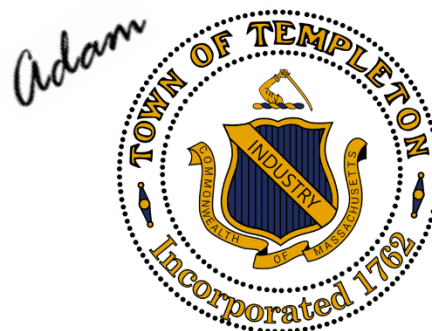


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: March 2, 2023
CC: All Departments



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

Weekly: Continued work on the budget and Draft Warrant. Most of the week involved work on several public records requests. Processed forms for a new hire. Completed agenda packet for March 8, 2023 Select Board Meeting.

Holly added a blue button on the top left of the homepage on the website with the [Town Office Phone Numbers](#) to make it easier for residents to find.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector's Office: Nothing to report.

Assessor: The office was busy with questions on motor vehicle abatements, property cards, etc. We've been receiving many returns for Forms of List and ABC Forms. Justice attended class sessions for IAAO (International Association of Assessing Officers) Course 101 on Wednesday and Thursday; these classes are toward his MAA Certification.

Town Clerk: Nothing to report.

Public Works

Highway: Crews Plowed/Treated/Scraped roads throughout town as needed. Cleaned and maintained (including changing cutting edges as needed) equipment in between storms. Worked on Clearing sidewalks Baldwinville Road, and Templeton Center.

1 Driveway Permit inspection.



Building & Grounds: Crews Plowed/Treated/Scraped parking lots and sidewalks for all town buildings and in Cemeteries. Burial duties. Flag duties. Cleaned and maintained equipment between storms.

Public Safety

Templeton Police Department: Nothing to report.

Templeton Fire/EMS: 02/20/2023 – 02/26/2023 Fire Department weekly report.

Emergency calls: 27

1 Animal problem, 18 EMS, 3 fire alarm, 3 motor vehicle accidents, 2 smoke investigations.

Training: Ice rescue equipment review, Ice rescue practical.

Apparatus/equipment: Rescue out and back from a front brake job.

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 – Provided documentation for the proposed CDBG application for the School Street area of Baldwinville. Research for all boards in Development Services for a public records request, findings to be reported to Town Administrator.

Communicable Diseases – From 2/5 – 2/18 there were 7 confirmed COVID cases with a positive rate of 14.43%, 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>. Templeton had on close contact with monkey pox (remained negative) and one case of listeria (foodborne, not traced to any food establishment in Templeton). 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 please call 978-602-2356.*

Board of Health – Housing inspection at 13B Pleasant, violation letter sent; witnessed perc for NSF dwelling off Patriots; provided COC for replacement septic on 22 Brooks Village; received complaint for 17 State dilapidated structure, in tax title; prepared for and attended meeting of 2/27.

Conservation Commission – NEW park sign installed at River’s Edge Conservation area in Baldwinville that says, “Park Open Dawn to Dusk.” Warrant submitted for one River’s Edge invoice. The next ConCom meeting is scheduled for Monday 3/20/23 @ 6:30 pm. 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 – Warrant submitted for two Grange Hall invoices. Admin, Chair, and some members attend CPA training in Phillipston. Next meeting is scheduled for Thursday 3/9/23 @ 7:00 pm.

Planning Board – Meeting of 2/28 cancelled due to inclement weather, all agenda items moved to the meeting of 3/14.

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.

Building Department – Two Building Permits were processed this week, including: 1 for a pellet stove, and 1 for a bathroom renovation. One Electrical Permit was issued for replacing old wiring and fixtures. One Plumbing Permit was issued for a shower stall replacement. Two Certificates of Completion were issued, 1 for floor framing and insulation, and 1 for replacement windows. Admin submitted 6 turnovers and 1 warrant to Accounting and completed monthly US Census reporting. Commissioner Hanks researched and provided zoning determinations for several lots at the request of Town Administrator for a proposed CDBG application.

Agricultural Commission – Nothing to report.

EDIC – Meeting scheduled for March 6, 2023 @ 6:00 pm in Town Hall conference room, updated agenda per Chair’s request.

Community Services

Director/Library- The stitching group met on Monday morning with 11 participants. Story hour was a large group also. Visitation and circulation remain steady. I completed and submitted 2 vendor warrants. Weeding of both collections continues, as does story hour and class visit planning.

Senior Services- Staff held interviews for prospective instructor for line dancing. Staff attended SNAP update training. Student interns from NRHS attended trainings. Staffing was minimal with 2 staff members out sick. Cindy reached out to the Friends as well as MOC to discuss plans for the kitchen project and congregate meals in the future. Cindy is working closely with 4 seniors in near-crisis situations.

Social Services	56 contacts
Activity attendance	153
Volunteer hours	104
Rides	74



Templeton Community TV: We taped Collector Time interviews at the Cabin Fever Show on Feb. 26. TCTV recorded and live-streamed the Feb. 27 Board of Health Meeting. The Feb. 28 Planning Board meeting live-stream was cancelled due to weather. Production continued on a number of shows. Fact sheets for marketing and promotion for TCTV, Montachusett.TV and Digital Lab were created. Meetings with Wachusett Business Incubator on the Digital Lab and Montachusett.TV took place. An application for Digital Equity planning services was submitted. Calendar content was posted to Channel 8 and Montachusett.TV. Have a flaky weekend!

Important Dates to Remember

Select Board Business Meeting, Wednesday, 03/08/2023, 6:30 p.m.