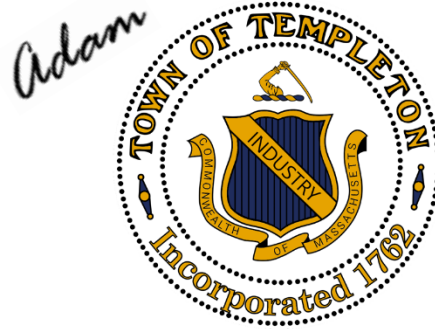
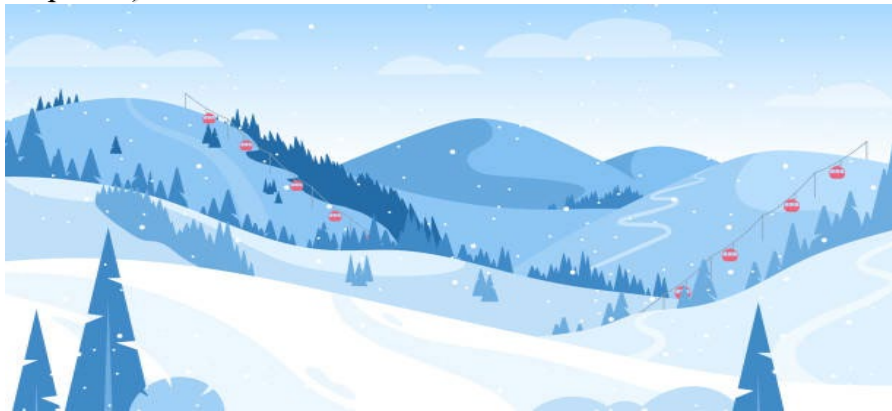


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: January 12, 2023
CC: All Departments



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



Weekly: We posted the position for the Grant Writer Administrator with first reviews beginning February 6, 2023. Most of the week was consumed by budget work as department budget review meetings with Department Heads have begun. Important to note that we had our Moody's rating call on Thursday. Handled public record requests.

Administration & Finance

Town Accountant: – Worked on Schedule A and Nancy did the warrant and worked on payroll issues for next week.

Treasurer/Collector: Foot traffic has increased. Payments are starting to come in for 3rd quarter property taxes. 3rd quarter is due 2/1/2023. Commitment 6 demands for motor vehicle were due 1/11. Remaining unpaid bills will be sent to warrant. Warrant was processed.

Assessor: Met with the Town Administrator to review the department's FY'24 budget. The Board of Assessors held a meeting on Tuesday. Follow-up was done after the meeting. The office continues to assist residents with questions on their actual tax bills. Worked on property cards for three properties that were approved to be put into Chapter Land for FY'24: 1 61B (Recreation) and 1 61A (Agriculture) are new, and 1 61B (Recreation) was returned into Chapter Land. Worked on 2nd Quarter report.

Town Clerk: Nothing to report.

Public Works

Nothing to report.

Public Safety

Templeton Police Department: 12/29 – 1/4 PD 260 Calls for Service, 26 motor vehicle stops, 1 arrest. Station – we finally have the FY21 Interceptor and the FY22 SUV Hybrid. Dispatch – 468 Calls (does not include miscellaneous calls).

Templeton Fire/EMS:

Emergency calls: 35

26 EMS, 2 fire alarm, 5 motor vehicle accident, 1 lockout, 1 dispatched and cancelled

Training: None

Apparatus/equipment: Forestry 3 permanently out of service

Activities: 2 residential and commercial inspections.

Announcements: Open burning permits are now on sale for 2023. To purchase please go online to the Town of Templeton website and follow the link on the Fire Department page. If you have trouble online, please call the fire station at 978-939-8122 for assistance. Residential open burning runs from January 15th until May 1st.

Development Services

Director – Attended recycling seminar that focused on cities and towns that need “equitable” solutions for their specific population. Attended Planning Board meeting. Provided copy of Anthony Raffaele file to Town Counsel. Fulfilled a public records request for 117 Dudley. Scheduled bee keeping seminar for 2/6/23 @ 6:30 pm in the conference room at town hall. Two complaints received by neighbors of 292 Baldwinville for conduct of an unpermitted business and building a structure without a permit, cease and desist sent and referred to Building Commissioner/Zoning Enforcement Officer.

Communicable Diseases – COVID, at last count Templeton had 23 positive cases and an incident rate of 15.65% for the past two weeks, for more info on city/town COVID numbers please go to <https://www.mass.gov/info-details/covid-19-response-reporting#covid-19-interactive-data-dashboard->. If you take an at home test and test positive, please call 978-602-2356. For information on isolation and quarantine, please go to <https://www.mass.gov/info-details/covid-19-isolation-and-quarantine-guidance-for-the-general-public>. The Board of Health continues to have a supply of COVID test kits available to the public. Templeton has been awarded further test kits, gloves, children’s masks, and PPE through the state at no cost; all are available to the public and located at Town Hall for pick up during regular business hours.

Board of Health – Continued work at 33 Prospect; provided information to Brendan at Valley Florist for a change of use; provided information to resident for sale of plants/vegetables from home; received several calls for positive COVID, town is up 4% from last week’s case count.

Conservation Commission – Meeting was held 1/9/23. One RDA received a negative determination, one RDA received a positive determination, and an update was provided on the State Road Enforcement Order. The one pending NOI has been received by MassDEP and is still awaiting a file #. The Commission is accepting applications for 2 open seats; if interested, please

fill out a committee interest form and email it to hyoung@templetonma.gov The next meeting is scheduled for 2/13/23 @ 6:30 pm.

Community Preservation Committee – Prepping for meeting Thursday 1/12/23 @ 7:00 pm.

Planning Board – Members met on 1/10/23, opened site plan/stormwater review hearing and continued to 1/24/23 due to error in abutters notices being delivered, no discussion. Members looked at ANR for 36 Brooks, moved to 1/24/23 for owner to attend.

ZBA – Prepping for meeting Tuesday 1/17/23 @ 6:30 pm.

Building Department – Three Building Permits were processed this week, including: 1 for roofing and 2 for residential renovations. Five Electrical Permits were issued, including: 4 for new temporary service and 1 for generator inlet. One Plumbing Permit was issued for a replacement furnace and one Gas Permit was issued for a replacement water heater. A Certificate of Completion was issued for a roof, and a Certificate of Approval was issued for a wood stove. Admin completed Calendar year 2022 annual Building Permit reporting for Treasured/Collector's office. Commissioner Hanks has received several Request for Determination from residents wishing to have lots declared unbuildable for tax valuation.

Agricultural Commission – Bee keeping seminar scheduled for February 6, 2023 @ 6:30 pm in the conference room at town hall; presenter is Michael Fontaine of Wild Brook Apiary.

EDIC – Nothing to report.

Community Services

Director/Library - Library staff member, LouAnn organized and led an instructional craft project at the weekly 'stitching group' she has worked to create at the library. It was very well attended and a great success. Story Hour was held. A collection of children's non-fiction books was processed and made available to patrons. I met with Adam for initial budget reviews for TCTV and Veteran's Services. I worked on the FY 22 annual reports and FY 23 second quarter reports. I completed the cyber-training. I completed Recreation timesheets and library warrant.

Senior Services - In addition to the usual weekly activities, the Center served 69 meals (funded through ARPA). Two new fitness classes began, as well as one additional yoga class. DPW Director, Bob Scozik was the guest at Talk with the Town. The Center collected food for the food pantry.

Social Services	34
Activities	170
Volunteer hr.	39
Rides	30

Templeton Community TV- We recorded and streamed several meetings this week. Production is wrapping on a number of video programs. The Calendars for TCTV and Montachusett.TV are being curated as usual, as we coordinate Facebook efforts and review workflows. Ads for job openings were drafted.

Important Dates to Remember

Select Board Business Meeting, Wednesday, 01/25/2023, 6:30 p.m.

