

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

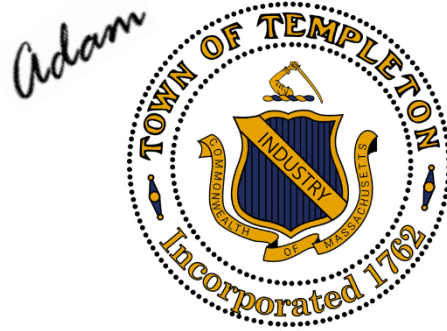
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: December 22, 2021

CC: All Departments



The Town Administrator and Select Board member Tim Toth with Lieutenant Governor, Karyn Polito, at a ceremony for the recipients of the IT Community Compact Grant Best Practices.



Ongoing work with the Ice Skating Rink at Houghton Park. The rink will be flooded and ready for use shortly after the new year!

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

Weekly: Prepared for the Select Board meeting on 12/22. Attended with Select Board member Toth the IT Community Compact ceremony – of which Templeton was one of the awardees of \$33,565 for the implementation of Cemetery Software – held in Pittsfield, MA. We received notice

from the MSBA that the Final Grant Package for the Templeton Center Elementary School Project was approved, and the audit results and grant amount are final and are not subject to further review or adjustment. The final grant payment in the amount of \$1,075,906.00 will be received in our account today or tomorrow. We also received notice from the ABCC that A1 Family Group, LLC dba Long Long Noodles was approved for their All Alcohol Restaurant license.

Update on ice rink at Houghton Park: We tentatively had planned to have “Opening Day” for ice skating on Sunday, December 26th but due to temperatures not being cold enough for it to freeze properly... We have delayed “Opening Day” to be planned for a date after the holidays. New plan is to flood the rink on either January 4th or 5th and if weather cooperates, it should be frozen within a day or two.

Finally, we have received the sign for the River’s Edge Conservation Area and the DPW will be placing it at the site soon. Work is expected to start in April of 2022.

Administration & Finance

Town Accountant: Payroll, interviews and finalizing the BVA.

Treasurer/Collector: Accepted and processed property tax, motor vehicle and sewer payments. With the accounting department still being short handed Danielle helped out to assemble the payroll.

We had a lot of responses this week from the foreclosure letters mailed by the attorney. We ended the week having 10 tax lien properties paid off, collecting just over \$40K, and made payment arrangements for two others.

Merry Christmas and Happy Holidays to All.

Assessor: Quiet week in town hall. Notarized paperwork. Reviewed information regarding MGL. Office business as usual.

Town Clerk: The office is busy with the usual day to day activities. Issuing business certificate renewals. dog licensing, vital records request and meeting postings. We are preparing to mail out the annual census/dog license forms. Sat in on the assistant town accountant interviews.

Public Works

Highway: Tree trimming was done on Partridgeville Road, Pail Factory Road, and Farnsworth Road. Plowing and treating of roads. Patch potholes Baldwinville Road, Gardner Road, Walnut Street, Shady Lane, Ragged Hill Road, and Queen Lake Road. Pump down Gilligan’s Island. Director Wishes everyone a Safe and Happy Holidays.

Building and Grounds: Cleanup at Greenlawn Cemetery. Burial duties. Cover A/C units for winter at Town Hall. Checked heat at Scouts Hall. Stored equipment for winter. Cleaned up shop. Emptied cardboard at Senior Center. Treated walkways and parking lots of town buildings and cemeteries.

Public Safety

Templeton Police Department: 12/16 – 12/21 PD 255 Calls for Service, 34 motor vehicle stops, 0 arrest. Station – so goes it with regards to the HVAC issues. Ofc. Malnati and Firefighter Davis gave on a presentation on a Drone Program to the Command Staff. Dispatch - 396 Calls (does not include miscellaneous calls). Clerical Dispatcher is attempting to finalize the Phillipston Ctr tower issue so that we can have the broadband company come out once and activate both sites at the same time.

Templeton Fire/EMS: 12/13/2021 – 12/19/2021 Fire Department weekly report.

Emergency calls: 29

24 EMS, 2 Fire alarm, 1 Carbon monoxide alarm, 1 MVA, 1 public assist.

Training: None

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. Rescue 2 is out of service and at the factory for electrical problems.

Activities: 10 residential and commercial inspections

Announcements: None

Emergency Management: TBA

Development Services
Director:

COVID-19: Local cities/towns in MA below the poverty level have been given a supply of at home COVID tests, these are for the residents of those towns only and require proof of identity to receive one; Templeton did not qualify for a supply. Continued work on resuming number reporting, information can be found at [COVID-19 Response Reporting | Mass.gov](#). Wishing everyone the best possible holiday gatherings, please be safe and if interested follow this link for CDC holiday guidance, [Holiday Tips \(cdc.gov\)](#).

Board of Health: Completed sending out permit renewals for food, septic haulers, septic installers, tobacco, and nicotine; processed the applications that have come in. Final inspection at Lord, Lot 6.

Conservation: Processed a certificate of completion for Brooks, Lot D.

Planning Board: Processed ANR application for King Phillip Trail, four proposed single family homes.; next meeting scheduled for 1/11/2022.

ZBA: Nothing to report at this time.

Building Department: Seven building permits processed, including two roofs, one windows, one wood stove, two HVAC sheet metal and one sill repair; six certificates of completion, including one demolition, one sheet metal, two garages, one front steps and one roof; one occupancy permit issued for 15 Carruth and four certificates for wood/pellet stoves. Ten electrical permits processed, including four new residential, one temporary service, one remodel, one addition, and three service upgrades. Four plumbing permits processed, including two new residential, one renovation, and one boiler. Seven gas permits processed, including three new boilers and four new residential.

Agricultural Commission: Nothing to report at this time.

Community Services

Director/Library: I worked on the library, senior services, and recreation FY 23 budget requests. I submitted the library and senior services annual reports. I attended a meeting about the ice-skating rink with the involved parties.

Senior Services: A holiday party and meal distribution was held with over 70 seniors signed up. The meal was prepared by Crossroads, and was generously funded by the Heart of a Hero organization. Thanks to Kitchen Garden, Gardner Rehab, Honeymoon HillBees and Farm and Med Finder for their support in December. Other happenings included: Pitch and Walking Club. Transportation and Meals on Wheels continued.

Templeton Community TV: Week ending Dec. 23, 2021 – Holiday programming for TCTV Channel 8 and YouTube was scheduled. Cable Channel 8 is showing Narragansett Regional School holiday videos and the High School/Middle School Winter Concert recorded by TCTV, in addition to the Tree Lighting event of 2021 and holiday events from years past. Our best jazz, folk, and pop holiday performances are mixed in with holiday programming all this week, *Scrooge* and the sci-fi classic *Santa Claus Conquers the Martians* will be broadcast on Christmas Eve and Christmas Day. Jackie Prime's *Story Time* features the *All You Need for a Snowman* and *The Christmas Mouse*, with a cameo from Santa, of course! For those not fortunate enough to enjoy Cable Channel 8, a *Holiday Ho-Ho-Ho Playlist* of select Holiday events is available on TCTV's YouTube Channel: [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb). Subscribe and tell your friends! Happy Holidays, everyone!

Important Dates to Remember

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