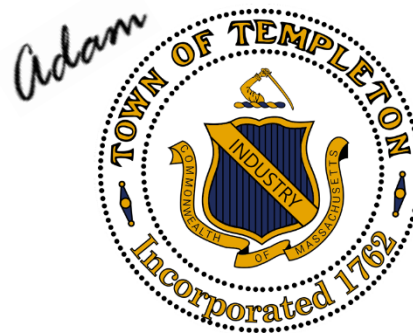


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: November 25, 2020
CC: All Departments



Important Notice to All Departments:

REMINDER: Annual Reports for FY'20 are due. Please do not wait until the last minute. get those sent to Holly as soon as possible.

We wish you all a safe and Happy Thanksgiving!

Business Meeting or Workshop: (This is where we provide basic information or expand upon memorandum enclosed in your packet). None.

Weekly: The week started with me attending the COVID-19 Enforcement and Intervention Team (CEIT) video conference webinar with state officials. They are collaborating with local leadership to develop and implement cross-agency enforcement & intervention strategies and I have since shared the materials with our Board of Health agent and Emergency Management Director. The Chair of the Board coordinated with the Emergency Management Director, Board of Health Agent and me before he sent out a final Code Red message in relation to COVID-19 before Thanksgiving. I also attended the ClearGov kickoff Zoom meeting with the Chair of the Board and Holly which we discussed the data we would need and the timeline of implementation as we move forward with the ClearGov representative.

I did email the Accountant about the Select Board formally voting for the name change on the 23rd based on the recommendation of Conservation and CPC and that we can change 4 Elm St to River's Edge Conservation Area. Worked with the Architect and Deputy Assessor on the River's Edge Conservation Area and an update will be shared at the Workshop. Finally, I informed the library roof and associated work team to get me any additional Purchase Change Orders since the Select Board increased the contingency on the November 23rd business meeting.

The Board approved a large number of the annual license renewals at their meeting of November 23rd. There are still a few liquor licensees, Common Victualler, Class II and Class III licensees that have not sent in their forms & payment for their renewals. Those should be coming in and will be on the December 9 meeting for approval.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: The next commitment of motor vehicle bills were mailed this week. Wishing everyone a safe and Happy Thanksgiving.

Assessor: Received notification from the state that our tax rate has been approved. This year's rate came in at \$16.11. This is down 72 cents from last year's rate of \$16.83. However, even though the tax rate went down, values in town went up substantially so most homeowners will see an increase in this year's tax bill. Sue and I have been busy "cleaning up" sewer liens that will be transferring over to the actual tax bills in January. Went out and measured 5 new house constructions last week and received another 3 new construction occupancy permits to go out and measure next week. Building permits continue to be pulled, keeping the assessor office and inspectional services very busy!

Town Clerk: Attended the department head meeting (via zoom) We are still busy with vital records requests. We are getting things ready to start working on the Annual census /st. list mailing. Wishing everyone a Safe and Happy Thanksgiving!!

Public Works

Highway Department: Crews continued to keep catch basins clear. Crew worked on the catch basins on Dudley Rd. and filled potholes on, Barre Rd, South Rd., Lord Rd., Baldwin Dr., Hospital Rd. Millings were added at the island on Brooks village Rd. Crews cut and chipped trees on the corner of Carruth Rd., & Old North Rd. Chain saws were sharpened and cleaned, and water was drained from Gilligan's Island. Assisted Buildings and Grounds with putting up holiday lighting.

Buildings & Grounds: Burial duties. Final fall clean up at Town Hall, and Baptist Common Cemetery. Removed flags from graves for the winter. Picked up picnic table to be redone over the winter. Changed oil in the sucker. Threw away trash left behind Conex box at Greenlawn Cemetery. Installed eye bolts on the snow blower carrier. Put up holiday lighting.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: 11/02/20 – 11/08/20: Emergency calls- 17 EMS, 6 Fire. 8 residential inspections 9 liquor license inspections.

11/09/20 – 11/15/20: Emergency calls – 12 EMS, 5 Fire. 7 residential inspections.

11/16/20 – 11/22/20: Emergency calls – 13 EMS, 6 Fire. 7 residential inspections

Apparatus: Engine 2 repairs have been started; the truck is back in service without ground ladders being used as a secondary piece of response apparatus. Ladder 1 is back in service waiting on a new water tank level gauge. Forestry 1 repairs almost complete last of the ordered parts will be in next week for the final repair. Rescue 1 (ambulance) had normal service and repairs to the air ride suspension completed. Forestry 2 is out of service waiting on a master cylinder for the brakes. This truck is a 1978 and starting to show its age. We currently need it more than ever as we use it to do our residential inspections.

Training: All in person training still cancelled due to covid – 19. In process of revamping training to online or zoom training. November ems zoom training was a documentation class. Whole department November online training is customer service and driving safety.

Development Services

Director: Out of the office.

Community Services

Community Services Director: I reached out to the CS units re: Annual Reports and the All Boards Meeting. I attended the Select Board meeting to participate in discussions about the library construction project and the possible uses of Scout Hall. I worked on spreadsheets for: EMD- 'Cares report'- volunteer hours, and CDBG reporting. I attended the Department Head meeting.

Community TV: Nothing reported.

Library: The library's curbside service continued through the roof and construction work. I am working on the 'small & rural library grant'. I will be working with TCTV for a Story Time program. The December materials order was compiled and placed.

Senior Center: Over 100 Thanksgiving meals were distributed - MANY thanks to Luanne and Tom Royer from Kamaloht for this generous donation. The December newsletter was prepared for mailing and sent out. The 'Conquering Covid' group met, as well as Kaley's walking club, Marvelous Monday grab & go craft project and the 'Cheer Squad' phone call initiative. Transportation requests remain steady.

Important Dates to Remember

Select Board Workshop, December 2, 2020, 6:30 p.m. on Zoom-Streamed Live

All Boards Meeting, Monday, December 7, at 5:30 p.m. on Zoom-Streamed Live

Select Board Business Meeting, Wednesday, 12/9/20, 6:30 p.m. Zoom-Streamed Live
Please note, this is the ONLY December business meeting

Staff Meeting, Thursday, 12/10/20, 8:30 a.m. on Zoom