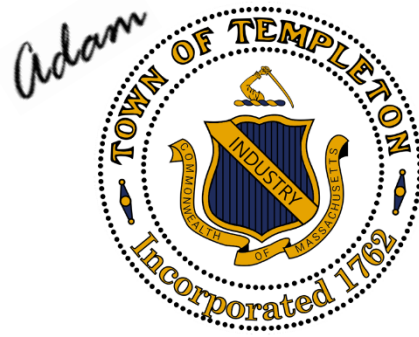


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Adam Lamontagne, Asst Town Administrator
RE: Administrator's Weekly Report
DATE: March 5, 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).

5. c. This is to appoint the Chairman and Vice-Chairman of the EDIC through June 30, 2020 at which time new appointments would be made for the following fiscal year. The current membership, plus those members you would appoint tonight, are the following persons:

Glen Eaton, Steve Castle, Amanda Murray, April Cover and Peter Haley.

On other related matters, questions have arisen as to how many members the EDIC has. There are seven. Five must come from the sectors identified while the other two may come from any one – or none – of these sectors listed.

Weekly: Finalizing the plan with Whalley Computers for the technology installation and with TPX regarding getting the new phone system installed. We did put out FY '21 Budget Addendum(s) and extended the BES proposal submission date no later than 2:00PM on Monday, March 23, 2020 since we sent out to 50+/- prospects that may be interested in submitting a proposal for the BES site. We know there is interest with BES since it was designated a part of the Cannabis Overlay District. Began drafting the Annual Report for FY'19.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Nothing reported.

Assessor: Traffic flow is steady this week with Motor Vehicle Abatements and the March 5th due date. Required yearly paperwork from Businesses in town continues to come in, deadline was March 1st. 2nd Notices are now getting ready to be sent out. Received building permits for February from Inspectional Services. Seven (7) new construction permits were received along with other construction work. New home construction continues to boom in town. The

Assessor office will be closed on Thursday, March 19th and Thursday March 26th, a reminder to residents to plan accordingly.

Town Clerk: Nothing reported.

Public Works

Highway Department: Catch basin cleaning has begun for the season, Pine Drive, Liberty Street, Red Fox Crossing, Main Street, Otter River Road were cleaned. Branches and debris on the roadside were chipped on Lord Road, N. Main Street, Wellington Rd. Barre, Dudley, Henshaw, Stone Bridge, Partridgeville Roads and at the senior center. Drop inlet covers at the American Legion were reset. Hot topping and cold patching were done on S. Main Street and N. Main, Orchard Lane, and Depot Road, Hamlet Mill, Farnsworth, Barre Rd, Turner Lane, French and South Road. Spot sanding was done after melting and seeping water froze on the roadways. Assisted the Light department in chipping trees that needed to be removed on South Rd. In the DPW office, some updating has been completed.

Buildings & Grounds: The builds and grounds crew worked with the highway department to trim and chip branches @ Green Lawn cemetery. A grave lot in Green Lawn was prepared for a mid-week funeral. Regrading was done on some of the roads in Green Lawn cemetery. Removed a sign that was on the Country Mischief common to be repurposed. Placed dog licensing signs at all four commons. The Alta Terrain mats were received, these mats will be used when preparing graves to protect the landscape and can be used in many tasks performed in the cemeteries where vehicles need to drive on the grass.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: Nothing reported.

Development Services

Director: Worked with Town Admin and MRPC on the project narratives for the Green Communities Grant (designation of funds); working with Mariah Zwicker, Director of Nursing for NRSD on information for COVID-19, continue to update public with info from MassDPH, CDC and WHO.

Board of Health: Reviewed and approved new septic system on Lord; worked with Fire Dept on a nuisance smoke/trash burning complaint on Shady, no issue at time of FD inspection (letter to go out to owner); working on a complaint for animal neglect on Elm (forwarded to ACO).

Conservation: Site walks completed at 248 Gardner, Brooks Lot 4 and 11; prepared documents for certificate of completion for Dwelly conservation area; letter out to owner of Carruth, Lot 8 for site walk with a wetland specialist to flag wetlands.

Planning Board: Prepared documentation for site plan review for 179 Barre projects.

ZBA: No action to report at this time.

Building Department: Received permit applications for two new single family residences, two for window replacement, one for demo of a garage damaged by fire and one for an addition. There

were no permit applications for wiring, two for gas for new residential and two for plumbing for new residential.

Agricultural Commission: Meeting scheduled for 3/9 @ 7:00 pm in Room 1 at 160 Patriots Road.

Community Services

Community Services Director:

Community TV: This week TCTV recorded and planned to broadcast the NRSD Budget Hearing of March 4 and the Advisory Committee meeting of March 5. Recordings will be available on TCTV's YouTube channel and via TCTV Facebook posts. We saw another broadcast server demo, and final research on a broadcast server upgrade is taking place, so the server can be replaced with the funds set aside in FY20. More meetings and discussions have taken place to establish a Workforce Development program as a feeder system to community media and to assist local economic development. We are assembling final stakeholders and assessing their needs.

Library Director: Nothing reported.

Senior Center: Nothing reported.

Important Dates to Remember

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