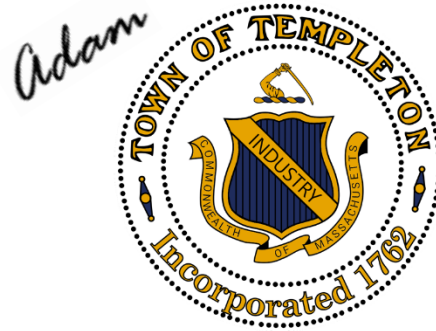


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: February 16, 2023
CC: All Departments



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



Weekly: Completed agenda packet for February 22, 2023 Select Board Meeting. We worked on getting the Federal Grant Policy and Procedures out to the Department of Housing and Community Development (DHCD) since the Select Board approved the policy. DHCD reviewed the Town's response with the policy for compliance and internal control, they accepted our response, and no further action is needed.

Adam continues to work on the budget. Attended the Advisory meeting. It was nice to discuss with Advisory how we maintained our Moody's rating of Aa3. Received the financing summary for the \$1,145,000 General Obligation Water Main Bonds that the Select Board approved. Had a meeting with MassDOT and Fuss & O'Neill for the Royalston Road project regarding the Templeton schedule and submission update.

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

Important Dates to Remember

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

Administration & Finance

Town Accountant: Payroll and Warrant, posted deposits, finalized the BVA and worked on CDBG cleanup.

Treasurer/Collector's Office: Another busy week with foot traffic and phone calls. Excise commitment 1 is due Thursday, March 23rd. Cheryl and Danielle participated in Staff School - Advanced Combined Session Wednesday. Warrant and payroll processed.

Assessor: Many requests for property record cards and notarizations this week. The Board of Assessors held a meeting on Tuesday. Follow-up was done after the meeting. Many questions and requests for motor vehicle excise abatements have been received. Exemption applications are still being accepted for FY2023 Taxes; any approved will be applied to 4th Quarter tax bills. Luanne participated in a required 7-hour USPAP (Universal Standards of Professional Appraisal Practice) class this week.

Town Clerk: Nomination papers will be available beginning Tuesday, February 21 through Thursday, March 23rd. You can go to the town's website to see a list of seats whose terms are up this year. Reminder that all dog 6 months or older need to be licensed by March 31st.

Public Works

Highway- Central St scrapped ice & treated. Pot hole patching Barre Rd, South Rd, and French Rd.

Continue to chip brush throughout Graves development, Chestnut St, Dennison Ave, and Michaels Ln.

Remove some hangers on Boynton St. Change cutting edge on loader bucket. CD-5 repaired transmission problem.

Mechanic catching up on services.

Building & Grounds-Foreman working alone waiting for new hire to start next week.

Servicing the weed trimmers. Cleaned out spreader. Servicing hedge trimmers.

Getting parts for repairs. Checking buildings for sump pumps.

Pine Grove cemetery dragging brush to roadside for chipping.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: 02/06/2023 – 02/12/2023

Emergency calls: 26

1 Assist other agency, dispatched, and cancelled enroute 1, EMS 19, Hazmat 1, motor vehicle accident 3, Smoke/odor investigation 1.

Training: Apparatus/equipment: Forestry 3 permanently out of service, Car 2 plow out back in service from warranty repair.

Activities: 4 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 – Facilitated Region 2 Emergency Management contact drill with Jamie Terry; processed an insurance lien; contact and support with demolition contractor for 10 Pleasant for TMLP letter verifying lines have been removed; met with Dr. Darin Holmes of USDA with regard to local food safety and offerings of support when warranted.

Communicable Diseases – COVID, at last count Templeton had no new reported positive cases and an incident rate of 4.6% 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. *The Senior Center in conjunction with MPH N will be hosting a vaccine clinic on March 29th from 9:00 am – 12:00 pm., to register call 978-602-2356.*

Board of Health – Reviewed and approved septic plans for a new SFH on Baptist Common; continued work on an issue with a dumpster on Shore/Second; review/approve Title 5 reports for 41 Pheasant, 22 Rice, and 54 Walnut (letter regard need for pumping); work with Otter River Hotel, LLC for food permit; smoke from outdoor wood boiler complaints investigated on Brooks, violation letter sent; food pantry inspection, no issues and resulted in re-permitting; closing file for 38 Baldwin, remediation of mold and air quality testing complete (currently reviewing the report). Perc scheduled for Lord Rd moved to 2/21/23.

Conservation Commission – The Conservation meeting was held on Monday 2/13/23 – one NOI was approved and an OOC is being issued. Minutes were typed up, a park sign was ordered for River's Edge, and a resident concern was addressed. 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. Next meeting is scheduled for Monday 3/20/23.

Community Preservation Committee – The CPC meeting was held on Thursday 2/9/23. Six articles were supported by the Committee and will be presented to the Selectboard: (1) Annual Appropriations (2) Baptist Common Cemetery Access and signage (3) Dwelly Conservation Area Invasive Plant Removal (4) Resurface Gilman Waite Tennis Courts/Fencing Replacement (5) Grange Hall ADA Bathrooms and (6) Town Hall Cupola Restoration. Admin typed up minutes, submitted 2 invoices for Grange Hall to warrant and welcomed John Brooks to the Assessors seat on the CPC. Next meeting is scheduled for Thursday 3/9/23.

Planning Board – Members met on 2/14/23 and approved an ANR for a split of 66 Baptist Common into two, two acre lots. Next meeting scheduled for February 28, 2023. Inquiry received by Lawindy’s LLC for an apartment at 136 Patriots, referred to Planning Board for amendment to original approved plans.

ZBA – Next meeting schedule for March 7 @ 6:30 p.m. to hear requests from 195 Brooks for a variance and special permit, and 335 Dudley for a variance. No new information to report.

Building Department – Two Building Permits were processed this week: 1 for garage demolition and 1 for new garage. Two Electrical Permits were issued: 1 for new cook stove and 1 for bathroom light/vent. No Plumbing or Gas permits were issued. Three Occupancy Certificates were issued, 2 for Garages with living space, and 1 for a new single-family house on French Road. One Certificate of Completion was issued for HVAC sheet metal.

Agricultural Commission – No new information to report.

EDIC – Next meeting March 6, 2023 @ 6:00 p.m., no new information to report.

Community Services:

Director/Library -Story Hour had its largest attendance so far. Visitation and circulation remain steady. The March materials order was compiled. A group of back-ordered materials and a small Children's collection was processed and made available. I attended the COA meeting. I submitted 3 vendor warrants and several timesheets.

Senior Services - COA Board meeting, Protective Services referral made, interviewed new line dancing instructor to begin in April, provided medical equipment to 2 seniors, prepared newsletter for mailing, began work on May/June newsletter, began work on Executive Office of Elder Affairs annual report,

Social Service visits	30
Attendance at activities	186
Volunteer time provided	67 hours
Rides provided	47



Templeton Community TV: TCTV recorded, cablecast and live-streamed three meetings this week. Video post-production and Community Calendar creation continues. Montachusett.TV Calendar content creation is ramping up. A job interview was conducted. Meetings with Wachusett Business Incubator (WBi) and the director of Community Services took place. The director attended an online meeting with Mass Access and state legislators discussing the status of the proposed bill to help fund Community Media with streaming services surcharges. A Digital Equity planning grant application was started but awaits an executive letter. Spring into the weekend, Templeton!

