

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

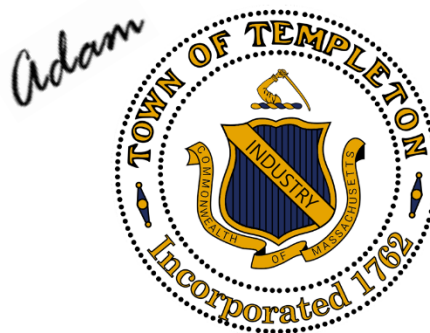
**TO:** Select Board

**FROM:** Adam Lamontagne, Town Administrator

**RE:** Administrator's Weekly Report

**DATE:** June 1, 2023

**CC:** All Departments



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

**Weekly:** This was a short week in the office. The naysayers are at it again. 10 Pleasant Street was demolished this week (see photo). Attended a meeting at Monty Tech with the Advisory Committee Chair, John Caplis, and Vice Chair, Nowell Francis.



### **Administration & Finance**

**Town Accountant:** Please accept my apologies for not getting my report in the weekly for the last couple of weeks. My department is usually doing the same thing week after week. Payroll is processed, Warrants are processed, I keep up with deposits getting posted to the correct accounts. This week I worked through all our insurance bills to get them paid and working on the year end to make sure we have enough funds to cover the final bills, we are in good shape with that. Keeping up with emails is very time consuming on my part and helping Nancy with issues with payroll.

**Treasurer/Collector's Office:** Motor vehicle Com 2 has been sent to warrant. The RMV released motor vehicle commitment 3 and the bills were mailed Tuesday.

We had 2 tax title accounts paid off. Weekly warrant was processed.

**Assessor:** Short week in the office. The office handled requests for motor vehicle abatements, property cards, notarizations, etc. Attended Vadar webinar on Databridges from Real Estate systems into Vadar for Preliminary Billing on Thursday.

**Town Clerk:** Nothing to report this week.

### **Public Services - Public Works Division**

**Highway:** Crews continue to clean up brush and trees on the roadsides. Pothole patching continues on Wellington Road, and Highland Avenue. The crew has been out replacing some signs, including speed limit signs, passing zone, and stop signs. Cleared beaver debris on Stone Bridge, Henshaw Road, and Royalston Road.

**Buildings and Grounds:** Crews continued to clean up cemeteries. Crews installed the fireman flags. The boy scouts were out to place flags on the veteran graves. Mowing weed whacking was done at the Senior Center and First Church Cemetery. Crew removed basketball hoops from the tennis courts at Gilman Waite. Mowing and weed whacking was done for Gilman Waite.

### **Public Safety**

**Templeton Police Department:** Nothing to report this week.

**Templeton Fire Department/EMS:** 05/22/2023 – 05/28/2023 *Fire Department weekly report.*

Emergency calls: 23

13 EMS, 5 fire alarm, 3 motor vehicle accidents, 1 mutual aid cover assignment, 1 unauthorized outside fire.

Training: none

Apparatus/equipment: car 3 out of service for front end suspension repairs

Activities: 6 residential and commercial inspections.

Announcements: Residential open burning has ended for 2023.

### **Development Services**

**Director** – Working with Capstone, LLC and MPZ, LLC for the proposed affordable housing project at 12/16 School Street for further state funding. Request to Zoning Enforcement Officer for letter of determination at 10 Pleasant.

**Communicable Diseases** – From 5/7/23 through 5/20/23 there were no confirmed COVID cases (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. No other communicable disease information to report.

**Board of Health** – Public Beaches, Beaman's Otter River Camp area has been posted for exceeding the maximum standard for bathing beaches, Templeton Fish & Game is under the maximum standard. Working on grant funding from MassDEP for recycling, scheduled participation in a webinar with MassDEP; follow up on expired food complaint; issued septic installers permit to Tyler Gearin; follow up on complaint at Pinewood Shores. Next meeting scheduled for June 26, 2023 @ 7:00 p.m.

**Conservation Commission** – Site visits occurred at South Road for wetland concerns and 307 Otter River Road for OOC request. The next Conservation Commission meeting is scheduled for Monday 6/12/23 @ 6:30 PM. The Commission is accepting interest forms for 2 open seats; if interested, please see Jessica Case in Room 3 of Town Hall for how to apply.

**Community Preservation Committee** – Admin worked on compiling information for a potential project at Houghton Park. The next CPC meeting is scheduled for Thursday 6/8/23.

**Planning Board** – Next meeting June 13, 2023 @ 6:30 p.m.

**ZBA** – Received and processing appeal for 148 South Road. The Zoning Board of Appeals has two alternate seats available on the board, if interested please go to the town's website at [www.templetonma.gov](http://www.templetonma.gov) and fill out an interest form.

**Building Department** – This week's information will be included in the weekly report of 6/8/23.

**Agricultural Commission** – Next meeting scheduled for June 5, 2023 @ 6:00 p.m.

**EDIC** – Next meeting scheduled for June 26, 2023 @ 5:00 p.m.

### **Community Services**

**Director/Library:** As always, a holiday week makes for very busy open days at the library. Story Hour was well-attended. The final Story Hour (until the Fall) is June 14. A large group of back-ordered books was processed and made available. The 1<sup>st</sup> day of Farmers' Market was small but enthusiastic. We encourage vendors to join us- every Thursday 4-7pm in the library field- no fee this year! I supported the Senior Services staff throughout the week. Our new Activities Coordinator, Ann-Marie, began working this week and has jumped right into the job! I completed and submitted 2 warrants. Many thanks to the American Legion Post 373 for spear-heading our wonderful Memorial Day events!

**Senior Services:** The Senior Center was busy with activities this week, including mahjong, chair yoga, creative stitchers, cribbage, walking group, card bingo and great tours of Ireland. Our new Activities Coordinator, Ann-Marie, began working this week. The finishing touches were done to the July newsletter.

Attendance at programs	72
Social Service interactions	1
Volunteer hours	56.25
Rides provided	31



**Templeton Community TV:** TCTV recorded and produced the Memorial Day Parade and Observance video. Photo essays of the Memorial Day gathering and Farmers' Market are getting a lot of views and engagements on Facebook. We are making good progress with Montachusett.TV and TCTV calendar notices. Please check out [www.Montachusett.TV](http://www.Montachusett.TV) to see great events and fun times in our area and subscribe to the site for free! Have a fun weekend!

**Important Dates to Remember**

**Select Board Meeting, Wednesday, 06/14/2023, 6:30 p.m.**