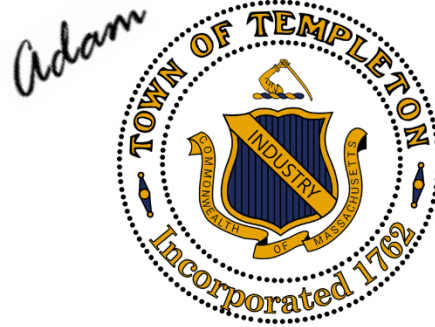


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: January 19, 2023
CC: All Departments



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



Weekly: Continued budget reviews with departments this week. We worked with Linda Overing to get the ad for the walking tour & Public Hearing for the Community Development Block Grant project on School, Cottage & Vernon Streets put on the website, advertised in the Gardner News and sent out to our Town bulletin boards, for the project. Linda also mailed these out to residents on those streets.

We were set up with the new Conflict of Interest training site by the State Ethics Commission, and Holly will be getting information out soon to all on that. We issued the Addendum for the Asbestos Abatement/Removal, Demolition & Back Fill – 10 Pleasant. Bids for that project will be publicly opened at 2:00PM on Wednesday, January 25, 2023 in the Town Hall Conference Room at 160 Patriots Rd.

Administration & Finance

Town Accountant: – No updates.

Treasurer/Collector's Office: Warrant and payroll processed. Commitment 6 was sent to warrant. Cheryl met with Adam to go over the budget and attended WRRS meeting in Auburn. Danielle attended Staff School, Introduction to Collectors Day. Foot traffic is picking up. Just a reminder that third quarter property taxes are due February 1st.

Assessor: The office is busy with regular day to day activities, property card requests, notarizations, etc. Downloaded and prepared two Motor Vehicle Commitments. Assisted residents with questions on their actual tax bills. Answered questions on exemption applications

and on supplemental tax bills. Justice was sworn-in as a Notary Public and will be receiving his stamps.

Town Clerk: The Annual St. List/Census has been mailed out to all the household in Templeton. Please return your St. List/Census form to our office if you have not already done so. Our office is busy with issuing dog licenses and processing the returned census forms. Attended a budget meeting.

Public Works

Highway: Crews plowed and treated roads as needed. Cleared storm drains. Removed branches from storm debris. Pothole patching Highland Avenue, Elm Street, Otter River, Winchendon Road, Main Street, South Main Street, and Dudley Road. Plowed sidewalks White Circle, Victoria Lane, Mitchell Road, and Gray Road. Cleaned and maintained equipment. Rebuild manhole cover on Dudley Road.

Buildings & Grounds: Crews plowed and treated town building lots, shoveled, and treated walkways at town buildings. Plowed and treated roads at Greenlawn cemetery, and Pine Grove Cemetery. Checked buildings with sump pumps. Cleaned and maintained equipment.

Public Safety

Templeton Police Department: 1/12 – 1/18 PD 235 Calls for Service, 25 motor vehicle stops, 3 arrests. Station – Inching closer to reaching common ground on putting the BWC into use. Dispatch – 376 Calls (does not include miscellaneous calls).

Templeton Fire/EMS:

Emergency calls: 26

19 EMS, 3 fire alarm, 1 carbon monoxide alarm, 1 chimney fire, 1 cooking fire, 1 good intent.

Training: Search and rescue practical

Apparatus/equipment: Forestry 3 permanently out of service

Activities: 5 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 housing court for continued work on 29 Sawyer for the Abandoned Housing Initiative. Met with TA and reviewed FY 24 proposed budget for Development Services. Working on MS4 directives.

Communicable Diseases: COVID, at last count Templeton had 21 positive cases and an incident rate of 15.44% 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. *MPHN and the Senior Center are planning a vaccine clinic for March 29 from 9 a.m. – 12 p.m. at the Senior Center; more info to follow.*

Board of Health: Witnessed perc test at Baptist common; housing inspection at 166 Elm, multiple agencies, and violations; processed septic pumping records; follow-up inspection by landlord at 38 Baldwin, C5.

Conservation Commission: One Site Walk performed for an addition/garage at 52 Otter River Rd. The pending NOI is still awaiting a MassDEP file #. Agent attended MACC seminar on Better Beaver Management to Build Climate Resilience, and a SuAsCo ConCom meeting on permitting and funding trail work, including boardwalks, viewing platforms, and rail trails. 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: Meeting was held on 1/12/23. Annual coalition dues were approved, and updates were provided on Gilman Waite, Baptist Common Cemetery, and Grange Hall. Templeton Housing Authority Director was present at the meeting to discuss the areas CPC funds could be used for and the open Housing seat on CPC. There is also an open seat to be filled by a member of the Board of Assessors. Admin and Chair met with North County Land Trust at Dwelly Farm regarding new sign to be installed. Next CPC meeting is scheduled for 2/9/23 @ 7:00 pm.

Planning Board: Next meeting is schedule for 1/24/23.

ZBA: Prepared and attended meeting of 1/17/23; 522 Barre presented request for reduction of front offset and was approved. Received variance application for a reduction in front offset at 335 Dudley and processed with a tentative date of March 7, 2023 @ 6:30 p.m.

Building Department: Three Building Permits were processed this week, including: 1 for new garage, 1 for Replacement windows and 1 for insulating. Three Electrical Permits were issued, including: 1 for hot tub outlet, and 2 for Residential additions. One Gas Permit was issued for a replacement heater. One Certificate of Completion was provided for a commercial roof replacement on Patriots Road. Admin completed quarterly and annual permit reporting and submitted turnovers, warrant and Inspector's payroll to accounting.

Agricultural Commission: Next meeting scheduled for 2/6/23 which will include a Free Bee Keeping Seminar.

EDIC: Glenn Eaton, Chair and Development Services Director met to discuss administrative support and subject matter for ongoing projects.

Community Services

Director/Library: Story Hour was very well attended. Visitation and circulation remain steady. The February materials order was compiled. I worked on the FY 22 annual reports. I reviewed the Library, Recreation, Cultural Council and Senior Services FY 24 requests with the Town Administrator. I attended the Recreation meeting. I compiled and submitted the Community Services FY 23 second quarter report. I submitted a Senior Services warrant.

Senior Services: Happenings at the Center included: Yoga, Pitch, Blood Pressure Clinic, Card Bingo, Mahjong, Travel group-Italy, Chair Yoga, Creative Stitchers, Cribbage & dessert from Health Alliance. Two new fitness classes were also held & were well attended.

We still have no applicants for the Activities position, which puts a lot of stress on staff, however our temporary activities assistant has started and will work on the newsletter and other tasks as available. We are looking for a volunteer to assist with crafts. No meal was offered this week. 237 checked-in visits to the senior center this week.

Activities' attendance	165
Social Service visit	27
Volunteer hours	45
Transportation:	36

Total checked in visits 237

Templeton Community TV: We continue work on video productions and Calendar notices, as well as Montachusett.TV concert event content and Facebook postings. We recorded and live-streamed two meetings. Annual, quarterly and weekly reports were completed. Job postings were submitted for two part-time positions.

Important Dates to Remember

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