

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** October 27, 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.**

**IMPORTANT NOTICE TO ALL STAFF**

**Kindly remember I've asked each of you for three ideas - by the morning of 10/31 - on how to reduce the operating budget and/or close the year without a deficit (recapture capital projects and the like). As we discussed at the staff meeting, please think globally and not just within your own department. Also, since we are going through the same process for FY '18 I've asked you to try to avoid one-off ideas but to instead try to concentrate on things that roll forward in a permanent manner. If we have to make a cut as of 07/01/16 why not get it done for 01/01/17????**

**Business Meeting: N/A**

**Weekly Report:** In preparing the quarterly financial report I spent some time trying to sort out a way that lets us provide reports at appropriate points in time while keeping time demands on the Accountant to a minimum that we might concentrate on the audit and other priorities. I've tried these ideas out on the Accountant and here is what we came up with:

- 1.) They will print the most recent expense report to attach to the Warrant file for your review (Please remember these will always be one warrant behind as we should not append the warrant to the General ledger until you have approved it);
- 2.) On or after appending the last warrant of a month, but no later than the 5th of the following month, she will print and present to me the revenue and expense report. I will review it for variances and obtain explanations as needed as we did this month with the quarterly. Dept's may need detailed expense reports by various line items to see if the issue is a posting error but we can sort that out down the road;
- 3.) Shortly thereafter, but no later than the 10th of the month she will place a copy of the reports into the Dept's box for their review;
- 4.) By the 10th of each month following the quarter we shall assemble a Finance Team report for presentation to the BoS.

We have two other matters under review at this time:

- 1.) The Vadar system refuses to pay any amount due if it will cause the line item to go over budget. I believe that the TA – in their role as defacto Finance Director – should be deciding whether or not to do this over-ride (I need to know when DH's run over their budget and be looking at how we will address it);
- 2.) I'm looking to see if we should institute purchase orders at some level (say \$5,000???) more as a means of getting some control over compliance with MGL Ch. 30B than anything else. However, I have asked the Accountant to see if Vadar can let us encumber these large sums to get better control over expenditures. Right now we could have a large commitment (Say \$24k for the fire truck repair) and some one looks at the cash report thinking that money might be available for expenditure because they are unaware of the commitment we just made.

We received seven bids on a large variety of the surplus we offered for total sale value of \$14.5k+/- . The bid tabulation sheet will be posted on the web by Tuesday. I'll have a report before you on 11/14 for action. That report will include a recommendation on how to deal with the 13 items for which we did not receive any bids. In conjunction with FY '18 budget planning, I met with Mr. Driscoll, General Manager of TWLP. The purpose was to try to understand what their intent might be for next year with respect to services they would provide, capital they might contribute toward or the like. He spoke of the TWLP normally making such a decision after their annual audit (theirs is on a calendar year). I spoke of our need to understand their plans within the last two weeks of January in order for me to effectively prepare the coming fiscal year recommendations to you by the last week in February. I'm most hopeful we can work out an understanding on a schedule that meets our needs. We filed the pre-application with the USDA for the police station at \$975,000. We are working apace on the documentation for the bonding for this item and the school. I met with the UMass team on the financial management study. I worked with the Treasurer/Collector as we try to sort out some way to merge the third and fourth quarter billings in an effort to save mailing and printing costs. Representative Whipps Lee contacted us to advise us of the passage of Ch. 219 of the acts of 2016 (Economic Development). It contains \$100,000 "... for infrastructure improvements..." within the Town. I'll reach out to see how they want the proposals from us and what might be our best investment.

### **Administration & Finance**

**Town Accountant:** This week I completed the Jeffrey and Jeffrey reconstruction from FY 14 allowing the treasurer to access \$93,544.48 in cash in that account to be transferred to the town to aid in cash flow. Met with the Collins people working on the written policies for the town to help them understand how things are currently done and how to improve and clarify the process through the written policies. Working on the final items for the tax recap. Vendor warrant.

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

**Assessor:** Attended Board of Selectmen meeting with Financial Team to give our quarterly update. Started posting Exemptions into 3rd Quarter Real Estate Tax bills. Met with Collins Group and printed up various paperwork requested by them. Worked on self-evaluation and ideas for global budget cuts. Usual traffic flow at the counter.

**Town Clerk:** Very busy with early voting for the State Election.

### **Highway & Grounds**

**Highway Department:** The Auction is over, and all of the payments will be scheduled and pick up arrangements made. The winter sand operation is complete and the focus of the highway department will now be addressing pothole and tree issues and other resident concerns. The mechanic is prepping equipment for the winter.

**Cemetery & Parks:** Nothing to report this week.

### **Public Safety**

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

**Templeton Fire/EMS:** We are still moving forward with personnel covering ambulance and Fire calls. With two personal on duty we managed to make a great stop on a bathroom fire saving the home with minimal damage. Inspections have slowed down some, 7 Smoke/Co inspections and 1 tank truck inspection. I have been working with Carter on equipment and building repairs. We have been collating information on Ambulance runs, times, recipes, and charges. I have been working on the fire department 5-year plan. We will be sending one person to the Mass Call/Volunteer part time academy starting in November, and possibly sending two more in March. We will have one Fire Fighter graduating this November. Finalizing a new software upgrade that will help with payroll, scheduling, and information tracking of the department, hope to have it on line starting in November.

**Emergency Management:** Worked on and submitted 2016EMPG grant application to MEMA. Also worked on reimbursement package for 2015CCP grant. Repair work on heating pipes was completed at Emergency Management building.

### **Development & Inspectional Services**

**Board of Health:** The BOH was contacted by the Attorney General's Office to confirm receipt of the photos and orders issued by the BOH on the three properties. Petitions will be prepared within the next few days. With the non-snow season coming to an end, we've had several properties completing septic installations and repairs requiring plan reviews and inspections. We participated in a Region 2 test of the emergency ordering system; which would provide relief in emergencies such as epidemics, storms, accident disasters, etc...

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

**Planning Board Office:** Discussed with Van Dyke Construction what is required to place a warrant on the Spring Town meeting to accept Lafayette Rd as a town road in the French Quarters Sub Division. Working with Chris Reynolds, Gale Associates Aviation Group on the Site Plan forms required for the proposed new T-Hanger at the Gardner Municipal Airport. Participated in the interview panel for the first of three interviews for the open Veterans Director Position.

## Human Services

**Council on Aging/Senior Center:** This week has been a tumultuous week, with the shortfall and all of the fallout everyone is on edge. All of my staff is asking what is going to happen and frankly I don't know yet, what I do know is that we are going to continue the same outstanding service that we have always provided. We have weathered tough times before and we will get through this difficult time too. I received an email from Elder Affairs, who administers the Formula Grant that the COA receives every year stating that the commonwealth is experiencing lower sales tax revenue than had been projected. The email further stated that given the "circumstances the 2017 Formula Grant award basis will be level funded to the FY2016 award amount." The grant is awarded based on the amount of 60-year-old seniors on the 2010 census. In 2016 we received \$9.00 per person for a total of \$14,373. instead of the 15,970 I had planned on resulting in a difference of \$1597. I attended the annual MA COA Conference which as always is very informative, and a great time to network with my peers. I again thank my great staff for keeping the ship afloat while I am at the conference without their help, the Senior Center would not be the **COMMUNITY ASSET** that it is.

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

**Community TV:** Nothing to report this week.

### Important Dates to Remember

State Election, November 8, 2016, 7:00 a.m. – 8:00 p.m. @NRSD HS Gym

Selectmen's Workshop, November 9, 2016, 6:30 p.m.

Selectmen's Meeting, November 14, 2016, 6:30 p.m.

**\*Department Head Meeting, November 15, 2016, 9:00 a.m.\***

Selectmen's Workshop, November 21, 6:30 p.m.

Convention of the Committee's, December 5, at 6:30 p.m.