

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

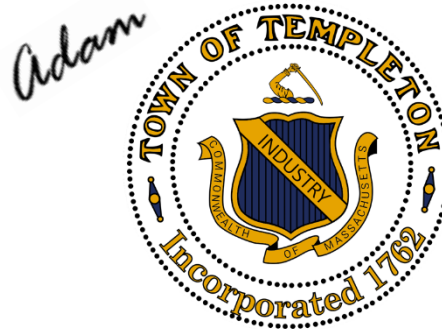
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: September 16, 2021

CC: All Departments



Notice: The Annual Report memo for the FY'21 Annual Town Report was sent out to all departments, Boards and Committees/Commissions on 9/13. Final deadline to submit the Annual Report for your dept/Committee is **Monday, January 31, 2022, at 4:30 p.m.** Please add this date to your calendar! Reports may be submitted any time between now and the deadline. The earlier the better!

A special thank you to the Advisory Committee, whom already submitted their report before I could get the memo out. That is definitely a first!

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

Weekly: Meeting and packet preparation for the meeting of 9/22. Drafted and emailed the Annual Report memo for FY'21's Annual Report. We interviewed for the Administrative Intern position in our office. Working on processing a couple of new hires. The Capital Improvements Committee meeting is set for September 29th. Continued work with all folks involved for us to have our Annual MS4 report in by the end of the month. The contract amendment for the additional needed weatherization work at the Highway Garage has been submitted to the state, hopefully they approve, and we can move forward with signing the amendment to install 420 square feet of polyiso insulation board above the drop ceiling. This measure will provide an air barrier which will help prolong the roof of the Highway Garage.

Administration & Finance

Town Accountant: Worked on reconciling the CARES funds and requesting the funds needed to cover the expenses. Got caught up on deposits. Worked with Lisa some on Payroll.

Treasurer/Collector: Accepted and processed, property, motor vehicle and sewer payments. Processed the payroll.

Participated in the weekly Vadar zoom meeting.

Assessor: Finished up and received approval from DLS on LA3 Sales Analysis. Submitted LA4 Classification Report, LA13 New Growth Report, approved by DLS. Attended a zoom WCAA Workshop. Prepared for and followed up work from Board meeting on Tuesday. Sue continues working on Cyclical inspections in East Templeton. MV Commitment 2021 #4, #4A and 2020 #8 have been entered into Vadar and bills are ready to be mailed out next week.

Town Clerk: The office is busy with the usual day to day activities. Issuing marriage certificates, notarizing documents, business certificate renewals. dog licensing, vital records request, and meeting postings.

Public Works

Highway: Out of the Office.

Building and Grounds: Out of the Office.

Public Safety

Templeton Police Department: Nothing reported.

Templeton Fire/EMS: 09/06/21-09/12/21 Fire Department weekly report.

Emergency calls: 31

21 Ems, 2 Mva no injury, 1 Mva with injury, 5 fire alarm, 1 hazmat, 1 cancelled enroute.

Training: Handline operations

Apparatus/equipment: Engine 3 DEF sensor issues, the dealer has been notified this will be a warranty issue we are waiting on parts. F floating pump repaired and back in service, Engine 2 generator out of service. Rescue 1 Lucas repaired back in service.

Activities: 4 inspections. 911 memorial service was held at station 1, thankyou to the scouts for helping us remember our fallen brothers and sisters.

Announcements: None

Emergency Management: Nothing reported.

Development Services

Director: Was the subject of “talk with the town” at the Senior Center, had the opportunity to answer a variety of questions on a multitude of subjects; participated in the MDPH weekly meeting; completed review meetings with department employees.

COVID-19: As of 9/16/2021 Templeton has twenty-one positive cases of COVID. Agent providing daily updates to Fire, Police and NRSD Nurse Director; assisted Treasurer/Collector contacting delinquent taxpayers associated with permitting needs in Development Services.

Board of Health: Septic bottom and final at Michaels, wellness check at 140 South with COA Director; letter sent to complainant pertaining to 34 Albert – no violations at this time, will continue follow-up; issued well permit for 64 Shore; provided information pertaining to sale of baked goods at the Farmer’s Market; provided community septic loan documents to two residents; scheduled perc testing for a proposed new single-family home on Pail Factory, Lot 0.

Conservation: Completed site walk at 110 Michaels for a proposed garage; meeting of 9/20 cancelled due to lack of agenda items.

Planning Board: Provided neighboring city/town meeting notices to members; participated in meeting of 9/14; ANR for 11 Patriots tabled until 9/28 meeting for changes to the plan;

recommended a traffic study for the preliminary plan for a 55+ at Stephen's Way, prior to submission for the site plan review.

ZBA: Provided information to resident pertaining to how long a ZBA decision is good for and whether or not that decision transfers with the property; a decision is viable for not more than thirty-six months and the decision does transfer with the property.

Building Department: Building Commissioner reviewed a certified plot plan provided by 9 Columbus, all structures appear to be on owner's property, letter sent to complainant; six building permits were processed – one commercial kitchen hood, one wood stove, two for new garages, one deck and one for siding and doors; eight certificates of completion were issued (roof, 2 pools, 1 playhouse, 1 barn repair, generator pad at PD and the battery storage unit at TMLP; three wiring permits processed for a commercial venting system, a pool and a car charging station; no plumbing permits processed; two gas permits processed for a commercial kitchen and a residential heater.

Agricultural Commission: Health Agent and AgCom member made a site inspection at 207 N Main, a rooster and hen were on the complainant's property when we arrived, there was ample evidence that the fowl was inhabiting the property: Mr. Pease and I went to the owner's property and chatted, while there she made a call and arranged for the fence to be placed 9/16/2021.

Community Services

Director/Library: The library resumed Saturday hours. Circulation remains steady. We continue to offer 'puzzles on the porch' free to residents- which is still very popular. I met with the Town Administrator to review CS employee evaluations. Final preparations for Recreation Soccer, which will begin on 9/18. Singer/Storyteller Davis Bates will perform at Farmers Market (thank you, Cultural Council) I continued working on State library reports.

Senior Services: Offerings this week included: 'Talk with the Town' - guest BOH Director, Laurie Wiita, Craft-time with Elaine, Blood Pressure Clinic, 'Decorate a Donut', fall prevention presentation, yoga, walking group, creative stitchers, pitch, and card bingo.

Templeton Community TV: The Kite Festival video was made available on TCTV's YouTube Channel and Cable Channel 8. Production continues on the Bad News Jazz concert and other projects. Staff training on streaming meetings, TV server and video production continues. I attended two days of virtual conferences by Zoom to see how we may use the hybrid-meeting platform with new features.

Important Dates to Remember

Select Board Meeting, Wednesday, 9/22/21, 6:30 p.m. at Town Hall
Staff Meeting, Thursday, 9/23/21