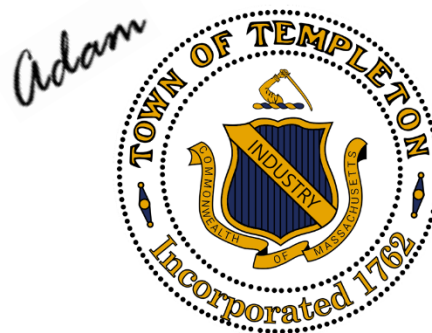


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: February 09, 2023
CC: All Departments



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



Weekly: We continue to work on the FY24 budget and draft warrant. We processed some new hires this week. The new full time Building and Grounds hire will be at the Select Board meeting on February 22, 2023. Holly, worked on four public records requests. Jacky started working on the 2022 Annual Report, which we hope will go out to the printer sometime in March.

PLEASE FORWARD ANY DEPARTMENT PHOTOS FROM FY 22 TO BE INCLUDED IN THE 2022 ANNUAL REPORT!

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector's Office: We had one tax title pay off this week. The office is still very

busy with MVX and sewer bills out. Warrant was processed. Danielle participated in Staff School - Introductory Collector Session on Wednesday.

Assessor: The office was busy with property card requests, motor vehicle abatements, notarizations, etc. Apportioned Title V loans. Sent to Cartographics the mapping changes and plans that were filed in 2022. Luanne attended the Massachusetts Association of Assessing Officers (MAAO) Winter Meeting. Preparations made with filed abatement applications. Attended the Department Head meeting on Thursday.

Town Clerk: The office is busy with residence drop off their census/St. list form. We have also been busy with people licensing their dogs. All dogs 6 month or older need to be licensed by 3/31/2023. I attended the Department Head meeting.

Public Works

Highway: Sidewalks cleared Otter River Road, April Circle, Kyle Drive, and Pheasant Lane. Chipped branches and brush from storm damage on North Main Street, Depot Road, Lord Road, Otter River Road, Albert Drive, Meadowbrook Lane, Kyle Drive, Baptist Common Road, Main Street, Norcross Street, Highland Avenue, Hospital Road, and Cardinal Lane. Scraped road and salted under bridge near Lee's. Check beaver areas. Pothole patching was done on Gardner Road, Cottage Lane, Shore Drive, Barre Road, French Road, Farnsworth Road, Brooks Road, Gray Road, Turner Lane Took down hanging branches on Baptist Common Road. Spot treated as needed. Assisted mechanic picking up parts. Cleaned and maintenance equipment.

Buildings & Grounds: Worked on drag box. Cleaned and lubricated sliding door at Senior Center. Cleaned up basement at Senior Center from water leak. Salted walkways at all town buildings. Did inventory of the small engine parts for repairs and maintenance and restocked as needed. Cleaned and maintenance equipment. Flag duties.

Public Safety

Templeton Police Department: 2/2 – 2/8 PD 289 Calls for Service, 32 motor vehicle stops, 2 arrest. Station – Numerous officers at various trainings this week. Dispatch – 455 Calls. Radios – New battery backup installed at Phillipston Common site. Radio service was in house correcting some minor issues. (Does not include miscellaneous calls).

Templeton Fire/EMS:

01/30/2023 – 02/06/2023 Fire Department weekly report.

Emergency calls: 30

1 Assist other agency, 2 chimney fire contained to the flue, 4 dispatched and cancelled, 19 EMS, 1 fire alarm, 1 hazmat, 1 good intent, 1 outside trash fire.

Training: Equipment review

Apparatus/equipment: Forestry 3 permanently out of service, Car 2 plow out for warranty repair.

Activities: 3 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 – Out of Office this week.

Communicable Diseases – For information 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.

Board of Health – Next Board of Health meeting is scheduled for 2/27/23 @ 7:00 pm

Conservation Commission – The next Conservation Commission meeting is scheduled for 2/13/23 @ 6:30 pm – one NOI is on the agenda. Agent performed site views after receiving complaints; no issues found. 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

Community Preservation Committee – *The CPC meeting will be held tonight 2/9/23 @ 7:00 pm* at Town Hall. Four applications will be reviewed by the Committee. (1) Baptist Common Cemetery Access and signage (2) Dwelly Conservation Area Invasive Plant Removal (3) Resurface Gilman Waite Tennis Courts/Fencing Replacement (4) Grange Hall ADA Bathrooms. Admin worked on estimates and account reporting.

Planning Board – Next Planning Board meeting is scheduled for 2/14/23 @ 6:30 pm

ZBA – Next ZBA meeting is schedule for 3/7/23 @ 6:30 pm to hear variance request from 335 Dudley Rd.

Building Department – Four Building Permit applications were processed this week, including: 2 for residential remodeling, 1 for a new garage and in-law apartment, and 1 for new single-family home. Six Electrical Permits were issued, including 3 for emergency service restoration due to storm damage, 1 for mini-splits, 1 for new generator, and one for finished basement wiring. One Plumbing Permit was issued for an addition, and one Gas Permit was issued for a replacement cook stove. Admin worked on several records requests and submitted 5 turnovers to accounting.

Agricultural Commission – Informative bee keeping talk, with Mike Fontaine of Wild Brook Apiary, was held during meeting of 2/6/23 at Town Hall. Next AgCom meeting is scheduled for 4/3/23 @ 6:00 pm

EDIC – Next meeting scheduled for 3/6/23 @ 6:00 pm

Community Services:

Director/Library - Visitation and circulation are steady. Story Hour continues to grow. We are planning to resume class visits from Templeton Elementary School. I participated in an interview for the Assistant Coordinator for Softball. I attended the department head meeting. I completed and submitted 2 warrants.

Senior Services - In addition to the usual weekly happenings, community outreach by staff led to a business providing a lunch and learn opportunity in addition to an Alzheimer's presentation scheduled for March and April. A new fitness instructor has been found! An interview is set with a prospective candidate for an Activities position. The Center hosted a Warming Station during the recent cold snap.

Social Service 120

Activities 169

Rides 43

Volunteer hours 34.25



Templeton Community TV: Production continues on a number of shows and Community Calendar items. We cablecast/live-streamed two meetings. Digital Lab and grants are being researched. We are experimenting with more videos on the TCTV Facebook page and posts on TCTV's YouTube Channel (YouTube.com/TCTVweb). New TCTV logos are on the way! We are still accepting applications for part-time media producers and Montachusett.TV program coordinator.

Important Dates to Remember

**Select Board Business Meeting, Wednesday,
02/22/2023, 6:30 p.m.**

**Added some new pictures of the Select
Board.**

