

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

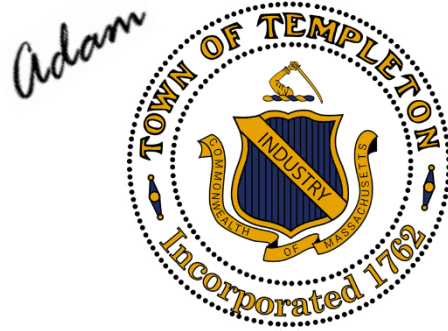
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: December 2, 2021

CC: All Departments



**Notice: The All-Boards Meeting is next Monday, December 6, 2021, at 6:30pm in the Senior Community Center. *Pizza will be provided.***



**The Christmas Tree Lighting Ceremony kicks off at 4:30pm at the Templeton Center Common this weekend on Sunday, December 5, 2021.**



**The Select Board thanked the 5<sup>th</sup> Grade Students at Narragansett Regional Middle School for their Veteran's Day Cards. These cards have been circulating to many appreciative Veterans in the community and beyond!**

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

**Weekly:** The Fiscal Year 2023 Budget Guidance and Legislative package was sent out to all departments. Since we received notification from the Department of Conservation and Recreation (DCR) / Office of Dam Safety (ODS) of a certificate of non-compliance and dam safety order that has classified the Depot Pond Dam as an *intermediate size, significant hazard* potential structure that was sent to the private property owner(s), we have had meetings with the Police Chief, Fire Chief, DPW Director, Emergency Management Director, and Town Counsel to examine our options and prepare as DCR/ODS has been making attempts to notify the private property owner(s) to rectify this issue but have so far been unsuccessful from what we hear. The dam and spillway are being monitored by Emergency Management personnel on a regular basis. Our office worked with our Emergency Management Director Rich Curtis to identify potential downstream properties that could be impacted if the Depot Pond Dam had a breach or worse. The Assessor's office supplied us with all the addresses and our office sent out the notification letters drafted by our Emergency Management Director to all those properties that have been identified. We will have an update to the Select Board on this important matter at the December 22<sup>nd</sup> Board meeting.

Work continues on the collective bargaining front. Had a meeting with the new Executive Director David Connor of the Templeton Housing Authority on November 30<sup>th</sup> which was productive and wish him well in his new position. He informed me of an opening they have on the Templeton Housing Authority for a Governor's office appointment, so we posted that opening on our town website. Hopefully someone in town would be interested in that position and the Select Board can refer a name to Governor Baker's office for appointment. Unfortunately, we did not receive any bids on the Scout Hall project so we plan to reach out to Monty Tech and go out to bid again in the winter months in anticipation that the construction business will slow down a bit and a general contractor would be interested in taking on the project. We do have some good news as Senator Gobi has informed us that we were successful in getting the Cemetery Software grant through Community Compact of \$33,565!

### **Administration & Finance**

**Town Accountant:** Still recovering from Knee surgery so limited hours. Got all the deposits posted and worked on bills to be paid. Attending the advisory meeting tonight. Working on reconciling the remaining CARES reporting.

**Treasurer/Collector:** Accepted and processed, property, motor vehicle and sewer payments. Processed the warrant. Attended Vadar Webinar.

**Assessor:** ATB case Monday. Billing webinar Thursday. Calculated In Lieu of Tax Bills and Solar Pilot bill for January billing.

**Town Clerk:** The office is busy with the usual day to day activities. Issuing marriage certificates, notarizing documents, business certificate renewals. dog licensing, vital records request and meeting postings. We are also working on the census/dog license annual mailing.

### **Public Works**

**Highway:** Pothole repairs South Main Street, Cross Road, Queen Lake Road, Brooks Village Road, Hamlet Mill Road, River Street, Main Street, Turner Lane, & Barre Road and surrounding

area. Clear a ditch on Barre Road. Spot salting around town as needed. Straighten out signs on Baldwinville Road, & Otter River Road. Clean up after beavers on Henshaw Road. Tree trimming Hubbardston Road. Calibrate sanders.

**Building and Grounds:** Salted walkways at Town buildings. Picked up trash barrels for the winter from Pine Grove Cemetery, Greenlawn Cemetery, and Gilman Waite. Remove flags at Pine Grove Cemetery, Greenlawn Cemetery, First Church Cemetery, and Baptist Common Cemetery and took them off the sticks for proper disposal. Cleared drainage ditch at Greenlawn Cemetery. Smoothed and fixed some roads at Greenlawn Cemetery. Worked on fall clean up at DPW.

### **Public Safety**

**Templeton Police Department:** 11/24 – 11/30 PD 306 Calls for Service, 30 motor vehicle stops, 0 arrest. Station – Recruitment of a new HVAC Company to address the needs at the station still in progress. We have finally had some moved on our radio system upgrades as broadband has finally been run up to the ladder hill tower. Dispatch - 445 Calls (does not include miscellaneous calls). Nothing new to report.

**Templeton Fire/EMS:** Will report next week; out of the office.

**Emergency Management:** Nothing to report.

### **Development Services**

**Director:** Attended Department Head meeting; completed a paragraph to be included in the Treasurer/Collectors newsletter; worked with Town Counsel on cease & desist for occupant(s) and owner of 25 Central; hand delivered to location, no one on site – taped packet to front door.

**COVID-19:** As of 12/1/2021 Templeton has twenty-four positive cases of COVID. Agent providing updates to Fire and Police.

**Board of Health:** Monday, November 15 – toured abandoned properties with AG's office, including 29 Sawyer, 23 Shore, 28 Albert, 96 Hubbardston and 16 Liberty; provided all the back monies due to Templeton (including – sewer, water, electricity, and taxes); contacted new owner of 21 North Main to schedule an appointment for the AGs to do a walk through once all work is completed. Reviewed T5 reports for 55 Turner and 180 Hubbardston, both passing. Final inspection for new septic at Brooks, Lot D – missing magnetic tape (was placed later, passed), bottom inspection for new septic at Lord, Lot 3; approved well permit for 68 Rainbow. Agent was out of the office for vacation the rest of the week but did conduct final inspections for new systems at 22 Brooks (complete replacement), Lord, Lot 3 and French, Lot 21, during that time.

Week of 12/2/2021 – Assisted TF&G with food permit issues (expiring food safety certification), resolved; conducted housing complaint for “mold” at 38 Baldwin, no violations noted; received a complaint of a trailer with occupants on the property of 207 North Main, in process; provided T5 information to 164 Main; completed bottom inspection at Phillipston, Lot A; system at 79 Dudley

abandoned to tie into sewer, no issues; cancelled meeting of 12/27/2021 and 1/24/2022, moved to 1/10/2022 due to members schedules; prepared for and attended meeting of 11/29/2021.

**Conservation:** Assisted 11 Patriots Rd neighbor with Notice of Intent appeal process and drafting a partial certificate of completion to Brooks, Lot D. Rescheduled meeting of 1/17/2022 to 1/24/2022 due to MLK Day.

**Planning Board:** Next meeting scheduled for 12/14/21, pending there is an agenda.

**ZBA:** Prepared for and attended 11/30/21 ZBA meeting; appeal for 195 Brooks heard; members voted to uphold cease & desist issued by Zoning Enforcement Officer and denied the request to substantially change or extend the use under RA1; draft of decision completed and sent to Chair.

**Building Department:** 4 New building permits have been processed this week, including: 3 new single-family homes on Patriots Road, and 1 deck; Inspections conducted resulting in 2 Occupancy Certificates for New Homes at 28 Michaels and 168 Brooks and 2 Certificates of Completion for roofing, siding, and window replacement and new HVAC sheet metal. 4 Electrical permits were processed: 1 generator, 1 heater/thermostat upgrade, 1 new finished basement wiring and 1 new garage and mudroom wiring. 3 Plumbing permits were issued, including: 1 full house renovation, 1 new bathroom and 1-bathroom reno, and 4 Gas permits including 3 new underground lines and 1 stove and heating appliance upgrades.

**Agricultural Commission:** Nothing to report at this time.

### **Community Services**

**Director/Library:** I worked on the library's FY 23 narrative. December materials order was compiled and placed. I distributed FY 23 budget guidance to CS units. I worked with Recreation Chair to tie up final details for Recreation Basketball. Library circulation remains steady. A newly formed girl scout troop will be meeting weekly at the library.

**Senior Services:** Staff and volunteers decorated the Center for Christmas. Preparation was underway for the events following the tree-lighting ceremonies on Dec. 5th. Happenings this week included: Healthy muscles, Pitch, Jewelry, creative stitchers and cribbage. SHINE volunteer Gail Noel remains fully booked with appointments.

**Templeton Community TV:** Week ending Dec. 3, 2021 – The Dec. 5 Tree Lighting coverage and photo contest was planned. External video and photo shoots for our business incubator sponsorship are being conducted. We are planning for interior shoots later this month. Training on cameras, video editing and live-streaming took place. The Montachusett.TV website development is proceeding with design of membership forms and functionality.

### **Important Dates to Remember**

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

Select Board Meeting, Wednesday, December 8, 2021, 6:30pm at Town Hall