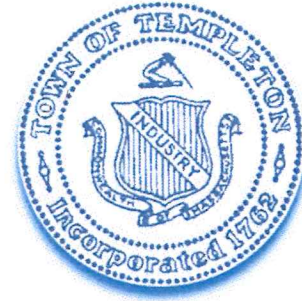


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** November 17, 2016  
**CC:** All Departments



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**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**

As you know, I have been receiving suggestions and discussing with many of you on how to close the gap in the FY '17 budget. Those suggestions, together with my recommendations, have now been submitted to the BoS. I do not want you to learn of these for the first time when it goes public Monday evening. There will be two special staff meetings as follows for me to inform all of these recommendations:

Monday, November 21, 2016

2:30 p.m. Highway & Cemetery/Parks Staff (excepting Superintendents)

3:00 p.m. Normal Staff Meeting

If you work with a Board or Commission please be prepared to notify them shortly after the 3p.m. staff meeting of what you learned.

**Business and/or Workshop:** On Workshop Item 1. I've spent a substantial time with the staff and you all compiling each of the revenue raising and expense cutting suggestions and attempting to monetize the same. You will see all revenue raising items on Tab 1. While many are worthy of consideration, our real issue is we must control the expense side. Tab 2 lists out all the suggested cuts. We have, to the extent that we can, monetized each of those suggestions. Many can vary widely depending upon the combinations you settle upon. Tab 3 gives you the information you need to calculate a wide range of hour per week cuts if you go that route. Tab 4 shows you how I've calculated potential savings on the mergers of various positions. Tab 5 shows you the package I am recommending while Tab 6 shows you the suggested new account numbers based upon the proposed new work groups. Tab 7 shows you information that will be reviewed with the IAC relative to the Rx platform we currently offer. We will have full packets printed out for you for the meeting and possibly supplemental handouts. While I am sure rumors are flying, I have not yet advised the staff of exactly what I am recommending as I needed to ensure you all had this package first so... anything you can do to not share this with the staff until I have had a chance to speak with them Monday afternoon would be greatly appreciated.

**Weekly Report:** We have begun the process of disposing of the surplus items. The scrap metal dealer did not require we break down or remove any non-metallic items saving us that (albeit it a winter project) work so even after our drive time we were modestly ahead of the bid pricing. With the Treasurer/Collector, we are making progress on submitting parcels of tax title land to the DOR for approval as lands of low value. Of the 37 parcels, it appears that three have merit to retain as they abut town lands while four should be merged with other abutting town lands for sale. I'm hopeful we can package these for sale yet this fiscal year. Working with Mallory we have identified a local forester who would work with us to bid out a sale of timber. I've authorized a modest (\$250) evaluation of three parcels (Sadie's Pit, Landfill, Highway Yard) to see if those make sense for this FY. My hope is to develop a long-term plan yielding \$12,500+/- a year for the Town coffers. Most of the balance of our work efforts were in finalizing a recommended plan to close the FY '17 gap and getting us in front of the Municipal Finance Oversight Board for our school bonds. As you know, we await word from the USDA they will provide construction financing (as opposed to requiring to obtain a BAN) for the sewer project. We met with the CoA Oversight Board relative to the Cease & Desist order. Based upon their work tightening up the building, a pledge to put a formal request before the BoS for funding, and a pledge to complete their inquiry with Monty Tech within three weeks, the Building Inspector has granted a 30-day Temporary Use occupancy. However, he has indicated that (a) he will still require completion of the siding before additional permits for other aspects of the building will be issued, (b) he will expect any further Temporary CO's will be predicated upon further progress and (c) he will need to limit how much of his time he expends upon additional update meetings given other demands on his time by our customers.

### **Administration & Finance**

**Town Accountant:** Completed cash reconciliation for FY 2014 recreation – Finalized the Tax Recap with the DOR and Luanne and has been submitted to DOR, we are waiting for the approval of the tax rate – Vendor Warrant – Worked with Carter to firm up the numbers for the proposal to the Selectman Monday night for the budget cuts.

**Treasurer/Collector:** Worked with Luanne to recognize tax title properties that are land of low value. All A/R is processed and over to the accountant for final posting to the G/L and all deposits have been brought to the bank. Both payroll & the vendor warrants have been signed off on and processed. September & October bank statements have been reconciled to the cash book and are with the accountant for final reconciliation to the G/L. October departmental billing has been invoiced out to Light/Water/Sewer.

**Assessor:** Nothing to report this week.

**Town Clerk:** We are busy entering the election data in the State computer and certifying the State Election.

### **Highway & Grounds**

**Highway Department:** Hauled Winter sand from the pit to the highway barn. Performed more road work on Ragged Hill to improve road conditions. Improved drainage issues on Gray road. Cleaned catch basins. Cleaned and stored paint equipment for the season. Cleared debris from the culvert at Norcross Hill, restored water flow. Repaired hole on Stone Bridge. Inspected catch basin truck and got a sticker on it!

**Cemetery & Parks:** The Crew has been out doing clean up this week. Three funerals were scheduled. Superintendent has been working in the office with requests and Paperwork. Attended Department head meeting.

### **Public Safety**

**Templeton Police Department:** PD – 296 Calls for service, 20 motor vehicle stops, 2 arrests, 0 PC. Minor issues with several vehicles, but none out of service. Volunteer Cell Project – various wiring has been installed. Station Renovation/Remodel Project – Waiting on variance. The officers of the Templeton Police Department will be participating in “No Shave November” in support of Project Home Base. Project Home Base is an organization that assist veterans with PTSD. Officers of this department have made a donation to the project for the privilege of not shaving for the month of November. Dispatch – 349 calls (does not include incidentals, like someone asking a general question). The new Zetron Max consoles have been installed in the dispatch center and being utilized at this time.

PD – 260 Calls for service, 13 motor vehicle stops, 0 arrest, 0 PC. Most minor issues with vehicles have been resolved, with exception of one vehicle. The officers of the Templeton Police Department held their annual Comedy Show Fundraiser at Kamaloht last Saturday, which was very well attended. Dispatch – 311 calls (does not include miscellaneous calls). The new Zetron Max consoles have been in use for one week now, with only a few minor bugs to work out.

**Templeton Fire/EMS:** Nothing to report this week.

### **Development & Inspectional Services**

**Board of Health:** Nothing to report this week. (out of office)

**Planning Board Office:** Nothing to report this week.

### **Human Services**

**Council on Aging/Senior Center:** Nothing to report this week.

**Library Director:** We estimate that we have now uploaded 90% of the records for our collection to the CWMars database. We are now in the process of collecting information from our patrons, in anticipation of issuing new library cards which can be used throughout the State at other CWMars libraries. A librarian from CWMars will be coming out on the morning of December 5 to train the 3 of us in creating patron accounts. I met with Joel Pettit, the librarian from NRMS & NRHS, to discuss initiatives we hope to collaborate on. Among the things we discussed were: Arranging for me to schedule visits to the Kindergarten and Grade 1 classrooms to read to the children and/or utilizing the district’s blue bus to transport the children to the library for stories and to borrow books. Joel will speak with the Superintendent, as my attempts have been unsuccessful. We discussed possibly collaborating on certain LSTA grants, as well as an initiative to encourage students to sign up for library cards. The leak in the Children’s room roof has been repaired, and I have reached out to the company which has generously cleaned the library carpets at no cost to us, to ask if they would be willing to spot clean the areas that were affected. I met with the Capital Planning Committee to discuss the renovation/expansion project.

Cable TV Committee: Nothing to report this week.

**Important Dates to Remember**

**Highway & Cemetery/Parks Staff (excepting Superintendents) November 21, 2:30 p.m.**

**Staff Meeting, November 21, 3:00 p.m.**

**Selectmen's Meeting/Workshop, November 21, 6:30 p.m.**

**Selectmen's Meeting, November 28, 2016, 6:30 p.m.**

**\*Department Head Meeting, November 29, 2016, 9:00 a.m.\***

**Convention of the Committee's, December 5, at 6:30 p.m.**