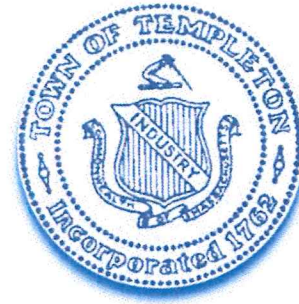


**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** December 8, 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.**

**Business Meeting: N/A**

**Important Note to All Staff:**

The Staff Meeting of 12/13 has been moved to 8:30 a.m. in order to allow time for training on the budget submission process.

PLEASE make every effort to make it!

Business & Workshop section

4. f. I present this for your action as part of the FY '17 gap closure plan. If approved, it will form the basis of my budget recommendations for this unit for FY '18. In formulating the job descriptions, I did consult with and take into consideration the advice and thoughts of the current two superintendents. It has been forwarded to the Cemetery Commission for their review. I will meet with them again on 12/12 prior to your Business meeting.

5. a. I invited the several affected boards to meet with me on 12/06. The Planning Chair spent considerable time with me reviewing job descriptions and – after addressing his concerns – did not believe his Board needed to meet. The Chair of the Conservation Commission was very opposed as they had only recently hired their Clerk and he was concern over the loss of a staff member dedicated exclusively to them. The ZBA members in attendance seemed fairly supportive as did the BoH members. One member present said they understood the ConCom concern but saw the advantage of more open hours and cross training of support staff on the critical elements of the job. I have encouraged all to send me any concern by Monday morning that I might address them. I also encouraged them to feel free to attend the BoS meeting to express their support or objection. Please remember this is part of a total integrated package. Adopting one element (eliminating the ConCom clerk) without adopting the others (the resolution and uniform hours) does not get us the proposed impact.

**Weekly Report:**

The budget documents have gone out to all Department Heads. This includes the Sewer Department as it has been determined that under state law and our general by-laws they need to follow the same

process as other general fund departments. Everything is due back in to me on January 9. I will forward it to the Advisory Board after the staff training on Tuesday to see if there are any last-minute tweaks. I have been in discussions with the State Division of Capital Asset Management (DCAM) about the Templeton Developmental Center. They acknowledge it has been a long time since the advisory committee met and they will convene a meeting soon (target dates are 12/28 or 12/29). At that time, we can discuss the process of how the state goes about declaring property surplus and the appropriation that would be needed to develop the re-use plan that is part of that process. The meeting with the Municipal Finance Oversight Board (MFOB) has been postponed to January due to unavailability of certain key participants. Auditor Suzanne Bump is the Chairman of the Municipal Finance Oversight Board. The State Treasurer (or their designee), Attorney General (or their designee), and the Director of Accounts for the state Department of Revenue also serve on the board. Approval by the Board of our bond under the Guaranteed Bond Act allows us to gain access to a state (usually one step below) bond rating. I finalized the several re-organization proposals, attended the All Boards meeting, and, along with the Chair, attended a meeting of the Officers of the Fire Department. I think it was a good conversation and helped us each understand the various issues at play from both sides. We are scheduled to meet again in two weeks. In the meantime, the Interim Chief and I have begun work on the job description of the Civilian Clerk. We have received a request from the estate of Van Dyke to accept re: Lafayette Road. I have referred the matter to Planning for review and advice and advised the Attorney this will need to await the Annual Town Meeting vote on acceptance of a public way. We received the bond closing documents for the Pleasant Street Pump Station. We will present it at your first meeting in January. Given the Department did not include the FY '17 payment in their budget I have had to push the closing back by one month to make the payment land in FY '18. This is most unfortunate as it is one more hit on our (now my) credibility with our financial advisor and bond counsel. We have included in your packet an estimate of revenues we believe could be raised by the new Ambulance rates. Please consider this preliminary as we have limited date (428 runs from 04/01 to 11/30) upon which to base it. This will be refined for the FY '18 budget package.

### **Administration & Finance**

**Town Accountant:** Vendor Warrant...All Revenue is posted to the GL...sent out Budget VS Actual for November....finalized everything for the auditor's arrival on Monday to do the FY 13 and FY 14 audit.

**Treasurer/Collector:** Nothing to report this week.

**Assessor:** Worked on the Data Bridge in Real Estate Program for conversion into Vader (our billing system) for FY17 Actual Tax Bills. Processed Water, Sewer & Electric Liens, Sewer Betterments & Title V's, Exemptions, Abatements and all information in preparation for Actual billing. Prepared the FY17 Actual bill commitment, created invoices and generated an export file for the Collector/Treasurer to send over to our billing coming. It is anticipated that the January Real Estate and Personal Property tax bills will be out the week of December 12th. Thank you to my assistant, Sue and everyone in the Financial Team for your patience and help during this process. Also, thank you Carol and Cheryl for putting up with me talking to myself while doing this! Created invoices to go out with the actual bills for my "In lieu of Tax" accounts. Notarized paperwork for residents. Processed a lien release to be filed at the Registry of Deeds for Chapter 61B land. Printed up FY17 Property Value reports for office file for public viewing. Also, posted this report on our town webpage, thank you Holly for your help with this. Typed up the commitment for Actual bills for Town Accountant and Collector/Treasurer for Board of Assessors to review and sign. Submitted the FY16 Annual Report.

Worked on paperwork to send out for PP Forms of Lists and I & E Accounts and ABC's. Due to go out before January 1st.

**Town Clerk:** Worked on getting all vital records up to date. Gathered information and provided documents for several department requests. Started working on the census.

### Highway & Grounds

**Highway Department:** Finished bringing scrap metal to the recycle yard. Catch basin cleaning on Main St. Otter River. Patching pot holes South street. Prepped trucks for inspection. Sand and plow operation all day Monday, and early morning Tuesday addressed ice and again early morning Wednesday for light snow.

**Cemetery & Parks:** The Cemetery & Parks Dept. has been working on the annual tree lighting. Clearing snow from Town Buildings. Assisting In the preparation of space for the Auditors at Town Hall. Repairing and prepping snow removal equipment. The Supt. Has been working with the Town administrator on Requested information for DPW proposal. Working with the Town administrator on Tomb Restoration Bid. Starting the Budget Process.

### Public Safety

**Templeton Police Department:** Nothing to report this week.

**Templeton Fire/EMS:** Performed work on inventory, drafted budget, and created job description for clerk.

**Emergency Management:** Nothing to report this week.

### Development & Inspectional Services

**Board of Health:** The BOH completed the NRSD kitchen inspection with Ed Podrazik, Director; all in good order. The Agent witnessed a perc test on South Road for a new build in spring of 2017. Agent received the completed monitoring well test reports from Mark Popham, Sanitary Engineer; results for the landfill wells were under MassDEP guidelines, report to be signed and submitted to MassDEP for review. Continued review and issuance of 2017 permits.

**Building Department Office:** Nothing to report this week.

**Planning Board Office:** One turnover-\$497.00, Aminstadi ZBA Hearing Fees. Set up paperwork for 5 pending ZBA hearings. Distributed Site Plans and Stormwater reports to various departments in preparation for a Tuesday Public Hearing for a proposed new T-Hanger at the Gardner Municipal Airport. Touched bases with John Hume on progress of completed Master Plan. Participated in a Virtual Town Hall Web Site training. Assembled packets for Tuesdays Planning Board meeting.

### Human Services

**Council on Aging/Senior Center:** The last few weeks we have continued gearing up for the Holidays, as well the close of Open Enrollment for those seniors that are on Medicare. Today is the last day of open enrollment and the scramble is on. The decision that they make could be financially devastating if the wrong decision is made. The heating season is now in full force and very soon we will be helping seniors and others looking for alternative heat funding. We also have very exciting news this

Saturday we have our opening for the Art Gallery. Our first artist is Paul Bisbee; we will have light refreshments and a dedication of the display system that was donated at 11am. Mr. Bisbee's work will be displayed for 3 months with 10% of the sales going to The Friends of the Templeton Elders. He has also donated 2 paintings for a silent auction beginning Saturday. On December 17, next Saturday we will be having our annual Sugar Rush 10am to 2pm. Take advantage of an opportunity to finish your Christmas shopping with John Brooks fudge, and other baked goods from other vendors in town, and our own seniors.

**Library Director:** Nothing to report this week.

**Community TV:** This week TCTV recorded and scheduled for broadcast the All Boards Meeting of Dec. 5, the Development Services Reorganization meeting of Dec. 6, and the Advisory Committee Meeting of Dec. 7. Other programs that have been scheduled for broadcast are Heroes' Day, Elder Law Explained, Animal Adventures and Hands-on Science with Kosmic Kelly. TCTV plans holiday programming for the weeks before and after Christmas, including a marathon of holiday music and programming on Christmas Eve and Christmas Day. A draft of the cable license renewal contract with Comcast has been reviewed. We are also addressing Comcast Internet speed issues with the Police Department.

**Important Dates to Remember**

**Selectmen's Meeting, December 12, 2016, 6:30 p.m.**

**\*Department Head Meeting, December 13, 2016, 8:30 a.m.\***