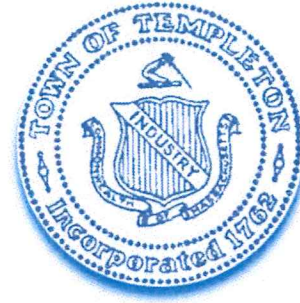


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: October 19, 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: We have had a request for the documents relative to our prequalification process for the school. This may be the prelude to a challenge which is the domain of the Attorney General's office. It can take 3 to 6 weeks or more, for their review. As I was about to complete the OPEB report it occurred to me that the liability would need to be distributed over our several enterprise accounts. In trying to sort that out I contacted the TWLP and learned they had already done OPEB reports back to FY '09. I'm now in the process of getting copies of the FY '15 report that I might see the discount rate they used on earnings and the growth trend rates in insurance costs. The reason for this is to try to complete a calculation on the Town side that I and would hope might be consistent with those figures. I've also asked for a sit-down, as I go into the FY '18 budget planning process and work without a PILOT, to try to understand the intent of the TWLP with respect to any contributions or absorbed costs it intends to make to the Town for FY '18. I met with the Army Corps of Engineers relative to several water, sewer and drainage easements. In their review they found a new one they need to issue to us and I'm working out a sketch plan they can use as an attachment. The Chair and I journeyed to Winchendon whether their Chair agreed to confirm her Town's interest in studying a shared Fire Chief or greater regionalization effort. They would take the lead on seeking grant funding. I met with the Interim Chief and gathered additional data relative to preparing income projections for my report to you in two weeks. I met with our MIA insurance representative and asked him, as I enter the FY '18 budget process, to develop a presentation on our current offerings and potential alternatives. This is particularly true of the Medex offering we make to our 65+ year old retirees which – in my experience – has been fairly well abandoned by most employers. Additionally, I've asked him for a refresher course on how to apply for the medical subsidy instituted in conjunction with the Medicare Part D program. I've come to learn that the Town has never applied for this subsidy (which as I recall ran about \$400 per Medicare covered individual). Despite this I do believe (or perhaps just hope) we would be grandfathered in to eligibility to apply. In conjunction with this I'll be trying to pull the IAC together in the near future so do let me know when we can meet to pull together a meaningful presentation for them. Hubbardston has set up their team to oversee the DPW regionalization effort. John and I await some dates from them for a kick-off to see if we think we can tackle it in house or we need to go for a grant from the Community Compact. I've reached out to NRSD to see if they have a co-op student they can assign us to work in the administration & finance units.

We received the final quote for the repair to the pump on the ladder truck. They were:

W. D. Perkins	\$23,077.29
The Fire Truck Authority	\$27,791.05
Bulldog Fire Apparatus	\$\$47,837.00 (Replace)

Based upon price, references, and prior experience we engaged W.D. Perkins in an amount not to exceed, without my prior authorization, \$23,500. Payment will be made from Town Vehicle/Machinery Maintenance (\$20k) and Maintenance of Fire Equipment (\$3.5k). I shall be closely monitoring the expenditures from the FD several expense accounts to determine if it is possible to make a journal entry later this year to absorb some of this back into the fire accounts.

Administration & Finance

Town Accountant: Continued to work on FY 2014 reconciliations... Worked on FY 2013 withholding account issues...went to the VADAR (out accounting software) 20th anniversary luncheon with Lyn and Carolee...met with the new auditing firm for what items they need for the audit to begin. Set the date for December 12th to the 22nd for them to be a town hall to begin the audit for FY 13 and FY 14.

Treasurer/Collector: In an effort to assist the residents of the town, there is now a link on the town's website under the Treasurer/Collector page to take them directly to Jeffery and Jeffery to make online delinquent excise tax payments. With the assistance of Carol at the Sewer Dept. I have contacted and completed the process with Unibank to setup online payments for residents to pay their sewer bills. The residents can find that link on the main page of the town's website and so far, it is working out great! July & August bank reconciliations have been completed and signed off with the Accountant. I have been working with Carter on cash flow. Both the payroll and the vendor warrants are completed and in the selectmen's office for signatures.

Assessor: Returned to the office after being out a week. Went over things with Administrative Assistant to get caught up. Worked on putting in the Building Permits and getting paperwork ready to go out and do fieldwork on these permits. Board meeting was canceled. Prepared for meeting with the Board of Selectmen. Usual counter activity.

Town Clerk: Extremely busy registering over 100 voters this week. Prepare for the Special Town Meeting. Processing absentee ballots. Getting things organized for Early voting next week.

Highway & Grounds

Highway Department: Still @ the Pit screening for winter sand; Phase One of the Auction: Viewing complete, 10 people attended; Mechanic has begun to prepare sanders for the upcoming winter season, as well as attending to fleet issues.

Cemetery & Parks: The Cemetery & Parks has been on fall clean up in Pine Grove Cemetery & Templeton Common most of this week.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development & Inspectional Services

Board of Health: On Monday, the BOH with the Asst. Att. Gen., Monica Passeno and Det. Eric Smith of the Templeton PD, executed the administrative search warrants issued from Gardner District Court; on Tuesday, the completed warrant packet was returned to Gardner District Court. Violation reports went out to all parties involved with the three properties. The AG's Office will complete their portion and update the BOH when done. A septic inspection was performed at a new property being built on White Circle. We are continuing research on properties that may fit the criteria for a demolition grant. Continued work on housing/trash issues throughout town. The BOH had a successful "bulky waste" event at the landfill with a 20% increase in participation.

Building Department Office: Nothing to report this week.

Planning Board Office: Due to more work than anticipated, MRPC has asked to reschedule the Templeton Master Plan Public Forum. The November 8th date has been cancelled and a tentative date of January 10 has been established. The Planning Board has been contacted in regards to the construction of a new hanger at the Gardner Municipal Airport. Engineers are scheduled to appear before the board on November 8 to discuss the project. The Police Station ZBA Variance decision was time stamped on October 20 to start the 20 day appeals period.

Human Services

Council on Aging/Senior Center: This week we have started gearing up for the Holiday Season. We are looking for turkeys and chickens again this year. The food pantry hopes to be able to distribute 50 to 60 turkeys with all the trimmings for a full dinner. The past 2 weeks we had 112 seniors come in for 260 different times to attend events. We provided 7 people with Social Service. The drivers transported 54 people to 307 different places. Lastly we delivered 235 meals to 27 home bound individuals.

Library Director: Nothing to report this week.

Community TV: This week TCTV recorded the Special Town Meeting on Oct. 20 and prepared it for broadcast. Production continued on other programming.

Important Dates to Remember

Special Town Meeting: TONIGHT, October 20, 2016, 7:00 p.m. @NRSD Auditorium

Selectmen's Meeting: October 24, 2016, 6:30 p.m.

Department Head Meeting: October 25, 2016, 9:00 a.m.