

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: October 6, 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.

Important Note to All Staff

Have a great holiday and PLEASE, if you have not submitted your 360° info as of yet, please do so ASAP!

Reminder to the Board: Each of you were bringing your choice of a candidate for the Town Administrator Screening Committee to be appointed at the meeting on Tuesday.

Business Meeting & Workshop Notes:

4. g.) To follow-up on your retreat of this past Monday, we are proposing a workshop on 11/07 and the Convention of the Committees/Boards meeting on 11/21. At the 11/07 meeting we will have, amongst possible other items, the goal setting coming out of the workshop for the FY '18 budget cycle; a discussion of comparable communities; revenue projections and vetting of the same; general process going forward in keeping with the Workshop; and preparation for the Convention of the Committees/Boards meeting. Meanwhile we are working on putting together the calendar for CY '18.

Weekly Report:

Weekly: Work efforts related to numerous meetings the results of which you can see in items 4. D, e (including touring both fire stations), and f. I attended the DOR training session on changes brought about by the Municipal Modernization Act. The Accountant took one session while I took a different one bringing the information back for impacted staff that could not attend. There were a couple of major takeaways such as (a) snow and ice deficit spending can now be approved by the Chief Administrative Officer of the Town without having to go to the Advisory Committee, (b) overly surplus is now combined into a single account, (c) major changes have been made to how any surplus bonding monies can be used, and (d) the limits on year end transfers (the old 3% or \$5k rule) have been eliminated. I attended the MMA legislative breakfast and learned, with respect to a local concern, that we might be impacted by 9C cuts. The

Governor is expected to release the next revenue analysis on or about 10/15 and we may hear more at that point in time. Please remember that he has no authority to make 9C cuts in the local aid portions of the budget without special legislation authorizing him to do so. While nothing is certain, the legislators I spoke with at the MMA breakfast meeting on Friday gave no indication they were willing to go there. I have set a meeting with USDA next week to begin the pre-application process for the Police Station, continue work on the sewer pump station, and discuss financing for the new school. Doug M. and I participated in the kick-off for the IT grant study. Doug will report under Board & Staff Member Comments. I met with the Moderator and Town Clerk to review the upcoming STM. I'll be preparing motions for review by Town Counsel in accord with that conversation. Circling back to the MART issue (loss of reimbursements, high insurance requirements and the like), great progress is being made in our favor thanks to the efforts of our CoA Director, Dianna Morrison, who stepped in as my delegate alternate to take this matter on at my request. One of the impacts of this progress may be that we will not need to make up a grant loss in reimbursement of her salary. Unfortunately, the new contracts will not be completely resolved until after the Fall Town Meeting so I'm going to be suggesting that we continue to go forward with the transfer. I will also note again that this entire transfer issue is avoided when one moves to gross appropriations instead of using net appropriations for the departmental budgets. Recent CORI checks had a minor item or two over which I had to make judgment calls as to whether or not they disqualified people from our employ (they did not). I'll be tasking HR to work with the Department Heads to develop a so-called "Disqualifying Event" grid which makes the process more objective than one-off decisions by the TA each time something like this occurs.

The Massachusetts General court has enacted a new law, effective on January 21, 2017, that requires all legal notices be posted on the newspapers web site and a statewide web site, so that there would be better access by citizens to notice of hearings, etc. The idea it supports is better transparency, and to make sure that the processes used by Town officials to publish hearing notices is not burdensome but basically the same, the burden is placed essentially upon newspapers. Click on the link for more information:

<https://malegislature.gov/Laws/SessionLaws/Acts/2016/Chapter174>

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Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: The DE-1 has been completed. I have been working with Carter on various issues, one being the personnel policy (benefits). I am getting closer to having the accrued time for employees to show on their paycheck stubs. Counter activity moderate and should pick up with residents making payments on their November 1, 2016 tax bills.

Assessor: The Assessor Office continues to receive Statutory Exemption and Chapter Land Applications. These are reviewed and will be presented to the board for their approval. Board of Assessor held their meeting on Tuesday. Followed up on various paperwork from the board

meeting. I will be out of the office the week of October 10th. Limited office hours are posted on the town website.

Town Clerk: Sent out absentee ballots. Registered voters. Issued Marriage licenses. Prepared a press release for early voting.

Highway & Grounds

Highway Department: All hands at the Sand pit prepping to mine winter sand. Office preparing for surplus sale of items no longer needed. Spoke with DOT about Small bridge program. The Mechanic put a new transmission in the Bucket Truck.

Cemetery & Parks: I have spent time on the Base Ballfield and Soccer Field at Gilman Waite; Office Support; Preparation for Cemetery Commission Meeting; Mowing and Trimming of PineGrove, GreenLawn and the Commons; Removal of sign footing at Templeton Center; finished Boynton St. Loaming & seeding.

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: The Board of Health performed housing inspections at Pleasant St and Cottage/Patriots; violations found at Pleasant, owner aware and will make corrections; no violations found at Cottage/Patriots. The affidavits and administrative search warrant requests have been submitted to Gardner District Court; awaiting their approval and issuance. Working on RFP for funding for demolition properties; have shared information with Building Commissioner for input; have made contact with Andy Howarth who is overseeing Worcester County. Designated October 15th as the last date for Bulky Waste, operating at the landfill from 9-11. Working on an issue at Sawyer Street, travel trailer occupied as a home.

Human Services

Council on Aging/Senior Center: I was asked by the Coordinator at Fire Data and Public Education Unit of the Department of Fire Services to sit on the Task Force. This week we had 98 seniors come in for 166 different times to attend events. We provided 8 people with Social Service. The drivers transported 42 people to 153 different places. Lastly we delivered 110 meals to 24 home bound individuals. I would like to tell the Meals on Wheels drivers how much I appreciate what they do. I filled in today for a driver, and it was quite a day. I have a new appreciation. Thank you to each and every one of you.

Library Director: Nothing to report this week.

Community TV: This week TCTV recorded and scheduled the Templeton Elementary School Building Committee meeting of Oct. 3, the Board of Assessors meeting of Oct. 4, and the Advisory Committee meeting of Oct. 5. The Arts & Crafts Festival show was also completed, and other programs of recent events are in production.

Important Dates to Remember

Selectmen's Meeting, Tuesday, October 11, 2016, 6:30 p.m.

Department Head Meeting, Wednesday, October 12, 2016, 9:00 a.m.