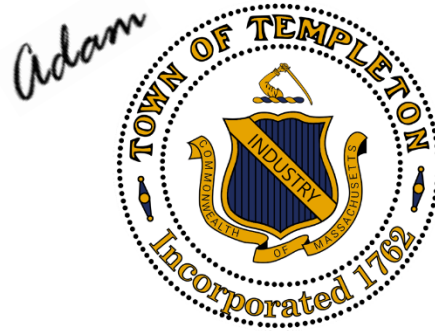


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: March 9, 2023
CC: All Departments



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



Weekly: Attended IAC Meeting. Responded to public records requests. Started preparing budget books. Held department head meeting.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector's Office: Nothing to report.

Assessor: Handled property card requests, several motor vehicle abatements, notarizations, etc. Justice attended class sessions for MAAO (Massachusetts Association of Assessing Officers) Course 200 on Wednesday and Thursday.

Town Clerk: Nomination papers are now 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: Crews Plowed/Treated/Scraped roads throughout town as needed. Cleaned and maintained (including changing cutting edges as needed) equipment in between storms. Worked on clearing sidewalks Baldwinville Road, Otter River, and Templeton Center. Patched potholes multiple areas throughout town.

Building & Grounds: Crews Plowed/Treated/Scraped parking lots and sidewalks for all town buildings in Cemeteries, and at Gilman Waite. Flag duties. Cleaned and maintained equipment

between storms. Laid a base with blocks for the new Conex box at Gilman Waite. Checked generators to make sure they would start properly if needed.

Public Safety

Templeton Police Department: Nothing to report.

Templeton Fire/EMS: 02/27/2023 – 03/05/2023 Fire Department weekly report.

Emergency calls: 30

23 EMS, 1 fire alarm, 2 public assist, 1 mutual aid cover assignment, 1 chimney fire contained to the flue, 1 motor vehicle accident, 1 lock out.

Training: None

Apparatus/equipment: Rescue 2 out of service with fuel line issues, scheduled for repair.

Activities: 0 residential and 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 – Working in collaboration with Building Commissioner/Zoning Enforcement Officer on issues at 292 Baldwinville, operation of an automotive repair shop and construction of an unpermitted garage, final violation notice sent. Town Counsel reports that a permanent injunction has been issued for 25 Central and will be served as soon as the Judge has written the order.

Communicable Diseases – From 2/12 – 2/25 there were 7 confirmed COVID cases with a positive rate of 13.21% (state reported numbers), total positive cases reported for Templeton is 2,331. 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 – Agent witnessed septic repair perc tests at 32 Depot and 634 Patriots; investigating a noise complaint at 99 Bridge, no resolution to date; investigating and issue with rubbish/recycling barrels on Evans; compliance in progress for violations at 142 Queen Lake; action by owner for well issues at 1 Valley; scheduled Madison Wellman of RCAP Solutions for next BOH meeting (3/27) speaking on safe drinking water and statewide private well regulations; provided information on permitting a food establishment to Haffner's Energy; reviewing MassDEP renewal operating permit for Seaman Paper Company, any comments will go back to MassDEP. Attended MassDEP/MHOA 2023 seminar on drinking water and waste bans.

Conservation Commission – New NOI for Lord Road processed and added to the next meeting agenda; waiting for a file #. Submitted WPA fee turnover. The next ConCom meeting is scheduled for Monday 3/20/23 @ 6:30 pm. 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 – Submitted warrant for 1 Scout Hall invoice. Admin provide CPA Plan examples for members. CPC meeting is tonight 3/9/23 @ 7:00 pm.

Planning Board – Nothing to report currently.

ZBA – Members met on March 7, 2023; presentation by Attorney Alphen for 195 Brooks for a remand appeal for expansion of use for commercial business, negative determination for request; secondary request for a special permit to operate a commercial business at 195 Brooks, negative determination for request. Variance request by Christopher Santiago of 335 Dudley for a reduction of front offset from 30' to 12.8', request approved.

Building Department – Three Building Permits were processed this week, including 1 for roofing, 1 for HVAC sheet metal, and 1 for wall demolition. Three Electrical Permits were issued, including 2 for service restoration and 1 for rewiring a bedroom. One Plumbing Permit was issued for a residential renovation. During routine file maintenance, it has been discovered that there are many expired/incomplete permits and applications. We would like to remind residents and contractors to contact inspectors for final inspections when work is complete on a permit, so that we can issue a certificate of compliance and close the permit. Please contact Development Services Office at 978-894-2770 for more information.

Agricultural Commission – Nothing to report currently.

EDIC – Members met on March 6, 2023, and discussed many issues, such as operating, mission, statutes that apply from MGL 121C, and moving the committee forward. In the process of creating a permanent schedule; next meeting date to be determined.

Community Services

Director/Library: The new stitching group, led by library assistant, LouAnn Bankowski, is becoming very popular and successful. Story Hour continues to grow. Class visits from Templeton Elementary should begin soon. The March materials order was processed and made available to patrons. I attended the Select Board meeting to introduce new temporary Senior Center Activities Coordinator, Christine Sargent. I attended the department head meeting. I participated in a zoom meeting with MOC representatives regarding an upcoming meal site for Home Delivered Meals (meals on wheels).

Senior Services: Members of the East Templeton Cub Scout Pack 27 spent an afternoon working on crafts with several seniors and enjoying tasty refreshments afterwards. Other events included: Yoga, Pitch, Card Bingo, Mahjong, Creative Stitchers, Cribbage, and virtual guide to Italy. Statistics will be provided in next week's report.

Templeton Community TV: Nothing to report.

Important Dates to Remember

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

