

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

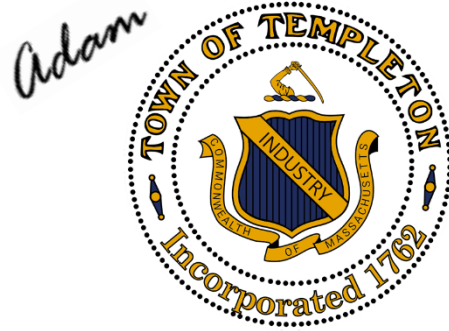
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: August 12, 2021

CC: All Departments



Houghton Park Update: Graffiti cleaned up and the inside of the Gazebo looks wonderful!

Special Thanks to our DPW Director Bob Szocik and Dave Smart for their work on it!



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

Weekly: Work continues the draft Fall Town Meeting warrant. The Select Board will be voting on August 25th to open the warrant for citizens. Adam received a letter from the Lieutenant Governor pertaining to the Community Compact grant program and the Town of Templeton is eligible to apply for grants for other areas except for Best Practices. We utilized Best Practices when we received the grant to cover our Wage and Compensation Study which is still ongoing. Spoke with Bob Szocik on applying for the IT grant portion so we can deploy a cemetery management software to assist with day-to-day operations such as scheduling and billing as well as help with keeping track into the mainframe system. We plan to have this go in front of the select Board for the August 25th meeting for approval authority so we can apply.

Administration & Finance

Town Accountant: Nothing reported.

Treasurer/Collector: Out of the office - attending the yearly MCTA Treasurer/Collector School.

Assessor: Out of the Office – Assistant covering.

Town Clerk: Updating dog program with new rabies certificates. Very busy with couples applying for marriage certificates. Sent out business certificate renewals.

Public Works

Highway: Roadside mowing continues into East Templeton towards Otter River, and Royalston Road. We are still dealing with the beaver problem, the trapper has not had any luck catching them as of yet. Line painting of crosswalks and stop bars are about 75% complete. Chapter 90 work that was scheduled to start this week has been pushed to next week. Reclaimer waiting for parts.

Building and Grounds: Shrubs trimmed at Pine Grove Cemetery. Weed whacking and mowing at Greenlawn Cemetery, Town Hall, Scouts Hall, East Templeton, DPW, Baptist Common Cemetery. Emptied trash Gilman Waite, Greenlawn Cemetery, and, Pine Grove Cemetery. Trimmed back brush at 10 Pleasant Street. Pine Grove Cemetery put stone on banking at new section for erosion control.

Public Safety

Templeton Police Department: 8/5 – 8/11 PD 301 Calls for Service, 33 motor vehicle stops, 1 arrest. Station – A settlement has been reached with regards to the HVAC/humidity issues and we will now start moving to fix these issues. Dispatch - 448 Calls (does not include miscellaneous calls). Nothing new to report.

Templeton Fire/EMS: Short staffed with employees on vacation and busy with ambulance calls.

Emergency Management: Nothing reported.

Development Services

COVID-19: This week there are eight positive cases of COVID. Agent still participating in weekly web meetings with MDPH. CDC and MDPH are recommending that even if you are a fully vaccinated individual, wearing a mask indoors in public places will reduce increased risk for persons with weakened immune systems. Initial meeting with NRSD to discuss the merits of wearing face coverings, information to be brought to the School Committee; as part of that discussion, it was noted by the Agent that the 20-29 age group in Templeton is 47% vaccinated and the 30-49 age group in Templeton is 52% vaccinated. If anyone is interested, vaccine for COVID 19 is still available.

Board of Health: Completed septic inspections at Fourth for final and bed bottom and final at 33 Sandy Pine; inspected repair of d-box and tank at 234 Gray COC issued; conducted site inspection at 23 Pine Point for nuisance rooster noise, at the time there were no roosters on site; as of this morning, the nuisance has begun again and will continue to be processed. Nuisance noise on Brooks being investigated; scheduled to “talk with the town” at the Senior Center on 9/13 @ 11 a.m.; drive by at 34 Albert for nuisance complaint pertaining to automotive work and gas/oil cans in driveway; follow-up on nuisance trash on 140 South, dumpster being removed; met with Planet Aid, two textile bins will be delivered to 160 Patriots in the coming week; beginning process for abandoned property at corner of Pail Factory/S Main.

Conservation: Preparation for 8/16 meeting; one site walk at Lord, Lot 3

Planning Board: Preparation for 8/24 meeting, possible ANR.

ZBA: Assisted an applicant with hearing request, awaiting the paperwork.

Building Department: Two permits issued, one new residential and one bathroom renovation; three certificates of completion issued, two replacement windows and one interior renovation. Electrical permits for one commercial disconnect of the ASB sign, three residential permits for two change of service and one shed being wired; plumbing had two permits, one for a new appliance and one for interior repairs, no gas permits.

Agricultural Commission: Nothing to report at this time.

Community Services

Director/Library: I continued to work on the ARIS (1st of 3 state reports). I attended the Recreation Commission meeting, and met with TA and 2 members to discuss the Facebook page, accounts and plans for Fall programs. I attended the Select Board's meeting to follow the presentation / discussion of a town skating rink this winter. The Farmers' Market will be welcoming at least 2 new vendors this week. A Cultural Council funded concert, 'Bad News Jazz & Blues' took place on the Common on Wednesday evening.

Senior Services: The first 'Talk with the Town' took place, with Town Administrator, Adam fielding questions, and generally chatting with Seniors. The COA board met. Activities and attendance are at pre-Covid levels. The September offerings and newsletter issue are being finalized. The final paperwork for the MCOA Caregiver respite grant was submitted for reimbursement. Cindy worked with 2 Seniors who were in need of services. With help from CERT, the Center was opened as a cooling center.

Templeton Community TV: Production of a Craft Time show, Farmers' Market Moments and the Senior Center Opening/Boston Post Cane Presentation were completed. Microphone tests were conducted in the Town Hall Conference Room. We recorded the Bad News Jazz & Blues Orchestra show on the Common for an upcoming Cable Channel 8 show.

Important Dates to Remember

Select Board Meeting, Wednesday, 8/25/21, 6:30 p.m. at Town Hall
Staff Meeting, Thursday, 8/26/21