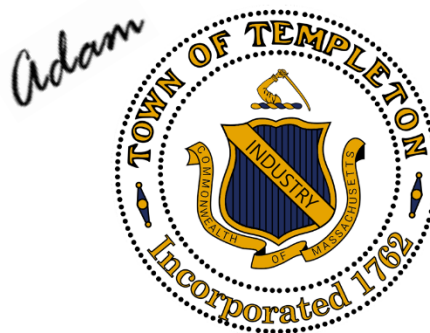


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: May 11, 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 Veterans position with an annual salary of \$30k a year and hopeful we get some qualified applicants for the job. Worked on some unforeseen matters that need to be addressed before the demolition of the main structure at 10 Pleasant Street. Prepared for and attended the Emergency Select Board meeting as well as the Annual Town Meeting.

Worked on some public records requests. Completed and sent the right of entry documents relative to the Main Street Bridge project to the impacted property owner. The security cameras were installed in the hallway as well as outside of Town Hall. Attended a meeting with the state regarding Templeton Development Center.



Administration & Finance

Town Accountant: Accountant In mass working for the week and attended town meeting and worked with any department that needed me. Also did a financial audit of the senior center. Nancy was out one day this week, so we did not process a warrant since it was a payroll week.

Treasurer/Collector's Office: Demands were issued for any unpaid Motor Vehicle Excise Commitment 2. Demands were issued for all remaining unpaid FY23 Property Taxes. Attended Annual Town Meeting. Payroll was processed.

Assessor: The office continues to have requests for property cards, motor vehicle abatements, notarizations, etc. Processed several abutters list requests. Continued working with the Town Administrator's Office for processing of Senior Work Off applicants. The Board of Assessors held a meeting on Tuesday. Followed up with work after the meeting. Attended the Annual Town Meeting on Wednesday.

Town Clerk: Nothing to report this week.

Public Services - Public Works Division

Highway: Check and clear beaver areas as needed. Sidewalk sweeping Templeton Center, East Templeton, and School Street. Pothole repairs South Main Street, North Main Street, Baptist Common Road, Minuteman Drive, Musket Drive, Dudley Road, Barre Road, and Henshaw Road. Roadside chipping/cutting Haskell Road and Cook Road. Paving prep/post work Hamlet Mill Road and Brooks Road.

Buildings and Grounds: Spring clean up continues at Town Hall, Scouts Hall, East Templeton, and Pine Grove Cemetery. Found and repaired water leak at Pine Grove Cemetery. Prepared for burial on Thursday. Worked on Memorial for Gilman-Waite.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: 05/01/2023 – 05/07/2023

Emergency calls: 32

26 EMS, 1 fire alarm, 1 motor vehicle fire, 4 motor vehicle accident.

Training: Tactical Emergency Casualty Care (TECC) A 16 hour class that teaches pre hospital responders how to respond and care for patients in a civilian tactical environment, Hazmat

Announcements: Residential open burning has ended for 2023.

Development Services

Director – Attended annual town meeting and completed Region 2 Emergency Management drill.

Communicable Diseases – From 4/16/23 – 4/29/23 there were no confirmed COVID cases and a positive rate of 1.85% (state reported numbers). 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. There was one reported case of Shiga toxin (food poisoning) and one case of HGA (caused by a tick). On May 11, the state of MA will be ending the COVID state of emergency.

Board of Health – Follow-up inspection at 142 Queen Lake, issued certificated of completion for the corrected violations; inspection at 1076 King Phillip for well issues; Title 5 inspection report reviews for 246 Otter River, 494 South, and 45 Phillipston; received and reviewed sanitary water survey report from MassDEP for TF&G, in good standing; working on complaints for 402 South Main and 128 Bridge, both issues received interdepartmentally; issued a temporary food permit for the grand opening of Splash Pools in Baldwinville on 5/13.

Conservation Commission – Site visits occurred on Patriots Road for a new home, and Lord Road for follow up with applicant to install silt fence and straw wattles at limit of work. Agent attended MACC Webinar on Procuring Consultant Services. The next Conservation Commission

meeting is scheduled for Monday 5/15/23 @ 6:30 PM. The Commission is accepting applications for 2 open seats; if interested, please see Jessica Case in Room 3 of Town Hall on how to apply.

Community Preservation Committee – CPA Articles 11 – 16 were all approved at the Town Meeting Wednesday evening 5/10/23. The next CPC meeting will be 5/18/23 @ 7:00 PM.

Planning Board – Prepared for and attended meeting of 5/9/23, ANR's approved for Hubbardston Road (4 new lots) and Shady Lane (1 new lot); approved permit transfer for Bunny's Ice Cream to new owners, Izzie's Ice Cream; heard questions from McCarty Engineering pertaining to zoning for 55+ developments, no application or plan submitted at this time; provided recommendation to 331 South Main for combining two lots for construction of an addition to the existing house.

ZBA – Next hearing is on May 16, 2023 @ 6:30 p.m. for 148 South Road for a change of use.

Building Department – Five Building Permits were processed this week, including: 1 for a wood stove, 1 for replacement windows and siding, 1 for replacing a front porch, 1 for HVAC ductwork, and 1 for a new home on Patriots Road. Four Electrical Permits were issued, including: 2 for appliance replacement, 1 for Temp Service and 1 for a new home fixtures and service. Five Plumbing Permits were issued, including 1 replacement sewer line, 2 new residential connections to town sewer, 1 fixture replacements and 1 for a new home. Two Gas Permits were issued, including: 1 for replacement furnace and 1 for a new home. Commissioner Hanks performed multiple inspections and Certificates of Completion were issued to close out 5 permits. Several New Business Use applications have been received, requiring review by the Zoning Officer and Board of Health Agent before going to the Clerk's office. Admin met with OpenGov representatives at Town Hall for an in-depth demonstration of online permitting and licensing software, awaiting a customized quote for review.

Agricultural Commission – Next meeting scheduled for June 5, 2023 @ 6:00 p.m.

EDIC – Next meeting scheduled for June 26, 2023 @ 5:00 p.m.

Community Services

Director/Library: Story Hour had the largest group so far- 20 children. The exterior trim painting was completed. The stitching group finished up their patriotic wreath projects. The library is welcoming donations of annuals and perennials for the memorial garden- (to be planted 5/ 27/2023). Senior Center Manager, Cindy, SHINE volunteer Gail and I interviewed candidates for the Activity Coordinator position. I completed and submitted turnovers and warrants. I responded to Farmers' Market inquiries and mailed out several packets- the Market opens on Thursday, May 25, and runs every Thursday 4-7pm in the library field. I attended the Annual Town Meeting.

Senior Services: In addition to the regular weekly programs, work continued on the Blue Cross Blue Shield grant and SNAP grant. Cindy completed and submitted the MART report. The Center hosted a workshop on 17th Century tools in collaboration with the Historic Commission. Interviews were held for Activity Coordinator.

The Scion was repaired and returned to service.

Statistics for last 2 weeks:

Social Service interventions	32
Activities attended	236
Volunteer hours	80
Rides provided	65

In addition to the regular weekly programs, work continued on the Blue Cross Blue Shield grant and SNAP grant. Cindy completed and submitted the MART report. The Center hosted a workshop on 17th Century tools in collaboration with the Historic Commission.

Templeton Community TV: We recorded and live-streamed Annual Town Meeting. We also recorded and streamed Board of Health and Planning Board meetings. We continue to receive positive feedback on our *TCTV News* show. You can check out our May 8 edition of *TCTV News* on [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb).

Have a beautiful Mother's Day weekend, Templeton!

Important Dates to Remember

Select Board Meeting, Wednesday, 5/24/2023, 6:30 p.m.