

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

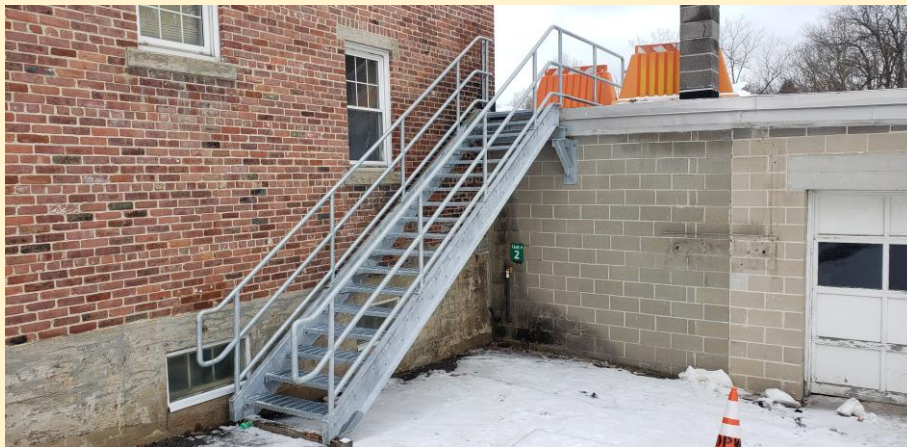
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: February 10, 2022

CC: All Departments



The Baldwinville Station Fire Escape has been completed!

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 02/09/22. Submitted MA Air Sensor Grant Contract to the State. Sent letter of extension for Green Communities Grant. Work continues on the Budget & Legislative package. J&R Glass will be installing the security glass at Town Hall on Wednesday, 02/16/22, and Thursday, 02/17/22. Since we have finished successfully negotiating with Fire Local 5311, work continues on collective bargaining with the remaining Unions. Drafted and sent letter of support for the Interior Renovations to Scout Hall to Monty Tech. Filmed the “State of the Town” address with Chair of the Select Board, Michael Currie. Scheduled classes to renew MCPPO Certification.

Administration & Finance

Town Accountant: Deposits posted, Nancy completed warrant and I reviewed for errors, paid bills and worked on reconciling cash.

Treasurer/Collector: Accepted and processed excise and sewer payments. Excise bills, commitment 1, were mailed February 8th. Warrant was processed.

Assessor: Prepared for and completed follow up work from the Board of Assessor meeting on Tuesday. Filed additional liens with Worcester Registry of Deeds for Chapter Landowners. The deadline for abatements on Real Estate tax bills was February 1st. The office is still accepting exemptions applications until April 1st. If you have any questions regarding exemption eligibility, please call the office. Busy working with Cartographics on mapping changes. 1st mailing of Motor Vehicle bills for 2022 went out this week.

Town Clerk: The office is busy with the usual day to day activities. Business certificate renewals, dog licensing, vital records request and meeting postings.

Public Works

Highway: Crews cleared snow and ice from several drains around town including Dudley Road, and Barre Road. Scraped ice on Hospital Road, Brooks Road, Cross Road, Barre Road, Upper Otter River Road and Baldwinville Road. Cleared edges of roads in East Templeton, Otter River, Baldwinville Road, Royalston Road, Royalston Road, Templeton Center, Barre Road. Several areas in town we are dealing with several ice buildups on the roadways, with rain, ice, melting, and refreezing this results. Water breaking out of the banking , sides of roadways and melting snow running down roads and freezing. All towns experience this problem, crews scrape and treat areas to get ahead of it. Pothole patching was done on Elm Street, North Main Street, Depo Road, Gardner Road, and Queen Lake Road.

Building and Grounds: Went to multiple locations to pick up and label parts for stock. Scraped paved roads in cemeteries. Spot treated lots and walkways. Chipped ice on walks. Burial duties. Checked sump pumps at Library and Scouts Hall. Emptied cardboard at Senior Center. Fixed sign at Senior Center. Patched roof at Senior Center and put ceiling tiles back up. The Senior center had several leaks in the roof as well as the basement.

Public Safety

Templeton Police Department: 2/2 – 2/9 PD 301 Calls for Service, 16 motor vehicle stops, 0 arrest. Station – Waiting on proposal from HVAC engineer. Dispatch - 459 Calls (does not include miscellaneous calls). Scheduled to have radio crew out on Friday 2/11 to make final connections at the new Phillipston Common tower and at the Ladder Hill tower, so fingers are crossed that this will help and improve our communications through the two communities.

Templeton Fire/EMS: Will be reporting next week.

Emergency Management: Nothing to report.

Development Services

Director: Out of the office; will report next week.

COVID-19: Will be reporting next week.

Board of Health: Will be reporting next week.

Conservation: Will be reporting next week.

Planning Board: Will be reporting next week.

ZBA: Will be reporting next week.

Building Department: Will be reporting next week.

Agricultural Commission: Will be reporting next week.

Community Services

Director/Library: I attended the COA meeting. I worked on the March Childrens' materials order.

We processed some back-ordered materials & made those available.

Curbside is steady, but not to the level of circulation when the library is open to the public. I hope to hold a meeting with Farmers' Market vendors when the library reopens in March to 'brainstorm' for the 2022 season.

Senior Services: The Center experienced major leaking in several rooms late last week and over the weekend. There was a valentine's 'grab & go' craft available for seniors, as well as a 'to-go' chicken dinner from Duguay's.

The COA board met. Transportation and Meals on Wheels continued.

Templeton Community TV: Week ending Feb. 11, 2022 – Staff returned more to working in the Town Hall Conference room, and we have made progress on programs in post-production. Monday afternoons will be used to test and practice various video shoot setups, techniques, and technologies there so we can send teams on remote shoots with confidence. Kaitlyn worked on some event notices and other graphics. We planned to shoot the State of the Town program Thursday afternoon.

Important Dates to Remember

Select Board Meeting, Wednesday, February 23, 2022, 6:30pm via Zoom – Streamed Live