

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

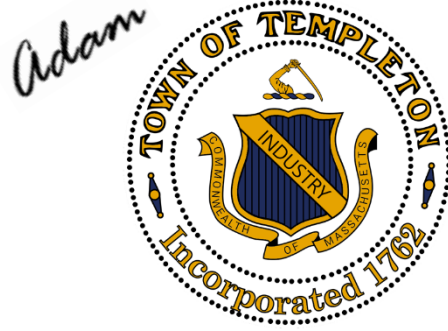
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: November 24, 2021

CC: All Departments



Please note that the Town Hall offices will be closed on November 25th



Notice: Rink construction has begun at Houghton Park.



We are looking forward to seeing ice-skating become a reality this winter in Otter River. A lot of time went into this between the Select Board as well as the Rec Commission and we can thank James Ehnstrom for it!

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

Weekly: The Select Board approved on November 23rd our Tree Lighting Ceremony for Sunday, December 5th. More information regarding this event will be found on the town website. The first

lighting will be at the Templeton Center Common at 4.30pm. Followed up with our insurance company regarding the seasonal ice-skating rink. Our Green Communities FY 21 Annual Report was submitted to the Green Communities Division of the Department of Energy Resources. Work continues on the collective bargaining front.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector: Accepted and processed, property, motor vehicle and sewer payments. Processed the payroll.

Excise bills were mailed for the most recent commitment. Liens were placed on all properties with remaining unpaid FY21 taxes.

Attended department head meeting.

Wishing everyone a Happy Thanksgiving.

Assessor: Short week. Busy week. Getting ready for 3rd & 4th quarter billing.

Town Clerk: Nothing to report this week.

Public Works

Highway: Pothole repairs Brooks Village Road, Highland Avenue, School Street, Minuteman Drive, Muskett Drive, and Lord Road. Catch Basin repairs Brooks Village Road. Check the DI's on Cottage Lane, and Lord Road. Finished installing another phase of street signs. Clean drains in Baldwinville Road. Spot salting was needed in a couple areas. Continue to check and address as needed any areas with Beaver activity. Continue to ready equipment for the winter season. Assist Buildings and Grounds with Holiday lights.

Building and Grounds: Leaf clean up Gilman Waite, Baldwinville Center, Baldwinville Fire Department, Greenlawn Cemetery, Templeton Fire Station, and Library. Emptied cardboard at Senior Center. Fall clean up at the Senior Center. Get salt set up at town buildings for winter. Got the salter into cemetery truck for winter. Hang Holiday lights.

Public Safety

Templeton Police Department: 11/11 – 11/17 PD 306 Calls for Service, 33 motor vehicle stops, 1 arrest. Station – started process of recruiting a new HVAC Company to address the needs at the station. Dispatch - 490 Calls (does not include miscellaneous calls). Nothing new to report.

11/18 – 11/23 PD 269 Calls for Service, 30 motor vehicle stops, 1 arrest. HVAC Repair Project moving forward. Dispatch - 422 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: 11/05/2021 – 11/21/2021 Fire Department weekly report.

Emergency calls: 2520 EMS, 1 MVA with no injury, 1 Hazmat, 1 illegal outside fire, 1 burned food smoke removal, 1 false alarm.

Training: Bleeding control.

Apparatus/equipment: Engine 3 DEF sensor issues, the dealer has been notified this will be a warranty issue we are waiting on parts.

Activities: 12 inspections, Chief attended capital planning meeting.

Announcements: None.

Emergency Management: Nothing to report this week.

Development Services

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

COVID-19: Director out of the office this week. Will report next week.

Board of Health: Prepped for next Board of Health meeting on Monday November 29th @ 7:00 pm. Pine Point Rooster issue is on the agenda.

Conservation: Enforcement Order issued to 11 Patriots Road by Conservation Commission, to stop cutting in Wetlands and Buffer Zones. Two Site Walks at 11 Patriots Road, Lots 2 and 3 for new single-family homes. Site Walks at 27 Reservoir Street for a detached carport and 16 Claire Ave for a detached garage. Next Conservation Meeting set for Monday, December 20th @ 6:00 pm pending there is an agenda.

Planning Board: Meeting of 11/23/2021 was cancelled due to lack of agenda items and conflict with Select Board meeting. Next meeting set for Tuesday December 14th @ 6:30 pm pending there is an agenda.

ZBA: Hearing scheduled for Tuesday November 30th, 2021 @ 6:30 pm for request by M & L Corp for “major” use in an RA1 at 195 Brooks Road.

Building Department: Nine new Building Permits were processed this week: 4 roofing replacement, 3 wood stoves, 1 entrance ramp, 1 convert garage to living space; Building commissioner conducted numerous inspections and issued 4 Certificates of Completion: 1 full home remodel, 1 window & siding replacement, 1 new door, 1 repair mudroom and 2 Stove Certificates of Approval. Two Electrical Permits were issued: 1 for new home on Phillipston Road, 1 in-law addition on Valentine. Three new Gas Permits were issued: 1 for direct vent heater, and 2 for new underground lines on Lord Rd. Two more Annual Safety Inspections were conducted with Commissioner Hanks and Chief Dickie.

Agricultural Commission: Commission continues to try and schedule a meeting with the 23 Pine Point owner and 19 Pine Point owner to mediate rooster issue.

Community Services

Director/Library: A short but busy week at the library. I worked on the library's FY 23 narrative. I competed several turnovers for Recreation team sponsorships- a great idea/effort by our Recreation Commission to supplement their budget and promote local businesses. Planning for the basketball season is underway. I attended the department head meeting.

Senior Services: I attended the annual turkey dinner last week. This event was sponsored by the Templeton Lions, with support from the Otter River Sportsman's Club, and was attended by approximately 60 residents. Happenings at the Center included: Walking Club, book club, card bingo, pitch and memory training. We had a farewell celebration for Kaley, who has accepted a new position in her field. Many thanks to Kaley for all she has done to make the Center so wonderful.

Templeton Community TV: Week ending Nov. 26, 2021 - We are finalizing an important sponsorship deal with a local business incubator that is relaunching, as we plan and prepare for a big workload in December. We are determining coverages for the Tree Lighting celebrations on Dec. 5 and the All-Boards meeting on Dec. 6. Our new media assistant Logan Casey started this week. Logan will be learning all the tech ropes and helping to compile video for our sponsorship project.

TCTV wishes you and your families a very Happy Thanksgiving!

Important Dates to Remember

Convention of Committees (All Boards), Monday, December 6, 2021 at the Senior Community Center