

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: August 18, 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: N/A

Questions for Fire Chief Interview: You will need to agree on a set of questions to ask. Please remember you have only allotted a 45-minute time frame meaning about 40 minutes for the actual interviews with a few minutes for the switchover. In preparing a draft for your consideration, I used the 14 questions which were used in the initial screening and roughly 15 that I received from BOS members. In reviewing them at your meeting, I suggest you use only the question number and not reveal the text to the general public. Also, in considering them, I strongly suggest you not ask the candidates if they have any questions of you. Those oft produce interactions which can stray into prohibited areas and elongate the interview beyond your allotted times.

Due to time constraints I was not able to complete the package on the three short-listed candidates for your interview on 08/24. However, I will have that package completed by Monday p.m. and it will be available for you at your meeting Monday evening on 08/22.

Sidelining of 1979 Mack (H9): Bud has spoken with the Chair of the Advisory Committee as have I. Mr. Spring suggested we ask the Board to use Ch. 90 monies which - as Bud outlines - has certain challenges and in his opinion, and mine, is not advisable. Mr. Spring also suggested we consider buying the Ch. 90 ineligible items out of the snow and ice account. This also poses certain challenges we can discuss Monday evening. Absent funding to replace the truck, I must respectfully suggest that the most fiscally responsible option - albeit undesirable - is to lengthen the plow routes for this season.

Weekly Report: I participated in the interviews for HR Assistant (see agenda memo), assembled a screening panel consisting of three fire chiefs, our local police chief, and me - with interview questions and scoring matrix - to produce a short list of candidates for fire chief for you to interview. Once the HR assistant is in place we can begin to prepare the 360 survey for use in the department head evaluations. Kelli and I conference called with the auditors for FY '13 to try to make sure that is produced as quickly as possible. Toward that end we will be meeting with our FY '12 auditors toward the end of the month to try to narrow some issues that remain with that. I also spoke with Mark Abrahams at length and discussed the merits of trying to produce an OPEB analysis back to FY '13. He concurs the benefit of this may not merit the effort, but instead, to take the audit "ding" in FY '13 and '14 and use the OPEB analysis of FY'15 to get that inevitable "ding" removed from the management letter may not be worth the effort. In any event we will still need to deal with the audit of

"14, '15 and '16 (none of which are under contract to anyone at this point). I met with Kent Songer to address the vacancies on his staff, his needed bonding for the sewer pump station (\$1.5M+/-) and the upcoming Fall Town Meeting to approve his paying of late bills. The bottom line is that he will need to defer every expense possible in order to absorb the \$60k+/- in overdue bills and \$6k+/- of personnel costs in the Collective Bargaining Agreement within his projected surplus and operating budget. Frankly, it will be a tough thing to do. I also dealt with three personnel matters for which I will provide the appropriate privileged and confidential memos separately for you at your 08/22 meeting. Holly and I have begun a list of polices that we need to begin to address (i.e. Travel, Codifying use of the sick leave bank, use of cell phones, filling vacancies, disposal of unwanted construction fill and tree trimmings, and the like). Please let us know when you think an item should be added to this list. Finally, I was contacted by the Office of the Inspector General over the need to develop a more formal procedure for valuing surplus items to be disposed of (To ensure we do not have to follow the formal bid process for items over \$10k) and developing a process to dispose of the same.

Administration & Finance

Town Accountant: Nothing to report this week. (out of office)

Treasurer/Collector: Nothing to report this week. (out of office)

Assessor: Always busy when coming back to the office after being out two weeks (1st week away at school at UMASS and the 2nd week, vacation) Sue kept the office running efficiently (Thank you Sue, good to have an assistant back in the office) so Monday was spent updating MLS listings and current Deed transfers and imputing them into our property record cards. Emails were answered. I touched base with department heads and introduced myself to Mr. Terenzini. We went over timelines for getting the DOR forms submitted and working on the Tax Rate Recap Sheet. July Sales Report was done and distributed to various departments. We continue to receive Exemption Applications in the office for FY17. A reminder to everyone that you can obtain applications at the office or on our website, please file early so that they will be reflected on your January tax bill. Veteran and Blind Exemption applicants continue to come in. Chapter Land yearly application letters and forms are ready to be mailed out August 22nd. Budget vs. Actual for FY16 year end from the Accountant were reviewed and final figures have been verified on the Assessors Annual Report for FY16. This will be reviewed, voted and signed by the Board at our next meeting. All in all, not a bad week coming back!

Town Clerk: Nothing to report this week.

Highway & Grounds

Highway Department: Finished tree work on French road and continued onto trimming on various roads. Mowed on Hubbardston Road and So. Main and Partridge Ville Road. Began Cross walk painting will continue as weather permits. Road side mowing and sweeping on side roads. Repaired H7, C10 cruiser repairs. Sought estimates for H9.

Cemetery & Parks: Cemetery & Parks: This second weekly update I have spent the majority of time on Templeton Common Preparing for The Arts & Crafts Festival; I responded to a call about bees at Templeton Playground Late Monday Evening; reviewed Plans & Specification for the Tomb Project;

verified Dig Safe Markings at Town Hall; prepared Gillman Waite for Soccer Clinic; Measured Basketball Court at Gillman Waite for sealing & line painting; Collected Soil Samples at Templeton Common , Town Hall & Senior Center; Provided Lot Information for several families.

Public Safety

Templeton Police Department: PD – Interviews were conducted on 8/18 for vacancies within the part-time ranks. Cruiser C10 is temporarily out of service, the unit sustained damage to the radar and radar housing while responding to a call for service. On 8/16 Sgt. Flis, SRO Rosengren and myself met with the new superintendent Dr. Casavant as a meet and greet and to discuss the expectations associated with the SRO position and the new school year. Calls for service: 212 patrol initiated, 104 dispatch initiated and 316 total, 13 motor vehicle stops, 1 arrest. Dispatch – Experienced mechanical difficulties with the department generator during an electrical bump in the line, technician was contacted and parts to repair issue are on order. Also conducted interviews on 8/18 for vacancies within the part-time ranks for dispatch.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development & Inspectional Services

Board of Health: Nothing to report this week.

Planning Board Office: Exchanged Emails with SMMA (School Architects) on new school matters. Provided Whitman & Bingham Peer Review documents to Selectman Diane Haley Brooks. Prepared Site Plan decision with conditions for the new Dunkin Donuts site. Prepared vouchers for Dunkin Donuts peer review and refund of unused funds to applicant. Wrote Springer Public Hearing notice for Planning Board Site Plan Public Hearing, calculated Site Plan fees and notified Mr. Springer of the amount. Mailed T. Bell abutters letters for Bell ZBA Public Hearing. Worked on Planning Board 8-9-16 meeting minutes.

Human Services

Council on Aging/Senior Center: Nothing to report this week. (out of office)

Library Director: Nothing to report this week.

Community TV: TCTV taped and scheduled broadcast of two meetings this week: The Templeton Elementary School Committee meeting in the Kiva on Aug. 16, and the Advisory Committee Meeting on Aug. 17. We also taped the Kite Festival at Brooks' Farm on Aug. 14 and plan a possible three shows from the event and band concerts there. Editing and post-production work on the Wind Turbine 5K road race continued and will also be scheduled soon.

Important Dates to Remember

Selectmen's Meeting, August 22, 2016, 6:30 p.m.

Fire Chief Interviews, August 24, 2016, at 6:30 p.m.

Department Head Meeting, August 23, 2016, 9:00 a.m.