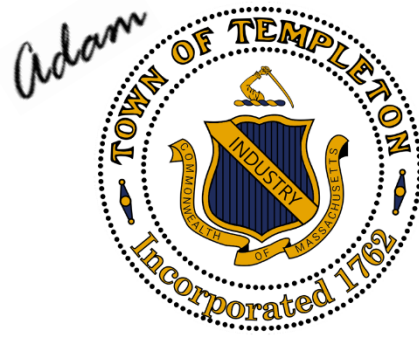


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Adam Lamontagne, Asst Town Administrator
RE: Administrator's Weekly Report
DATE: February 27, 2020
CC: All Departments



Important Notice to All Departments

REMINDER: Conflict of Interest Training Acknowledgement of Receipt forms and Certificates of Completion need to be submitted to the Accounting office as soon as possible.

Business Meeting or Workshop: (This is where we provide basic information or expand upon memorandum enclosed in your packet). None this week.

Weekly: We have been working on finalizing the draft budget and putting together the Budget Books for FY'21, along with updating the draft Warrant for the Annual Town Meeting. The Budget book is posted on the [website](#). Had a conference call with Whalley Computers and they were on site Tuesday to see what we needed for the technology installation. Had a conference call with TPX today regarding beginning stages of getting the new phone system. Phones will be delivered the week of March 9, however, as discussed with both companies, we will wait on the installation of the phones until the technology is in place. There will be a lot of coordination of both companies to get the installations completed and we hope to have a timeline soon for the completion of both. We organized a GAAMHA talk on the Meals on Wheels program with TCTV. Finally, worked with Development Services to send out a letter pertaining to the Request for Proposals for the Baldwinville Elementary School to roughly 50 prospects that may be interested in submitting a proposal as this particular site is now designated as a part of the Cannabis Overlay District.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: With excise bills due next week we had a high volume of mail and walk in traffic. We processed 39 MLC (Municipal Lien Certificates) for the month of February.

Assessor: Visited properties with new construction this week, updated property record cards and sent out additional supplemental bills for them. Continue to update Cartographics. Currently, new owners and updated pictures have been added to the site. Working with many developers obtaining the correct information when pulling building permits. Many inquiries regarding new subdivisions and parcel splits. Attended department head meeting on Thursday.

Town Clerk: Nothing reported.

Public Works

Highway Department: The week has been quiet in terms of storms. Dudley and Pail Factory roads were scraped and treated for ice. Potholes were filled on Brooks Road, Otter River Road, Baldwin Drive, Main Street and the Baldwinville Fire Department. The highway division coordinated with the Buildings and Grounds division to prune tree's at Green Lawn cemetery. We continue to work on town accepted roads with Mass DOT. Favreau forestry assisted in removing a large hanger on Otter River rd. that was a safety issue to the roadway. A big thank you to Favreau forestry for their assistance.

Buildings & Grounds: Seeping water in the Senior center basement was removed. The Buildings and Grounds division worked with the highway division in assisting in the changes in the office. Painted some shelves for the garage. Worked with the highway division in Green Lawn removing trees and branches. All employees completed Ethics training. Prepared a grave for burial in Green Lawn.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Prepared memo with information on 137 Patriots (church) for Select Board Chair; sent email to participants of emergency dispensing site (EDS) drill to prepare for "WebEOC" virtual drill on March 9; provided "conflict of interest" packets to all volunteers and employees that fall under Development Services.

Board of Health: Final on new septic at Baptist Common, Lot 2; completed food establishment inspections at Cumberland Farms in Baldwinville and E Templeton; re-inspected 34 Albert, trailers have been removed; sent coronavirus information memo to all employees, boards, and commissions; prepared for and attended meeting of 2/24.**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.

Conservation: Site walk completed for Queen Lake Rd, Lot 1 for a new single family dwelling.

Planning Board: Prepared for and attended meeting of 2/25; Templeton, LLC storm water permit approved with conditions; exemption for site plan review approved for 268 South and Use Permit Application approved.

ZBA: No action to report at this time.

Building Department: Re-inspected at 63 Elm, truck gone but trailer and foundation forms still on site; new build permit application for Gray, Lot 15; application for sheet metal, windows and mechanical; Wiring Inspector received applications for a new single family home and for a reno; Plumbing Inspector received an application for a reno.

Agricultural Commission: Meeting scheduled for 2/27 @ 5:30 pm in the conference room at 160 Patriots Road.

Community Services

Community Services Director: I met with several of the CS units regarding budgets, programs and plans. I assisted VSO, Sheila with the monthly Veterans' Lunch. I participated in Talk of the Town regarding our partnership with GAAMHA. I updated the Community Calendar. I worked on the AARP Community Challenge grant. I worked on the design for the Farmers' Market banner and gathered estimates. I submitted the library's and senior center's FY 19 annual reports.

Community TV: This week TCTV recorded and broadcast the Board of Health meeting of Feb. 24, the Planning Board meeting of Feb. 25, and the Board of Selectmen meeting of Feb. 26. All are available on TCTV Channel 8, TCTV's YouTube Channel and via TCTV's Facebook page. We also recorded a GAAMHA talk on the Meals on Wheels program. Production finished on the Narragansett Community Band video, now available on YouTube and Cable Channel 8. TCTV conducted 12 interviews at the Cabin Fever Collectors Showcase, which we will produce into more Collector Time episodes. More research on a broadcast server replacement was conducted. TCTV's partnership with the Festival on the Common (formerly Arts & Crafts Fair) to offer video Sponsorships for Scholarships has commenced. Meetings with MWCC and Monty Tech reps to discuss a possible regional Workforce Development program took place.

Library Director: Two Story Hour sessions were held and well-attended. A back-order of materials was processed and made available to our patrons. I attended the BOS meeting regarding the liquor license for KRO's on the Common. The staff and I continued re-organizing our office space.

Senior Center: The Senior Center remains busy. There were 113 individuals that participated in events this week. This month the World Tour traveled to the Philippines. A senior that grew up and still visits talked with the group about her experiences and what it was like to live there. Many traditional foods were brought in and shared. Everyone still enjoys this event. Our Shine representative remains very busy helping people understand the changes in Medicare. There have been many calls about scams involving the Seniors. They are very concerned with calls they are getting and whether they are real. We post information about scams that we find out about from the Attorney General's office and people who have heard about or experienced one.

Important Dates to Remember

Town Administrator's Office Days next week: Monday, Tuesday & Wednesday
Selectmen's Business Meeting, Wednesday, March 11, 2020, 6:30 p.m.
Staff Meeting Thursday, March 12, 2020, 8:30 a.m.