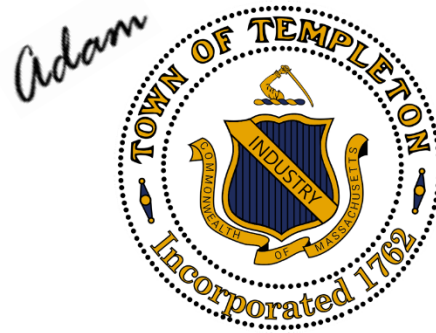


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: March 16, 2023
CC: All Departments



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

Weekly: We completed FY'24 budget books this week and handed them out at the Wednesday's budget meeting. Attended the school budget hearing on Wednesday, 03.15.23. We're getting ready for the Saturday, all day, Department Head budget meeting. Agenda and packet for the 03.22.23 Select Board meeting was prepared and compiled. Held the bid opening for Gilman-Waite bathroom plumbing. Received one bid that will be on the 03.22.23 Select Board meeting agenda. Holly is processing some new hires.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector's Office: Excise demands were mailed last week, and we have had several residents come in stating they never received the original bill. Unfortunately, we have no control over mail delivery. We do post in the weekly report when bills are mailed. If you do not receive a bill, you can always give us a call and we can either send out a copy or you can come into the office and pick one up. Failure to receive any bill does not negate your obligation to pay the bill. This includes excise, property tax and sewer bills. There is a number for USPS you can call with any complaints about mail service. The number is 800-275-8777.

Payroll was processed and we had one Tax Title payoff.



Assessor: Board of Assessors meeting originally scheduled for 03/14/2023 was rescheduled to next Tuesday, 03/21/2023 at 2pm due to Tuesday's storm. Handled questions related to motor vehicle excise abatements, property card requests, etc. Justice attended class sessions for MAAO (Massachusetts Association of Assessing Officers) Course 200 on Wednesday and Thursday. Prepared for Budget Hearing on Saturday.

Town Clerk: Nothing to report this week.

Public Works

Highway: Patched potholes on Depot Road, Otter River Road, Dudley Road, and Baldwinville Road. Chipped brush at Pine Grove Cemetery. Spot treated as needed. Made sure equipment was ready for the pending storm. Crews worked the long duration storm, along with sub-contractors to keep the roads open and take care of trees blocking multiple areas throughout town. This was a significant storm, and our crews will continue to clean up roads and push back or remove snows from intersections. We would like to thank the residents for their continued patience.

Building and Ground: Worked with Highway department chipping brush at Pine Grove Cemetery. Worked on equipment. Hung replacement shades at Town Hall. Replaced rope on flagpole. Worked the long duration storm plowing, shoveling and snow removal for all town buildings and cemeteries.

Public Safety

Templeton Police Department: 2/23 – 2/31 PD

245 Calls for Service, 9 motor vehicle stops, 0 arrest. Dispatch – 379 Calls. (Does not include miscellaneous calls).

3/2 – 3/8 PD 241 Calls for Service, 14 motor vehicle stops, 0 arrest. Dispatch – 387 Calls. (Does not include miscellaneous calls).

3/9 – 3/15 PD 267 Calls for Service, 19 motor vehicle stops, 1 arrest. Dispatch – 387 Calls. (Does not include miscellaneous calls).

Station – Numerous officers attended various training courses over the past few weeks, which included FBI LEEDA Leadership and Firearms Dealer Inspections. Woodford Electrical provided an estimate to run new dedicated circuits electricity to all the officers' lockers. Communications – Clerical Dispatcher Baker discover an issue of overheating computer in our IT room, which has caused a problem with our Wide Area Network or WAN. We will be working to address this issue over the next few weeks.

Templeton Fire/EMS: Nothing to report this week.

Development Services: Director – Participated in racial equity training with OLRH; continued budget review for Saturday's meeting with Select Board and Advisory Board. Continued work with Town Administrator and Building/Zoning Enforcement Commissioner on 25 Central, State, and 292 Baldwinville for violations of both building code and zoning bylaws.

Communicable Diseases – From 2/19 – 3/4 there were 0 confirmed COVID cases with a positive rate of 10.78% (state reported numbers), total positive cases reported for Templeton is 2,333. 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 – Answered many questions pertaining to sales of maple syrup (anyone can produce and sell maple syrup, as long as it is unadulterated). Provided documentation for septic systems at 18 Gray and 142 Turner to realtors; researching grease trap/tank at Senior Center; noise complaint investigation at 99 Bridge, no determination at this time; review/approve T5 inspection report for 18 Winchendon; processed permit for Willow Trailer Park and Patriots Road Trailer Park, issued invoices for “in lieu of taxes” per trailer payment.

Conservation Commission – The next ConCom meeting is scheduled for this Monday 3/20/23 @ 6:30 pm – tow NOI’s are on the agenda. 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 – Admin created CPC meeting minutes for 3/9/23, and completed tasks created from that meeting: contacted the Community Preservation Coalition, organized tour of Scout Hall for members, contacted First Church of Templeton, created fillable template for a 2023 Community Preservation Plan.

Planning Board – Meeting of March 14 canceled due to inclement weather; all agenda items will be heard on March 28 beginning at 6:30 p.m.

ZBA – Working on decision documents for 335 Dudley and 195 Brooks; no other projects at this time.

Building Department – Three Building Permits were processed this week, including: 1 for replacement windows, 1 for new manufactured home, and 1 for bathroom renovations. Three Electrical Permits were issued, including: 1 for service upgrade, 1 for emergency restoration service, and 1 for light fixture upgrades. Two Plumbing Permit were issued, including a shower stall replacement and a single-family renovation. One Occupancy Certificate was issued for a residential addition, and 2 Certificates of Completion were issued for decks.

Agricultural Commission – Next meeting scheduled for April 3 @ 6:00 p.m.

EDIC – Admin created meeting meetings and EDIC flyer for TCTV. Next meeting scheduled for May 1 @ 6:00 p.m.

Community Services: Nothing to report this week.

Templeton Community TV: We planned and prepared for live-streams of FY24 School and day-long Department Budget Presentations. Video programs of "Places We've Been" highlighting TCTV's community events coverage, and the Narragansett Craft Fair were made public. 2022 Capital Improvements Committee meetings were grouped on TCTV Cable Channel 8 Thursday and Friday for viewing prior to the Department Budget Presentations on Saturday, March 18. News items on TCTV's Facebook Page and meeting videos on TCTV's YouTube Channel continue to gain views. Prepared Montachusett.TV marketing plan draft and audited site for monetization opportunities and tweaks that need to be made. Began training of part-time Program Coordinator for Montachusett.TV. Researched regional collaboration on Digital Equity planning.

Important Dates to Remember

Select Board Business Meeting, Wednesday, 03/22/2023, 6:30 p.m.