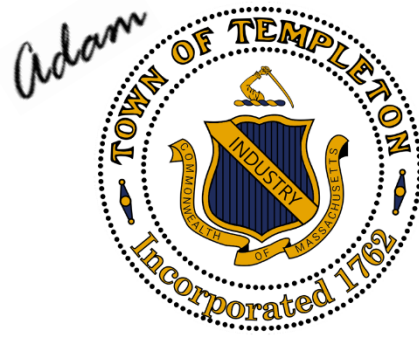


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Adam Lamontagne, Asst Town Administrator
RE: Administrator's Weekly Report
DATE: February 20, 2020
CC: All Departments



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).

5. b. As a reminder, appointments must come from certain stakeholders as follows:

EDIC Appointments: "There shall be seven members of the board of directors of the corporation who shall be appointed by the Select Board, as follows:

- One member shall be experienced in industrial development
- One in financial matters
- One in real estate matters
- One in municipal government
- At least one member representative of low income people who shall be chosen from a list of three submitted by the regional or local community action agency or, where there is no such agency, from a list of three submitted by the department of housing and community development."

Given a lack of response from CAP on our requests we will now send a similar letter to DHCD seeking potential appointees.

5. f. Having received no comments on the nomination from we now request you to announce that nominations are being accepted and may be submitted to this office up through March 31, 2020. We will get the Press Release on the web and widely distributed within the next few days.

Weekly: We have had additional inquiry on opening a cannabis retail store. Although statute does allow for limiting the number of such shops, we took no such action in the bylaw we passed in November. Accordingly, Templeton is not limited by the number of retail licenses it can issue. I have now authorized a total deficit of \$125k for snow and ice and am most hopeful we can make it through without having to yet again raise that cap. We received the \$13.2k from the state for the purchase of land by DCR and have requested the \$5k transfer from the Advisory Committee to allow us to proceed with the acquisition of Parcel 2. On that front we received

some great news in that DCR has agreed to do their title and survey work pre-purchase. Should they find the title we can give them acceptable they can proceed directly to their appraisal. Should we need to still proceed with eminent domain, their survey work may prove acceptable for our purposes.

Administration & Finance

Town Accountant: Out of the Office.

Treasurer/Collector: Nothing reported.

Assessor: Office continues to be busy with residents coming in with MV Abatements. Continue to work with Cartographics on mapping updates with MA GIS, Vision GIS and online CAIGIS. Worked on the Conflict of Interest Certification Test online.

Town Clerk: Nothing reported.

Public Works

Highway Department: A storm that was slightly heavier than predicted came through and was cause for treating and plowing late last week. We continue to work on clearing sidewalks. It has been tough trying to clear sidewalks with these small snow & ice storms we've been having. All sidewalks should be clear by the end of the week. Early week another small but icy storm came through. Clearing of snow piles was done at intersections. Potholes were addressed on Lower Otterriver, Brooks Road, Templeton Center. Two police cruisers were repaired and returned to the fleet. All trucks were cleaned and inspected. We continue to research on Mass DOT road inventory. We are working on a list of roads that appear not to be listed in the Mass DOT inventory. This will take some time to go through all the roads and submit to Mass DOT. This is a project that slipped through the cracks in years past. By adding the roads with Mass DOT this should increase our Chapter 90 funds.

Buildings & Grounds: The buildings and grounds crew were busy assuring sidewalks were clear and safe at all common buildings. The cemeteries were plowed and sanded. A new door for the media storage area in town hall was prepped for installation. A burial for the next week was researched and information exchanged with the funeral home. The next cemetery / parks meeting was scheduled for March 12th @ 6PM @ the DPW. A repair was done on the spreader on the cemetery truck. The boilers at town hall were inspected and there were a couple of safety issues

Public Safety

Templeton Police Department: 2/13 – 2/19 PD – 246 Calls for Service, 81 motor vehicle stops, 1 arrest, Police Station Project – Subcontractors in working on the HVAC unit downstairs. Dispatch – 434 Calls (does not include miscellaneous calls). Scheduling our radio service provider to reorganize and evaluate the equipment at the tower on Ladder Hill.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Facilitated a second walk through the Baldwinville Elementary School for a prospective proposal applicant; received notice that the CPC approved funding for the exploration and creation of a housing trust; worked with Bill Guenther of Fuss & O'Neill, Inc. to coordinate for the Municipal Vulnerabilities Program grant workshop (slated for 3/17/2020).

Board of Health: Conducted septic bed bottom inspection at Baptist Common, Lot 2; reviewed and approved septic repair plans for 22 Rice Road; completed food establishment inspections at Dunkin Donuts in E Templeton and Baldwinville, both in good order; reviewed septic plans for a new build on Baptist Common, Lot 3 – referred back to engineer for revisions; reviewed and approved for septic plans on a new build on Lord (Map 5-08, Parcel 30.5).

Conservation: Prepared draft meeting minutes for meeting of 2/10/2020; worked with ConCom members to issue a partial release of an NOI for 130 Brooks (Lot C); site walk for 248 Gardner Road cancelled due to weather and illness, to be rescheduled.

Planning Board: Prepared draft meeting minutes for meeting of 2/11/2020.

ZBA: Provided a copy of a zoning determination letter to the members for a parcel located on Fessenden, possible request for hearing.

Building Department: One permit for roof replacement was issued; one wiring permit was issued; Administrative Assistant processed occupancy permit for 130 Brooks (Lot C); Zoning Enforcement Officer issued letter of determination for Fessenden as a non-buildable lot.

Agricultural Commission: No actions to report at this time.

Community Services

Community Services Director: We are preparing for the transition of the Meals on Wheels program to GAAMHA with notification to recipients, TPD, and the public. I met with most of the Community Services units regarding their FY 21 budgets, and future projects. I updated the Community Calendar, and continued work on the AARP Community Challenge grant.

Community TV: Nothing reported.

Library Director: No Story Hour sessions were held this week, as it is February School Vacation week. We are re-organizing the library's one, small office to maximize the use of this space. The March materials order was compiled and placed. We are pleased to have been approved for a Cultural Council grant for a musical group to perform during the Farmers' Market this summer- thank you, TCC!

Senior Center: A slow week at the Senior Center due to the Holiday and messy weather. There was the monthly trip to Market Basket that the Seniors really look forward to going on. There were 8 volunteers who were in for 28.5 hours to put together the newsletter and provide receptionist hours. We are very lucky to have such wonderful volunteers. Seniors came in for help and advice on transportation, meals, insurance, housing and heat. The week ended with Yoga, Stitching Group and Cribbage.

Important Dates to Remember

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