

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board  
FROM: Adam Lamontagne, Town Administrator  
RE: Administrator's Weekly Report  
DATE: January 13, 2022  
CC: All Departments



### **HOLIDAY CLOSING NOTICE**

All town offices will be closed on Monday, January 17, in observance of the Martin Luther King Jr. holiday.

**Notice:** **ANNUAL REPORTS for FY'21** are due to Holly by January 31, 2022. If you haven't submitted one for your department/committee, please get those to her as soon as possible!



**Fire Union Local 5311 signs the ratified Union Contract with the Town.**

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

**Weekly:** Prepared for the Select Board meeting on 01/12/22. Received confirmation before the new year we were awarded the MIIA Health Wellness Grant; planning on using the funds for various items to encourage outside usage at Town Hall, Gilman-Waite, and Houghton Park. CORIs for Recreation's Basketball season were done; skating rink at Houghton Park still TBA due to poor weather for ice to form. Budget meetings with department heads all week went well and we have a good start to the budget preparation for FY'23. All of the licenses for the calendar year 2022 have been issued to businesses. The ABCC Annual Report for 2021 and license renewals for 2022 were sent to the ABCC.

We processed new hires for a Temporary Custodian and a Softball Coordinator. Position was advertised for a Firefighter/Paramedic. We are still hiring for a temporary Senior Center Assistant and an Activities Assistant. Information and applications available at <https://www.templetonma.gov/home/pages/job-opportunities>. The school BAN of \$1.675M that is due on February 29, 2022 will be addressed as we have received our MSBA, etc. and planning for a \$225,000 General Obligation State House Serial Note which has been scheduled to sell on Tuesday, January 18, 2022.

### **Administration & Finance**

**Town Accountant:** Traveled to Mass to train my new assistant Nancy. We worked on the warrant and payroll training, she is going to be a great asset to the team.

**Treasurer/Collector:** Accepted and processed, property and motor vehicle payments. Warrant was processed. We had 3 tax title accounts paid off this week.

Presented budget to Adam. Participated in 2 zoom meetings.

Also FYI – We have had many calls from residents looking for their sewer bill. Sewer bills have not been released for the last quarter as of yet. The sewer department plans to get them out the last week of January.

Cheryl will be out of the office for the next two weeks.

**Assessor:** With 3<sup>rd</sup> & 4<sup>th</sup> Quarter Tax bills going out, this brings in many questions from residents. Exemptions applications are still being accepted for FY2022 Taxes. Much paperwork that was sent out the end of December to business and other property owners is now being completed and returned to the office. Deadline to return this paperwork is March 31<sup>st</sup>. Received notification for the Appellate Tax Board, from a hearing in November, that the decision is in favor for the appellee, Board of Assessor Town of Templeton. Notarizing many documents both inhouse and for residents. Mailed out liens to Worcester Registry of Deeds for new Chapter Lands. Prepared for Board meeting on Tuesday. Meeting was canceled due to no quorum. Attended a DLS webinar on Wednesday regarding Motor Vehicle Billing and Information. Attended a zoom meeting Wednesday afternoon regarding properties in town. Met with Town Administrator on Thursday to discuss FY2023 Budget requests. Working on plans filed in 2021 to send out to Cartographics and implement changes in Vision (Town Real Estate program).

**Town Clerk:** The Annual St. List/Census has been mailed out to all the household in Templeton. Our office is busy with issuing dog licenses and processing the returned census forms. Attended a budget meeting.

### **Public Works**

**Highway:** Pothole repairs Dudley Road, Barre Road, Henshaw Lane, Gray Road, Farnsworth Road, South Road, French Road and various other locations throughout town. Spot treated roads for ice on multiple occasions. Plowed and treated roads for a few storms. Tree/brush clean up Farnsworth Road, School Street. Clean and maintain equipment after storms.

**Building and Grounds:** Painted small trailer. Cleaned and treated parking lots and walkways at all town buildings, common areas, and cemeteries. Assisted citizen with lot purchase. Emptied cardboard Senior Center. Clean and maintain equipment after storms.

### **Public Safety**

**Templeton Police Department:** Will report next week.

**Templeton Fire/EMS:** 01/03/2022 – 01/09/2022 Fire Department weekly report.

Emergency calls: 32

26 EMS, 1 Fire Alarm, 2 Motor vehicle accidents, 1 Good intent, 1 carbon monoxide alarm, 1 good intent public assist.

Training: Class 1 of 4 of Firefighter Rapid intervention

Apparatus/equipment: Engine 3 DEF sensor issues, the dealer has been notified this will be a warranty issue we are waiting on parts. Forestry 2 is out of service for clutch and rear end work. Rescue 1 is out of service at the dealer for rear end suspension problems.

Activities: 5 residential and commercial inspections

Announcements: None

**Emergency Management:** Nothing to report.

### **Development Services**

**Director:** Completed annual reports for Development Services, completed budget and met with Town Administrator; met with Town Administrator pertaining to the potential of ordering COVID test kits; provided guidance to local daycare facilities. Emergency Management Director utilized the Senior Center as a warming center during the extreme cold this week.

**COVID-19:** For numbers reported by the state of MA pertaining to positive cases in Templeton, please go to [COVID-19 Response Reporting | Mass.gov](https://www.mass.gov/info-details/covid-19-response-reporting). In conjunction with the Town Administrator and the Board of Health, the Senior Center and the Library have been closed to the public due to the surge in positive COVID-19 cases.

**Board of Health:** Prepared for and attended Board of Health meeting; reviewed and approved septic as-built plans for Phillipston, Lot A & B; emergency repair perc tests at 20 Crotty and 17 Beech; remote meeting with potential buyers for 24 Holman, possible candidate for EPA grant for environmental testing; joined Officer Smith at the property formerly known as 858 Patriots to serve vehicle violations, no answer by property owner, will make a second attempt. Complaint filed pertaining to a housing inspection issue at 38 Baldwin, scheduled to be heard at February 28 meeting.

**Conservation:** Complaint from Baker Ln pertaining to tree cutting at Stephen's Way and damage to Baker Ln, DPW Director went to and confirmed that there was no issue with the road and that

it would be plowed as agreed to, forestry plan on file for the tree cutting. Provided documentation to Kim Roth at DEP pertaining to the proposed 55+ property site on Baldwinville Rd. Complaint received that there may be work in wetlands on a parcel on Crotty Ave, in process.

**Planning Board:** Prepared for and attended Planning Board meeting; received ANR for a parcel off Baker Ln.

**ZBA:** Nothing to report at this time.

**Building Department:** Six building permits processed, including two wood/pellet stoves, one roof, one for windows, and two interior renovations: five certificates of completion, including one garage, one bathroom, one deck, one door replacement and one wood/pellet stove. Four electrical permits processed, including one new garage, one new single family home, and two remove/replace old wiring. One plumbing permit processed for a new single family home. Two gas permits processed, both for new single family homes.

**Agricultural Commission:** Nothing to report at this time.

### **Community Services**

**Director/Library:** The library reverted to 'curbside pickup' following the Administrator's directive on 1/10/2022 and will continue to be closed to the public through the end of February. I worked on the Community Services FY 22 second quarter report. I met with the Town Administrator to review Community Services FY 23 budget requests. The recreation commission chair and I held interviews for the softball coordinator position. The recreation basketball season began. Additional flooding was required at the skating rink at Houghton Park.

**Senior Services:** The Senior Center will be closed to the public through the end of February per the Administrator's directive of 1/10/2022. The Center will be staffed and individuals who need assistance may make an appointment by calling (978) 984-2780. Some of the programs which had been scheduled for the coming weeks will be converted to 'grab & go' if possible. Transportation will continue through the closure but will be limited to essential medical (non-routine) and food shopping only. I participated in 3 interviews for openings at the Center.

**Templeton Community TV:** Week ending Jan. 14, 2022 – We returned to streaming meetings all-remote this week. We completed some productions for the sponsored program "Stay Fit with Liz: Upper Body Strengthening," and the Bad News Jazz concert recorded earlier. Testing on a remote switching/streaming system is progressing. FY23 budget meeting with Adam and Jackie took place. We have been archiving some older programs and conducting equipment maintenance. ARPA research is ongoing.

### **Important Dates to Remember**

Select Board Meeting, Wednesday, January 26, 2022, 6:30pm via Zoom – Streamed Live  
Tri-Board Meeting (Phillipston, Narragansett, and Templeton), Monday, January 24, 2022,  
6:00pm at NRHS Media Center (Library)