

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: February 24, 2022
CC: All Departments



**Congratulations to David Smart on his retirement from the DPW
after 10-years and 10-months of service to the Town!**

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

Weekly: Prepped for the FY'23 Budget & Legislative Package Presentation with the Select Board/Advisory Committee, and for the regular business of the Board on Wednesday. Attended meeting on Main Street Bridge Rehabilitation and Water Main Replacement with our DPW Director and Templeton Light & Water. Various projects have been taking place inside of Town Hall, including the installation of Security Glass in our offices and the installation of two Mini-Splits for the Conference Room and Main Hallway; we are waiting on a corner piece to be installed in the Select Board office's service window. This office completed the necessary Conflict of Interest training. Began processing hiring paperwork for various positions.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Warrant processed. Busy with motor vehicle excise tax.

Assessor: Nothing to report.

Limited Office Hours: Week of February 28 thru March 3 M 9-6:30 Tu,W & Th 9-4:30

Town Clerk: The office is busy with the usual day to day activities. Business certificate renewals. dog licensing, vital records request and meeting postings. Attended the department head meeting. **Notice:** **Nominations papers will be available starting Tuesday, February 22nd thru Thursday, March 24th for the May 16th Annual Town Election. All dogs 6 months of age or older need to be licensed by March 31st**

Public Works

Highway: Potholes patched Gardner Road, Barre Road, Upper and Lower Otter River Road, Turner Street, Baptist Common Road, and multiple areas throughout town. Scraping ice around town. Cleaning various drains out around town. Crews are preparing for tomorrows storm, making sure all equipment is ready to go.

DPW Director and everyone from the Department of Public Works would like to wish David Smart a happy, and healthy retirement. Congratulations and thank you for your 10 plus years of service to the Templeton DPW.

Building and Grounds: Prepared for 1 burial. Went to Senior Center to handle water problems and clean basement. Flag duties. Serviced equipment. Took down trees at Greenlawn Cemetery with assistance from Highway Department.

Public Safety

Templeton Police Department: 2/10 – 2/16 PD 272 Calls for Service, 21 motor vehicle stops, 2 arrest. Station – Still waiting on HVAC Plan. Dispatch - 434 Calls (does not include miscellaneous calls).

2/17 – 2/23 PD 304 Calls for Service, 19 motor vehicle stops, 1 arrest. Station – Same status. Dispatch - 468 Calls (does not include miscellaneous calls).

Templeton Fire/EMS: Will be reporting next week.

Emergency Management: Nothing to report.

Development Services

Director: Participated in MDPH weekly meeting; participated in Department Head meeting; provide research for resident of Hubbardston from CDBG files at Templeton Town Hall. Big thank you to DPW for picking up all the surplus materials at Dev. Serv and to Chief Dickie for delivering the COVID test kits to various offices and town hall for the distribution.

COVID-19: On Saturday, February 26, 2022, from 9 am – 11 am, the Board of Health will be distributing free COVID-19 test kits to Templeton residents in the hallway of town hall. 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). A link for ordering test kits became available on 1/18/22, to order your four kits per household please go to <https://special.usps.com/testkits>. To

view and keep your vaccine records at your fingertips, please go to www.myvaxrecords.mass.gov. Continued participation in the MDPH weekly call. If you take an at home test and test positive, please call 978-602-2356; this information has been posted on the Town website and TCTV.

Board of Health: Provided well information and research to residents at 128 Turner Lane, provided septic info to residents of 43 Baptist Common, continued work on rooster/chicken by-law draft – submitted to Dept of Agriculture by AgCom for review, hoping for input prior to BOH meeting of 2/28/2022; prepared documentation for 967 Patriots community septic loan; provided information on Planet Aid to senior center; pre-rental inspection for Unit B7, 38 Baldwin – will require a second inspection.

Conservation: Admin. Asst., Jess Case, participated in one on one training with Mia McDonald, Circuit Rider for MassDEP Wetlands. Preparation for March meeting

Planning Board: Nothing to report at this time.

ZBA: Scheduled meeting for March 29, 2022 @ 6:30 p.m. to include executive session for strategy discussion pertaining to litigation.

Building Department: Permit processed for a roof replacement; occupancy issued for 104 Lord and a certificate of completion issued for an HVAC system. One electrical permit processed for a bathroom remodel. One plumbing permit processed for a bathroom remodel. Thank you to Jess Case for her continued work updating all the building files!

Agricultural Commission: Submitted draft of rooster/chicken bylaw to Dept of Agriculture for comment.

Community Services

Director/Library: 2/14-2/18 I finished the March Children's materials order and placed it. Inter-library loan and circulation remain steady. I researched Recreation wages/stipend in nearby towns with similarly sized program offerings, and reported these back to Consultant Don Jacobs, as requested. Basketball is concluding it's season, given some challenges. It has been a very successful season with over 170 children participating. Many thanks to our Coordinator, Xavier, and assistants, Ray and Nick, and Recreation Commission members who worked to make this season a success.

2/21 - 2/25 Circulation remains steady, but below average. We are eager to open our doors to our patrons again, beginning March 2. Back-ordered materials were processed and made available. I attended an online training provided by a 'small and rural libraries' group. I worked with the Recreation Chair and Unipay for the opening of softball registrations and sponsorship letters.

Senior Services: 2/14-2/18 A Valentine craft was offered as a 'grab & go'. A 'mystery meal' was provided by Valley View Farm in memory of the Center's longtime friend, Priscilla LeClerc. The March newsletter was completed and forwarded to the printer. Volunteer Virginia Strahan

worked on the signs for evacuation routes in the Center's many rooms. Transportation and Meals on Wheels continued

2/21-2/25 The leaks in the building have slowed down, thanks to the measures taken by our DPW. A bookmark craft was offered as a 'grab & go'. Transportation continued. Meals on Wheels was offered Monday & Wednesday, with Friday's meals being delivered on Thursday due to the upcoming storm.

Templeton Community TV: Week ending Feb. 25, 2022 – Production work continued on several programs and graphics. The Lucy Stone Tea was made available for public viewing on TCTV's YouTube Channel and Cable Channel 8. Staff goals for the remainder of FY22 were discussed and will be implemented. We prepared and tested equipment for the return to hybrid in-person/online meetings in March.

Important Dates to Remember

Select Board Meeting, Wednesday, March 9, 2022, 6:30pm at Town Hall