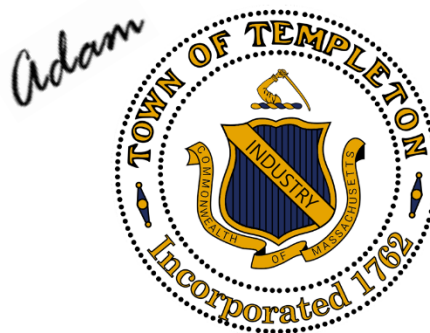


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: March 30, 2023
CC: All Departments



The memo for our Annual Conflict of Interest and Open Meeting Law Training went out to Department Heads today. ALL employees: full time, part-time, contract, volunteer, elected & appointed Board/Committee members, are required by the Commonwealth of Massachusetts to complete both receipts and the Conflict of Interest training. You should be receiving via email from the Department Head you operate under the Memo with instructions within the next few days.



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

Weekly: Responded to public records request. Drafted bid package for Scout Hall Inside Finish Construction. We should have that out early next week. Meeting follow-up from the 3/22 meeting. Drafted contract for Gilman-Waite Bathrooms Plumbing. We are hoping to get that project started in April. Worked with our insurer to get information needed for our FY'24 renewal.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector's Office: All unpaid motor vehicle excise for commitment 7 and commitment 1 were sent to Deputy Collector. Motor vehicle excise commitment 2 were mailed. Payroll and warrant processed.

Assessor: The office was busy with requests for motor vehicle abatements, property cards, notarizations, etc. Downloaded and Processed Motor Vehicle Excise Commitment #2 sent from the RMV. Worked on updating property cards from property visits made this week and logging New Growth. For residents who did not file personal exemption applications for their FY'2023

Real Estate Taxes, the deadline to file is March 31st. Senior Work-Off Applications will open on Monday, April 3, 2023. There are limited positions for Senior Work-Off available this year, and completed applications are accepted on a first-come, first-served basis. Stop by the office to pick up an application.

The Board of Assessors held a meeting on Wednesday; Sue is retiring as our Administrative Assistant. We sincerely thank Sue for her work in the office, her service to the Board, and for assisting many residents over the years.

Town Clerk: The office has been busy with people licensing their dogs. REMINDERS: * The last day to register your dog(s) is Monday, April 3rd.

Public Works

Highway: Crews continue to clean up storm damage, cleaning up brush and trees throughout town. Sidewalks are still being cleared. Potholes continue to be patched in multiple areas. Beavers are an ongoing issue, especially on Henshaw Road right now, crew tries to stay on top of dismantling their building to prevent flooding.

Buildings and Grounds: Cleared out shrubs at 10 Pleasant Street for demolition prep. Burial duties for Saturday burial. Flag duties. Worked on repairing and refreshing trailer. Set up thatcher. Cleaned up tree limbs at Greenlawn Cemetery, Templeton Center, and Otter River. Cut down tree at DPW that received significant storm damage. Assisted roofing company to secure materials in the Senior Center basement for upcoming work. Put in a small parking area at DPW to free up space in front of building. Started working on damage from the plows.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: 03/20/2023 – 03/26/2023

Emergency calls: 23

1 Chimney fire contained to the flue, 19 EMS, 2 fire alarm, 1 hazmat

Training: EMS yearly protocol update, brush fire classroom.

Apparatus/equipment: Rescue 2 repairs complete.

Activities: 3 residential and/or commercial inspections.

Announcements: Open burning permits are now on sale for 2023. To purchase please go online to the Town of Templeton website and follow the link on the Fire Department page. If you have trouble online please call the fire station at 978-939-8122 for assistance. Residential open burning runs from January 15th until May 1st.

Development Services

Director – Attended vaccine clinic at Senior Center, met with Montachusett Public Health Network (MPHN) epidemiologist Victoria Selser and representatives from the National

Association of County & City Health Officials (NACCHO) who observed the clinic as part of a national grant; thank you to the Senior Center for hosting and providing support staff.

Communicable Diseases – MA Governor has filed for the end of the pandemic emergency, scheduled for May 11th to come to an official close. From 3/5 – 3/18 there were 0 confirmed COVID cases with a positive rate of 0% (state reported numbers). 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.

Board of Health – With Chief Dickie, inspected Lee's and issued food permit; prepared for and attended BOH meeting, approved community septic loan for 410 Patriots to tie into municipal sewer; provided documentation to several properties preparing for Title 5 inspections; complaint received about a shredding tarp on 28 Albert (abandoned USDA property) – follow up in progress; continued investigation into noise issue at 99 Bridge.

Conservation Commission – Commission members performed a site walk on Lord Rd for the NOI. The next Conservation Commission meeting is 4/10/23. 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. Assistant submitted 1 CPC warrant and continued prepping for next CPC meeting on 4/13/23.

Planning Board – Prepared for and attended meeting of 3/28; ANR approved for 114 South Road to change lot lines that increased the property dimensions; ANR approved for Patriots, Map 2-07, Parcel 20 for creation of a conforming new lot; site plan approval for a retail cannabis facility at 1 North Main, permit with conditions to be completed and reviewed at 4/11 meeting; Radigan Family Trust appeared for the site plan continuance, due to an omission as an agenda item, members heard the engineer but continued the hearing to 4/11.

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

Building Department – Six Building Permits were processed this week, including: 1 for roofing, 1 for door replacement, 1 for detached garage, 1 for a new single-family home, and 2 for new manufactured homes. Four Electrical Permits were issued: 3 for residential upgrades and 1 for underground line for a commercial bandstand. Three Plumbing Permits were issued for residential upgrades, and one Gas Permit for a new furnace. Four Certificates of Completion were issued for minor home repairs and upgrades, 1 for a finished basement and 2 for wood/pellet stove installations. Admin completed 5 turnovers and submitted to Treasurer.

Agricultural Commission – Members invited to the Farmers Market meeting 3/30 @ 6:00 pm.
Next meeting scheduled for April 3 @ 6:00 p.m.

EDIC – Next meeting scheduled for May 1 @ 6:00 p.m.

Community Services

Director/Library: Circulation and visitation were steady. Four classes visited the library from Templeton Elementary School Story Hour attendance was 18 children. The April materials order was compiled and placed. A Farmers' Market planning meeting took place.

I submitted 2 vendor warrants and 2 turnovers.

Senior Services: will report next week.

The Center will be closed for the duration of the roof replacement project.

Templeton Community TV: Nothing to report this week.

Important Dates to Remember

Select Board Business Meeting, Wednesday, 04/12/2023, 6:30 p.m.

