

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: May 10, 2018
CC: All Departments

Carter



ANNUAL TOWN MEETING, SATURDAY, MAY 19, 2018, 9:00 A.M. @ NRSD GYM

Important Notice to All Departments

Job Openings: Seasonal Laborer (DPW) & Laborer/Truck Driver (DPW),

Business Meeting or Workshop: The following is intended to supplement agenda items where a full memorandum may not have been required or updates are needed.

6. b. This is to recognize the very positive contribution to our organization of the four interns we have working with us this semester.

6. d. As you now know, the auditorium normally used for Town Meeting is not available to us. After lengthy discussions and on-site review, the recommendation is to move it to the Gymnasium of the High School. While it is in the same building complex it - unfortunately - has a separate street address (#464 versus the warned #462 Baldwinville). We are advised such a move requires a joint decision of the BoS and Town Moderator. This is to hear the formal recommendation of the Moderator and Clerk and hear the steps that will be taken to advise the public and ensure an orderly carrying out of the move.

6. e. This is to adopt a meeting calendar for FY 2019. It includes an expanded and pre-set number of meetings for the budget process. As discussed previously it is based upon the recommendation to move your meeting nights to Wednesday. This has several advantages. It avoids the need to reschedule around any of the Monday holiday conflicts. In fact, I am told that there are no holiday reschedules in this calendar. It means you are here on Wednesday nights to sign warrants avoiding the need for you to make extra trips and avoiding the likelihood we are lacking a needed signature as we face any timelines to release checks. Finally, by moving to a fiscal year calendar each board gets to set its own schedule at its annual organizational meeting.

6. f. Faced with other matters we were not able to complete this by the hoped-for release date of the Town Election. Given that I thought it best to let you review and advise on any changes you might look. It is undergoing final Town Counsel and proof reading review now. As of this writing I do not yet have any recommendations from the Advisory Committee but shall include them if they so desire.

6. g. For the Fall Town Meeting you had distributed articles amongst your members to read, explain and defend. This is to do the same and allow you to speak with the staff, boards or commissions the subject of the article to gain any needed information and thoughts.

6. h. As you may recall from the budget hearing on the Sewer Department budget we were unable to reach agreement with the Commissioner representing them to phase-in the Administrative Assistant to full time in accord with the Policy on the Reduction and Control of Fringe Benefit Costs. The sticking point was he was unwilling to accept that the Personnel Policy provision for the accrual of sick leave should be applied to this person. After lengthy discussion the BoS instructed me to include a figure in the budget to bring this person to a forty-hour schedule effective July 1, 2018. Subsequent to that the BoS instructed me to carry out a study of the costs and benefits of implementing the long-standing recommendation of DOR and two audit firms

Since then I have had lengthy and continuing discussions with the Commissioner seeking that he instruct their software vendor to speak with our vendor on specific questions to which we need the answers to in order to complete the study you directed me to undertake. This request has been rebuffed in the continuing conflict of why the sick leave policy should be applied uniformly across the organization and the risks of implementing any policy based upon singularism and favoritism. At this same time the issue arose on then need to clarify the maximum accrual of leave time for part-times which was not worded as artfully as we might desire.

This amendment seeks to address the two matters at issue. The first is to establish the maximum amount of time part-time employees can accrue in total. While the current policy is consistent with statute in that the maximum that can be earned in one year is 40 hours, it does not clearly address the total amount that can be earned. We propose that be set at 40 hours in total.

The second is to address those people who work substantially more than 20 hours per week but are not full time. For those people we propose to revert to the approach that was in use in the prior 2013 edition of the Personnel Policy and more closely aligns to the provisions for vacation and the like. At this time, we only have two such employees (Ms. Prime and Ms. Osborne). The annual accruals would be impacted by an additional 75+/- hours per year. Total accruals would see a greater increase. However, this impact goes down substantially if Ms. Prime goes to 40 hours per week with the adoption of the proposed budget. In the Sewer Department Ms. Osborne was budgeted at 40 hours/week when you could not reach an accommodation with the Commissioner over a phased plan to comply with the Policy on Reduction of the Costs of Fringe Benefits. However, this modification will meet the objection they had and we could, within the adopted budget, drop back to 36 hours/week.

This will go a long way toward improving relations with them in general if we can resolve an agreeable effective date. The Sewer Commissioner has indicated they require the effective date be July 1, 2018 and spoken to the idea of different policies for different (one size does not fit all). I have told him I am uncomfortable with that as I have come to believe one should attempt to treat all issues in the same way each time with only limited variances to meet predetermined criteria (one policy driven by fact-based criteria apply uniformly). In fact, that is the reason I have expanded this to all such employees and not just Ms. Osborne.

You will need to make the final decision. That may be influenced by the related matter that I opened this brief on; the Commissioner has indicated he will not instruct the current provider of the billing software to converse with our software provider about the questions we have until the BoS acts to adopt this amendment and makes it retroactive to July 1, 2017. Even with such access you must see by now the continuing challenge is making the long-advocated conversion despite its benefits to our financial management system(s), the savings to the taxpayer, and the savings to the sewer user.

I must inform you once again that I can complete the report that you await on the possible software conversion until I receive such information as I have informed the Commissioner I need.

6. i. This is based upon the Draft contained in your budget workbooks and reviewed throughout the workshops. The only change to it is to have the Historical Commission as part of this Office instead of being a part of the Development Services Office. Upon your action I will move to adopt the job description for the Director. This then sets the stage for the ATM article creating a revolving fund

Weekly Report: I met with L. Wiita and G. Eaton of MRPC relative to a number of open items. He expects to be able to file the grant application for an initial review of lands with development potential by Summer's end. He is moving forward on the articles needed to adopt expedited permitting for presentation at the Fall TM. (On a side note it looks like we may be getting close to having a quorum of appointees for the EDIC so we can kick that effort off and have them as sponsors of such articles.) We will be exploring a possible assist from the MRPC in getting a better handle on the American Tissue properties which currently languish on the Tax Title rolls out of great concern by the MA department of Revenue and others that they may pose a tremendous liability to the Town should we move forward to foreclose the right of redemption in Land Court. At the same time, they remain the largest collection of properties in our portfolio and the ones which appear to have the highest potential for some sort of commercial or industrial re-use. I attended the polls to say hello to town voters. I accompanied the Town Clerk and Moderator as they viewed potential alternate locations for the Town Meeting as the auditorium normally used is not available.

I led a team meeting at DPW in Alan's absence and hope to have formulated a solution for the interim by the close of next week. (In the meantime, I shall act as Interim DPW Director for the purposes of permits and the like.) During that meeting we followed-up on our Week 1 conversation about the fleet. The 6-wheeler we hoped would make it through the winter (being replaced fall of 2018 w/Fall TM monies) was in fact now being red-lined. Unfortunately, the 2001 one-ton we hope to replace with the meals tax was now also red-lined leaving us short of needed capacity. Setting aside the costs and man-hours needed to put this vehicle back into service; there is a lack of needed parts. We have begun the search for a low-cost vehicle that we might get a few years out of as we await the approval of town meeting and ordering process. This will be a continuing cycle until you can get your fleet onto a sustainable replacement plan. I suspect we will need to seek a transfer to back-fill our accounts once we have a vehicle and price. I found out that almost 30 of our residents have taken advantage of the Winchendon offer to use that Town's Transfer Station. We will put some added publicity out about that at our upcoming Town Meeting. We met with the catch basin cleaner who will do our first 100+/- basins this fiscal year in some open time on his schedule.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Nothing to report.

Assessor: Nothing to report.

Town Clerk: Nothing to report.

Public Works

Highway Department: Street sweeping in the Graves development area, from there they will go to Davis, Norcross, Highland, Hospital Hill, Brenda Lane and Baldwin Drive. H33 was down again for a few days due power steering issues. H7 is still down and waiting for a fuel tank. The military truck was down for indicator light issues. The military truck is the truck used when doing tree work because we are able to put the Chip Box into it and haul the wood chips away. The shortage of trucks is causing the crew to fall behind in sweeping and also in pothole patching. We need a full fleet to accomplish our

daily/weekly tasks. Pothole patching is being done all over town. We appreciate the input of the residents when they point out areas that need patch. We address each issue as we hear about them.

Buildings & Grounds: Preparation for Memorial Day is ongoing and thankfully the Weather has been nice enough to get a lot done in the cemeteries. All of the flags have been ordered and will be placed. As well as the flags on the Flag poles will be replaced as necessary. The card board from the food pantry was collected and recycled. Thatching and sand removal was done at Town Hall, the Otter River monument, Houghton Park, Turner Park and Scout Hall. The guys met with Scott Dill from the Recreation Committee about a report of Hornets @ Gilman Waite field. Spray for hornets were purchased but the nest has not been located. Dug and poured a foundation @ Green Lawn cemetery. Collected all Election signs from the common areas and replaced with Annual Town Meeting signs. Responded to all incoming calls that were requesting information on burials and lot locations. Research was done with a local vendor the purchase of a new sander for the cemetery department. Mowing was done @ the Baldwinville Common.

In the absence of the DPW Director, the Town Administrator is meeting weekly with the Highway and Buildings and grounds personnel to oversee the continuation of projects and to assist in the initiation of new projects.

Sewer Department: Nothing to report.

Public Safety

Templeton Police Department: 5/1 - 5/10 we have responded on 21 calls of service. Of which 3 were fire alarm activation's, 18 were medical calls. Of the 18 medical calls 5 were BLS transports, 7 were ALS transports, 5 were no transports, and 1 was transported by another ambulance due to ours on another call at the time.

Working with the Building Department we finished an annual inspection of a day care facility and did several home sale smoke detector inspections.

Templeton Fire/EMS: Nothing to report.

Development Services

Director: Met with the Town Administrator, Fellow, and Glenn Eaton of MRPC to review the MassDevelopment Grant, Mr. Eaton expressed that the process will continue and looks towards the end of summer for completion. Director is reviewing job descriptions for Admin 1 and Admin 2 positions, as well as reviewing the Office of Development Services resolution for updates. Administrative Assistant is conducting research on a project for the Town Administrator and Accountant.

Board of Health: Agent witnessed perc tests at 110 Michaels Lane for a repair and Albert Drive for a new build. Agent in contact with Republic Trash Services with regard to complaints from residents that were posted online; Republic stated that they were having issues with trucks and scheduling but that they should be all set for this Thursday; Administrative Assistant provided research information and initial calls. Agent completed food establishment inspections at the Farm at Baptist Common residential kitchen, popcorn wagon and fudge wagon.

Building Department: The office issued two use permits; one for a new genealogy research office and one to transfer ownership of an auto sale facility inspector. Admin is currently processing a third use permit for a woodworking shop. Safety inspections were completed at 15 Riverside and 509 Baldwinville; both group homes, both passing. A certificate of completion was issued to the Gardner

Waste Water Treatment Plant for the new head works building on 52 Plant Road. A safety inspection was conducted at Little Explorer's Daycare with a certificate issuance for passing. A total of eight building permit applications were received; five issued for renovations. The Electrical Inspector issued six permits and the Plumbing Inspector issued two permits.

Conservation/Agricultural Commission: Admin Asst provided assistance to representative of C. M. Chartier on how to access mapping through the Assessor's site on the town website to view wetland areas; scheduled site walks for King Philips Trail and Branch Street Extension.

Planning Board: Admin Asst provided documentation and support to Town Administrator for a meeting with a resident of Laurel View Road; residents are working toward town road acceptance and the current road issues. The mylar and supporting documentation has been signed and is ready for Scribner, LLC.

ZBA: Admin collected and processed proceeds from settlement payment of \$5,000 from the Trustees of Day Mill Townhouses; this payment closes out the Worcester Superior Court Civil Action 1785 CVO 1111; Trustees of Day Mill Townhouses vs. Town of Templeton. Admin is continuing work with Town Counsel on the Lawindy's vs. Town of Templeton in preparation for the upcoming remand hearing.

Community Services

Council on Aging/Senior Center: Nothing to report.

Community TV: Nothing to report.

Library Director: Nothing to report.

Important Dates to Remember

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

Selectmen's Business Meeting, Monday, May 14, 2018, 6:30 p.m.

Department Head Meeting, Tuesday, May 15, 2018, 8:30 a.m.

[Annual Town Meeting, Saturday, May 19, 2018, at 9:00 a.m. @ NRSD](#)