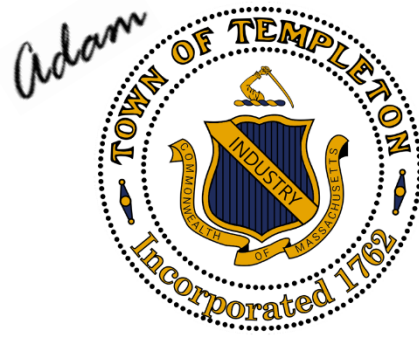


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Adam Lamontagne, Asst Town Administrator
RE: Administrator's Weekly Report
DATE: February 13, 2020
CC: All Departments



All Town Offices will be closed on Monday, February 17, 2020, in observance of the President's Day Holiday. Offices will re-open on Tuesday, February 18, 2020, at their regular hours.

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.

This week has been primarily taken up by the FY 21 budget; however, we have had meetings this week focused on Green Communities with Karen Chapman from MRPC, Laurie Wiita from Development Services and Bob Szocik from DPW as well as Ethics with Nichole from Accounting. We have been working on the GOB and the BAN that went in front of the BoS on 02/12/20. This week we have put out the proposals for the Orchard Lane Infrastructure Improvements project and the old Baldwinville Elementary School that can be found at <https://www.templetonma.gov/bids-requests-for-proposals-bid-results-0>. Orchard Lane is due on Thursday, 03/12/20 at 10AM. BES is due on Wednesday, 03/18/20 at 2PM. We have had issues with the phones, and we are now under contract with a new company, phones have been ordered and we should find out shortly when installation shall happen. Finally, we brought in an unpaid intern that has been helping our office and others at Town Hall a few hours a week.

Administration & Finance

Town Accountant: Out of the Office.

Treasurer/Collector: It was very busy in the office this week. The conversion of sewer payments being collected in the treasurer's office has gone well. The sewer bills were due Monday and the ability to pay multiple bills in one location was welcomed by many.

Assessor: No weekly report was submitted last week. February 3rd was the last day to apply for an abatement on you real estate bills, 5 were received in the office. The Board of Assessors, at their February meeting, approved 3 abatements, denied 1 and 1 was tabled until the March

meeting. Information was sent to the DOR DLS regarding State Owned Land and reimbursement for property changes. I attended a 7-hour course in Woburn by the Appraisal Institute, last Friday, as part of a requirement for my MAA Recertification. Board of Assessors held their monthly meeting on Tuesday so much time was spent getting ready for and following up from the meeting. Much traffic flow and phone calls in the office regarding the 1st Motor Vehicle billing sent out last week. A reminder to residents, any questions regarding the values of your vehicles must be addressed directly to the RMV, call our office for their contact number. Anyone applying for a motor vehicle abatement must bring documentation of what was done with the plates AND what was done with the vehicle in order to qualify, along with a completed application, this application can be downloaded from the Assessor page on the town website. Thursday had a webinar with Vision regarding the Personal Property Application and attended the Department Head Meeting.

Town Clerk: Nothing reported.

Public Works

Highway Department: Having small storms with snow, sleet and freezing rain, uses more material and time in keeping roads safe. We had several branches come down, low hanging branches with ice on trees, along with keeping the roads safe. Treating roads was top priority in the end of the week and over the weekend. Working in the office of the DPW, we have been working on updating the list of town accepted roads and private roads. In dropping of the ball for 7+ years now, we are finding we have town accepted roads that were not added to the Mass DOT road inventory. We are adding Victoria Lane, Gary and Mitchell Roads. This has an impact on our chapter 90 monies. We continue to see if we have any other town accepted roads and if we do, they will be added to the Mass DOT road inventory. Adding roads will in turn increase our Chapter 90 monies. Efforts are being made to assure all town accepted roads are included in the roads inventory. All plow blades were inspected and replaced as needed. H33 was repaired for the shifter column. H12 had the U-bolts replaced.

Buildings & Grounds: Care to the walkways of the common buildings was key in the latter part of the week as cold weather was the cause of ice and slippery situations. Also plowed and sanded all common buildings and the cemeteries throughout town. Continued interior maintenance in the cemetery garage and maintenance on equipment.

Public Safety

Templeton Police Department: 2/6 – 2/12 PD – 277 Calls for Service, 78 motor vehicle stops, 1 arrest, Police Station Project – we are still working through some issues with the HVAC system and the tile flooring upstairs. The New generator and cruiser coverage projects are moving forward. The new SUV is at the dealership being prepped hopefully we will take delivery within a week or so. Applied for the MACCS e-citation grant program, which will fully fund e-citation processing in all 5 front line units. Dispatch – 477 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Met with the MRPC rep, Karen Chapman, to begin the process of designating funds from the Green Communities grant (with Town Adm, Asst. Town Adm and DPW Super); also worked on RFP for Baldwinville Elementary School building.

Board of Health: Worked on a complaint regarding E L Harvey dropping totes at incorrect address; working on a complaint at Heatherwood Apartments, a handicap space not being cleared properly; reviewed a title five report for 248 Otter River, failing; continued work on Albert Drive nuisance complaint.

Conservation: Prepared for and attended meeting of 2/10/20.

Planning Board: Prepared for and attended meeting of 2/11/20; approved ANR's for Shady Lane, Gardner Road and Dudley Road; previewed a plan for a 55+ manufactured home park – NO PERMIT APPLICATION FILED AT THIS TIME; previewed a plan for a proposed pavilion at Valley View Farm – NO PERMIT APPLICATION FILED AT THIS TIME.

ZBA: No actions to report at this time.

Building Department: No new building permits filed this week, multiple inspections completed, and documentation prepared for occupancy permits and certificates of completion ready to go; one plumbing and one gas permit issued.

Agricultural Commission: No actions to report at this time.

Community Services

Community Services Director: 2/3/2020-2/7/2020-I attended the BOS workshop for the Veteran's Park discussion. I worked on the Community Calendar and Business Listing. I worked on the transition of delivery method for MOW recipients. I attended the COA meeting. I hope to attend the Rec. Committee meeting tonight. 2/10/20- 2/24/20-I sent letters out to the MOW recipients, notifying them of the change in delivery method for this program, beginning March 1, 2020. I reached out to last year's Farmers' Market vendors, and a few new suggested ones. I began working on an AARP community grant. I updated the Community Calendar.

Community TV: This week TCTV recorded the Conservation Commission meeting of Feb. 10, the Planning Board meeting of Feb. 11, the Board of Selectmen and NRSD School Committee meetings of Feb. 12, and the Community Band concert at the Narragansett Middle School on Feb. 12. Work continued on numerous productions. We had a demo of a broadcast server and software on Feb. 10 and visited Littleton Community TV on Feb. 11 to see a different broadcast server in action. Further research will be conducted in order to purchase a new broadcast server in FY20.

Library Director: 2/3/2020-2/7/2020-We processed a new collection of Valentine's Children's books. Several classes have visited from TES in the past 2 weeks, where children listened to a story, and borrowed books. Many thanks to the wonderful teachers who are working to make these visits happen once again. Two Story Hour sessions were held & well attended.

2/10/20-2/24/20Two Story Hour sessions were held, with a Valentine's celebration. A large donation of audio books was processed. Foot traffic continues to be brisk, and the library is well-utilized for meetings after hours.

Senior Center: Nothing reported.

Important Dates to Remember

Town Administrator's Office Days next week: Tuesday, Wednesday & Thursday
Selectmen's Business Meeting, Wednesday, February 26, 2020, 6:30 p.m.
Staff Meeting Thursday, February 27, 2020, 8:30 a.m.