

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: March 17, 2022

CC: All Departments



Notice: Thursday, March 24th is the last day to take out nominations papers for the May 16th Annual Town Election.

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

Weekly: Finalized the Annual Town Meeting Warrant and FY'23 Budget Package. Scheduled a meeting with the Phillipston Finance Committee regarding Dispatch services. Ongoing negotiations with the various Unions. Went on a ride-along with the DPW Director to review Templeton's roads and signage. As a result of the ride-along, we referred some damage or worn-out signage to Massachusetts Department of Transportation and our DPW Director was able to identify some signage improvements for his next phase of street sign replacement. Also worked with our engineers for the Main Street bridge project on some comments regarding the Alternative Analysis report that they submitted to the Select Board which will be presented at the March 23rd meeting. We followed up with Monty Tech on the Scout Hall project since they appointed a new Vocational Director, and we anticipate scheduling a date for a meeting for them to review it in the near future. Processed forms for new hires, two of which will be at the meeting on 3/23 to meet the Board. Worked on draft Social Media Policy that will be on the agenda for the 4/13 meeting. Updated Town Property Use Policy with suggested changes for the meeting of 3/23. Talked to the Architect about the Senior Center Roof, and expecting specifications for the roof by May.

Administration & Finance

Town Accountant: Traveled to Mass for the MMAAA school. Nancy and I attended the school Monday and Tuesday. On Wednesday I took the certification exam and will find out the results sometime in May. I worked in the office on Thursday and met with departments on anything that I could help with and caught up on deposits and finalizing the cash reconciliation.

Treasurer/Collector: Accepted and processed excise, sewer and property tax payments.

Demands for the latest commitment have been mailed and are due no later than March 31st. The best way for payments to reach us in a timely manner are to pay online on the templetonma.gov

website, or, save a stamp and leave your payment in our drop box which is available 24 hours a day. We also had 2 lien properties totaling over \$18K paid off in full.

Assessor: Residents are reminded that the deadline for exemption applications for FY2022 Real Estate tax bills must be filed **no later than March 31st**. Gathering information for Talk of the Town at the Senior Center in April.

Town Clerk: Notice: Thursday, March 24th is the last day to take out nominations papers for the May 16th Annual Town Election.

Thursday, March 31st is the last day to license dogs 6 months of age or older before late fees are issued.

Public Works

Highway: Crews continued to plow and treat roads as needed. Washed and maintained equipment after the storms. Repaired driveway apron on Branch Street. Patched potholes on Brooks Road, Barre Road and South Road. Tree trimming around Hubbardston Road, Gilligan's Island, Greenlawn Cemetery, Wellington Road, and Baldwinville Road. Helped Buildings and Grounds pick up ice skating rink.

Building and Grounds: Crews continued to plow and treat parking lots and walkways at town buildings as needed. Cleaned up skating rink with Highway Department. Assisted patron with lot sale at Pine Grove Cemetery. Burial duties. Flag Duties. Inventoried flags so that we can make sure we have what we need for Memorial Day. Cleaned up tree at Greenlawn Cemetery. Assisted highway department with pothole patching.

Public Safety

Templeton Police Department: Will not be reporting this week.

Templeton Fire/EMS: Will report next week.

Emergency Management: Nothing to report.

Development Services

Director: Will report next week.

COVID-19: Will report next week.

Board of Health: Will report next week.

Conservation: Will report next week.

Planning Board: Will report next week.

ZBA: Will report next week.

Building Department: Will report next week.

Agricultural Commission: Will report next week.

Community Services

Director/Library: Circulation remains steady. We're hoping to resume class visits in April. Basketball concluded its very successful season. Softball registration continues, and sponsorships are being sought.

Senior Services: Happenings this week included: exercise class, walking group, craft class, Mah Jong, cribbage, yoga, creative stitchers and wellness webinar. Services Coordinator attended MCOA Regional Director's meeting. A St. Patrick's Day concert is scheduled for this afternoon.

Templeton Community TV: Week ending March 18, 2022 – I worked with the crew on their workflows and two-camera shoots. A new "Cool Cars" series from the 2021 Motorpalooza event is nearing completion. The last in series of four shows of "Stay Fit with Liz" was released on Channel 8 and YouTube. Thank you to Cypress Physical Therapy for their generous sponsorship donation. I worked on a partnership plan for the Montachusett.TV web site and regional Media Lab.

Important Dates to Remember

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