was given to the Highway division in replacing large stones on a wall on Dudley Road.

**Sewer Department:** Nothing to report this week.

### **Public Safety**

**Templeton Police Department:** 9/28 – 10/4 PD – 248 Calls for Service, 14 motor vehicle stops, 0 arrest, Police Station Project is now moving forward after getting outside assistance for bid process. Dispatch – 341 Calls (does not include miscellaneous calls). Nothing new to report.

10/5 – 10/11 PD – 177 Calls for Service, 14 motor vehicle stops, 0 arrest, Bid process moving forward, walk thru tentatively schedule for 10/23. Dispatch – 257 Calls (does not include miscellaneous calls). Nothing new to report.

**Templeton Fire/EMS:** Fire Department is still awaiting quotes for the repair of our ladder truck, these are due at the end of the week. The Department had one of our firefighter/medics complete an eighty hour course on structural collapse this week.

**Emergency Management:** Nothing to report this week.

## **Development Services**

**Building Department:** Building Commissioner Hanks worked in conjunction with the Fire Chief and Selectmen's Office on licensing and inspections for MB&W. We issued a total of three roofing permits, three plumbing, and two wiring permits. Commissioner Hanks was back in the office on 10/11/17 after being out for vacation he will be working on all follow up inspections.

**Planning Board:** Research for Farnsworth Road easement request; research for ANR request for Starfire Ave, preparation for meeting of 10/24/17

**ZBA:** Preparation for Daymill hearing on 11/1/17, preparation for Patriots Roast Beef/Pizza hearing to relocate to 136 Patriots Road to be held 11/1/17

**Conservation Commission:** Research for complaint on Victoria Lane; research for Minuteman Drive request, preparation for meeting 10/16/17

**Board of Health:** Agent completed final septic inspection at new build on White Circle, Lot 2, certificate of compliance issued. Agent witnessed two percs/four deep holes at new build site on Lord Road, Lot 2. Agent participated in vetting of Fellow applicants and worked on complaint at 99 Bridge Street (with Water Department and Housing Authority).

## **Community Services**

**Council on Aging/Senior Center:** I appreciate being a part of the process in choosing the new Fellow and look forward to working with him in the future. I was especially pleased to be able to spend some time with my peers in a more relaxed setting. We are planning for Thanksgiving and Christmas not only for the seniors but for the children at the food pantry. We will be giving Thanksgiving baskets out at Thanksgiving and we received a donation of 50 loaves of bread from Cumberland Farms toward that end. I will be out of the office Thursday morning for training at MART. This has been a quiet week, giving us an opportunity to get caught up.

**Library Director:** The October book order has been processed and made available for borrowing. Inter-library loan requests have been steadily increasing. Story Hour continues to draw upwards of 15 children on both Wednesdays and Thursdays. We are re-arranging several collections in the Children's room, to better utilize our limited space. Circulation and general foot-traffic in the library continue to be steady.

**Community TV:** This week TCTV recorded and broadcasted the Board of Selectmen's meeting of Oct. 10 and the Templeton Elementary School Building Committee meeting of Oct. 11. Production continued on several other programs. Preparation to offer public access to recording equipment commenced.

### **Important Dates to Remember**

**Town Administrator's Office Days for next week: Monday, Tuesday & Wednesday**

**Selectmen Workshop, Monday, October 16, 2017, at 6:30 p.m.**

**Selectmen Meeting, Monday, October 23, 2017 @ 6:30 p.m.**

**Department Head Meeting on Tuesday, October 24, 2017, at 9:30 a.m.**

**Fall Town Meeting, Tuesday, November 14, 2017 at 7:00 p.m.**

