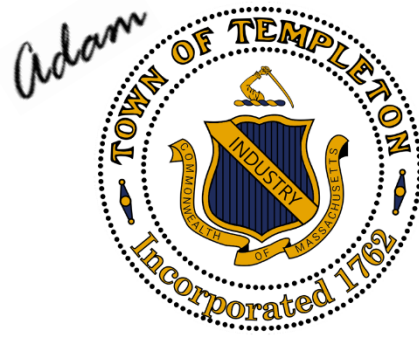


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Adam Lamontagne, Asst Town Administrator
RE: Administrator's Weekly Report
DATE: January 16, 2020
CC: All Departments



Important Notice to All Departments

Annual Reports for FY'19 are due to Holly via email by **Wednesday, February 26, 2020** at noon. **Anything received after that date WILL NOT be included in the Annual Report.**

Business Meeting or Workshop: (This is where we provide basic information or expand upon memorandum enclosed in your packet). Nothing this week.

Weekly Report: Adam has completed and passed the exams over the course of a year for the following courses; Public Contracting Overview, Supplies & Services and Design & Construction Services to earn the designation of Associate Massachusetts Certified Public Purchasing Official (Associate MCPPO). This designation is signed off by Inspector General Glenn Cunha and is highly recognized by Massachusetts communities. Adam has been working on the Capital Plan Report to BoS on 1/29 in coordination with the Capital Planning Committee and their recommendations. Most of the office time has been dedicated to the FY 21 budget with the departments coming in for first and second reviews with Carter and Adam. Holly has been working hard keeping up with all the piles of work in the office, providing much needed help in this busy time. Finally, Carter and Adam have been working with the final collective bargaining unit and the schools on the lease as well as the snow plans between the NRSD and the Town.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: This was the first week sewer payments could be made in the collector's office. The change seems to have been well received. Many are happy to be able to pay multiple bills in one location. Payments for the 3rd quarter property taxes due 2/3 are coming in at a steady pace. We received a check this week for \$2486.03 from the last claim I filed from the unclaimed funds website. I check this website on a regular basis to look for any monies that are possibly due the Town.

Assessor: Prepared for the Board meeting and did follow up work after. Have had some inquiries in the office regarding assessed values and once explained how the process works, most people walk away a bit more informed. Helped the sewer department regarding committing sewer bills. Met with Carter and the financial team as a follow-up to the recent financial management letter to the town by the auditors. Worked on parcel changes and creating parcels from plans that were filed in 2019. These will be sent to the mapping company within the next couple weeks to do changes to our online site and create new maps for the office.

Town Clerk: The Census/St. Lists have been mailed out. Dog licenses are available. Attended the Special Town Meeting. Submitted the amended by-law to the Attorney General's Office. Attended the department head meeting.

Public Works

Highway Department: Mother Nature melted the snow and ice only to drop fresh snow on Thursday. Crews were out addressing the storm that started in the early morning. Prior to the melting treatment for icy situation persisted in the early part of the week. The DPW addressed many potholes in town, South Road, Turner Street, Hamlet Mill, Baldwin Drive, Shady Lane, Lake St., Conti and Barre Road, Harris & Bridge Street, Minuteman and Musket, French Road, Royalston Road, Baldwinville Road, Otter River and Michaels Lane, Main Street, Victoria Lane, South Road, Brooks Road, Willow and Depot. A stop sign was repaired on the corner of Lord Road and Baptist Common. The catch basins were cleared of debris on Barre Road and Dudley Road. A tree limb the fell at the library was cleaned up. A new source for Hot Asphalt is on board and use of the hot box continues during the winter weather. Generally, Asphalt plants shut down during the colder season, we were fortunate to learn of a plant in Dracut.

Buildings & Grounds: Serviced the 997. Walkway at all common building were treated as well as parking lots and cemeteries. Chain saws were serviced. A burial was prepared for in Pine Grove. Performed maintenance on the JCB backhoe forks by treating them and painting them prolonging the life and eliminating rust. All Christmas lights have been taken down and put away. Trees in Templeton center were trimmed. A town owned porta potty that was vandalized, was cut up and removed. From Gilman Waite field.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Attended first FY 21 budget review with Town Administrator and Asst. Town Administrator; participated in interviewing three candidates for open positions in Development Services and Treasurer Collector's; met with TA on results; attended BoS meeting of 1/13/2020 to introduce new Conservation Commission member Amanda Suzzi.

Board of Health: Working with Region 2 Emergency Planner for drill at NMS on 1/17/2020 with Town of Phillipston BoH Director, CERT and Rick Moulton of NRSD; continued work on an issue at 63 Elm (nuisance); information dissemination of new tobacco/nicotine regulations, working towards planning a presentation to the BoH members by the Tobacco Alliance representative, date to be determined; issued a permit for cosmetic brow microblading to Jessica Leger at Head to Toe Salon.

Conservation: Site walks performed by commission at Carruth, Baptist Common and Gray (all for potential new residential single-family homes); new commission member, Amanda Suzzi, participated in site walk at Carruth.

Planning Board: Documentation prepared for January 28 meeting for ANR submission for Shady Lane and submitted to Town Clerk for recording. Provided information to MRPC on a

parcel of interest, interested party has not yet been identified, no other information available at this time.

ZBA: No actions to report at this time.

Building Department: Building Commissioner issued three building permits, including renovations and siding, inspections resulted in an occupancy permit being issued for 58 Carruth (Lot 7) and a completion certificate for 24 Victoria (new door); Wiring Inspector processed three permit applications and the Plumbing/Gas Inspector processed three permit applications.

Agricultural Commission: No actions to report at this time.

Community Services

Community Services Director: I have met with the TA and assistant TA, as well as each of the Community Services units to refine the FY 21 budget requests and supporting materials. We have taken another step toward partnering with GAAMHA to take over the Meals on Wheels service in FY 21. I updated the Community Calendar and worked on the Business Listing. I attended the staff meeting and Advisory Committee meeting.

Community TV: Nothing reported.

Library Director: Two Story Hour sessions were held and well-attended. Foot traffic continues to be brisk in the library. Classes continue to sign up for visits, which will begin next week.

Senior Center: Nothing reported.

Important Dates to Remember

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

Selectmen's Business Meeting, Wednesday, January 29, 2020, 6:30 p.m.

Staff Meeting Thursday, January 30, 2020, 8:30 a.m.

Selectmen's Workshop, Wednesday, February 5, 2020, 6:30 p.m.