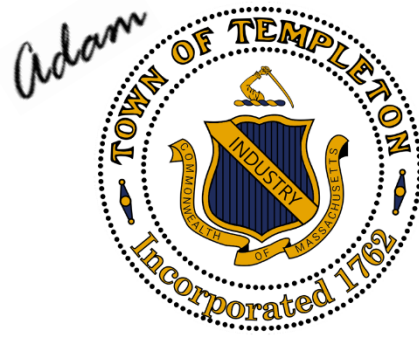


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Adam Lamontagne, Asst Town Administrator
RE: Administrator's Weekly Report
DATE: January 30, 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: We continue work on the FY 21 budget. Adam finished up the Capital Planning Report in conjunction with the Capital Planning Committee that was approved by them and later approved by the BoS on 1/29. Adam finished putting together a request for transfer from the Advisory Reserve fund to appraise an excavator and grader in compliance with procurement to trade-in and/or sell (whichever is greater value for both pieces of equipment) and apply towards the rubber tire backhoe. Carter has been working with the schools on various items of concern.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Nothing reported.

Assessor: Worked with Vision on an upgrade. Put new construction into the system and did supplemental bills for them. Also, did revised billing for additions. Motor vehicle commitment #1 from the RMV came in, they were downloaded into the system and sent to the Collector to export to the billing company to print. Excise tax bills will be out next week. Attended the BOS meeting Wednesday evening for the quarterly financial report. Attended the department head meeting Thursday morning.

Town Clerk: Our office is very busy with people retuning there St. list/census forms and with licensing dogs. We have mailed out all absentee ballot request for the Presidential Primary. I attended the department head meeting on Thursday.

Public Works

Highway Department: All sidewalks were cleared of snow, with a couple of minor break downs. The sidewalk machine goes out after the storm is over, all efforts during a storm are focused on the roads. Potholes were filled on Hubbardston Road, Depot Rd, Upper Otter River Rd. Milling were distributed on Lamb City Road to improve the road surface. The same was

done on the non-paved portion of Gray Road and brush was removed from the sides of Gray Road. Cruiser #15 had had work done and is back to the PD. There was a flash freeze this past Sunday morning and crews were called immediately, there were no accidents. Some much needed sawhorses were made & put together for road closures and the like for safety.

Buildings & Grounds: Shelves for storage were added to the cemetery garage. The seasonal equipment is being detailed as time allows. Diagnosed an issue with the pole saw and ordered parts. Met at the DPW barn with the MRPC to view cemetery mapping plans that are available. Prepared for a burial in Pine Grove cemetery.

Public Safety

Templeton Police Department: 12/19 – 12/25 PD – 217 Calls for Service, 28 motor vehicle stops, 0 arrest. Dispatch – 326 Calls (does not include miscellaneous calls). Nothing new to report.

12/26 – 1/1 PD – 205 Calls for Service, 14 motor vehicle stops, 0 arrest. Dispatch – 311 Calls (does not include miscellaneous calls). Nothing new to report.

1/2 – 1/8 PD – 220 Calls for Service, 33 motor vehicle stops, 0 arrest. Dispatch – 348 Calls (does not include miscellaneous calls). Nothing new to report.

1/9 – 1/15 PD – 249 Calls for Service, 64 motor vehicle stops, 3 arrest. Dispatch – 412 Calls (does not include miscellaneous calls). Nothing new to report.

1/16 – 1/22 PD – 242 Calls for Service, 32 motor vehicle stops, 3 arrest. Dispatch – 387 Calls (does not include miscellaneous calls). Nothing new to report.

1/23 – 1/29 PD – 265 Calls for Service, 49 motor vehicle stops, 0 arrest. Dispatch – 425 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Working with DPW and Asst Town Admin, provided a tour of the Baldwinville Elementary School to a potential bidder; prepared for and appeared before the Select Board to present Development Services second quarter report; attended department head meeting.

Board of Health: Prepared for and attended Board of Health meeting; received community septic loan application and began processing; reviewed and approved T5 for 527 South; reviewed and approved septic plans for Baptist Common, Lots 2 & 3; issued installer's permit to Barclay Enterprises; reviewed commercial kitchen plans and inspected for new establishment at 10 Baldwinville Rd.

Conservation: Processed paperwork for all four ConCom members to attend 2/29/2020 annual MA Association of Conservation Commissions; received and processed a NOI request for 2/10/2020 meeting for Gray Rd – Barclay.

Planning Board: Prepared for and attended meeting of 1/28/2020, included public hearing for storm water permit application for Templeton, LLC, ANR request for Lamoureux – Shady Lane, ANR request for Gardner Rd – K & B Realty Trust, information presentation by owner for proposed 55+ housing on Baldwinville Rd; received and processed ANR applications for Baptist

Common (3 lots) – Scribner and Dudley Rd (1 lot) – Suszynski, both to be on the agenda for the 2/11/2020 meeting.

ZBA: No actions to report at this time.

Building Department: The Building Commissioner will be out of the office February 24 and March 2, 2020; Commissioner issued one permit for interior renovations on Millstone Circle; received new permit applications for changes in contractors at 136 Patriots Rd; Commissioner met with owner of Valley View Farm to discuss plans for an outdoor pavilion and parking area; one permit for wiring issued and one permit for gas issued.

Agricultural Commission: No actions to report at this time.

Community Services

Community Services Director: Nothing reported.

Community TV: Nothing reported.

Library Director: Nothing reported.

Senior Center: Nothing reported.

Important Dates to Remember

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

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

Selectmen's Business Meeting, Wednesday, February 12, 2020, 6:30 p.m.

Staff Meeting Thursday, February 13, 2020, 8:30 a.m.