

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: December 22, 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 Notice to All Staff

The Office of the Inspector General will be in Templeton to present an abbreviated training on MGL Ch. 30B (the Procurement Statue) on 01/31 or 02/01 or 02/02. Please do not make any appointments for you or your staff for that date until we can lock in which one they will be here for. The session lasts about 4 hours and certificate of attendance and training will be issued to all.

Business Meeting/Workshop Supplements:

4. a. This is to set a Business and Workshop Meeting schedule for CY '17. In general, Business meetings stay on the 2nd and 3rd Monday of the month and Workshops are on the 3rd Monday (excepting July and August). Please note the added workshop in March for budget reviews. You may want to consider inviting the Advisory Committee to your workshops/meetings of 01/18, 02/27, 03/06 and 03/20 for a joint reviews of budget materials.

b. I would recommend that you request a report from the Planning Board, Highway, Utilities and the like as to whether or not this has been constructed in accord with all applicable standards and what corrections – if any - are required. With that in hand you can then direct me to place it upon the warrant and instruct the several approval bodies to hold any requisite public hearings. In some cases, these bodies may need to actually hold a public hearing in order to make their final recommendation.

f. The statute requires you appoint one or more records Access Officers effective January 1, 2017. I am suggesting that you appoint Mr. John Driscoll, TWLP General Manager, for all requests relative to the Templeton Light and Water, and Mr. Carter Terenzini, Interim Town Administrator, for all requests relative to all other Town Departments, Boards and Committees.

g. During the course of its due diligence review, Bond Counsel found that the Town Meeting appropriation for the Police Station reconstruction did not comply with the By-Law(s). More specifically it found that the project had not been presented to the CIPC or BoS in accord with the required procedure. [Article XLII – Capital Planning By-Law; Section 2: “It is the intent of this bylaw that all capital improvements requested by a Town Department or Board should be considered in the Committee’s report before presentation to the Town for (sic) appropriation. It is the responsibility of the Committee to submit an explanation of the omission of any request. This explanation is to be

provided to the Board of Selectmen before any vote for appropriation takes place on the omitted request.” The most expedient way to resolve this is the submission of Special legislation a Draft of which is attached for your review and consideration.

5. a. The Town Clerk shall be present to answer any questions you might have. However, in the run-up to your meeting, she advises that she asked to attend a meeting with the Director of facilities, the SRO and the Superintendent of Narragansett Regional High School to discuss moving the Town’s polling location from the High school gymnasium to the middle school cafeteria. The NRSD wanted to move the location due to the tripping hazard of the floor covering, the preservation of the gym floors finish, and the extra time needed for employees to transport the election equipment from the middle school to the high school. There will be 13 more parking spaces at the Middle School. I have been assured that the back parking lot will be designated solely for voters. There are the same number of handicap parking spaces. Arrangements will be made to have the cafeteria available for the usual election schedule. If a special election is needed and the school calendar cannot be altered the election would then be held in the middle school gym. Per MGL 54 ch. 24, a notice of the polling location change must be given by mail to each residence of one or more registered voters. To keep the cost as minimal as possible, the notice, on a 1/3 sheet of paper, will be inserted and mailed with the census in January. Therefore, the only cost will be printing of the notice.

b. I have included a fresh copy of the Resolution and the two job descriptions. You will also find the five proposals of the several parties interested in being the Neutral Field Evaluator. Their costs range from \$1,200 to \$3,250. As you can imagine as you review their backgrounds and any expansion on the proposed scope of work, the final work product will vary in sophistication and length. That said, I do believe that whichever one you are comfortable with will give us an unbiased recommendation that treated both gentlemen fairly.

With respect to the transfer of knowledge; I will allow for roughly 16 hours of cross-training/overlap before collapsing of the two AA jobs into one and the separation of the Cemetery AA (say a week). Secondly, the HR AA has resigned and we have the open slot here. Given the need for overlap at DPW, the upcoming work needed to put together an FY ’18 budget plan in a manner I can have confidence in, and a restaffing plan I will be bringing you for the Finance units – and in attempt to minimize pain being imposed upon our employees and our exposure to unemployment costs – my plan is to bring the Cemetery AA into the HR position (at that rate of pay) until you have gone through the FY ’18 budget and we get past Town Meeting. One last thought on all of this in response to a question last meeting of why certain employees would be the only ones eligible to apply for a new job or be slotted into an open job. While you do not have a formal policy on Reductions in Force (RIFs) or language relative to the same in your Collective Bargaining Agreements (CBAs); I do believe that the actions I am proposing are generally consistent with what I think you would find if you were to research such policies are out in the workplace. I’ve included a sample of one such policy for your review.

Weekly Report: The Auditor’s field work on FY ’13 and ’14 is essentially complete. During the course of the work they have found a variety of items which have caused them to go back and forth between the years as an item found in one year can cause a change in another and that change can then cause them to have to circle back. We are hopeful that we – and they - will be in a position by early February to undertake the FY '15 and '16 field work. Given the interplay between the transactions recorded over the various years, DOR has advised - as I’ve previously suggested - that we await the final year (FY ‘16) to issue one balance sheet which ties everything together. That said; the Auditor will present a separate audit report each year - once all are completed - as separate freestanding reports. I have asked the Auditor to attend the upcoming MFOB meeting and he has agreed. I

participated in the review of the Royalston Road plans at 25% design. We had discussions with two geologists to obtain proposals on putting the excess materials from the Sadie's Pit sand screening out to bid and reviewing the potential acquisition/disposal of the lands adjacent to Pine Grove and Sadie's Pit.

We've received the review report of the Forester. He estimates that timber harvesting from the Highway yard will yield \$4k - \$6k while the landfill could yield \$9k to \$12k. These are gross figures. After his fees, we estimate a net of \$9k to \$12k. We have received the \$50k sought for the study of the potential to regionalize one or more elements of our Fire Department with that of Winchendon. Their Town Manager and I will meet in the next few days to discuss how to proceed. I attended a meeting of the Fire Officers as we review the proposed revision to their staffing model. I think it has helped them understand the constraints and objectives we have while I get to better understand their concerns and work toward something that can be agreeable to all. We will meet again in two weeks. I attended the meeting of the Advisory Committee where we reviewed some questions with year to date revenue and expenses and the format in process for the FY'18 budget. The lay-off and reduction in hours notices were all delivered and discussed with each of the three affected employees. The MART Dispatcher was separated as of 12/16 while the other two notices were effective 12/31. Unfortunately, we did not hear from DCAM to formalize a meeting date and time on the Templeton Development Center. I've reached out to follow up on that and I'll try to make that happen in the next few weeks.

Administration & Finance

Town Accountant: Getting caught up from working with the auditors all last week....Last week and this week's vendor warrants....Will be on vacation starting tomorrow and returning Jan 3rd.

Treasurer/Collector: November bank statements have been reconciled to the cash book and are over to the accountant for final reconciliation to the general ledger. 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. Payroll warrant is processed and waiting signature by selectmen. Worked with the Assessors office to have a stack of returned mail have their addresses changed and our office resent in the mail. Worked on a mailing from the Town Administrator's office.

Assessor: Working on finishing up paperwork and answering questions for the auditors. All is going well. Updated our online mapping system (CAIGIS) with current property owners and values. Real Estate and Personal Property Tax bills went out last week so have had some inquiries on values and exemptions. Worked on FY18 Budget requests and forwarded it on to the Town Accountant. Worked on articles to present to Board for upcoming annual town meeting along with getting the proper documentation to backing up some articles. Reminder that the Assessor office will have limited hours next week. Hours are posted on the door and on our webpage. New Town Hall office hours will start on January 1, 2017. Merry Christmas to All!!!!

Town Clerk: Town Clerk-Finished all the printing of the census forms. Started the stuffing processing. Worked on the FY18 budget.

Highway & Grounds

Highway Department: Met with Mass DEP representative to review MS4 requirements under the new permit. This was informative and outlined a multitude of tasks for obtaining the permit. The

Highway crew salted and sanded as the storms required, also cleaned up the side walks and larger snow piles in town. Continued maintenance on all plows and sanders in preparation of the next storm.

Cemetery & Parks: The cemetery & Parks have been assisting with snow & ice operations. Continuing with servicing equipment for spring. The superintendent is working on the budget for buildings & Grounds. The Superintendent is also finished the bid documents for the Tomb Restoration. Bidding is due to be advertised in late December.

Public Safety

Templeton Police Department: PD – 259 Calls for service, 9 motor vehicle stops, 1 arrest, 0 PC. All cruisers currently in-service. The Department has started the FTO process with the three new part-time officers, so you may see new faces out on patrol. The Volunteer Cell Project: the painting of the interior of the cell continues, it's not as simply as painting your living room. Dispatch - 327 calls (does not include miscellaneous calls). We are currently experiencing some volume issues with the old frequency utilized by highway, water, sewer and the light department.

Templeton Fire/EMS: Performed multiple inspections. On 12/16/16 the power went out in Templeton center at 1: Am the Dispatch center lost the radio repeater on ladder hill. All personal were called in for station coverage. The fire dept. was approved for the Volunteer Fire Assistance Program (Grant). \$2000.00 matching grant to cover Brush fire fighting equipment and gear. Chief's office will be closed Weds 12/22/16 at 3: Pm, Returning Tues. 12/27/16 at 7:00 Am. Thank You! Everyone have a safe and wonderful holiday.

Emergency Management: Nothing to report this week.

Development & Inspectional Services

Board of Health: BOH met with Alan Mayo to begin process of bidding out for waste/recycling removal at town buildings; current contract up 5/31/17. The Agent completed a preliminary inspection of Dunkin Donuts, Patriots Rd. for opening. Agent worked with ConCom on property at Lot 4, Farnsworth Rd. with regard to MassDEP order. BOH provided updated photos of three properties for AHI program to Asst. AG Passeno. Continued work on Development Services budget and permit renewals.

Building Department Office: Building Commissioner Richard Hanks has been out of the office and will be back in 12/21. Richard Hanks did stop in to do a few inspections on his time off. Inspections for the new Dunkin Donuts were completed with hopes of having the final inspection completed later this week if they are able to finish. We received a couple of new permit applications, and a use permit application for a new home business. Administrative Assistant continued working on training documents, the annual report, and preparations for the upcoming budget cycle. The Building Department would like to wish everyone a safe, healthy, and happy holiday season.

Planning Board Office: Worked on promoting the January 10th Public Forum for the New Templeton Master Plan. Worked on ZBA Variance Hearing for Langs Old Car Parts.

Human Services

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

Library Director: Nothing to report this week.

Community TV: This week TCTV scheduled holiday programming for weeknights and a Holiday Marathon on Christmas Eve and Christmas Day. Programs include: Scrooge, Rudolph the Red-Nosed Reindeer, Jack Frost Festival, Holiday Folk Music with Lindsay Straw, Swing Into Christmas with Jazz Saxophonist Brian Kane, Classic Nightclub Entertainment with Bill & Barbara Sbrogna NRMS Winter Band Concert with the Middle School Jazz Band. See the Channel 8 program schedule for times: <http://www.templeton1.org/templeton-community-television/pages/channel-8-program-schedule>. Also, the Comcast license renewal approval has been postponed from the Dec. 28 Select Board meeting to the Jan. 9 Select Board meeting.

Important Dates to Remember

Selectmen's Meeting, Wednesday, December 28, 2016, 6:30 p.m.

Department Head Meeting, Tuesday, January 3, 2017, 9:00 a.m.

Master Plan Forum, Tuesday, January 10, 2017, at 6:00 p.m. at NRSD Cafeteria