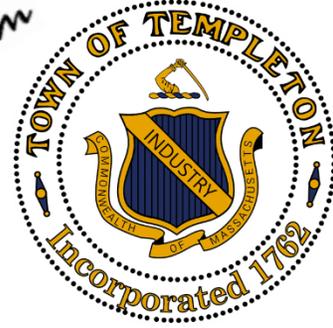


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator’s Weekly Report
DATE: December 16, 2021
CC: All Departments

Adam



**Notice: STAY TUNED FOR DEVELOPMENTS ON THE
OPENING OF THE ICE-SKATING RINK AT HOUGHTON PARK**

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

Weekly: We are coordinating with James Ehnstrom and the town departments to flood the rink soon. We have tentatively planned to have "Opening Day" for ice skating on Sunday, December 26th at Houghton Park. The DPW will install the signage tomorrow entering the rink regarding using it at your own risk and the hours from 8am to 8pm for residents in town to skate. Research indicates that there is no specific time frame for park hours as this will have to be placed on a “to do” for the future.

Work continues on the collective bargaining front. Also, attended zoom interviews for Asst Town Accountant where we interviewed candidates for the position with the Town Clerk and Accountant. The Green Communities Division of the Commonwealth of Massachusetts have approved our additional work at the highway garage to provide an air barrier for a cost of \$6,606.05 so now we can proceed to sign the contract amendment. Once this work is completed and paid, we can expect to receive our next round of Green Communities’ monies.

We have also been working on the sign at the River’s Edge Conservation Area so hopefully that can be accomplished soon as we expect to have the work started at the site in April of 2022. We have been invited to an award ceremony next week in Pittsfield with the Lt Governor Karyn Polito for the announcement of award recipients for the Community Compact IT grant. I will be attending the ceremony as the town did receive a cemetery software grant award of \$33,565 and invitations have been sent to the Select Board, Advisory and Cemetery Commissioners.

Administration & Finance

Town Accountant: Warrant completed, Insurance billing to enterprise funds, interviews for assistant accountant. We heard from the auditor that all of our ARPA funds qualify for Revenue Replacement, so we can use all those funds as general fund revenue...which is a HUGE win for us.

Treasurer/Collector: Our office has been extremely busy with calls in response to the notice of foreclosure notices that were sent out. We had 6 accounts paid in full and set up payment plans on 2 others. We have also been working with the assessor to get the 3rd and 4th quarter property tax bills ready to mail out in the next week or so. Also with the assistant account now gone Danielle has been trying to help out the accountant as much as possible. Putting together the warrant has been quite a task and has taken up most of her week.

Assessor: Completed 3rd & 4th Quarter billing, files were given to Collector/Treasurer to export to billing company for printing. The scheduled meeting for Board of Assessors on Tuesday was canceled due to no quorum. Commitments, Exemptions, and In Lieu of Tax bills for Actual billing have been sent to the Collector/Treasurer and Accountant. Worked with Vision to apply and closeout values to all accounts for FY2022. Static database and assessment history's were also completed to all real estate and personal property for FY2022. Cartographics, our online mapping site, has been updated to include FY2022 values and current record owners.

Town Clerk: Nothing to report.

Public Works

Highway: Worked on equipment for ice treatment and plowing. Plowed some streets as necessary. Cleared some of the sidewalks. Spot treated ice. Cleaned multiple drains including some on Pail Factory Road, Royalston Road, Hubbardston Road, and Wellington Road. Tree work Greenlawn Cemetery, Otter River, Baldwinville Road. Potholes repairs School House Road, Main Street, Bridge Street, and Claire Avenue.

DPW would like to inform the residents of Templeton that the salt we are using is a brown color. This could easily be mistaken for sand but it's not. The reason for the change is a different vendor is supplying salt this year.

Building and Grounds: Plowed and treated all town building lots and walkways. Put away items in the Conex box for winter storage. Burial duties. Emptied cardboard at Senior Center. Cleaned up downed trees and their debris at Greenlawn Cemetery, Senior Center, and from last weekend.

Public Safety

Templeton Police Department: 12/9 – 12/15 PD 309 Calls for Service, 38 motor vehicle stops, 0 arrest. Station – we have been in recent discussions with an HVAC provider who may be interested in taking on our project. All the new BPV for the part-time/per diem officer have come in and we are in the process of distributing them at this time. Dispatch - 490 Calls (does not include miscellaneous calls). We have been in contact with Chief Parker from PFD and he has

agreed to assist us in any way that he can on moving forward with the radio tower project in Phillipston Ctr. It is our hope that once we can get that tower on line we can explorer put a new repeater voter on the Winchendon/Baldwinville side of town to improve communications on that side of town.

Templeton Fire/EMS: 11/29/2021 – 12/13/2021 Fire Department weekly report.

Emergency calls: 52

38 EMS, 5 Fire Alarm, 3 Motor vehicle accidents, 1 Illegal fire, 1 Electrical issue, 1 Smoke investigation, 1 Good intent, 2 Mutual aid

Training: Officers meeting

Apparatus/equipment: Engine 3 DEF sensor issues, the dealer has been notified this will be a warranty issue we are waiting on parts. Ladder 1 had fuel delivery issues and exhaust pipe repaired. Forestry 2 is out of service needing rear end suspension work and a new clutch.

Activities: 19 residential and commercial inspections

Announcements: None

Emergency Management: Nothing to report.

Development Services

Director: Submitted budget narrative to Select Board office, participated in an online class for “special permits and variances”, this was also attended by Jessica Case, Admin. Met Tesla representative, Matthew Tilden, at Cumberland Farms E Templeton, with Planning Chair, Kirk Moschetti, to view plans for the installation of car charging stations.

COVID-19: At this time, there is an issue with pulling positive cases for reporting from the state site, MAVEN – this issue is being worked through. Due to the overwhelming number of positive cases, case tracing has become backed up; we ask that if you are positive, you contact anyone you feel you have had close contact with. The nurses at NRSD will be sponsoring another COVID-19 vaccine clinic on 12/21/21 from 2:30 p.m. – 6:00 p.m. in the middle school gym, they ask that you enter from the back parking lot, door C3; pre-registration is required, and you can find the link on the town website. Participated in meeting with the Surgeon General pertaining to our senior population and vaccination; participated in MDPH weekly meeting.

Board of Health: Reviewed and approved as-built plans for new septic systems at Lord, Lot 3, 15 Carruth and a replacement at 577 Patriots; process pumping records, reviewed and approved Title 5 reports for 164 Main and 178 Main, both passing; working on a complaint received pertaining to a barn inspection, will notify Chief Bennett once all the information has been received. Final septic inspections at Lord, Lot 5, Phillipston, Lot B and Michael’s, Lot 5; bed bottom inspection at Lord, Lot 5 and Lord, Lot 6. Working on annual permitting renewals. Violation letter for abandoned property 23 Shore Dr sent for exterior issues.

Conservation: Site walks completed at King Phillips Trail for four proposed single family homes; site walk completed at 7 North Main for installation of an underground grease trap; order of conditions issued to 11 Patriots. Meeting of 12/20/2021 cancelled due to lack of agenda items and possible lack of quorum. Received and processed request for certificate of completion for Brooks, Lot D.

Planning Board: Meeting of 12/14/2021 cancelled due to lack of agenda items; processed ANR application for 360 South Rd; next meeting scheduled for 1/11/2022. Planning Chair and Dev. Serv. Director met with Matthew Tilden of Tesla to view plans for charging stations at the E Templeton Cumberland's. Member, Bruce Marien, participated in MRPC Planning/Zoning training.

ZBA: Received an application for a variance request for 44 Shady Lane, in process. Completed decision paperwork for 195 Brooks, requests denied.

Building Department: Data from the week of 12/16 will be reported on the next weekly report.

Agricultural Commission: Nothing to report at this time.

Community Services

Director/Library: I attended the COA meeting and the Recreation Commission meeting. I formatted the Recreation Narrative and submitted it. I sat in on an interview for an Activities Coordinator candidate. I worked on the Library's FY 23 budget request. We were notified that the Board of Library Commissioners voted to certify the Boynton Library at their December meeting. Library circulation remains steady.

Senior Services: The COA Board met. Happenings this week included: 'Music is Love', with christmas cookies & egg nog, Pitch, Walking Group, yoga, creative stitchers, cribbage, blood pressure clinic, Volunteer trip to see Bright Lights and lunch provided by Gardner Rehab. The 'silver singers' group visited the Baldwinville Nursing Home to sing Christmas carols and distribute gifts.

Templeton Community TV: Week ending Dec. 17, 2021 – We conducted video shoots for our business incubator sponsorship and recorded the NRSD Holiday Concert at the Middle School. Holiday programming for Cable Channel 8 was planned. The Tree Lighting Photo Contest winner was announced last week. Reminder: TCTV is not booking meetings Dec. 24 to Jan. 3 to provide staff time off. Happy Holidays, everyone!

Important Dates to Remember

Select Board Meeting, Wednesday, December 22, 2021, 6:30pm at Town Hall