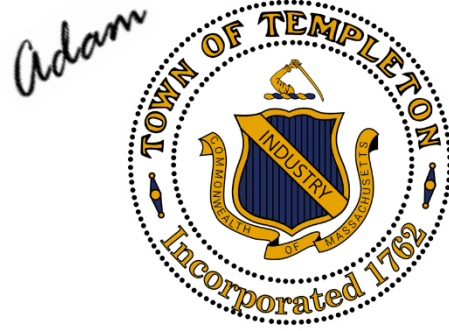


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: December 8, 2022
CC: All Departments



Reminder from the Assessor's Office: Exemption applications can still be submitted to our office. Any applications, if approved, would be applied to 4th Quarter Tax Bills.

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

Weekly: Work continues with budget. Put together the Select Board packet for the meeting of December 14. We held an interview and offered the open Veteran Director position. Drafted Contract for Scout Hall Deleading and work will begin in the next couple of weeks. Preparing bid documents for 10 Pleasant Street potential asbestos removal and demolition. Prepared bid document for Gilman Waite project for the bathroom floors, walls, and ceiling construction.

Administration & Finance

Town Accountant: Nothing submitted.

Treasurer/Collector: Payroll and warrant processed. We collected 3 tax title account payoffs. Received the exported real estate files from the Assessor's Office. These files have been sent to the printing company and will be mailed the last week of December. Cheryl attended Worcester County meeting.

Assessor: Received November building permits from Inspectional Services and logged them into Vision. November 2022 sales were reviewed and given to departments. Worked on 3rd and 4th Quarter bills for Real and Personal Property. Export files for bills were sent to the Collector. Completed commitments to the Accountant and Collector for 3rd and 4th Quarter billing. Worked on and completed Public Records Request for the Select Board Office. Justice attended the Worcester County Assessors Association (WCAA) winter meeting. Posted agenda for next week's Board meeting. Prepared FY'24 Budget for the Board of Assessors to review.

Town Clerk: The Select Board voted to change Templeton's polling location to The Narraganset Regional High School Gymnasium, located at 462 Baldwinville Rd. A notice of this change will be in the census/St. list mailings, and it has been posted at the Post Office in Templeton, the Post Office in East Templeton, the Post Office in Baldwinville, at the Town Hall

and on the Town's website. Our office is busy with getting the census/St. list and dog license mailing ready.

Public Works

Highway: Roadside cleanup/trimming was done on Royalston Road, Edgar Street, Red Fox Xing, Partridgeville Road, and Hubbardston Road. Pothole patching on Depot Road, Hamlet Mill Road, Happy Hollow Road, Highland Avenue, Burn shirt Road, North Main Street, South Main Street, and Dudley Road. Organized cold storage and stored some equipment for winter. Worked with Water Department on major Water break this weekend and went back through on the weekday with the sweeper to make sure area was thoroughly cleaned up. Check and clean as needed in the Beaver problem areas. Worked on Phase 3 of street sign replacement. Cleaned and services chain saws. Cleaned several drains and culverts around town. Picked up animal carcass on Hubbardston Road.

Building and Grounds: Burial duties for a couple of burials. Flag duties. Installed flat markers and raised some that had sunk. Repaired holiday light at Templeton Center. Worked on Fall cleanup at Otter River, around cemetery garage, Cottage Lane, DPW, Baptist Common Cemetery. Cleaned up downed tree at Greenlawn Cemetery. Cleaned and winterized equipment for winter storage. Moved several items to Conex box for winter storage to free up shop space. Put spreader in building and grounds truck and put the plows on both trucks.

Public Safety

Templeton Police Department: Nothing submitted.

Templeton Fire/EMS: 11/28/2022 – 12/04/2022 Fire Department weekly report.

Emergency calls: 25

18 EMS, 2 dispatched and cancelled, 1 fire alarm activation, 3 Motor vehicle accidents, 1 public assistance

Training: None

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

Activities: 4 residential and commercial inspections.

Development Services

Director: Assisted with documentation needed for MassDOT for School Street project pertaining to the railroad behind the project. Prepared for and attended Agricultural Commission meeting.

Communicable Diseases: COVID, at last count Templeton had 8 positive cases and an incident rate of 6.2% 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>. The Board of Health continues to have a supply of COVID test kits available to the public.

Board of Health: Final inspection of replacement septic system at 65 Church Hill; completed/signed landfill monitoring report sent to MassDEP; all levels below state required, swale cleaned, and vent replaced by DPW. Reviewed/approved T5 report for 374 Patriots, passing but with a recommendation to pump system; Reviewed/approve T5 report for 203 Brooks, no further action needed; received groundwater report for 407 South for follow-up on conditional passing T5, now passing; worked with DPW Director and Police Chief for permission to place a 15' roll off dumpster in the road at 27 Pine Dr. Reviewed/approved septic plan for Patriots Rd, 03-09.72, Jason Arsenault for a new single family dwelling; continued work on 33 Prospect, heat and hot water issues were remedied at this time; investigating a "tiny house" concern on Queen Lake Rd.. Issued various permit renewals for 2023.

Conservation Commission: Pre-construction visit occurred at 1 Valley Drive, OOC Extension request was received for DEP file # 304-0221. Continued to prep for meeting of 12/19/22. 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 copies for a public records request.

Planning Board: Preparing file for 1 North Main Street, Templeton Green, LLC for site plan review and special permit request for the January 10, 2023, meeting.

ZBA: Preparing file to reschedule hearing for variance request for 522 Barre Rd on January 17, 2023 @ 6:30 p.m.

Building Department: Four Building Permits were processed, including: 1 woodstove, 1 roofing, 1 full house renovation, and 1 for minor improvements on the Gilman Waite concession stand. Two Electrical permits were issued, 1 for service upgrades and 1 for a generator and septic pump. One Plumbing Permit was issued for kitchen and bathroom upgrades at Templeton Fire Dept. Six Certificates of Completion were issued, 3 for roofing, 1 for sheet metal duct work, 1 for deck and siding replacement and 1 for garage demolition. Two Certificates of Approval were issued for pellet stoves. One Occupancy Certificate was issued for a new single-family home at 26 Mill Street. To view the NEW FEE SCHEDULES for Building, Electrical, Plumbing and Gas Permits, effective January 1, 2023, please go to [Development Services | Templeton MA - Official Government Website](#), also available on TCTV and in the Development Services Office at Town Hall.

Agricultural Commission: Next meeting is February 6th, 2023 @ 6:00 pm and will include a public seminar on Bee Keeping. More details will follow on how to participate.

Community Services

Director/Library: 11/21/2022-11/25/2022: Circulation remains steady. Story Hour was well-attended. The book order was placed. I worked on the library and senior services FY 22 annual reports. I worked with Recreation Chair to place final supply orders for Basketball. I submitted 2 warrants.

11/28/2022 - 12/2/2022: Story Hour had the largest group so far. Final preparation for Recreation Basketball: supply ordering, meeting with Rec. Chair and Coordinators.

Recreation Basketball began its season and went very well.

12/5/2022- 12/9/2022: The December materials order was processed and made available to patrons. LouAnn finalized a schedule for a new 'stitching group' to meet weekly beginning in

January. Story Hour continues to grow. I attended the Recreation meeting. I participated in an interview for Director of Veteran Services. I compiled and submitted 3 vendor warrants and Recreation timesheets.

Senior Services: 11/16/2022- 11/30/2022 (2 weeks)

Transportation	54 rides
Services	54
Activities	300 attended
Volunteers	85.75 hours logged

A vaccine Clinic provided a combined total of 122 flu and covid vaccines. Linda attended a SNAP training. The Friends group provided 85 thanksgiving pies. Cindy led an Alzheimer's talk when the speaker failed to show. Staff secured yoga and fitness instructors that will begin in January. All usual events were held. Volunteers decorated the Center for the holiday season. We received one resume for open activities position.

11/30/2022-12/7/2022

Transportation	21 rides provided
Services	24 required assist with services
Activities	98 attended activities
Volunteers	40 volunteer hours provided

Cindy met with a local AARP rep to discuss their volunteers' assisting residents with taxes. AARP program approved by TA and Jackie. Cindy met with George Snow regarding transportation study. Staff met to discuss Jack Frost Festival with Terry and Candee, Linda attended and assisted at the event on Sunday night, Planning was underway for staff and volunteer holiday party

Templeton Community TV: We recorded the parade and holiday festivities in Templeton Center on Sunday. Production continues on a number of upcoming programs. Developing content for Montachusett.TV and coordinating Facebook efforts. Digging more into Digital Equity grant possibilities.

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