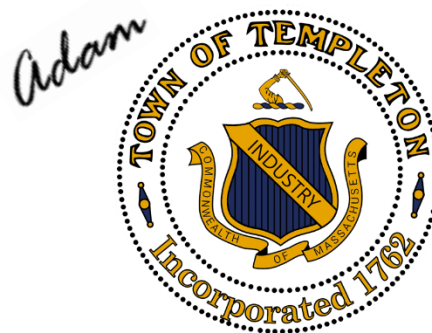


MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board
FROM: Adam Lamontagne, Town Administrator
RE: Administrator's Weekly Report
DATE: June 22, 2023
CC: All Departments



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

Weekly: Worked to complete the invitation to bid for the renovations to the HVAC system at the Police Department. Met with the leadership of Local 155 and Local 155A. Had a meeting with the developers of the old Baldwinville Elementary School. Responded to a public records request.

Administration & Finance

Town Accountant: Nancy was on vacation, so I processed the warrant. Finished the enrollment process for TASC. Got the year-end and encumbrance documentation out to departments, along with an up to date BVA so they could see exactly where they are. Posted all the deposits to date.

Treasurer/Collector's Office: Catching up from being out for the MCTA Conference last week. The MCTA had some great speakers that gave presentations that were very informative and relative to situations that most cities and towns are currently dealing with. Warrant and payroll processed.

Assessor: Handled inquiries for motor vehicle abatements and notarizations. Reviewed Telephone Company values and growth from the State. The Deputy Assessor was out of the office on Wednesday & Thursday.

Please be aware: Postcards were mailed to a portion of residents in the Templeton "precinct" for upcoming cyclical visits that will be done by our office. Sue O'Coin, Field Inspector, will be visiting properties. She will have a Town Photo ID and business cards. If you have any concerns, please do not hesitate to contact our office.

Notice: The Assessor's office will be closing early @ 2:30pm on Tuesday, June 27th. The rest of that week will be regular office hours.

Town Clerk: Nothing to report this week.

Public Services - Public Works Division

Highway: Cleaned out cold storage area at shop. Assisted with cleanup at 10 Pleasant Street. Cleaned catch basins Michaels Lane, Back Bay. Cleaned up deceased animal on Main Street. Beaver active areas are checked regularly to make sure and clear debris before it causes an issue. Crews continue to cut up and chip tree branches and brush left from this winter's storms. Pothole

patching was done on Summer Street, Pail Factory Road, Royalston Road, Queen Lake Road, Ridgewood Lane, Brooks Village Road, and Brandin Drive. Repaired Berm on South Road and Curb on Wellington Road. There was damage done to South Road by an Excavator, it was reported to Templeton Police, and there is an investigation to see who is responsible.

Buildings and Grounds: Mowing/weed whacking were done at Greenlawn Cemetery, and Senior Center. Emptied trash at Gilman Waite Field. Repaired winter damage at Fire Station. Repaired lawnmower. Flag duties.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire Department/EMS: 06/12/2023 – 06/18/2023 Fire Department weekly report.

Emergency calls: 34

1 brush fire, 1 building fire, 29 EMS, 1 good intent, 2 motor vehicle accidents.

Training: Monthly meeting

Apparatus/equipment:

Activities: 5 residential and commercial inspections.

Development Services

Director – Will report next week.

Communicable Diseases – For more information 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 – Next meeting scheduled for June 26, 2023 @ 7:00 pm.

Conservation Commission – Site walks occurred at Shore Drive for dumpster location, Fourth and Fifth Street for wetlands assessment, 183 Elm Street for an addition & porch, 117 Dudley Road for a 2-car garage, and 72 Cottage Lane for demolition of a home. One NOI received for improvements to Graves Pond Dam near 91 Walnut Street. The next Conservation Commission meeting is scheduled for July 17th, 2023, at 6:30 PM. Join the ConCom! 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, or please go to the Town's website at www.templetonma.gov and fill out an interest form.

Community Preservation Committee – Next CPC meeting scheduled for July 13th, 2023 @ 7:00 pm.

Planning Board – Next meeting scheduled for June 27th, 2023, at 6:30 pm.

ZBA – Due to a conflict with the July 10 date, the ZBA appeal hearing will be rescheduled. 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 and fill out an interest form.

Building Department – Fourteen Building Permits were processed this week, including: 3 for duct work at new homes, 2 for roofing replacement, 2 for new detached garages, 1 for a swimming pool, 2 for residential additions, 1 for a deck , 1 for siding replacement, 1 for a house demolition, and 1 for a finished basement. Four Electrical Permits were issued, including: 2 for new garages, 1 for a pool heater and 1 for removal of old wiring. Three Plumbing Permits were issued, 1 for a residential renovation, and 2 for minor residential upgrades. One Occupancy Certificate was issued for a new home on French Road. Four Certificates of Completion were issued for: a new deck, replaced siding, new porch and interior renovations. One certificate of Approval was issued for a wood stove. Admin submitted 4 Turnovers and a warrant to Accounting.

Agricultural Commission – Next meeting scheduled for August 7th, 2023 @ 6:00 pm.

EDIC – Next meeting scheduled for June 26th, 2023 @ 5:00 pm.

Community Services:

Director/Library -out of the office- will report next week.

Senior Services - In addition to the regular weekly activities we had a chicken and broccoli lunch followed by games, a craft, and a vaccine clinic. A trip to the Bridge of Flowers was enjoyed by a van full of seniors. Five people borrowed durable equipment, which is another great service that the Senior Center offers.

Attendance 147

Social Services 10

Volunteers 22

Templeton Community TV: TCTV and the Digital Lab conducted successful 360-degree videography classes at Wachusett Business Incubator, as part of our research into the use of the technology for our Montachusett.TV website, as well as Virtual and Augmented Reality applications. Farmers’ Market programming progresses. Three college and high school STEM interns paid by MassHire will work for TCTV from July 10 to Aug. 16. The interns will learn audio/video recording, produce valuable archival video (b-roll) and produce their own productions, in addition to completing other assignments. TCTV is delighted to host these eager students and work with them. Have a wonderful weekend!

Important Dates to Remember

Select Board Meeting, Wednesday, 06/28/2023, 6:30 p.m.