

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

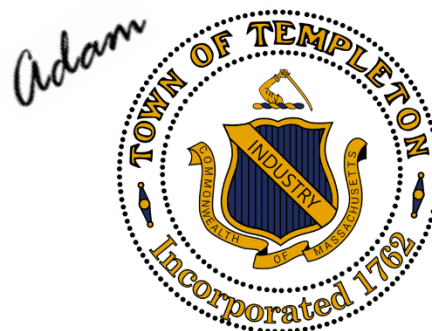
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: April 27, 2023

CC: All Departments



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

Weekly: Issued the final addendum for the Scout Hall Inside Construction Bid Packet. Sealed bids shall be accepted at the Select Board's Office at Town Hall until Wednesday, May 3, 2023 at 2:00pm at which time they shall be publicly opened in the Select Board Office. Issued an administrative directive relative to purchasing. Worked with several new hires. We have also reposted the Grant Writer Administrator job and are hopeful to fill this important position for the Town.



Jeff Bennett's last Select Board meeting. Senator Gobi recognized Bennett's years of service.

Worked on public record(s) requests. Completed the Voter's Information Guide for the Annual Town Meeting and it has been posted on the Town website as well as sent to the printer. Completed and sent off the proposed financial amendment #4 to the Advisory Committee leadership for a recommendation that the Select Board will eventually take up for action as the policy makers.



Great work by the Director of Public Services Bob Szocik and his team for getting the new door at the Town Hall!

Attended the review of the Senior Community Center roof project with the Architect and other town officials. It is nice to see projects getting to the finish line. Completed and sent off the holiday schedule for FY '24 to departments. Working on notifying appointees to Boards, Commissions and Committees for the Annual Appointment for June by the Select Board. Attended

a meeting with the State Auditor with Select Board Chair Tim Toth, Advisory Chair John Caplis and Advisory Vice Chair Nowell Francis.

It appears that the demolition of 10 Pleasant Street will begin next week. We will be posting a schedule on the website hopefully on Monday.

Administration & Finance

Town Accountant: Nothing to report this week.

Treasurer/Collector's Office: Warrant and payroll processed. Cheryl presented third quarter report to the Select Board Wednesday and attended WCTA meeting in Sterling Thursday.

Reminder: Property taxes and Commitment 2 of excise are due Monday, May 1st.

Assessor: – Much of the week was spent on transition work in the office. Received questions on motor vehicle abatements and property cards. Presented Third Quarter Report at the Select Board meeting on Wednesday.

Luanne Royer, Deputy Assessor, is retiring from the Assessor's Office. Luanne's presence and extensive knowledge of the Town will be greatly missed, and her dedication and service to the Town cannot be understated. We wish Luanne the best in her retirement! Luanne will be returning as a part-time consultant as the transition continues.

Senior Work-Off Applications are being accepted in our office. 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.

Town Clerk: Nothing to report this week.

Public Services - Public Works Division

Highway: Beaver areas are still requiring attention most days. Received a call that a private contractor had spread a large amount of salt that needed to be cleaned up by DPW on School House Road, Winter Street, South Main Street, Turner Lane, Partridgeville Road, and Pail Factory Road. Templeton Police was addressing with the suspected contractor. Changed broom on trackless. Roadside cleanup is still being done with many trees and brush still left from the winter storms.

Sidewalk sweeping was done on Otter River Road, Pheasant Lane, Brandin Drive, White Circle, and Templeton Center. Pothole patching is being done. Put up street signs on Albert Drive, Kyle Drive, Pheasant Lane, April Circle, and Cardinal Lane. Repaired sign on Hospital Road. Assisted with work for the scoreboard at Gilman Waite.



Photos of the work being done at Gilman-Waite Park. Above: Work on the restrooms. Below: The Scoreboard project has started.



Friday, April 28, 2023, Hamlet Mill Road will be getting reclaimed and on Saturday, April 29, 2023, Brooks Road will be getting reclaimed.

Building and Grounds: Hung batting cage net at Gilman Waite with assistance from Highway Department and NRSD. Finished removing vines from the library. Worked on spring cleanup in Templeton Center and Pine Grove Cemetery. Assembled office chair at Town Hall. Brought frames to Town Hall. Worked on scoreboard frame with the DPW, Templeton Light Department, and Andy Parker (welder). We would also like to welcome two new seasonal helpers, Warren Cheney and Curtis Manning.

Public Safety

Templeton Police Department: 4/20 – 4/26 PD 252 Calls for Service, 29 motor vehicle stops, 2 arrest. Dispatch – 399 Calls. (Does not include miscellaneous calls).

Station – Royal Steam is still unfortunately waiting for the part to fix the HVAC system at least the warm is cooperating and it has not been overly warm lately.

Dispatch – Clerical Dispatcher Baker has been out to Phillipston trying to address some radio issue that have arisen and Belltronics has been contacted to investigate the issue.

Templeton Fire/EMS: Nothing to report this week.

Development Services

Director – Director out of the office as of 4/20/23 and back in office on 5/1/23.

Communicable Diseases – 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. On 5/11/23, the state of Massachusetts will be ending the COVID state of emergency.

Board of Health – Agent out of office as of 4/20/23 and back on 5/1/23. Next Board of Health meeting is 5/8/23 @ 7:00 PM.

Conservation Commission – Site walk occurred at 50 King Phillip Trail for a non-wetlands water issue. 2 RDAs received: 100 Stone Bridge Road and 634 Patriots Road both for septic replacement. Forest Cutting Plan received for "Martin Road" off Otter River Road. Due to the collapse of the old one, a new 4-ft fence was installed at River's Edge Conservation Area in Baldwinville. THANK YOU to the DPW Director and his crew; it looks great! The next Conservation Commission meeting is scheduled for Monday 5/15/23 @ 6:30 PM. The Commission is accepting applications for 2 open seats; if interested, please email jcase@templetonma.gov on how to apply.



Community Preservation Committee – The next CPC meeting will be 5/18/23 @ 7:00 PM.

Planning Board – Meeting scheduled for 4/25/23 cancelled; next meeting 5/9/23 @ 6:30 PM.

ZBA – Next Meeting scheduled for 5/16/23 @ 6:30 p.m.

Building Department – Five Building Permits were processed, including: 1 for siding, 1 for windows, 1 for roofing, 1 for attached barn, and 1 for in-law apartment above garage. Five Electrical Permits were issued, including: 2 for existing service upgrades, 1 for In-law addition, 1 for new manufactured home, and 1 for new single-family home. Two Gas Permits were issued for underground gas lines. Responded to inquiries regarding vacant land for sale, permit requirements for sheds and fences, future plans off Baker Lane, and potential reasons for survey markers on a neighbor's property.

Agricultural Commission – Next meeting scheduled for 6/5/23 @ 6:00 PM.

EDIC – Next meeting scheduled for 5/1/23 @ 6:00 PM.

Community Services

Director/Library- The outdoor trim painting began (see photos). Story Hour resumed after the school vacation week break. Circulation and visitation were steady. I worked on Farmers' Market



promotion. We will begin to take donations of flowers (annuals & perennials) for our library garden during the month of May. A 'planting day' will take place late in the month. I presented the Community Services FY 23 third quarter library and senior services reports to the Select Board. I completed and submitted warrants and turnovers. Library staff completed the conflict of interest and open meeting law trainings.

Senior Services- The center reopened this week, and all regular activities were held, including a dinner provided by Broadview Assisted Living. Cindy attended a local conference. The May/ June issue of the Senior Buzz newsletter will be prepared for mailing on Thursday, April 27.

33 rides were provided.

Templeton Community TV: TCTV released its first TCTV News

program this week, and more are on the way. Please check out TCTV News on TCTV's YouTube Channel, [YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb). We live-streamed the Select Board meeting this week and worked on video and Calendar productions. We are in the process of bringing on board another Program Coordinator who may work closely with our Digital Lab initiative as well as TCTV.



Important Dates to Remember

Annual Town Meeting, Wednesday, 05/10/2023, 6:00 p.m.