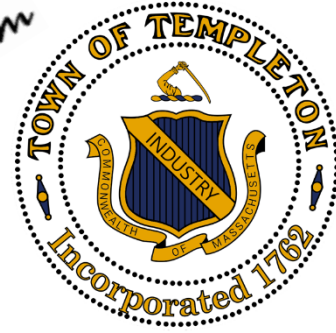


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: November 23, 2022
CC: All Departments

Adam



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

Weekly: Prepared packet for the Select Board meeting. Conducted 2nd interviews for the Administrative Assistant position in the office and offered the position to Jacky Nally. She will be introduced as a new employee at the Select Board meeting on November 30th. Received an update on the Main Street Bridge project. The water culvert project is moving forward relative to bidding. Working on some personnel matters. Received the Superior Court Judge decision relative to the River Street matter.

Administration & Finance

Town Accountant: Got all caught up on the deposit posting and prepared the Budget VS Actual. Worked with Nancy on all the payroll issues and the retro pay for the nonunion employees. Also worked with the DOR on any questions regarding the tax recap and expect the certification any time now.

Treasurer/Collector: Will report next week.

Assessor: Short week in the office, Tax Rate was approved by Department of Revenue, DLS on Tuesday at \$12.92, this is down \$2.32 from last year's rate of \$15.24. As in the past, values go up and the tax rate will usually come down. Justice trained on Wednesday with Vision Government Solutions. Reviewed B vs A from Kelli. Happy Thanksgiving to everyone!!!!

Town Clerk: The State Election has been certified. The 2022 St. List books are available. We will begin working on the 2023 census/St. list mailing.

Public Works

Highway: Potholes were patched on Ragged Hill Road, South Road, Whitney Street, and Hubbardston Road. Over the rail mowing was done on Norcross Hill Road, and Royalston Road, Highway assisted with installing Holiday lights in town. Fixed ropes on flagpole using bucket truck to reach. Installed caution signs for the ice near Gilligan's Island.

Building and Grounds: Hung Holiday lights in town with Highway department. Worked with DPW patching Whitney Street. Fall clean up at Pine Grove Cemetery and Town Hall.

Public Safety

Templeton Police Department: Will report next week.

Templeton Fire/EMS: Emergency calls: 32. 23 EMS, 1 fire alarm, 1 carbon monoxide alarm, 1 unauthorized outside fire, 1 MVA, 1 smell of propane, 1 dispatched and cancelled, 1 outside smoke investigation, 2 public assist.

Training: Childbirth

Apparatus/equipment: Forestry 3 permanently out of service, rescue 2 out of service for fuel issues, repairs are in progress.

Activities: 6 residential and commercial inspections.

Development Services

Will report next week.

Community Services

Director/Library: Will report next week.

Senior Services: Will report next week.

Templeton Community TV: TCTV live-streamed the Capital Improvements Committee, Conservation Commission and Planning Board meetings. Worked on Veterans Suicide Prevention programs from a recent event. Developed graphics for TCTV. Produced Montachusett.TV content and Facebook posts.

Important Dates to Remember

Select Board Meeting, Wednesday, November 30, 2022, 6:30pm at Town Hall