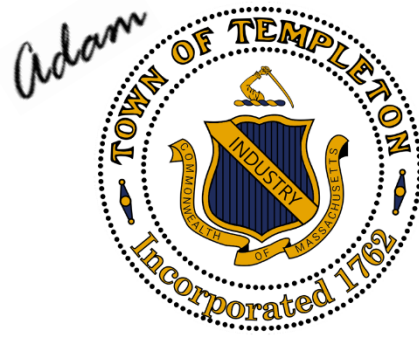


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Adam Lamontagne, Asst Town Administrator
RE: Administrator's Weekly Report
DATE: December 12, 2019
CC: All Departments



Important Notice to All Departments

**All Budget and Legislative Materials Due at
10 a.m. on Monday, January 6, 2020**

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

Weekly Report: This week has been taken up primarily by getting info to the state in coordination with our finance team, collective bargaining and licenses. Adam has been working on a couple fronts with finalizing his “embedding” with the public safety folks specifically police and fire. Work continues with the Capital Planning Committee as they have finalized their recommendations and should have their report done in January to go to the BoS. We are gearing up for the department budgets that will be coming in soon and our schedule for the first round of departments to come in and discuss their budget (s).

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Nothing reported.

Assessor: Still waiting for approval of the Tax Rate Recap from DOR DLS. Working on having everything ready for billing. Verified Sewer, Light & Trash Liens for 3rd quarter billing. Checked totals of Sewer Betterments and Title V loans coming over to the tax bills. Verified all exemptions received and are ready to post to bills. Worked on databridge to be exported out of the real estate and personal property database (Vision) and ready to be imported into the billing system (Vadar). Prepared for and met with the Board on Tuesday for their monthly meeting and did follow up work from it.

Town Clerk: Nothing reported.

Public Works

Highway Department: Intersections were cleared of snow for visibility. The sidewalk plow was out each day clearing sidewalks. The trucks were out with wing plows pushing back snow on

major roadways. H7 had some down time for a leak in a radiator hose and has been returned to the fleet.

Buildings & Grounds: Snow banking's at the senior center were moved as well as at the Baldwinville Fire Station and old Baldwinville school. Sidewalk shoveling and treating was done at all common buildings. Pushed banking's back @ Templeton center Fire Station. Shoveled a pathway for oil delivery @ the Library. Plowed both cemeteries. Prepared for a burial on Friday in Green Lawn. Some maintenance was done on the backhoe. Snow was removed from the roof of the DPW.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Board of Health: Final septic inspection at new residential property, Cook, Lot 10; continued annual permitting process for rubbish haulers, septic haulers, food establishments, septic installers, tobacco sales and nicotine issues;

Conservation: The commission is still in need of volunteer members, at this time there are three members with one additional interested person; this person has been invited to the meeting on December 16 and will meet with the chair prior to the meeting.

Planning Board: Due to lack of agenda items, the meeting of December 10 was cancelled; the next scheduled meeting is January 7 due to the holidays.

ZBA: No actions to report at this time.

Building Department: The Building Commissioner and Fire Chief have completed their safety inspections for liquor licenses, no violations that would stop the licenses from being issued; one building permit issued for replacement windows; four electrical permits issued; one gas permit issued; three plumbing permits issued; multiple final inspections completed by Building Commissioner, Electrical Inspector and Plumbing/Gas Inspector.

Agricultural Commission: No actions to report at this time.

Community Services

Community Services Director: I reviewed and shared the draft of the Recreation study done by the Public Administration students at Westfield State University. I spent time with the Senior Center staff and TCTV staff. I began to explore constructing a town skating rink in the field beside the library. I reached out to the Community Service units about the FY 21 budget forms and process. I worked on COA paperwork and on the Community Calendar.

Community TV: Nothing reported

Library Director: Two Story Hour sessions were held and were well attended. I worked on the FY 21 library budget forms. Karen, LouAnn and I made plans for our Holiday Open House on next Thursday 12/19/19 from 12-4pm - all are welcome!

Senior Center: Nothing reported

Important Dates to Remember

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

Selectmen's Workshop, Wednesday, January 8, 2020

Selectmen's Business Meeting, Monday, January 13, 2020, 6:30 p.m.

Special Town Meeting, Wednesday, January 15, 2020, 6 p.m.