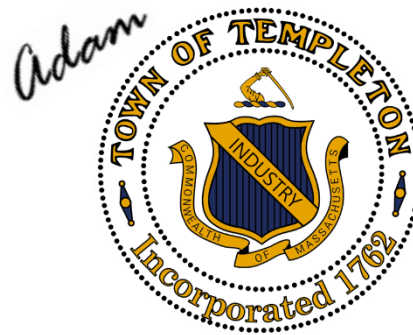


**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Select Board  
**FROM:** Adam Lamontagne, Town Administrator  
**RE:** Administrator’s Weekly Report  
**DATE:** December 15, 2022  
**CC:** All Departments



**Important Notice:** This will be the last Weekly Report of 2022! Due to the holidays, we will not have a Weekly Report until January 5, 2023.

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

**Weekly:** This week was busy with the annual All Boards Meeting, a Department Head Meeting, and a Select Board Meeting. The license renewal process has been finalized by having the Select Board sign all licenses at last night’s Select Board Meeting. We processed several new hires. We are working on submitting a potential Community Development Block Grant application. We posted a bid package to complete the walls, ceiling, and floors of the bathrooms at Gilman/Waite building. We also dealt with some public records requests. Finally, we are working with the Water Department on projects.

**Administration & Finance**

**Town Accountant:** First let me apologize for not getting a report in each week. For my office nothing really changes each week. Nancy does the Warrant every week and payroll every other week. I am working on posting deposits and other various items that come up. Journal entries mostly and reconciling accounts and paying insurance bills. Monthly I do the billing to Light Water and Sewer for the insurance benefits.

**Treasurer/Collector:** Warrant was processed. Been busy helping the Select Board Office verifying that accounts are current for business license. Cheryl attended the Capital Planning and the department head meeting.

**Assessor:** The office continues with regular day to day activities, property card requests, notarizations, etc. Updated property cards with completed permits. Canceled Tuesday’s Board meeting due to no quorum. Reviewed November’s Budget v. Actuals (BvA) received from the Town Accountant. Finished reviewing and submitted the office’s FY’24 Budget to the Town Administrator. Justice attended the Department Head meeting on Thursday. Exemption

applications can still be submitted into our office. Any applications, if approved, would be applied to 4<sup>th</sup> Quarter Tax Bills.

**Town Clerk: Nothing reported.**

### **Public Works**

**Highway:** Crews continue to work on phase 3 of street signs. Ongoing checking and clearing if necessary, with the Beaver issue areas in town. Pothole patching Highland Avenue, North Main Street, Hamlet Mill Road, Burnshirt Road, Lord Road, and South Road. Crews treated and plowed roads throughout town for storm clean up. Cleaned and maintenance equipment after storm.

**Buildings and Grounds:** Flag duties. Continued to remove US and Fireman flags for the winter from cemeteries. Worked on finishing fall cleanup at Senior Center, Gilman Waite, Greenlawn Cemetery, and Pine Grove Cemetery. Plowed, shoveled, and treated parking lots and walkways for town buildings and cemeteries during and after storm. Snowplowed and shoveled tennis courts at Gilman Waite. Cleaned and serviced equipment. Picked up remaining trash barrels for the winter from Gilman Waite, Greenlawn Cemetery, and Pinegrove Cemetery.

### **Public Safety**

**Templeton Police Department: Nothing reported.**

**Templeton Fire/EMS: Emergency calls:** 22, 16 EMS, 1 fire alarm, 3 motor vehicle accidents, 1 car fire, 1 assist another agency

**Training:** None

**Apparatus/equipment:** Forestry 3 permanently out of service, rescue 2 back in service, Ladder 1 went out for and returned for service and repair and is now back in service.

**Activities:** 9 residential and commercial inspections.

**Announcements:** The fire department has received 2 different grants. The first is from the Fors foundation in the amount of \$5,500. This will be used to help improve our patient care for children. It is for the purchase of a program called Handtevy which I used for pediatric trauma and medical calls. The second grant is the Massachusetts Department of Fire Services Firefighter safety Grant. This grant is in the amount of \$13,356.35. It will be used for updating our rescue air bag system, search and rescue ropes, a thermal imaging camera, and a 4 gas meter.

### **Development Services**

**Director** – Participated in department head meeting, worked on FY 24 budget and annual report.

**Communicable Diseases** – COVID, at last count Templeton had 12 positive cases and an incident rate of 11.01% 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. Templeton has been awarded further test kits, gloves, children’s masks, and PPE through the state at no cost; all are available to the public and located at Town Hall for pick up during regular business hours.

**Board of Health** – Participated in inspection at 130 Old Winchendon Road, placarded building as condemned due to safety hazards observed. Final septic inspection at 11 Whitney; component

replacement (d-box) at 407 South; review/approve septic plans for Kyle Dr, Lot 11 new single family; filled various requests for information on septic plans.

**Conservation Commission** – Continued to prepare for the meeting of 12/19/22. Received two RDA's which will be processed for January's meeting. 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](mailto:hyoung@templetonma.gov)

**Planning Board** – Meeting of 12/13/22 cancelled due to lack of agenda items. Researched encroachment issue at 36 Brooks for ANR filing.

**ZBA** – Provided copies of incoming communications from abutting cities/towns for review by members.

**Building Department** – Five Building Permits were processed this week including: 1 for roofing, 3 for Wood/pellet Stoves, and 1 for locating a mobile home on a new foundation. Two Electrical Permits were issued, 1 for a residential renovation and 1 for a new generator. Two Plumbing Permits were issued, for fixture upgrades. One Gas Permit was issued for a fireplace. Inspections were completed and Certificates issued for 2 wood/pellet stoves, 2 finished basements, 1 new roof, 1 replacement windows, 1 chimney and 1 rooftop solar. One Occupancy Certificate was issued for a new single-family home at 1092 King Phillip Trail. Submitted 5 department turnovers, 2 inspector's payroll and a warrant to Accounting.

**NEW FEE SCHEDULE CHANGES**, effective January 1, 2023 are available on TCTV, on our website: <https://www.templetonma.gov/development-services>, and in the Office of Development Services, at Town Hall. Please call 978-894-2770 for inquiries.

**Agricultural Commission** – Provided information to a resident interested in fostering a horse on her property and connected her with a AgCom member for advice on preparation.

**Community Preservation Committee** – Administrative Assistant began this week. Worked on turnover template, warrant template, letterhead, database of financial account numbers, answering chair/applicant requests, and other initial set-up tasks.

### **Community Services**

**Library:** Circulation and visitation remain steady. Story Hour was well-attended. I worked on the FY 22 annual reports and FY 24 library budget. I submitted 4 warrants and multiple timesheets. I introduced our new Director of Veterans Services, Peter Noel, to the Select Board at their meeting. I attended the Recreation Commission meeting and Dept. Head meeting. Happy Holidays!!

**Senior Center:** Happenings this week included: Talk with the Town, with Recreation Commission Chair, Candace Graves, Pitch, Card Bingo, Chair Yoga, Creative Stitchers and Cribbage. The center hosted 65 Seniors for a luncheon and sing-along. The COA Board met. LPI, our newsletter publisher, was in the office 2 days developing ads for newsletter. The final evaluation was completed for outstanding intern, Danielle McDonald with hopes of another intern to do more outreach. A senior's death has required additional help from staff assisting with paperwork and providing support. The Volunteer/Staff holiday party was held. Without volunteer assistance, we would not be able to accomplish all that we are able to do. Happy Holidays!!

Activities	167 includes 65 for dinner on Wednesday
Services	47
Volunteers	94 hours, increase due in part to serving meal which requires additional help
Rides	33 provided

**Templeton Community TV:** Production continued on a number of upcoming video programs. We recorded the Capital Improvements Committee and Select Board meetings. Many of the Community Events that are promoted on the Channel 8 Bulletin Board between programs are also being made available via TCTV's Facebook Page news feed. Meeting videos views, subscribers and reach on YouTube and Facebook show increases.

NOTE: TCTV will not be scheduling meetings to be live-streamed during the week of Jan. 2-6, 2023 to provide staff time off. Have a joyous Holiday Season!

**Important Dates to Remember**

**Select Board Business Meeting, Wednesday, 12/28/2022, 6:30 p.m.**