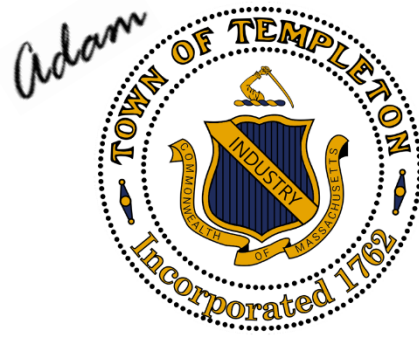


## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Adam Lamontagne, Asst Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** January 9, 2020  
**CC:** All Departments



### Important Notice to All Departments

None.

### **Business Meeting or Workshop:**

This is where we provide basic information or expand upon memorandum enclosed in your packet.

**Weekly Report:** This has been a busy week as we are now in full FY '21 budget gear. We have already started our first-round meetings with the Department Heads. Chairman Michael Currie of the BoS recorded "The State of the Town" with Adam on 1/6 and it should be playing on our local access channel as well as uploaded to YouTube next week. Adam has been working with Lucjan to update capital assets as well as the Capital Planning grid to prepare for the Capital Report to the BoS on 1/29. We had our Municipal Vulnerability Preparedness (MVP) Core Team Meeting on 1/9 to prepare and plan to submit our MVP Action Grant which can award municipalities funds ranging from \$10k to \$400k annually. The next funding round for the MVP will be in Spring of 2020. We received a Petition to Have the Templeton Veterans Park moved to Otter River, from resident, Robert Bronson, along with a request to be on the agenda of January 13. His request was given to Chairman Currie and as is the procedure, the Chairman decided to have Mr. Bronson comment under the Public Comment section of the agenda. Mr. Bronson was notified. The petition has 78 signatures of what appears to be residents of Town (signatures were not yet given to the Town Clerk).

### Administration & Finance

**Town Accountant:** Nothing reported.

**Treasurer/Collector:** The property bills were mailed December 30<sup>th</sup>. If you haven't received yours, please feel free to give us a call and we can get a copy out to you. We are happy to announce that the conversion of moving sewer collections from the Sewer department to the Treasurer/Collectors office is now complete. All sewer payments will now be collected at Town Hall in the Treasurer/Collectors. Payments can be made during regular business hours. After hours payments, (check only) may be left in the drop box located behind Town Hall.

**Assessor:** Prepared 2<sup>nd</sup> quarter Financial Report for meeting with the BOS on January 29<sup>th</sup>. Working with Sewer Department regarding billing conversion with Vadar. 3<sup>rd</sup> & 4<sup>th</sup> Quarter Real Estate and Personal Property tax bills went in the mail December 30<sup>th</sup>. A few questions have been addressed regarding property assessments and tax rate. The police department and a portion of school debt rolled onto the tax bills this year. I continue to work with Vision to closeout FY20 values in the real estate program. Real Estate Exemption applications are still being accepted in the office until March 31<sup>st</sup> and Abatement applications need to be filed, with backup documentation, no later than close of business February 3<sup>rd</sup>.

**Town Clerk:** Nothing reported.

### **Public Works**

**Highway Department:** Cold patching was done on Rice Rd, N. Main St, Depot Rd, Pail Factory, S. Main, Shady Ln, Gardner Rd, School House Rd, Orchard Lane, Barre Rd., Stone Bridge, Cook Rd, Otter River Rd and Shore Dr. Roads were treated as small but icy storms rolled thru in the New Year. Please note, A salt/sand combination is available for residents at the highway barn for the purpose of private walkways and driveways. The salt/sand mixture is NOT for businesses and is monitored. The mechanic worked on the trackless to replace a hydraulic hose that had broken. Work was done on the Animal control vehicle to repair the 4-wheel drive and to replace all 4 tires. Cruiser #7 came in for a PMI and was sidelined for replacement of fuel lines.

**Buildings & Grounds:** Attention was given at all town buildings in addressing slippery situation on walkways. Preparation and final closing of graves in both Green Lawn and Pine Grove cemeteries. Attended Cemetery meeting and discussed planned work with the MRPC to update the mapping. Performed service to the 997 and chainsaws. Sanded in the cemeteries as the rise and fall of temperatures has created some icy situations.

### **Public Safety**

**Templeton Police Department:** Nothing reported.

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

### **Development Services**

**Director:** Attended Municipal Vulnerability Preparedness (MVP) kickoff team meeting; submitted budget and narrative draft to Asst. Town Adm.; met with Town Adm. to discuss open position in Dev. Serv.; met with Highway Super and Adm. Asst. to discuss new procedure for driveway permits; worked with Jamie Terry at Region 2 Emergency Preparedness to schedule a drill at NRHS; on Monday, Director provided Atty. Saillant with documentation and information showing that Brian Drury has taken no action on the zoning violation order.

**Board of Health:** Worked with COA and PD on two hoarding issues, both single family residences who have previously denied services; approved and inspected septic tank replacement at 398 Otter River; reviewed and approved plans for new build septic system at Baptist Common; continued permit renewals.

**Conservation:** After speaking with the Chair, the meeting of Monday, January 13 has been cancelled due to lack of agenda items.

**Planning Board** – Due to an oversight on posting an agenda for the January 7 meeting and consulting with the State and the Chair, the meeting was cancelled and rescheduled to January 28 to hear the storm water permit application for Templeton, LLC.

**ZBA:** No actions to report at this time.

**Building Department:** Building Commissioner issued five building permits, including one for a new residential; three wood/pellet stove installation inspection were completed; Wiring Inspector processed seven permit applications and the Plumbing/Gas Inspector processed twelve permit applications.

**Agricultural Commission:** No actions to report at this time.

### **Community Services**

**Community Services Director:** I met with the Town Administrator and the Assistant Town Administrator for the first reviews of the Community Services unit budgets. I researched partnering options for Meals on Wheels and ride service and attended the BOS workshop where a presentation was made. I updated the website's Community Calendar and worked a bit on the Business Listing. I gathered information from the Economic Development Manager for the city of Leominster about the process involved in creating their community ice-skating rink. The maintenance piece is different than what I anticipate for Templeton, but I have a lot of great information and resources to hopefully get ours going next year.

**Community TV:** This week TCTV recorded and planned broadcast of the Board of Selectmen's meeting of Jan. 8 and Advisory Committee meeting of Jan. 9. Steve met with the new committee for the arts and crafts fair, now called the Festival on the Common. TCTV will work with the Festival committee help to promote the event and make video sponsorships available to vendors and others. TCTV has been testing program underwriting with sponsored Collector Time videos, which also serves to promote the upcoming Cabin Fever Collectors Show.

**Library Director:** Two Preschool Story Hour sessions were held and well-attended. New materials were processed and made available to our adult and young patrons. Foot traffic has picked up in the library now that the holidays are over. The sign-up is underway at TC for class visits to resume.

**Senior Center:** Everything is getting back to normal after the Holidays. We are back to regular activities such as Yoga, Pitch, Bingo, Cribbage and Coffee with Sue. We have added the game Sequence this week as well as Team Jeopardy. The VNA came in for the monthly Blood pressure clinic and we had the monthly trip to Market Basket. Seniors continue to come in for help with fuel assistance. There were 2 senior self-neglect reports filed. Volunteers worked 20 hours this week doing various tasks. We are very grateful for the time they volunteer.

### **Important Dates to Remember**

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

**Selectmen's Business Meeting, Monday, January 13, 2020, 6:30 p.m.**

**Special Town Meeting, Wednesday, January 15, 2020, 6 p.m.**

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

**Selectmen's Workshop, Wednesday, February 5, 2020**