

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: January 5, 2017
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 an opportunity for you to meet with your local delegation in a public setting to learn what they have been and/or will be working on, predictions for the coming session as it might impact local government, and to discuss issues of concern to you. This is an annual event in many communities and I hope you will make it the same for you as a part of your annual legislative and budgetary process.

4. b. You will find in your packet a guidance memo from Collins to assist you in this final phase of the process. This will be a report from the Town Administrator Screening Committee on the finalists they are recommending to you. I would encourage you to agree the format of that final interview and set an interview date at your first convenience. One never knows where else a candidate may be interviewing and you will want to move your process along as quickly as possible.

4. d. This is to follow-up on an earlier workshop discussion about potentially setting a policy whereby the Town either retains people in Full-Time (i.e. benefit eligible) or Part-Time (i.e. NOT benefit eligible) and – except in rare cases only – discontinues the practice of having folks work just over the threshold (i.e. 23 or 25 hours per week) triggering a costly benefit package. I am asking that you refer this to your Workshop of 01/18 for review and discussion. At that time, I expect we will also discuss the following:

- a.) Revenue Optimization (w/UMass Collins);
- b.) Revenue Estimates;
- c.) FY '18 versus FY '17 baseline Operating Expense Comparison;
- d.) Review of Proposed Policy Re: Reduction & Control of the Cost of Employee Benefits;
- e.) Discussion of FY '17 Gap Closure
- f.) Discussion of outline for a policy of accepting/applying for grants and donations

Material for each of these times will be distributed to you next week. It is my hope that you can vote on b. and c. at your meeting of 01/23. In order to get - and keep – everyone on the same page throughout the budget process; I would respectfully encourage you to invite the Advisory Committee to be present for your discussion on those two items.

4. e. The CoA has received an offer by a local to donate all of the materials and labor to install the flooring for the kitchen and for the bathroom in the food pantry. This does not require a building permit. While there is no uniform policy on this (and I've asked the BoS in this weekly to begin to think about an outline of one for further discussion at the Workshop of 01/18, I have advised the CoA this matter should go to the BoS to accept this donation. On a related note, I have spent considerable time with the General Counsel for the Division of Labor Standards, which determines the applicability of the statute, to determine if prevailing wages will be required for this job by the donating contractor. It will not (see enclosed).

4. f. This is an outstanding subdivision. I recommend we refer this to the Planning Board for a full report.

5. a. Both Superintendents were provided notice of the intent to conduct the evaluation process with respect to which of the two (should they both be interested in the new position) might have the better chance to be successful in implementing the new structure. While I expect to receive letters of interest from both of them, I do not yet have their formal letter of interest. After considering input from the Board, I have advised Mr. Kinmond that he has the job as Neutral Evaluator (based upon his lower price of \$1,200 and his discipline specific background.). The dates for this will be 11/17 and 11/18.

With respect to the transfer of knowledge; I believe people are putting way more import upon this than it merits. It is not at all uncommon for there to be nominal - if any - overlap between a new hire and an outgoing retiree or resigning department head. Often you are even lucky to get a memo of projects and items of concern. With respect to the collapsing of the two AA jobs into one, I have allowed for an overlap between them of up to 16 hours. Please remember the Cemetery AA has only been in our employ for some 200 hours. Also, this employee will be offered the open HR slot as a holding move while we work through a reorganizing of staffing the finance units that I will be proposing in the FY '18 budget. This will keep them available to advise/assist in the transition and have them on-staff to assist Kelli in the compilation of the FY '18 budget and various other tasks. While you do not have a formal policy of reductions in force, as I have previously noted, this would generally be consistent with many such policies.

The more challenging transition is between the two Superintendents. The emotional issues can be very difficult for some employees as they work out their final date of employ. This can create an atmosphere that is very damaging to the organization. Their presence in this state of mind can oft outweigh the benefits of extending the time in which they are present to transfer knowledge. Sometimes this is handled by offering the departing employee a “consulting contract” under which they remain available for a number of hours to advise on questions as they arise. Obviously, any extensions of implementation reduces the savings. This is always a careful balancing act. Finally, I want to remind you that the emphasis of the decision process now is not only driven by FY '17 savings but an effort to set a pattern for the compilation of the FY '18 budget by resolving as many issues as possible earlier rather than later. Once the FY '18 recommended budget is submitted you will have but 6 weeks to agree it for formal submission to the Town Meeting.

In conclusion, I respectfully ask that you revisit a vote on this matter that we might move forward in a manner which finalizes the status of the Cemetery AA and places the final appointment of a Superintendent on your 01/23 agenda. It also lets the two Superintendents know you are proceeding in

case they should want to withdraw from the process. In that case, I would cancel the evaluation process and save us that expense. I have enclosed again the

Weekly Report:

Budget reviews continued with some of our early submitters. We sent off our Special legislation request and response to Mr. Drury's Open Meeting law complaint and I attended the TLWP board meeting. I've been advised that the state will let us use \$6,000 of our remaining CDBG administrative monies toward our FY '13 and '14 audit. While this is great news, the wrinkle at our end will be we most likely need to take this in as miscellaneous revenues. Budget reviews continue.

Administration & Finance

Town Accountant: Vendor Warrant completed several bills as this was two weeks combined...Worked on the projected revenue budget for FY 18, will have this information completed by next Wednesday for Carter...on Thursday I attended the Worcester Regional Retirement Systems annual meeting at the Carter's request. The good news is that our assessment for FY '18 will only increase by about .5% (this is if we pay it in one lump sum payment). The other good news is that it looks like the total assessments for all members will be capped at roughly a 10% increase in FY '19. The bad news is this could be larger with additional retirees or new employees. I have requested a breakdown of the assessment per the town and enterprise funds. While this technically should have been done by 12/31/16; WRRS has indicated they will have it for me in time for budgeting purposes. I was not notified of this deadline or the meeting until yesterday.

Treasurer/Collector: Nothing to report this week.

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

Town Clerk: This week we continued working on the census. Completed and submitted the Town Clerk's portion of the Annual Town Report.

Highway & Grounds

Highway Department: Addressed Snow and Ice situations continually throughout the long week end. Several events occurred that required Sanding and plowing operations. The sidewalks were addressed upon return from the holiday weekend. General maintenance to equipment after the storms and preparation for upcoming storms events. The mechanic evaluated the Sidewalk Plow/Sander and it is in need of repairs: Radiator/Hyd Cooler needs to be replaced @ a cost of \$2200. For parts and the springs on the sander need to be replaced at an undetermined cost at this time.

Cemetery & Parks: Nothing to report this week.

Public Safety

Templeton Police Department: PD – 276 Calls for service, 7 motor vehicle stops, 2 arrest, 0 PC. All cruisers currently in-service. The Volunteer Cell Project: Installation of toilet and sink unit continues. Dispatch – 349 calls (does not include miscellaneous calls). Dispatch is experiencing some volume issues with the old frequency.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development & Inspectional Services

Board of Health: Development Services team leader met with Conservation Commission Chair for budget items and requests; also met with Administrative Assistant 1 for budget items for Planning and Zoning Boards; also worked with Senior Administrative Assistant for budget items for Board of Health and Building Commission. Worked with team members to get input and establish preliminary hours to be worked within the Development Services office. Health Agent worked with occupants and owner of a multi-family with no heat, hot water, or electricity; all services restored. Health Agent and Asst. Atty. General scheduled for January 18 @ 9:00 am at Worcester Housing Court for receivership hearing for 109 Patriots, 93 Patriots, and 38 School House Rd. Health Agent prepared an article for town meeting to rescind remaining available funds for the Community Septic Program with MassDEP; program is currently self-funding from interest earned.

Building Department Office: This week the Building Department Admin worked on completing the FY17 proposed budget with Development Service's Team Leader. The final Liquor License inspection was completed, along with a day care safety inspection. Admin met with previous admin for zoning to learn the process of a hearing. With the new Town Hall hours please note that Building Commissioners office hours will be changing to Monday and Wednesday nights 5-7:30 PM.

Planning Board Office: Worked on final preparations for the Jan.10th Master Plan Public Forum. Worked on securing Peer Review Funds for the Gardner Airport "T" Hanger project, started cross training with Mallory Seamon. Researched several Land Use questions from phone calls.

Human Services

Council on Aging/Senior Center: This week has been spent trying to finish the budget, and catch up from being out on vacation last week. We have been extremely busy this week. There has a wonderful development this week. Bob Glover, of Baldwinville, has volunteered to put the flooring in the kitchen, as well as tile the floor of the bathroom in the food pantry at the Senior Center at no cost to the Town. Bob installed the floors in the rest of the building and did an amazing job. This is an incredible donation, and we are very excited. We, of course, will not be moving any farther with the kitchen at this time, until the siding has been completed. We hope everyone has a great year, and we look forward to see you here at the Senior Community Center.

Library Director: Nothing to report this week.

Community TV: Nothing to report this week.

Important Dates to Remember

Selectmen's Meeting, Monday, January 9, 2017, 6:30 p.m.

Department Head Meeting, Tuesday, January 10, 2017, 9:00 a.m.

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

Joint Selectmen & Sewer Commission Meeting@Senior Center, January 12, 6:30 p.m.(tentative)

Selectmen's Workshop, Wednesday, January 18, 2017, at 6:30 p.m.