

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

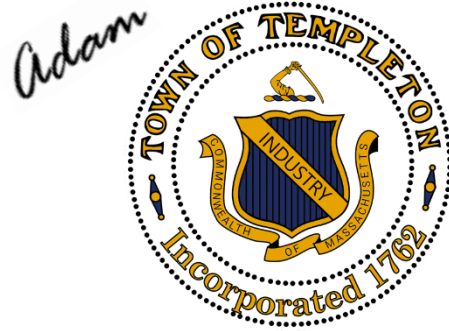
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: March 10, 2022

CC: All Departments



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

Weekly: Preparation for the Select Board meeting on Wednesday, 03/09/22, and for the FY'23 Department Budget Workshop with the Advisory Committee on Saturday, 03/12/22. Work continues on the Annual Town Meeting Warrant. Attended meeting on Main Street Bridge. Final review on Annual Town Report and sent to print. Processing hiring paperwork for a new, full-time firefighter.

Administration & Finance

Town Accountant: Caught up on Deposits, prepared for trip to MA, Nancy completed the warrant, worked on accounts receivables and cash reconciliations.

Treasurer/Collector: Motor vehicle excise bills were due this week so we were extremely busy with payments by walk-in and mail.

Warrant processed. Participated in a DLS zoom training.

Assessor: Busy "catching up" from being out 2 weeks. Much work this week with resident research, attorney follow up, and state agency inquiries. Prepared for board meeting on Tuesday, which was canceled, due to no quorum. Much traffic flow with the first batch of Motor Vehicle bills coming due on the 10th. Residents are reminded that the deadline for exemption applications for FY2022 Real Estate tax bills must be filed **no later than March 31st**. Prepared for Budget Hearing on Saturday.

Town Clerk: Nothing to report; Town Clerk is on vacation. **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 Dudley Road, and Barre Road. Cleared culverts and catch basins. Cleared sidewalks. Cleaned up tree debris from storm. Spot treated roads throughout town. Plowed and treated roads for the latest storm.

Building and Grounds: Burial duties. Flag duties. Took care of cardboard for Senior Center. Put out Dog license signs for Town Hall. Cleaned up car parts from accident on Templeton Common. Plowed, shoveled and treated parking lots and walkways for all town buildings.

Public Safety

Templeton Police Department: Nothing to report; will submit reports in the coming weeks.

Templeton Fire/EMS: 02/28/2022 – 03/06/2022 Fire Department weekly report.

Emergency calls: 19

15 EMS, 1 motor vehicle fire, 1 lock out, 1 smoke investigation, 1 false call

Training: 1st responder (emergency medical responder) class, Fire/EMS officer meeting.

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 back from repair and being readied for brush season, Rescue 1 is back in service with temporary repairs made to the air ride suspension. Parts back ordered for permanent repair Forestry 3 out of service for battery issues.

Activities: 7 residential and commercial inspections.

Announcements: Open burning season has begun. If you want a permit please use the fire department page on the town website to apply. If you have trouble with the website please call the office (978-939-8122) on Monday, Wednesday or Fridays 8a to 2p for assistance or to make an appointment to come in and get one.

Emergency Management: Nothing to report.

Development Services

Director: Participated in MDPH weekly meeting; contact with Linda Overing of Breezeway regarding planning/grant consulting, arranging a future meeting for discussion. Continued work on the Laurel View Road acceptance. Work with Lucas at Sen. Gobi's office and Chief Dickie to provide assistance to a resident with face coverings. Preparation and attendance at town budget hearings on Saturday, March 12.

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), at last count Templeton had 23 reported positive cases. To view and keep your vaccine records at your fingertips, please go to www.myvaxrecords.mass.gov. If you take an at home test and test positive, please call 978-602-2356. Test kits are available in the Development Services office, Room 3 at town hall and can be picked up during normal business hours.

Board of Health: Reviewed/approved as-built plans for 253 Royalston septic repair, issued certificate of compliance; scheduled perc for new construction on Haskell Road;

reviewed/approved plans for septic repair at 148 Rice Road; site inspection at 177 North Main due to complaint of trash, notice issued; sponsored a ServSafe re-certification training/testing for local food handlers, thanks to the Senior Center for the use of their facilities; continued work with Templeton Fish & Game and MassDEP with a request to lift the order currently in place of TF&G; bed bottom inspection at Baptist Common, Lot 4; referred a complaint of two abandoned dogs in an empty house on Michael's Lane to dispatch for the ACO.

Conservation: Site Walk occurred at 51 Baptist Common Rd for a 28x36 garage. Admin. Assist. continued to work with Mia McDonald from MassDEP to transfer information regarding 304-0371. Kim from MassDEP walked Gardner Road – Lot 7 property on March 8th to investigate the appeal that was filed on 304-0370 by the residents of 105 Gardner Rd. Findings nor a determination have yet been filed.

Planning Board: Attended meeting of March 8th; Motion made to waive the requirements of section 240-7 [*conditions of acceptance*] on the condition that a satisfactory title is presented to the Town. Members voted three in favor, two against, motion carries. This office will continue to work with the owners and town counsel to prepare.

ZBA: Scheduled variance hearing for April 5, 2022 @ 6:30 pm for 569 Baldwinville for a request for a reduction of frontage from 150' to 75'.

Building Department: Three Building Permits were issued including: 1 new single-family home, 1 bathroom remodel and 1 for replacement windows. Occupancy Certificates were issued for 71 Phillipston, 120 Michaels, 17 Vernon and 79 Dudley. 10 Certificates of Completion were issued for various residential improvements. 1 Electrical Permit issued for new single-family home. 2 Plumbing Permits and 2 Gas Permits were issued for new single-family homes. We would like to remind residents to contact this department at 978-894-2770, to determine if a building permit is required, for planned projects including renovations, roofing, decks, swimming pools, etc.

Agricultural Commission: Nothing to report at this time.

Community Services

Director/Library: Circulation continues to steadily increase now that the library is open. A large donation of DVDs was processed and made available. I prepared for the FY 23 budget presentations. The Recreation Commission meeting was cancelled due to a lack of a quorum. I worked with consultant Don Jacobs to refine swim and field hockey coordinator job descriptions.

Senior Services: Happenings this week included: Pitch, Mahjong, Birthday Social, Card Bingo, Creative Stitchers, Cribbage and Jewelry Making The COA board met. The Center hosted a Serve-Safe training for the Board of Health. The Arm-Chair travel program 'visited' Ireland. 80 visitors to the Center this week, with 25 requests for social services.

Templeton Community TV: Week ending March 11, 2022 – We prepared for the Saturday, March 12 all-day Budget Workshops live-streams. The crew practiced two-camera shoots and

lighting. I met with a potential sponsor for the Montachusett.TV regional web site and Media Lab, and prepared a presentation.

Important Dates to Remember

Select Board/Advisory Budget Workshop, Saturday, March 12, 2022, 8:30am at Town Hall

Select Board School Budget Meeting, Wednesday, March 16, 2022, 7:00pm at Town Hall

Select Board Meeting, Wednesday, March 23, 2022, 6:30pm at Town Hall