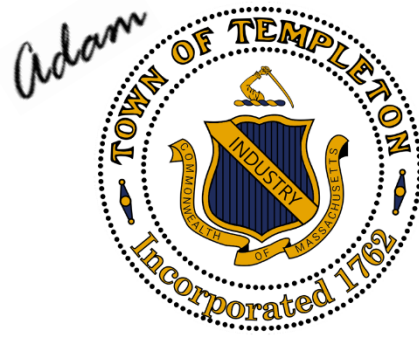


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Adam Lamontagne, Asst Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** January 23, 2020  
**CC:** All Departments



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### Important Notice to All Departments

Annual Reports for FY'19 are due to Holly via email by **Wednesday, February 26, 2020** at noon. **Anything received after that date WILL NOT be included in the Annual Report.**

**Business Meeting or Workshop:** (This is where we provide basic information or expand upon memorandum enclosed in your packet). Nothing this week.

**Weekly Report:** We have been extremely busy this week getting everything ready for the BoS and putting together the FY 21 budget. We are moving into our next round of budget reviews with departments. We had our credit rating call which went well. We had a team meeting and a Neighborhood Public Informational Meeting on the Orchard Lane project and after an added round of soil borings, we have determined that we do not need to completely reconstruct the street but can use the base reclamation method. This means we should be able to reduce the use of the Chapter 90 funds from \$200k to \$100k. Our total Worcester County Regional Retirement System appropriation has increased approximately 20%, however, we do not yet have the unit by unit breakdown and the impact to the general fund may vary from that percentage.

### Administration & Finance

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** Nothing reported.

**Assessor:** Nothing reported.

**Town Clerk:** Nothing reported.

### Public Works

**Highway Department:** The plow on H35 needed replacement parts that were under warranty. A large hole that was forming at the entrance of the Scout hall parking lot was filled with millings. Pothole patching was done on Barre Road. Worked on cleaning sidewalks after the weekend storm with a couple of minor breaks downs on the side walk machine. Intersections were cleaned up and ice scraped where necessary. 2 Police Cruisers were worked on for issues and turned back to the police department. The director attended an MPO meeting where Royalston Road has been recognized as being under review @ 75%.

**Buildings & Grounds:** Checked all common buildings for ice hazards. Visited Scout hall to check for interior situations such as heat and water issues. All cemeteries cleared of snow after the weekend storm. Moved embankments at the senior center. Repairs were performed on the Builds & Grounds spreader at the DPW. Shoveled the Old Baldwinville Elementary school and all common buildings after the snow fall over the weekend. Assisted heater repair man @ town hall in the vault as the heat was not working.

### **Public Safety**

**Templeton Police Department:** Nothing reported.

**Templeton Fire/EMS:** Nothing reported.

### **Development Services**

**Director:** Met with Chris Babcock of Insurance Services Office, Inc. (ISO) to provide building code enforcement information, the goal being that the information will be further provide to insurance companies for use in underwriting homeowner insurance policies; Administrative Assistant revamped “use permit” application to include more up to date pertinent information; continued work on budget and FY 19 annual report.

**Board of Health:** Verified with Joanne Kasper-Dunne at MassDEP that permit application was withdrawn for the “application of bio mix” for reclamation at Gavin gravel pit; reviewed and approved as-built plans for two new residential septic systems, Lamb City and Otter River; received a citizen request to be placed on the January 27 agenda to propose a BOH regulation pertaining to “land application and storage of sludge and septage”; work on FY 19 annual report.

**Conservation:** Received and processed an RDA packet for the infrastructure project on Orchard Lane, has been added to the agenda for the February 10 meeting at 6:00 p.m.; work on FY ’19 annual report.

**Planning Board:** Work on FY 19 annual report.

**ZBA:** Work on FY 19 annual report.

**Building Department:** Building Commissioner issued two building permits, two occupancy permits and one certificate of completion; the Wiring Inspector issued one permit and Plumbing/Gas Inspector had no applications this week; all inspectors were busy with inspections for previously issued permits; work on FY 19 annual report.

**Agricultural Commission:** Work on FY 19 annual report.

### **Community Services**

**Community Services Director:** I attended the Recreation budget review, as well as the Rec. Commission meeting. I spent some time at the Senior Center. I updated the Community Calendar and reached out to a few potential Farmers' Market vendors.

**Community TV:** This week TCTV recorded and broadcast the Orchard Lane DPW Informational meeting and worked on other video productions including the sponsored *Collector Time* show, *Inside Templeton* on the Goodrich sisters, and *Templetunes* with various artists. *Talk of the Town's* State of the Town was produced the previous week and has had a good response. The staff is organizing its production schedule and workflow for the coming months. Plans are

being made to work with the organizers of the Festival on the Common, formerly known as the Arts & Crafts fair.

**Library Director:** The January materials order was compiled. Two Story Hour sessions were held and well-attended. Several classes walked over from TES for a visit- it was wonderful to resume this great tradition!

**Senior Center:** The Monthly Dining Group checked out the newly renovated Williams restaurant. They really enjoyed the food and atmosphere. There was a Card Bingo game which as usual was well attended. There was also a winter tea along with the regular weekly activities. Sixty-seven unduplicated Seniors signed into the Senior Center this week. There were 10 individuals who needed help with heating, food, housing, harassment and emotional issues. Volunteers helped out with providing 32 hours of time.

### **Important Dates to Remember**

**Town Administrator's Office Days next week: Tuesday, Wednesday & Thursday**

**Selectmen's Business Meeting, Wednesday, January 29, 2020, 6:30 p.m.**

**Staff Meeting Thursday, January 30, 2020, 8:30 a.m.**

**Selectmen's Workshop, Wednesday, February 5, 2020, 6:30 p.m.**