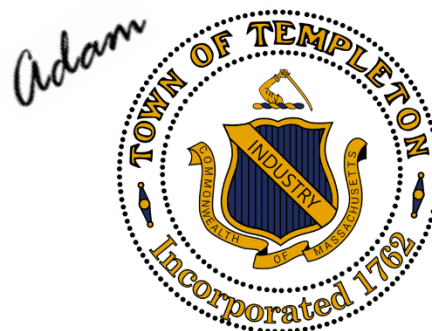


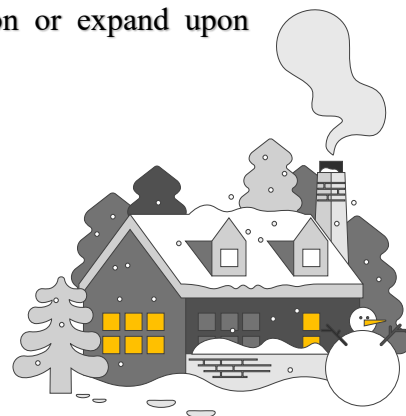
MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: February 23, 2023
CC: All Departments



Business Meeting: (This is where we provide basic information or expand upon memorandum enclosed in your packet).

Weekly: Work continues on budget preparation. We worked with Linda Overing to get support letters for the CDBG Grant. Attended IAC meeting. Re-posted the position for a Grant Writer Administrator. We are hoping to get some great Candidates to apply. Approved a Town Property Use Permit for the Lions Club Easter Egg Hunt on April 8th. For information on that event, it is posted on our Town [Community & Events Calendar](#) on the home page of the website.



Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector's Office: Office was busy again this week. Excise was due Thursday, February 23. A demand will be sent to any remaining unpaid bills. Warrant processed.

Assessor: Short week at Town Hall. Traffic steady in the office with Motor Vehicle abatement applications and questions. Justice is out of the office the next couple of weeks on Wednesday and Thursday as he is taking courses towards his MAA Certification. Attended an IAC meeting on Wednesday for updates on our health insurance plans. Attended department head meeting Thursday morning.

Town Clerk: I attended the department head meeting. Nomination papers are currently available through Thursday, March 23rd. You can go to the town's website to see a list of seats who's terms are up this year. Reminder that all dog 6 months or older need to be licensed by March 31st.

Public Works

Highway: Changed cutting edges on loader. Equipment cleaned and maintained. Picked up chainsaws that were in for repairs. Sharpened other chainsaws. Roadside cleanup of trees and brush cutting/chipping Circle Street, Morse Avenue, Willow Street, Winter Street, Cottage Lane, Baker Lane, Old Winchendon Road, Boynton Road, Sunrise Drive, Mountain View Street, and Baldwinville Road. Patched potholes South Road, French Road, Barre Road, and North Main Street. Sign replacements were done on Main Street and Graves Development. Animal carcass

removed on Otter River Road. Roads treated/plowed as needed throughout town and currently throughout this storm which is anticipated to be long duration.

Building & Grounds: Services being done on equipment. Replaced rope on flagpole at Senior Center with assistance from Highway. Changed air filters and cleaned vents at Senior Center. Installed new First Aid Kit and Eye Wash Station at DPW. Plowed/treated/shoveled as needed throughout town owned buildings parking lots and walkways. We are pleased to welcome new employee Jordan Whitaker to the Buildings and Grounds Department, we believe with his background he will be a good addition to the team.

Public Safety

Templeton Police Department: 2/9 – 2/15 PD 255 Calls for Service, 27 motor vehicle stops, 0 arrest. Dispatch – 411 Calls. (Does not include miscellaneous calls).

216 – 2/22 PD 256 Calls for Service, 30 motor vehicle stops, 0 arrest. Dispatch – 372 Calls. (Does not include miscellaneous calls).

Station – Over the past two weeks the staff has been dealing with various illnesses, which have caused some scheduling/coverage issues. To go along with the health issues some officers are on vacation, which doubles the impact on scheduling/coverage. BBS, our third-party vendor for the stations' inhouse camera system was in last week resolving various issues. Communications – Overall health of the radio network is in good shape. However, over the next year to two years we will be replacing/upgrading various base and portable radios to improve communication capabilities in those areas.

Templeton Fire/EMS: Will report next week.

Development Services

Director: Received invoice from state for weights & measures, completed invoices for inspected businesses and mailed; attended department head meeting.

Communicable Diseases: No new positive cases and an incident rate of 10.59% for the past two weeks, 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. *The Senior Center in conjunction with MPH N will be hosting a vaccine clinic on March 29th from 9:00 am – 12:00 pm, to register please call 978-602-2356.*

Board of Health: issued permit for the operation of Happy Grounds, formerly Peaceful Pines; met with Otter River Hotel, LLC and inspected kitchen operation, issued permit for sale of retail foods; Christof Chartier passed the septic installers test and was issued a permit to install systems; appeared in housing court for status hearing on 29 Sawyer; witnessed perc at Lord Rd; reviewed/approved septic design for new single family on Haskell; scheduled percs for first week in March for 634 Patriots, 32 Depot (both repairs) and Patriots Map 2-07, Parcel 20 for new single family; interior/exterior inspection at 142 Queen Lake resulting in violations letter; assisting with concerns of encroachment at 9 Cottage St.

Conservation Commission: One NOI was received for 66 Baptist Common Road and has been added to the agenda for the next ConCom meeting on Monday 3/20/23 @ 6:30 pm. Information received that wetlands continue to be disturbed on the State Road Enforcement Order parcel. The Commission is accepting applications for 2 open seats; if interested, please fill out a committee interest form and email it to hyoung@templetonma.gov

Community Preservation Committee: CPC Articles for ATM 2023 were typed and submitted. Next meeting is scheduled for Thursday 3/9/23 @ 7:00 pm.

Planning Board: ANR submission for 114 South Road, change to lot lines, added to agenda for 2/28/2023.

ZBA: Next meeting schedule for March 7 @ 6:30 p.m. to hear requests from 195 Brooks for a variance and special permit, and 335 Dudley for a variance.

Building Department: Three Building Permit applications were received this week: 1 for a new detached garage, 1 to convert a store to a residence, and 1 for replacement windows, and roof on a commercial building. Five Electrical Permits were issued, including: 1 for smoke and CO detectors, 1 for residential remodel and 3 for new single-family homes. Three Plumbing Permits were issued, including 2 for fixture upgrades and 1 for a new single-family home. One Gas Permit was issued for a replacement stove. Admin submitted department Turnovers and Warrant to Accounting.

Agricultural Commission: Nothing to report at this time.

EDIC: Meeting scheduled for March 6, 2023 @ 6:00 pm in Town Hall conference room.

Community Services

Director/Library: Despite there being no story hour this week, the Children's room was busy with many visitors during this school vacation. I continued to prepare for class visits, future story hours, and other programming. I reviewed a collection of Children's non-fiction books and began to compile an order. We continued to go through sections of both the adult and children's collections, discarding materials accordingly. I submitted 2 vendor warrants and did 2 turnovers.

Senior Services: Will report next week.

Templeton Community TV: Nothing reported.

Important Dates to Remember

Select Board Business Meeting, Wednesday, 03/08/2023, 6:30 p.m.

