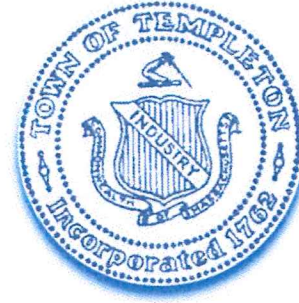


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: November 3, 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/Workshop: 1, 2, 3 & 4: You will find an outline of a document by which you would set your direction for the FY '18 budget and goals for FY '17 through FY '20. The hope is to leave me in a position to finalize a document for your actin on 11/14.

5. The purpose of this item is for you to decide what your agenda might be – and who will present what - for the All Boards meeting on 12/05.

6. Normally I present revenue estimates with my budget proposals. Given their conservative nature they have been fairly well recognized as being accurate and reliable. The question is whether or not you wish to agree them at some point early on in the process (say by 01/01/17) as they form the basis for my expenditure projections and if you want to try to get the Advisory Board agree them as well.

7. During the course of the year – and in conjunction with budget preparations – we oft reach out to other communities to get an idea of how they do things that we that we might learn from them. I find it advisable to have the Board agree what those communities will be – ahead of time and annually – so that once the budget or policy is submitted we can focus on the issue itself as opposed to having to first get over the hurdle of whether or not the communities that we drew upon were “comparable”.

8. My contract expires at the end of this month. You need to ponder how you wish to proceed and bridge the gap until you get your permanent hire on board.

9. You have three people who work more than 20 hours/wk (the point at which the statute says we must provide them access to our insurance offerings) but varying levels of “full time”. You really need to settle upon what constitutes full time hours – and may vary between Town Hall and outside units) and whether or not the Town will structure any job in a manner which allows the person to qualify for fulltime benefits (Due at 20hrs/wk). This may be problematic for retention in the Library and Planning.

Weekly Report: I've met with a variety of department heads to further explore their suggestions for cost reductions and service realignments in an attempt to close out the gap created in the FY '17 budget by the failure of Article 2 at the Fall Town Meeting together with the anticipated shortfalls in other already budgeted line items. I met with the entire crew of the Highway Department to gain their insight into some of these same issues and as an effort at team building. The Chair and I met with the

Phillipston BoS as part of our visits to our neighbors in exploration of a look see at various regionalization efforts. They have signed off on the idea and will be letting us know whom we will work on that for them that we might take the next steps. The Chair and I met with the Hubbardston team to lay out a game plan for our review on dispatch and DPW. I toured the Senior Center to get a better handle on the facility itself, the services currently provided, and possible reorganization of the current method of service delivery for cost savings. In preparation for a local IAC meeting, I met with MIIA representatives to review potential alternatives to our current retiree offerings to see if there was any room for cost savings that could contribute to the FY '17 gap closing plan. Work continued on the recap sheet in preparation for tax rate setting. In reviewing the recap sheet I've asked that we add \$10k for tax tile. We need to become more aggressive in our collection of delinquencies and disposal of deeded properties. This will take some time and effort. I met with Sewer Superintendent and a Commissioner relative to the vacancy in the current administrative staff and have agreed to advertise the position. While I do believe that there is room for efficiency within the structure (and a boost to our overall strength through a better scheme of indirect cost allocations) the immediate thought I have is that - considering the impact of lay-offs on our unemployment insurance and the disruption to the lives of our employees we truly need to consider a Reduction in Force policy which would specifically provide for a bumping and or absorption process. We finalized the bid tabulation sheet on the surplus auction and followed through with the Inspector General and Ethics Commission on a means of offering our employees a lottery to win a chance to take the items for which there was no interest. The Ethics Commission indicated it was allowable provided we offered the public at large an opportunity to participate in the lottery. This - to me - adds a layer of work effort and complexity that frankly means it is unworkable. We will consider other alternative methods between now and when we present this matter for your action on 11/14. I've discussed the status of the decommissioned elementary school with the NRSF Facilities Director. We agreed that they would get the water lines drained and winterized. In the short term they will continue to do a weekly walk-through and maintain the alarm service contract.

Administration & Finance

Town Accountant: Finalized the Tax Recap with Luanne and all backup supporting documentation sent to DOR. Will be able to submit the recap online forms once the classification hearing is completed on Nov 14. Worked on the vendor warrant and also more of FY 2014 reconstruction. Thursday attending the Central Massachusetts Auditors and Accountants meeting at Fort Devens.

Treasurer/Collector: Vendor and Payroll warrants have been processed. A/R has been processed and submitted to the accountant for final posting to the g/l. It was a busy week in the office due to the 2ndQ taxes being due on Nov 1st. All deposits have gone to the bank. On Monday 11.7.16 at 10am the official taking on the advertised 2014 outstanding taxes will go into tax title. Of the 17 accounts advertised, only 5 paid, leaving 12 accounts to go into tax title. We are working on advertising soon the 2015 outstanding taxes.

Assessor: Continued to work on Tax Rate Recap sheet with Town Accountant. Prepared for Board meeting on Tuesday and follow-up from meeting. Continued to post exemptions and liens into the tax billing system. Usual counter activity.

Town Clerk: We have been very busy with Early voting. We have had over 800 early voters.

Highway & Grounds

Highway Department: Tree work, Pothole patching, Inspection of resident issues.

Cemetery & Parks: The Cemetery Department has been on fall clean up this week in Pine Grove Cemetery, GreenLawn Cemetery, Senior Center, and Templeton Burial Ground. The superintendent has spent time on funeral arrangements, Department operations. Spent Time with the Town Administrator and the Town accountant. The Superintendent is spending time in support of the crew on cleanup operations.

Public Safety

Templeton Police Department: PD – 150 Calls for service, 13 motor vehicle stops, 3 arrests, 0 PC. Minor issues at this time with the cruiser fleet. Volunteer Cell Project – Work continues at a slow pace, but more supplies have been dropped off. Station Renovation/Remodel Project – Project ran into a minor zoning issue, which should be resolved quickly. Dispatch – 263 calls (does not include incidentals, like someone asking a general question). No updates at this time.

PD – 153 Calls for service, 16 motor vehicle stops, 0 arrests, 0 PC. Cruiser fleet – same status. Volunteer Cell Project – same status. The Templeton Police Department has been awarded a grant by the State 911 Department after submitting the proper application in the amount of \$44,580 for the purchase of equipment to support the software upgrades for the Department. Dispatch – 291 calls (does not include miscellaneous calls). No updates at this time.

PD – 142 Calls for service, 27 motor vehicle stops, 0 arrests, 0 PC. Cruiser fleet – same status. Volunteer Cell Project – work has started on the Air Exchange unit. The Templeton Police Department has been contacted by the COPS Program indicating that our grant request for funding for an additional officer has been placed on hold until 2017. Dispatch – 273 calls (does not include miscellaneous calls). The upgrades have started on the consoles in dispatch to the new Zetron Max units, which should take approximate a few weeks to install and training on appropriately before full implementation of the units.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development & Inspectional Services

Board of Health: The BOH expects to receive and review the affidavits for the three properties slated for receivership Friday, November 4; the AG's office has requested updated exterior photos to be returned with the affidavits, Monica Passeno, Asst. AG plans on filing on November 9th. The Agent accompanied by Eric Adamson, from the Templeton Fish and Game Club, performed inspections on the audio/visual alarms on the tight tanks on twelve randomly chosen properties in order to report compliance to MassDEP Water Resources Department. We are still seeing the installation and repair of on-site septic systems, as well as scheduling a perc test in November for a new build on Brooks Rd. The food permit renewals have gone out and are already coming back for 2017; in the next two weeks permit renewals will go out for septic haulers, trash haulers, septic installers, tobacco and nicotine. Followed up on a written complaint with regard to the emotional support dog at the COA, continued work required. The BOH will not be submitting a weekly report next week, as the agent will be out next week for minor surgery.

Planning Board Office: Participated in the interview process for the open Veterans Affair position. In all there were 4 interviews, score sheets were turned into Nicole Roberts. Submitted the paperwork cancelling the Narragansett Middle School cafeteria on November 8th and rescheduling the cafeteria on January 10th for the Planning Board/MRPC Master Plan Public Forum. Submitted to the Town Administrator an idea on how to improve the town's financial position.

Human Services

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

Library Director: Nothing to report this week.

Community TV: Nothing to report this week.

Important Dates to Remember

State Election, November 8, 2016, 7:00 a.m. – 8:00 p.m. @NRSD HS Gym

Selectmen's Workshop, November 9, 2016, 6:30 p.m.

Selectmen's Meeting, November 14, 2016, 6:30 p.m.

Department Head Meeting, November 15, 2016, 9:00 a.m.

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

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