

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

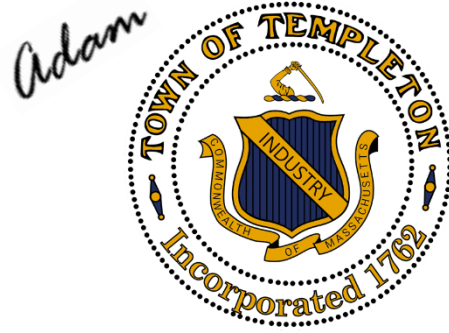
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: July 22, 2021

CC: All Departments



### **IMPORTANT NOTICES:**



Adam, Select Board members, Senator Gobi, Representative Whipps and many others, attended the Boston Post Cane Award ceremony at the Templeton Senior Community Center on Tuesday, where the eldest resident of town, Rita Tkaczyk, was presented with the Cane & given a replica cane to keep. Chair Michael Currie signed the Boston Post Cane Award policy that the Board had voted on June 23<sup>rd</sup>. The senior center staff did an excellent job on this lovely ceremony!

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

**Weekly:** We received the draft Job Descriptions for the Wage and Compensation Study from DI Jacobs Consulting for the review of each employee. Once employees have reviewed these for accuracy and made any suggested changes, these will go back to DI Jacobs for finalization. Donald Jacobs will be presenting an update on the Wage and Compensation Study at the next Select Board meeting. Holly has received many applications for the Deputy Treasurer/Collector position and is setting up interviews for Cheryl. Adam continues to be working on collective bargaining matters. He also met with folks from the Sewer Department to discuss issues on the billing front as all town departments are not on Vadar. We came to the solution for the time being, however, this is something that should be consistent across the organization. Adam signed off with the DPW Director and the Accountant for \$90,000 of funds of Chapter 90 to be used for road work on Hospital Road; however, this is still subject to approval by Massachusetts Department. Adam is coordinating a time with town employees for the Annual Employee Training which looks like will take place in mid-August, this will help us with our MS4 obligations with our permit. The MS4 permit is a 5-year permit issued jointly by the Environmental Protection Agency and the Massachusetts Department of Environmental Protection. We have been continually making progress on this front over the last couple of years.

## **Administration & Finance**

**Town Accountant: Nothing reported.**

**Treasurer/Collector: Reminder**...property taxes are due August 2. Payments have been coming in slowly. Sewer bills are also now out for the last quarter. Been working on balancing statements and paperwork for closing out of FY21.

I've also been going through the applications for the deputy position that was recently advertised. We've received quite a few applications and will be scheduling interviews soon.

**Assessor:** Upgrade from Vision on Tuesday. Sue continues to do Cyclical work in East Templeton. Worked on data entry from Sue's visits. Last 2 Occupancy permits issued for new construction on Turner Lane. Worked on Rollback taxes for 11 Patriots Road. Worked on year end Budgets vs. Actuals with Accountant. Working on Annual Report for FY2021. Scheduled measure and list for the new elementary school. Site visit on Thursday, July 29th. Worked with Boston & Maine Railroad regarding a piece of property in Templeton. MV Commitment #3 has been downloaded and invoices have been generated. Sent files to Collector for bills to be mailed July 26th. Reviewed building permits for site visits to be done in the next couple weeks. Working with Collector/Treasurer on applications for Deputy Collector/Treasurer position.

**Town Clerk: Nothing Reported.**

## **Public Works**

**Highway:** Pothole repairs Royalston Road, and South Road. Over rail mowing Lord Road, Brooks Road, Depo Road, North Main Street, and Willow Street. Replace rope on flagpole at Templeton Center Fire station. Tree work was done in Templeton Center.

**Building and Grounds:** Mowed and weed whacked at Old Baldwinville Elementary School, Senior Center, First Church Cemetery, Templeton Center, Gilman Waite, Town Hall, Scouts Hall, East Templeton, Greenlawn Cemetery, Cottage Lane, Otter River, and Baldwinville Center. Cut down overgrowth behind Scouts Hall, Old food pantry, and Emergency Management Building. Emptied cardboard at the Senior Center. Brought Picnic Tables and sandbags to Senior Center. Washed and serviced mowers, weed whackers and blowers. Worked on lot locations in Greenlawn Cemetery.

## **Public Safety**

**Templeton Police Department:** 7/8 – 7/14 PD 273 Calls for Service, 18 motor vehicle stops, 2 arrest. Station – We received our first concept design for the station sign to be placed in front of the building. Dispatch - 398 Calls (does not include miscellaneous calls). Nothing to report.

7/15 – 7/21 PD 239 Calls for Service, 23 motor vehicle stops, 3 arrest. Station – Buildings and Grounds will be helping us finish the front landscaping. We finally got our new portable speed/radar sign out in the community. Dispatch - 419 Calls (does not include miscellaneous calls). We lost the old frequency again but had it back up the following day.

**Templeton Fire/EMS:** 07/12/2021 – 07/18/2021 Fire Department weekly report.

Emergency calls: 23. 19 EMS, 1 MVA no injuries, 1 tree limbs on fire on power lines, 1 Carbon Monoxide alarm, 1 Fire Alarm.

Training: Fire pump review.

Apparatus/equipment: Engine 3 DEF sensor issues, the dealer has been notified this will be a warranty issue

Activities: 9 residential inspections

### **Development Services**

**COVID-19: Out of the office.**

**Board of Health: Out of the office.**

**Conservation: Out of the office.**

**Planning Board: Out of the office.**

**ZBA: Out of the office.**

**Building Department: Out of the office.**

**Agricultural Commission: Out of the office.**

### **Community Services**

**Director/Library:** A small order of materials was processed and made available to patrons. Participation in our Summer Reading Bingo Challenge is picking up, as is general visitation in the library. I distributed draft job descriptions to CS units. I compiled the FY 21 fourth quarter report for the Selectboard. Last week's Farmers' Market was the largest so far this season.

**Senior Services:** The Center held a 3-day grand re-opening celebration. The festivities included: presentation of the Boston Cane to Templeton's oldest resident, Rita Tkaczyk, musical performances by Dan Kerouac and Sean Fullerton, a BBQ sponsored by Alliance Health at Baldwinville Nursing Home, refreshments provided by Heywood Wakefield Commons. Other happenings included: Bingo, cribbage, pitch and pool tournaments and corn hole.

**Templeton Community TV:** Production continues on numerous shows. Another Story Time was posted and broadcast, as well as more Farmers' Market Moments. Hannah Bennett and Sarah DeJoy recorded the Senior Center opening. I have attended free webinars on audio/video (AV) over IP, AV transmission technologies, and digital signage. Some tech issues were addressed.

### **Important Dates to Remember**

Select Board Meeting, Wednesday, 7/28/21, 6:30 p.m. at Town Hall  
Staff Meeting, Thursday, 7/29/21