

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: October 31, 2019
CC: All Departments

Carter



Important Notice to All Departments

Fall Town Meeting 11/20:

Pls. Note 6 p.m. Start Time!

Business Meeting or Workshop:
This is where we provide basic information or expand upon memorandum enclosed in your packet.



4. a. The Comparison Communities is voted on annually and is the instrument we utilize to perform studies which reduces the time spent on discussing which communities should be measured. The criteria used are identified in the heading. The BoS from time to time (last couple years) will change a couple communities. We find the information readily available in the Massachusetts Municipal Directory to be the easiest to access together with moving forward.

4. b. This is to establish a schedule for the budget season in the run-up to Annual Town Meeting. November will be a busy month given other FY '20 events so we want to draw your attention to;

November 7 – FY '20 Draft Cuts to BoS/AC
November 13 – BoS Meeting
November 14 – AC Pre-Town Meeting
November 20 – Fall Town Meeting
November 21 – Informational Hearing
RE: FY '20 cuts
November 26 – BoS Actions
RE: Budget Planning Documents
December 5 – All Boards

4. c. This follows upon the workshop discussion at our goal setting retreat as we proceed into the FY '21 Budget and beyond. As often stated, the budget is the most important policy of the year. It is where we establish the services we will deliver, how we will organize ourselves to do that and the resources we will invest in each. This tells the departments what your goals are so they can build their plans around those particular areas.

4. d. This is ultimately on where the Board wants to proceed when it comes to the FY '21 budget pertaining to whether we go level service budget, level budget, reduced budget, etc.

4. e. The Financial Management Policy sets the stage for the future and like any document may need modification as such items such as pg. 8 B-2a i. which would appear too low; however, was aspirational at the time. This gives the BoS the opportunity to bring up any areas of the FMP that may require an update.

4. f. This will be a quick overview. Sewer Fund liabilities increased modestly while their net liabilities decreased roughly \$7k. Their budget commitment to a minimum of \$25k going forward - given the size of their liability – is the major factor in this positive change. General Fund net liabilities increased substantially by \$1.7M. This was driven by a substantial reduction in the discount rate (i.e. what interest rate we think we will earn on reserves) from last year and our inability to make meaning contributions.

4. g. These projections all follow the Financial Management Policy. Given the challenge of maintaining current services, the expense projections do not take into any proposed service expansion.

As laid out in Adam’s revenue memorandum of 10/17/19:

“Our best estimate at this time is for \$330k +/- of new local revenues. While we await the House 1 numbers, we do expect an increase of \$50k +/-, this would mean that total new revenues for FY 21 would be \$380k +/- (think in terms of \$400k). Given the history of increases in our school assessment (think \$300k +/-) you can see this will be another challenging year yet again.” We have been unable to complete the 5-year until we receive a final NRSD budget for FY 20. We will submit shortly after that is complete.

4. h. This follows the Listening Tour report that Adam presented at our 10/09/19 BoS meeting. This proposed policy will recognize the efforts of one volunteer a year. The BoS will have the opportunity to decide if they want to adopt this proposed policy and the specifics related to it.

4. i. An update.

5. We know items requiring action are not usually on done at the Workshop; however, this is urgent to close the loan in time. We are awaiting paperwork and a draft motion from Bond Counsel.

Weekly Report: Adam has been ongoing working on putting together the documents for the BoS workshop, working on the MS4 regulations with our consultant and providing administrative support for the Capital Planning Committee including but not limited to sending out the necessary documents. We have been following up with the MPA students from Westfield State University working on the recreation study and ongoing with the last units in collective bargaining. Carter worked on the Voters Guide and met with the Sewer Department on computer and collections objectives moving forward. Carter and Holly worked with Pam from DPW to get a public works project link in the “Planning & Construction Projects” on our webpage and soon to get the announcement of the new Salt Shed up.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Catching up from vacation last week. Denise did a great job while I was out. Property taxes were due this week so the office was extremely busy. Preparing the advertisement for all past due property taxes from FY19. It should be in paper within the next week or so.

Assessor: Out of the office on Monday and at a MAAO Conference in Sturbridge most of the day Wednesday. Public disclosure was advertised in the Gardner News on Tuesday and on the town website Tuesday and Wednesday for FY20 preliminary values certified by the state. The new values can be reviewed in the Assessor office or the Town of Templeton website Thursday, October 31st thru Thursday, November 7th. Reminder to residents, many of you have not submitted your FY20 Exemption applications, please return them to our office as soon as possible. Much work continues with the FY20 Town Revaluation and start up paperwork for the Tax Rate Recap Sheet.

Town Clerk: Nothing reported.

Public Works

Highway Department: The DPW and the Town of Templeton would like to extend a big thank you to Bond Construction Corp, Chief Operating officer Karen Hubucz-Kiley for reaching out to the DPW director and asking if Bond Construction can do a neighborly donation of 72 tons of asphalt for Royalston Road. Bond construction has a pit off Gavin Road. This donation is very much appreciated and allows us to go a little further than budgeted for. This temporary repair should buy us sometime. Another section of Royalston Road had asphalt added on Thursday, Friday and Tuesday as the weather allowed. “No Parking” signs were added to Wellington Road and South Road for the new elementary school. A large tree that was up rooted was removed on Rice Road as well as one on Royalston Road and a hanger on South Road. The mechanic has been busy trying to keep the rollers running. Also doing PMI’s on vehicles. Salt Spreads are beginning to be placed in trucks.

Buildings & Grounds: Clean up was done around the EMS and Cable buildings. Mowed and trimmed Baldwinville elementary school. Both cemeteries were mowed and all common areas. Created a swale in Pine Grove and lowered a road way for improved drainage. Recycled card board from Gilman-Waite field and the senior center. Collected the picnic tables and trash barrels used @ the Middle School. The water in both cemeteries has been shut off for the season. Moved furniture from both the PD and Baldwinville FD to storage in the senior center. The Massachusetts commonwealth flag was replaced in Templeton Center. Bad news the waste oil furnace in the Main garage at the DPW was evaluated yesterday. The service technician took it out of service. This furnace is 20 years old and the chamber is burnt out. Parts are no longer available for this model. Cost for a new furnace and an electrician is \$8,000.00 plus or minus.

Sewer Department: Nothing reported.

Public Safety

Templeton Police Department: 10/17 – 10/23 PD – 222 Calls for Service, 48 motor vehicle stops, 0 arrest, Police Station Project – reached out for a quote for the new generator, will be moving forward with the security/surveillance updates. Dispatch – 365 Calls (does not include miscellaneous calls). Installed new microphone at dispatch console.

10/24 – 10/30 PD – 216 Calls for Service, 41 motor vehicle stops, 2 arrest, Police Station Project – installed new doorbell for front door. Dispatch – 340 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Nothing reported.

Development Services

This report includes the weeks of 10/21/19 and 10/28/2019

Director: Provided research history for the property known as 1 Ross to Town Administrator; working with Karen Chapman of MRPC on remaining details for Green Communities grant, requested spot at Nov. 13 BOS meeting for presentation;

Board of Health: Completed a bed bottom and final inspection of new construction septic Gray Rd, Lot 1, final inspection of septic repair at 120 South Main, final inspection for Brooks (Smith); witnessed percs at Brooks, Lot C (moving system to front of property), Turner (new lot), Baptist Common (3 new lots) and Brooks (3 new lots); performed food inspections of the food trucks at NRSD homecoming event on Saturday, October 26; reviewed and approved septic plans for new build on Brooks, Lot B and C; issued a permit to drill a well at 122 Rainbow; continued work on housing issue at 21 S Main; scheduled BOH meeting for November 4 for the purpose of Q & A regarding reclamation at Gavin Gravel Pit.

Conservation: Chairman assisted Mr. Lee, Templeton Fish & Game with questions surrounding boat ramps and other issues, added to next meeting November 18; members performed multiple site walks.

Planning Board: Chairman worked to provide information to Carol Goodman of Century 21 on 55 and older building codes; received application for a stormwater permit for the operation of Gavin Gravel Pit (f/k/a Hick's Gravel Pit), public hearing date to be determined.

ZBA: No actions to report at this time.

Building Department: The Building Commissioner issued seven permits that were roofing and renovation and performed multiple inspections; the Wiring Inspector issued six permits and performed multiple inspections; the Plumbing/Gas Inspector issued four permits and performed multiple inspections.

Agricultural Commission: No actions to report at this time.

Community Services

Community Services Director: I spent some time helping with staffing at the Senior Center. The Meals on Wheels vehicle has been taken off the road and is not repairable. We are in touch with MOC to find a more permanent solution, but in the meantime, meals will be transported using another vehicle, in insulated cooler containers. I met with VSO Sheila and TCTV Director, Steve Castle, as well as COA president Kate Fulton. I updated the Community Calendar and worked on the Business Listings.

Senior Center: Out of the Office.

Community TV: Nothing reported.

Library Director: The Story Hour Halloween celebrations were held on Wednesday and Thursday. The November materials order was processed and made available. I worked on the library's capital request paperwork.

Important Dates to Remember

Town Administrator's Office Days next week: Monday, Tuesday, & Wednesday

Selectmen's Workshop, Wednesday, November 6, 2019, 6:30 p.m.

Selectmen's Business Meeting ~ Wednesday, November 13, 2019, 6:30 p.m.

Staff Meeting, Thursday, November 14, 2019, 8:30 a.m.