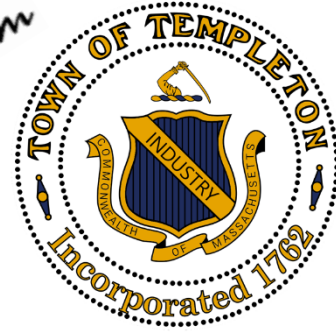


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: December 1, 2022
CC: All Departments

Adam



Notice: The Town has several positions open. If you know of anyone interested, please send them the link below to our website for more information or to apply. Open positions are: DPW Light Equipment Operator; Senior Center: Activities Coordinator, Van Driver; Recreation: Softball Coordinator, Snack Shack Coordinator, <https://www.templetonma.gov/home/pages/job-opportunities>



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

Weekly: Had a meeting with DPW Director and went over scope of work for the Gilman Waite restrooms project (these funds were approved at the Fall Town Meeting) and now we can start the work on the bid documents. Sent out the All-Boards meeting invite. Worked on the job description for the Grant Writer Administrator position that we plan on posting in January. Sent out the budget guidance and materials for Fiscal Year '24 to the departments. Sent the signed Weights and Measures agreement to the Commonwealth since approved by the Select Board. Processed new hires and CORI checks for the Recreation Commissions basketball season.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Last week: The registry released another motor vehicle commitment, and they were sent out Monday 11/21. We collected 8 tax title account payoffs. Payroll and warrant were processed.

This week we collected 4 tax title account payoffs. Cheryl attended the department head meeting. Warrant was processed.

Assessor: Low traffic in the office. Preparing for actual billing next week and serviced several residents seeking motor vehicle abatements. Justice trained online through Vision on Wednesday on End of Year Processes. Attended Department Head meeting and Vadar webinar for Actual Billing on Thursday.

Town Clerk: Nothing reported.

Public Works

Highway: Remove animal carcasses on Crotty Avenue. Clean catch basins and DI's on Hubbardston Road. Pothole patching on April Circle, Kyle Drive, Lord Road, Willow Street, Main Street, Bridge Street, Baptist Common Road, and Royalston Road.

Building and Grounds: Emptied trash at Pine Grove Cemetery and Greenlawn Cemetery. Fall cleanup at Pine Grove Cemetery, First Church Cemetery, and Cottage Lane. Hung solar lights at Scouts Hall. Brought up Holiday decorations at the Senior Center. Picked up US Flags and Fireman Flags at Pine Grove Cemetery.

Public Safety

Templeton Police Department: 11/17 – 11/23 PD 267 Calls for Service, 19 motor vehicle stops, 1 arrest. Station – We are working with Crown Castle, the owner of the cell tower on Ladder Hill, to address an issue with radio interference. Dispatch – 411 Calls (does not include miscellaneous calls).

11/24 – 11/30 PD 241 Calls for Service, 18 motor vehicle stops, 1 arrest. Station – Interviewed a candidate for a part-time police officer position and will be moving forward with the hiring process. Started the Massachusetts Police Accreditation Commission certification process, which will be a POSTC mandated requirement in the near future. Entered into a working relationship with PRIG, the Police Reform Insight Group to assist with the certification process. Dispatch – 379 Calls (does not include miscellaneous calls).

Templeton Fire/EMS: Will report next week.

Development Services

Director: Attended meeting for approved changes to the Sanitary Code hosted by MDPH. Assisted Building Commissioner and court appointed Receiver during a property walk through on Patriots Road, findings will be submitted to Housing Court by the Receiver. Prepared for and attended ZBA meeting of 29, quorum not met – meeting cancelled.

Communicable Diseases: COVID, at last count Templeton had 7 positive cases and an incident rate of 6.1 for the past two weeks, for more info on city/town COVID numbers please go to <https://www.mass.gov/info-details/covid-19-response-reporting# covid-19-interactive-data-dashboard>. If you take an at home test and test positive, please call 978-602-2356. For information on isolation and quarantine, please go to <https://www.mass.gov/info-details/covid-19-isolation-and-quarantine-guidance-for-the-general-public>.

Board of Health: Completed food inspections at Kro's, KROYer's Bakery, and Long Long Noodle – no violations noted; follow up to complaint on Albert Drive on junk and debris; septic

system decommission/tie into town sewer at 16 Hospital; reviewed T5 reports for 254 Gardner (passing) and 407 South (needs further evaluation); report of strong odor on Otter River/Albert – could not validate during drive by; septic bottom inspection at 65 Church Hill; final septic inspection at 20 Crotty, repair; appeared in Housing Court for lack of heat and hot water at 33 Prospect, possible receivership recommended by Judge.

Conservation Commission: Over the past two weeks Site Walks occurred at 225 Gray Road for a COC request, 331 S Main Street for an addition and Kyle Drive Lot 11 for a new house. ConCom meeting was held on Monday 11/21/22. Two RDA's received Negative Determinations; 1 NOI for 280 State Road received a continuance to the next meeting 12/19/22; 1 COC request approved; Enforcement Order for State Road ratified and second letter issued. The ConCom is still accepting applications for 2 open positions; if interested, please fill out a committee interest form and email it to hyoung@templetonma.gov Admin assembled minutes for multiple meetings held.

Planning Board: Planning Board meeting was held 11/22/22. Site plan for 280 State Road was approved and use permit for 12 Elm Street was granted.

ZBA: Meeting of November 29 cancelled due to lack of quorum.

Building Department: Sixteen Building Permits were processed in the past 2 weeks, including: 2 roofing, 3 windows and doors, 1 garage, 5 wood/pellet stoves, 3 decks, 1 siding, and 1 finished basement. Seven Electrical Permits were issued, including: 3 residential upgrades, 1 new temporary service, 1 new single-family home, 1 generator and 1 new service to outbuilding. One Gas Permit was issued for a stove and fireplace. Three Certificates of Completion were issued, 1 for wood stove, 1 for pellet stove and 1 for new doors. All safety inspections for liquor serving establishments have been completed for 2023. Admin prepared and submitted 3 Department Turnovers and 1 Warrant and submitted monthly US Census Reporting on New Housing Units.

Agricultural Commission – Next meeting December 5, 2022 @ 6:00 PM

Community Services

Director/Library: Will report next week.

Senior Services: Will report next week.

Templeton Community TV: Production continues on a number of shows. We live-streamed two meetings. One was canceled. We worked on Calendars and workflows with Facebook news. Cablecasting a local radio show on Channel 8 was tested, but alternatives must be sought. Digital Equity Grants are getting a close look.

Important Dates to Remember

All Boards Meeting, Monday, December 12, 2022, 6:30pm at the Senior Community Center
Select Board Meeting, Wednesday, December 14, 2022, 6:30pm at Town Hall