

**Templeton Select Board**  
**Town Hall, 160 Patriots Road, East Templeton**  
**(also streamed live on Youtube & TCTV)**  
**Wednesday, April 27, 2022, 6:30 p.m.**

**Agenda**

- 1. Call the Meeting to Order & Reading of Statutory Recording Notice**
- 2. Pledge of Allegiance**
- 3. Approval of Minutes of Prior Meetings:**
  - a. Meeting Minutes ~ 04.06.22**
  - b. Executive Session Minutes ~ none**
- 4. Citizen Input**
- 5. New Business:**
  - a) Introductions of New Employees: Tabitha Bresnahan, TCTV Program Coordinator; Denise Nankivell, Senior Services Activities Coordinator**
  - b) Appointments ~ Cultural Council~Ann Lyons; Housing Authority(D. Connor)~Carol Caisse 5-year re-appointment**
  - c) Presentation: Senator Gobi, Rep Zlotnik & Rep Whips**
  - d) Presentation: Quarterly Report FY'22-Q3 Development Services**
  - e) Presentation: Quarterly Report FY'22-Q3 Finance**
  - f) Presentation: Quarterly Report FY'22-Q3 Community Services**
  - g) Action RE: MART Bus Shelters**
  - h) Action RE: Baldwinville Station~Change of Sunday Hours on Liquor License**
  - i) Action RE: Boot Drive Permit~Friends of Templeton Veterans**
  - j) Action RE: Disposition of 19 Central Street**
  - k) Action RE: Thirsty Turtle Mutual Agreement**
  - l) Action RE: Donation of Asphalt for Depot Road~WJ Graves**
  - m) Action RE: Open Meeting Law Complaint~Bob May**
  - n) Action RE: Accept Winter Recovery Assistance Program Funds**
  - o) Action RE: ARPA Spending Plan**
  - p) Action RE: Dog Waste Station Donation at Rivers Edge Conservation Area**
  - q) Action RE: Accept Donations of Planting Materials at Rivers Edge Conservation Area**
  - r) Action RE: Declare Town Property for Disposal/Surplus**
  - s) Action RE: Town Administrator's Review**
  - t) Action RE: Comprehensive Emergency Management Plan (M. Currie)**
  - u) Discussion RE: Hiring a Grant Writer (J. Richard)**
- 6. Action RE: Old Business:**
  - a) Action RE: Social Media Policy (M. Currie)**
  - b) Action RE: Juneteenth Holiday (T. Griffis)**
  - c) Update RE: RAAC (T. Toth)**
- 7. Board Member and Administrator Comments & Reports**
- 8. Adjournment**

The listing of Agenda items is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent it is permitted by law.

**THIS AGENDA IS SUBJECT TO CHANGE**

## Draft Motions – 04/27/22

### 3. Approval of Minutes of Prior Meetings:

a. **Meeting Minutes ~ 04.06.22**~ I move to accept the meeting minutes of 04.06.22 as presented.

b. **Executive Session Minutes** ~ none

### 4. Citizen Input

### 5. New Business:

a) **Introductions of New Employees: Tabitha Bresnahan, TCTV Program Coordinator; Denise Nankivell, Senior Services Activities Coordinator**

b) **Appointments ~ Cultural Council~Ann Lyons; Housing Authority(D. Connor)~Carol Caisse 5-year re-appointment**

I move to appoint Ann Lyons to the Cultural Council for a term to expire on 05/30/2024. AND

I move to appoint Ms. Carol Caisse as the Tenant representative on the Templeton Housing Authority to a 5-year term to expire on 04/20/2027.

c) **Presentation: Senator Gobi, Rep Zlotnik & Rep Whips**

d) **Presentation: Quarterly Report FY'22-Q3 Development Services**

e) **Presentation: Quarterly Report FY'22-Q3 Finance**

f) **Presentation: Quarterly Report FY'22-Q3 Community Services**

g) **Action RE: MART Bus Shelters**~ I move to approve the installation of MART bus shelters in the two locations in East Templeton as presented.

h) **Action RE: Baldwinville Station~Change of Sunday Hours on Liquor License**~ I move to approve the Change of Sunday Hours on the Baldwinville Station Liquor License from the current hours of 11 a.m. to 2 a.m. to new hours of 10 a.m. to 2 a.m.

i) **Action RE: Boot Drive Permit~Friends of Templeton Veterans**~ I move to approve the Boot Drive Permit for the Friends of Templeton Veterans as presented.

j) **Action RE: Disposition of 19 Central Street**~ I move to declare that the property owned by the Town and located at 19 Central Street as surplus to the Town's needs and is available for disposition pursuant to Chapter 30B, Section 16 of the General Laws.

k) **Action RE: Thirsty Turtle Mutual Agreement**~ I move to approve the agreement made between Chief Michael Bennett and Jason Arsenault, owner of The Thirsty Turtle Pub, to have detail officers at the business between 10pm and 2 am on Friday and Saturday nights for 10 weeks at which time a decision will be made on how to move forward.

l) **Action RE: Donation of Asphalt for Depot Road~WJ Graves**~ I move to accept the donation of asphalt for the repair from WJ Graves as presented.

m) **Action RE: Open Meeting Law Complaint~Bob May**~ I move to direct the Town Administrator to respond to another Open Meeting Law Complaint for this individual.

n) **Action RE: Accept Winter Recovery Assistance Program Funds**~ I move to accept the program funds from the Winter Recovery Assistance Program.

o) **Action RE: ARPA Spending Plan**~ I move to approve the ARPA Spending Plan as presented with input from the Advisory Committee.

p) **Action RE: Dog Waste Station Donation at Rivers Edge Conservation Area**~ I move to accept the donation of a Dog Waste Station and approve the installation of



same at the Rivers Edge Conservation Area as presented with placement to be decided by Conservation Commission.

- q) **Action RE: Accept Donations of Planting Materials at Rivers Edge Conservation Area**~ I move to accept donations of planting materials at Rivers Edge Conservation Area as presented.
  - r) **Action RE: Declare Town Property for Disposal/Surplus**~ I move to declare as surplus the list of computers and cell phones for disposal and/or donation as presented.
  - s) **Action RE: Town Administrator's Review**
  - t) **Action RE: Comprehensive Emergency Management Plan (M. Currie)**~ I move to approve the Comprehensive Emergency Management Plan as presented.
  - u) **Discussion RE: Hiring a Grant Writer (J. Richard)**
6. **Action RE: Old Business:**
- a) **Action RE: Social Media Policy (M. Currie)** ~ I move to approve the Social Media Policy as presented, and for the Chair to sign.
  - b) **Action RE: Juneteenth Holiday (T. Griffis)**~ I move to approve adding the Juneteenth Holiday to the Town's Personnel Policy.
  - c) **Update RE: RAAC (T. Toth)**
7. **Board Member and Administrator Comments & Reports**
8. **Adjournment**~ I move to adjourn the open meeting.

Approved 4/27/22

3.A.

**Templeton Select Board**

**Zoom Meeting Streamed Live through YouTube**

**Wednesday, April 06, 2022, 6:30 p.m.**

**Minutes of Meeting**

Present: Select Board: Mike Currie (remotely), Julie Richard, Tim Toth, Terry Griffis, Jeff Bennett and Town Administrator, Adam Lamontagne. Absent: none.

- 1. Call the Meeting to Order & Reading of Statutory Recording Notice**
- 2. Pledge of Allegiance**
- 3. Approval of Minutes of Prior Meetings:**
  - a) Meeting Minutes ~ 03.09.22 amended, 3.23.22~** Richard moved to approve the meeting minutes of 03.09.22 as amended, and 03.23.22 as presented as seconded by Toth. **Motion carries 5-0.**
  - b) Executive Session Minutes ~ none**
- 4. Citizen Input**
- 5. New Business:**
  - a) Introductions of New Employees: Linda Erali, Temporary Senior Center Assistant~** Jackie Prime, Community Services Director was in attendance via zoom and introduced Linda Erali. The Board welcomed her.
  - b) Appointments ~ none**
  - c) Presentation: Quarterly Report FY'22-Q3 Public Safety~** Chief Dickie gave the report for Fire/EMS and Rich Curtis gave his report for Emergency Management answering questions as they went through their reports.
  - d) Presentation: Quarterly Report FY'22-Q3 Public Works~** Bob Szocik gave the report for Highway and Buildings and Grounds. The Board asked questions as he went through his report.
  - e) Action RE: Open Meeting Law Complaints~Bob May~** Currie moved to direct the Town Administrator to respond to these 3 Open Meeting Law complaints as seconded by Richard. **Motion carries 5-0.**
  - f) Action RE: Town Property Use Permit~Heroes Live Forever Memorial Road Race In Memory of Templeton EMT Tracy Ferrazza~** Chair Mike Currie took this item after Chief Dickie's report. Heather Viveiros, the applicant stated that she was Tracy's best friend and wanted to create this Road Race in memory of Tracy and to raise money for scholarships in her memory. Tracy's mother and son were in attendance along with other supporters including Templeton Fire Department members. Chief Dickie requested that since this event is in honor of a former town employee, that the fee be waived. The Board unanimously agreed. Bennett stated that he knew the school had been contacted and this is on their calendar, but he encourages the team to keep in touch with the school on planning. Toth moved to approve the permit for the Heroes Live Forever Memorial Road Race in Memory of Templeton EMT Tracy Ferrazza pending all requirements are met and the fees are waived as seconded by Richard. **Motion carries 5-0.**
  - g) Action RE: Declare for Disposition Old Playground Equipment at Town Hall~** DPW Director Bob Szocik explained that the old metal bars left from the former school playground are not useable. Richard moved to declare for disposition the old playground equipment at Town Hall and for the funds received from scrap metal to be paid to Development Services as seconded by Griffis. **Motion carries 5-0.**
  - h) Action RE: MA DOT Memorandum of Understanding~Speed Signs~** Richard moved to approve the Memorandum of Understanding with the Massachusetts Department of Transportation for speed signs for Templeton as presented and for the Chair to sign as seconded by Toth. **Motion carries 5-0.**



- i) **Action RE: Annual Election Warrant**~ Currie moved to approve the Annual Election Warrant as presented and for the Board to sign as seconded by Griffis. **Motion carries 5-0.**
  - j) **Action RE: Accept Donation for Senior Center Roof**~ Currie moved to accept the donation from Mr. & Mrs. Libby and for the funds to be turned over to the Treasurer/Collector to be added to the Senior Center Project Account as seconded by Richard. Bennett commented that this donation is very much appreciated, and he hopes this passes at Town Meeting. **Motion carries 5-0.**
  - k) **Action RE: Juneteenth Holiday (T. Griffis)**~ Griffis moved to table this item to the next meeting as seconded by Richard. **Motion carries 5-0.**
  - l) **Action RE: Social Media Policy (M. Currie)**~ Currie went through items that he thought should be edited or removed, read through the suggestions from Steve Castle of TCTV, and the Board had suggestions and changes that were made. Consensus to make the changes, send to Town Counsel for legal approval and bring this back at the next meeting for approval.
6. **Action RE: Old Business:**
- a) **Action RE: Main Street Bridge Rehabilitation and Water Main Replacement Alternative Analysis**~ Currie moved for the Board to move forward with presented alternative 2 for the Main Street Bridge project and for the town administrator to move forward in design as seconded by Richard. **Motion carries 5-0.**
  - b) **Update RE: RAAC (T. Toth)**
7. **Board Member and Administrator Comments & Reports**~ [See Video.](#)
8. **Adjournment**~ Richard moved to adjourn the open meeting as seconded by Griffis. **Motion carries 5-0.**

8:12 p.m. meeting adjourned.

Respectfully Submitted,  
Holly A. Young  
Recording Clerk

\_\_\_\_\_  
Terry Griffis, Clerk

COMMITTEE INTEREST FORM

5.b.



APR 4 2022 PM 4:09

Please refer to the Volunteer Positions available on the Town Website [www.Templeton1.org](http://www.Templeton1.org)

If you are interested in serving on a Town Board or Committee, complete this sheet and forward it to the Board of Selectmen's Office, 160 Patriots Road, P.O. Box 620, East Templeton, MA 01438. Occasionally appointments are made to fill vacancies on elected boards.

NAME: Ann LYONS DATE: 4/4/22

HOME ADDRESS: \_\_\_\_\_

MAILING ADDRESS(if different): \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EXPERIENCE/VOLUNTEER: NRHS MUSIC BOOSTER President

Drama Club Director musical Costumer, Asst. Marching Band Director  
JACK FROST FESTIVAL

EDUCATION OR SPECIAL SKILLS: Some College. Great at planning  
Events,

Please indicate below, in order of preference, the Board or Committee that you are interested in:

1. Cultural Council

2. \_\_\_\_\_

3. \_\_\_\_\_

COMMENTS: il think having a member of the Committee  
being involved with the School will be helpful. They  
request alot of funds and I can probably  
Shed more light on events being asked to be  
funded.



## Adam D. Lamontagne

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**From:** David Connor <dconnor@templetonha.org>  
**Sent:** Wednesday, April 6, 2022 11:10 AM  
**To:** Adam D. Lamontagne  
**Cc:** Carol Caisse (janicetha@gmail.com); Diane Moulton; jfcolumbus@gmail.com; Chaffeejake12@gmail.com  
**Subject:** Carol Caisse Re-Appointment to THA Board as Tenant Representative

Good morning Adam,

As discussed last week, I am looking for the Templeton Selectboard to review and approve the 5-year re-appointment of Ms. Carol Caisse of 12A Phoenix Court in Baldwinville as the Tenant representative on the Templeton Housing Authority. I have schedule this on my calendar for the meeting to be on April 27<sup>th</sup> at 6pm.

Thank you in advance for your assistance in this matter.

*David P. Connor PHM*

Executive Director

Winchendon-Templeton Housing Authority


108 Ipswich Drive

Winchendon, MA 01475

[dconnor@templetonha.org](mailto:dconnor@templetonha.org)

P 978.297.2280 ext 302

F 978.297.0922

 **Please consider the environment before printing this email.**  
**Sometimes you will never know the value of a moment until it becomes a memory.**  
**Dr. Seuss**

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Select Board  
**FROM:** Laurie Wiita  
**RE:** FY 22 Third Quarter Development Services  
**DATE:** March 30, 2022

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**DIRECTOR:** Completed annual reports for Development Services; completed budget, met with Town Administrator and appeared before Select Board and Advisory. Met with the Town Administrator and Select Board member Tim Toth to plan and order 1,000 test kits in collaboration with the City of Gardner and distributed Saturday, 2/26/22; continued guidance for local daycare facilities; completed 2<sup>nd</sup> quarter report and presented to Select Board; met with potential purchasers of 24 Holman; attended weekly MDPH meetings; provided info to Karen Chapman for first round of Green Communities Grant being exhausted; arranged meeting with Linda Overing regarding planning/grant consulting; met with DPW Director pertaining to maintenance at landfill (vent repair and swale clearing of brush).

**COVID-19** – For numbers reported by the State of MA pertaining to positive cases in Templeton, please go to [COVID-19 Response Reporting | Mass.gov](https://www.mass.gov/info-details/covid-19-response-reporting). The government made four at home test kits available for each household, order at <https://special.usps.com/testkits>. To view and keep your vaccine records at your fingertips, go to [www.myvaxrecords.mass.gov](https://www.myvaxrecords.mass.gov). A joint decision with the BOH and the Town Administrator agreed to close the Senior Center and Library through the end of February, mask mandate and remote meetings mandate lifted 3/1/2022; NRSD hosted a vaccine clinic on 2/7/22; the MPH COVID-19 Response Team asked that anyone testing positive with an at home test kit contact them at 978-602-2356 for contact tracing and support; test kits were obtained for Templeton residents and distributed on 2/26/22 and continue to be available during regular business hours in Development Services office; a mask advisory update was issued by MDPH on 3/1/22, for more information go to [download \(mass.gov\)](https://www.mass.gov/info-details/covid-19-response-reporting).

**The Building Commissioner and Administrative Assistant** – During the third quarter of '22, the Building Department issued 42 permits (including 4 new single family homes, additions, exterior upgrades, home improvements, commercial upgrades, wood/pellet stoves, pools, garage, and an in-law). 29 certificates of completion and 12 occupancy permits were issued; all of these require multiple inspections; the value of the work is estimated at \$2,041,200, with \$11,500 collected in fees. 32 electrical permits were issued (including commercial improvements, new residential construction and residential upgrades; with collected fees of \$3,939. 19 plumbing permits were issued (including new residential construction, residential upgrades and one commercial upgrade), with collected fees of \$3,010. 19 gas permits issued (including new



residential construction, underground lines and residential upgrades) with collected fees of \$1,335.

**The Agricultural Commission** – Draft rooster/chicken by-law reviewed at 2/28/2022 BOH meeting, minor changes made after review by the Department of Agriculture and approved a BOH meeting of 3/28/2022. Looking into possible informational programs for residents interested/keeping animals.

**ZBA** – A notice of appeal was filed with the MA Superior Court by T & T Realty Trust for the decision rendered on 11/30/2021 by the ZBA. Variance request heard on 2/1/2022 for 44 Shady Lane to decrease the side offset from 15' to 12.5', approved; meeting of 3/29/2022 went into executive session to discuss litigation pertaining to 195 Brooks Road; received variance request from 569 Baldwinville Road to reduce road frontage from 150' to 75', scheduled for 4/5/2022

**Planning** – Met with Town Administrator and Town Counsel on 1/27/2022 pertaining to Laurel View; at the 3/8/2022 meeting the members approved 3 yes and 2 no to waive the requirements to accept Laurel View as a town road, additional work with Town Counsel and owner required.

**Conservation** – Complaint from Baker Lane resident pertaining to tree cutting (forestry cutting plan in place) and damage to roadway (referred to DPW Director), no violations noted; complaint of property owner working in wetlands on Crotty Ave, no violations noted; provided documentation to MassDEP Circuit Rider for proposed 55+ on Baldwinville Road (NOI approved and order of conditions issued); Gardner Municipal Airport filed an RDA, no further filing needed; request for a site walk at Crow Hill, to be scheduled; site walk application for Skunks Misery (no site walk will be completed with snow on the ground); four NOI's processed for King Phillip Trail with orders of condition issued; site walk and COC issued to 693 Patriots; multiple site walks at the median (Lord, Otter River & N Main), Adm. Asst., Jessica Case, trained with new MassDEP Circuit Rider, Mia McDonald.

**Board of Health** – During the third quarter of '22 the Agent reviewed three septic as-built plans and issued two certificates of compliance; reviewed and approved septic plans for both repair and new systems; witnessed five perc tests for new construction and repair; reviewed three title five reports; issued one well permit to drill; completed two septic inspections, one housing inspection and one kitchen inspection. The community septic loan program has had six new applications processed and one payoff. Agent has been working with the Templeton Fish and Game Club and MassDEP to work toward lifting the consent order. Agent arranged and hosted a re-certification class for ServSafe, for local food establishments, we were able to utilize a room at the Senior Center to conduct the training/testing – all participants passed. The members of the Board of Health voted unanimously to approve the condemnation process for all the trailers/buildings/mobile homes on the property at Patriots Road and also approved unanimously the proposed rooster/chicken bylaw (missed the May town meeting, going to the Annual Town Meeting). There have been many complaints over the winter months, such as persons not following COVID protocols while working, chickens/roosters crowing and roaming, junk and debris, and we unfortunately had one family without heat/hot water/electricity in a home that had been foreclosed on (they were receiving services and Fannie Mae was contacted and immediately responded).

**MEMORANDUM – OFFICE OF THE TOWN ACCOUNTANT**

**TO:** Board of Selectmen  
**FROM:** Kelli Pontbriand, Town Accountant  
 Luanne Royer, Deputy Assessor  
 Cheryl Richardson, Treasurer/Collector  
**RE:** FY 22 Third Quarter Financial  
**DATE:** April 20, 2022  
**CC:** A. Lamontagne



**ACCOUNTANT:**

We hired a new assistant town accountant in January, and I traveled to MA to train her. Her name is Nancy Tyros, and she is working out great. She is a great asset to the team. In March I traveled to MA to attend the Mass Municipal Accountants Auditors Association with Nancy. During the school, I again took the certification exam. Should hear sometime in May with the results.

EXPENDITURE TRENDS

Just a reminder that not all expenses are used to the exact 75% each quarter due to several reasons. Below are the departments that have accounts of note:

Accountant – Support: Extra travel in January to train new assistant

Assessor – Supplies: Needed extra supplies now

Assessor – Other: Full year of postage, before cost increase

Fire – Other: All lease payments have been made

Highway – Supplies: Extra costs for Diesel

Building & Grounds – Intergovernmental: One time payment to Light

Veterans – Services: One time software cost

Veterans – Other: Funeral Costs (will need a transfer of \$7500.00 to end year)

Senior Services – Services: Xavus Solutions Software (one-time cost)



Senior Services – Supplies: Extra Office Supplies

Other - All Benefits: Full assessment paid to Worcester Regional Retirement for year so we could get the discount offered if paid in one payment.

We have one more payment to make to the school for some additional furniture in the amount of \$479.52 and the Templeton Elementary School Project will officially be completed.

## REVENUE TRENDS

General Fund revenues are doing well, we are at **76%** of budget so pretty much right on track, just a little low.

BIG item to note: For the accounts we have set up with Bartholomew we took a large hit to the investment income, so you will note several negative amounts on the revenue report for this quarter. We hope that this next quarter things will rebound to end out the year.

## **ASSESSOR:**

Combined Real Estate and Personal Property Actual Tax Bills were mailed for FY2022 3<sup>rd</sup> & 4<sup>th</sup> quarters. The deadlines for Abatement and Exemption Applications have passed. This year 4 Real Estate Abatements were approved, three of which were exempt land from Tax Takings by the Town and the fourth due to an office clerical error. Two Personal Property Abatements were granted, due to campers moving out prior to FY2022 and the office not being notified. This year over two hundred Exemptions were granted by the Board totaling just under \$111,000. This figure is up approximately \$4000 from last year. Again, with the continued COVID restrictions the office mailed out applications to homeowners based on the previous year applications. Notices went up on the town website, in the Senior newsletter and stated at several meetings. Veterans were mailed out yearly postcards and sent second reminders to come in and sign for their exemptions. The February 1<sup>st</sup> deadline to apply for abatements and March 31<sup>st</sup> deadline for exemptions has passed.

New construction was put up on property record cards and Supplemental bills were issued totaling an additional \$32,000 in tax revenue and new growth. With this comes an additional \$750 in Community Preservation Funds. Two revised bills were issued totaling roughly \$5,000 more in FY22 tax revenue.

February brought our first and biggest Motor Vehicle Commitment from the RMV. Over eight thousand bills were mailed from our billing company. This year proved to be an incredibly challenging first cycle with the mailing and issues with the local post offices. Of course, with the size of this mailing it brought in residents for abatements who have moved, canceled plates, transferred or just forgot to do the paperwork when they canceled or transferred their registrations.

In January, we received notification from the ATB regarding a case that was heard in November. The decision was ruled in favor of the Appellee, Town of Templeton.

Mapping changes for all plans filed with the Worcester Deeds have been implemented on property record cards and sent to CAIGIS Technologies to update our online mapping system. MASS GIS is also made aware of the changes done as this is a requirement for grants and other funding to the town. Any additional corrections on our online mapping system have been adjusted. New maps are on file in our office. Updates to our online mapping company for plans, splits and corrections can only be done once a year. However, new owners, thru sales, are updated several times during the year.

Building permits, in addition to New Construction permits, continue to come into our office from Departmental Services. These permits require our office to visit the properties, sketch, take pictures, and gather information to update property record cards. Many permits are pending visits with the winter months and a cold, wet Spring. Much work to be done out of the office now that weather is improving.

Three new Chapter Land applications were approved, adjustments made to property cards and liens filed with the Registry of Deeds for FY2023.

Worked on a new application for the Senior work off program and reached out to all departments in town for potential jobs to place the workers in. Sue created a brochure for the office regarding exemptions. I will be having an informational meeting at the senior center in April.

Additional work being done but not limited to the third quarter is gathering Personal Property Forms of List from our Commercial customers, Income and Expense reports required by the state, ABC reports for our non-profit organizations. All due by March 31<sup>st</sup>.

Notarizing paperwork for departments and town residents.

Attended department head meetings, Budget workshop and several Zoom meetings for MAAO, RMV, DOR, VADAR and Vision.

As always, the office continues to be open for all residents. We are also available by phone and email.

## **TREASURER:**

Property taxes for the 3<sup>rd</sup> quarter of FY 22 and the quarterly sewer bills were due. Property taxes for the 4<sup>th</sup> quarter will be due May 2<sup>nd</sup>.

The first excise commitment of the year was released by the RMV and over 8000 bills were mailed out the beginning of February with a value of \$944,616.

We also sent a list of 28 potential foreclosure properties at the attorney. Letters were mailed to the residents giving them the opportunity to bring their account current or to set up a payment



plan prior to the property being processed for foreclosure. We did get a good response from the letters. 12 properties have been paid in full and 3 have set up payment plans. The attorney has begun the process of foreclosure on those remaining unpaid.

We also acquired 3 parcels through LOLV (Land of Low Value) process.

111 municipal lien certificates were prepared during the quarter.

Collections during the quarter, approximate amounts:

Real Estate Taxes	\$ 3,407,112
CPA Taxes	\$ 65,575
Personal Property	\$ 49,971
Excise	\$ 837,164
Tax Title Tax	\$ 68,227
Tax Title Interest	\$ 43,111
Meals Tax	\$ 14,597

Filter by: Segment 1: 1000, 2020, 2090, 2100, 2280, 2460, 2500, 2501, 2502, 2503, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2543, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2760, 2780, 2781, 2782, 2800, 2801, 2802, 2803, 2804, 2805, 2806, 2807, 2808, 2809, 2810, 2811, 2812, 2813, 2814, 2815, 2816, 2817, 2818, 2819, 2820, 2822, 2823, 2824, 2825, 2826, 2827, 2828, 2829, 2830, 2831, 2832, 2919, 2920, 2930, 3000, 3001, 3002, 3003, 3005, 3006, 6510, 6511, 6660, 7500, 7525, 7550, 8400, 8401, 8409, 8410, 8411, 8412, 8413, 8415, 8416, 8417, 8420, 8425

Group as: \*\*\*\*,\*\*\*\*,\*\*\*\*,\*\*\*\*,\*\*\*\*,\*\*\*\*

Parameters: Fiscal Year: 2022 Start Date: 07/01/2021 end: 03/31/2022

## Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Code: 1000 - GENERAL FUND	Allocated	Expended	Ending	% Var.
<b>Group 1: Segment 1: Fund</b>						
<b>Group 2: Segment 2: Sub Fund 1</b>						
1000-000-000-59-5970-0000	TRANSFER OUT TO OTHER FUNDS	000 - unnamed	405,000.00	-405,000.00	0.00	100.00
<b>Total Group 2: Segment 2: Sub Fund 1</b>			<b>405,000.00</b>	<b>-405,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Group 2: Segment 2: Sub Fund 1</b>						
1000-120-000-51-5100-0000	PERSONNEL	120 - SELECTMAN	177,250.00	-114,648.56	62,601.44	64.68
1000-120-000-51-5110-0000	EMPLOYEE SUPPORT		9,750.00	-5,181.65	4,568.35	53.15
1000-120-000-52-5200-0000	PURCHASE OF SERVICES		69,000.00	-49,738.78	19,261.22	72.09
1000-120-000-54-5400-0000	SUPPLIES		2,500.00	-1,504.26	995.74	60.17
1000-120-000-56-5600-0000	INTERGOVERNMENTAL		558.00	0.00	558.00	0.00
1000-120-000-57-5700-0000	OTHER		7,250.00	-2,723.64	4,526.36	37.57
<b>Total Group 2: Segment 2: Sub Fund 1</b>			<b>266,308.00</b>	<b>-173,796.89</b>	<b>92,511.11</b>	<b>65.26</b>
<b>Group 2: Segment 2: Sub Fund 1</b>						
1000-130-000-51-5100-0000	PERSONNEL	130 - ADVISORY COMMITTEE	0.00	0.00	0.00	0.00
1000-130-000-51-5110-0000	EMPLOYEE SUPPORT		2,000.00	-25.00	1,975.00	1.25
1000-130-000-52-5200-0000	PURCHASE OF SERVICES		450.00	-180.00	270.00	40.00
1000-130-000-54-5400-0000	SUPPLIES		250.00	-113.49	136.51	45.40
1000-130-000-56-5600-0000	INTERGOVERNMENTAL (\$45000)		50,000.00	0.00	50,000.00	0.00
<b>Total Group 2: Segment 2: Sub Fund 1</b>			<b>52,700.00</b>	<b>-318.49</b>	<b>52,381.51</b>	<b>0.60</b>
<b>Group 2: Segment 2: Sub Fund 1</b>						
1000-135-000-51-5100-0000	PERSONNEL	135 - TOWN ACCOUNTANT	112,100.00	-74,503.50	37,596.50	66.46
1000-135-000-51-5110-0000	EMPLOYEE SUPPORT		4,500.00	-3,906.45	593.55	86.81
1000-135-000-52-5200-0000	PURCHASE OF SERVICES		60,250.00	-31,255.81	28,994.19	51.88
1000-135-000-54-5400-0000	SUPPLIES		2,000.00	-1,187.02	812.98	59.35
<b>Total Group 2: Segment 2: Sub Fund 1</b>			<b>178,850.00</b>	<b>-110,852.78</b>	<b>67,997.22</b>	<b>61.98</b>
<b>Group 2: Segment 2: Sub Fund 1</b>						
1000-141-000-51-5100-0000	PERSONNEL	141 - ASSESSOR	89,281.00	-60,557.95	28,723.05	67.83
1000-141-000-51-5110-0000	EMPLOYEE SUPPORT		1,500.00	-532.50	967.50	35.50
1000-141-000-52-5200-0000	PURCHASE OF SERVICES		12,650.00	-9,855.05	2,794.95	77.91
1000-141-000-54-5400-0000	SUPPLIES		750.00	-644.05	105.95	85.87
1000-141-000-57-5700-0000	OTHER		500.00	-494.90	5.10	98.98
<b>Total Group 2: Segment 2: Sub Fund 1</b>			<b>104,681.00</b>	<b>-72,084.45</b>	<b>32,596.55</b>	<b>68.86</b>
<b>Group 2: Segment 2: Sub Fund 1</b>						
1000-147-000-51-5100-0000	PERSONNEL	147 - TREASURER/COLLECTOR	104,900.00	-67,572.28	37,327.72	64.42











Group as: \*\*\*\*,\*\*\*\*,\*\*\*\*,\*\*\*\*,\*\*\*\*

Parameters: Fiscal Year: 2022 Start Date: 07/01/2021 end: 03/31/2022

# Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
1000-951-000-53-5426-0000	2022 FIRE - AMBULANCE COMPUTERS	10,000.00	-8,571.08	1,428.92	85.71
1000-951-000-53-5427-0000	2022 DPW - MS4 COMPLIANCE	30,000.00	0.00	30,000.00	0.00
1000-951-000-53-5428-0000	2022 DPW - SUPERINTENDANT TRUCK	34,500.00	-1,681.61	32,818.39	4.87
1000-951-000-53-5429-0000	2022 DPW - FOREMAN TRUCK	50,000.00	-49,211.16	788.84	98.42
1000-951-000-53-5430-0000	2022 B&G - TOWN HALL ELECTRIC PANEL	14,700.00	0.00	14,700.00	0.00
1000-951-000-53-5431-0000	2022 B&G - BACKHOE REPLACEMENT	61,000.00	-60,967.26	32.74	99.95
1000-951-000-53-5432-0000	2022 B&G - 2 FIRE STATION FIRE ESCAPE	18,800.00	-18,800.00	0.00	100.00
1000-951-000-53-5433-0000	2022 DEVELOPMENT - SHARED VEHICLE	25,000.00	0.00	25,000.00	0.00
1000-951-000-53-5434-0000	2022 POLICE - PORTABLE RADIO	9,200.00	-7,735.61	1,464.39	84.08
1000-951-000-53-5435-0000	2022 POLICE - ACO TRUCK ADDITION	7,500.00	0.00	7,500.00	0.00
1000-951-000-53-5436-0000	2022 DPW - SMOKE MACHINE	1,100.00	-1,100.00	0.00	100.00
1000-951-000-53-5437-0000	2022 DPW - TRANSMISSION FLUSHER	7,150.00	-6,400.00	750.00	89.51
1000-951-000-53-5438-0000	2022 DPW - STREET SIGN REPLACEMENT	7,500.00	0.00	7,500.00	0.00
1000-951-000-53-5439-0000	2022 DPW - 1 FIRE STATION DEICER CABLES	5,750.00	0.00	5,750.00	0.00
1000-951-000-53-5440-0000	2022 DPW - TRACKLESS MAINT VEHICLE	213,750.00	-209,240.08	4,509.92	97.89
1000-951-900-53-5329-0000	2018 B&G - MINI SPLIT A/C TOWN HALL	17,500.00	0.00	17,500.00	0.00
1000-951-900-53-5341-0000	2019 B&G - FIRE TRAINING ROOM AC	4,400.89	0.00	4,400.89	0.00
1000-951-900-53-5349-0000	2019 SCHOLARSHIP	2,765.45	0.00	2,765.45	0.00
1000-951-900-53-5350-0000	2019 ASSESSOR - REVALUATION	1,028.50	-1,028.50	0.00	100.00
1000-951-900-53-5351-0000	2019 RECREATION - GILMAN WAITE	10,000.00	0.00	10,000.00	0.00
1000-951-900-53-5354-0000	2019 B&G - SENIOR CENTER	20,836.18	-730.00	20,106.18	3.50
1000-951-900-53-5356-0000	2019 ASSESSOR - REVALUATION	25,000.00	-692.70	24,307.30	2.77
1000-951-900-53-5359-0000	2020 SELECT - BALDWINVILLE SCHOOL SALE	2,643.36	-41.00	2,602.36	1.55
1000-951-900-53-5368-0000	2020 DPW - MS4 CB PLAN/MAP	5,400.00	-5,400.00	0.00	100.00
1000-951-900-53-5370-0000	2020 DPW - VEHICLE MAJOR REPAIRS	889.68	-889.68	0.00	100.00
1000-951-900-53-5374-0000	2020 B&G - TOWN HALL CAMERAS	3,000.00	0.00	3,000.00	0.00
1000-951-900-53-5380-0000	2020 SCHOLARSHIP	4,000.00	0.00	4,000.00	0.00
1000-951-900-53-5381-0000	2020 ASSESSOR - REVALUATION	22,500.00	0.00	22,500.00	0.00
1000-951-900-53-5386-0000	2020 DPW - MAIN STREET BRIDGE	200,000.00	-39,501.00	160,499.00	19.75
1000-951-900-53-5387-0000	2020 B&G - BALDWINVILLE ELEM CARTAKING	213.46	-213.46	0.00	100.00
1000-951-900-53-5392-0000	2021 ASSESSOR - REVALUATION	22,500.00	0.00	22,500.00	0.00
1000-951-900-53-5395-0000	2021 POLICE - 4WD TRUCK ACO	25,000.00	0.00	25,000.00	0.00
1000-951-900-53-5399-0000	2021 DPW - MS4 & CB PLAN & MAP	1,550.00	-1,550.00	0.00	100.00
1000-951-900-53-5402-0000	2021 DPW - ROYALSTON ROAD TITLE WORK	15,448.00	0.00	15,448.00	0.00
1000-951-900-53-5412-0000	2021 DPW - RUBBER TIRE BACKHOE/LOADER	2,845.35	-2,836.54	8.81	99.69
1000-951-900-53-5414-0000	2021 TREAS - TAX TITLE WORK	17,500.00	-5,815.00	11,685.00	33.23
1000-951-900-53-5415-0000	2021 SELECT - NRSR REGIONAL AGREEMENT	17,131.00	-5,288.84	11,842.16	30.87



Group as: \*\*\*\*,\*\*\*\*,\*\*\*\*,\*\*\*\*,\*\*\*\*

Parameters: Fiscal Year: 2022 Start Date: 07/01/2021 end: 03/31/2022

# Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
1000-951-900-53-5416-0000	2021 DPW - VEHICLE REPAIRS	2,830.84	-2,830.84	0.00	100.00
Total Group 2: Segment 2: Sub Fund 1	951 - SPECIAL ARTICLES	1,418,879.71	-721,907.85	696,971.86	50.88
Group 2: Segment 2: Sub Fund 1	990 - unnamed	6,600.00	-6,271.81	328.19	95.03
1000-990-000-59-5900-0000	PRIOR YEAR ENCUMBRANCES	6,600.00	-6,271.81	328.19	95.03
Total Group 2: Segment 2: Sub Fund 1	990 - unnamed	6,600.00	-6,271.81	328.19	95.03
Total Group 1: Segment 1: Fund	Code: 1000 - GENERAL FUND	19,558,492.71	-14,385,961.97	5,172,530.74	73.55
Group 1: Segment 1: Fund	Code: 2020 - AMBULANCE RECEIPTS RESERVED				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2020-000-000-54-5420-0000	AMBULANCE RECEIPTS RES-EXPENSES	840,776.32	-50.00	840,726.32	0.01
2020-000-000-59-5970-0000	TRANSFER TO GENERAL FUND	0.00	-270,000.00	-270,000.00	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	840,776.32	-270,050.00	570,726.32	32.12
Total Group 1: Segment 1: Fund	Code: 2020 - AMBULANCE RECEIPTS RESERVED	840,776.32	-270,050.00	570,726.32	32.12
Group 1: Segment 1: Fund	Code: 2090 - TNC				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2090-000-000-54-5420-0000	TNC STATE FUND	79.57	0.00	79.57	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	79.57	0.00	79.57	0.00
Total Group 1: Segment 1: Fund	Code: 2090 - TNC	79.57	0.00	79.57	0.00
Group 1: Segment 1: Fund	Code: 2100 - INSURANCE FUND				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2100-000-000-54-5400-0000	INSURANCE FUND EXPENSE	2,086.49	-2,086.49	0.00	100.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	2,086.49	-2,086.49	0.00	100.00
Total Group 1: Segment 1: Fund	Code: 2100 - INSURANCE FUND	2,086.49	-2,086.49	0.00	100.00
Group 1: Segment 1: Fund	Code: 2280 - WETLANDS PROTECTION FEES				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2280-000-000-54-5420-0000	WETLANDS PROTECTION - EXPENSES	8,608.87	0.00	8,608.87	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	8,608.87	0.00	8,608.87	0.00
Total Group 1: Segment 1: Fund	Code: 2280 - WETLANDS PROTECTION FEES	8,608.87	0.00	8,608.87	0.00
Group 1: Segment 1: Fund	Code: 2460 - COMMUNITY PRESERVATION FUND				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2460-000-000-52-5200-0019	STM 11/2019 - STONE BRIDGE	34,000.00	0.00	34,000.00	0.00
2460-000-000-52-5200-0020	STM 11/2019 - SCOUT HALL	50,000.00	-4,031.56	45,968.44	8.06
2460-000-000-52-5200-0021	STM 11/2019 - GRANGE HALL	38,000.00	-1,200.00	36,800.00	3.16
2460-000-000-52-5200-0022	STM 11/2019 - DWELLY FARM	17,728.80	0.00	17,728.80	0.00
2460-000-000-52-5200-0024	ATM 5/2020 - AFFORDABLE HOUSING	17,500.00	0.00	17,500.00	0.00
2460-000-000-52-5200-0026	ATM 5/2021 - BALDWINVILLE SCHOOL - MPZ	205,000.00	0.00	205,000.00	0.00
2460-000-000-52-5290-0004	STM 5/2010 - CONSERVATION	8,000.00	0.00	8,000.00	0.00
2460-000-000-53-5300-0025	STM 10/2020 - STONE BRIDGE	50,000.00	-662.79	49,337.21	1.33







# Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
Group 2: Segment 2: Sub Fund 1					
2660-000-000-54-5420-0000	BURIAL & IMPROVE REV - VOTE 10000	15,506.56	-998.40	14,508.16	6.44
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	15,506.56	-998.40	14,508.16	6.44
Total Group 1: Segment 1: Fund	Code: 2660 - CEMETERY REVOLVING	15,506.56	-998.40	14,508.16	6.44
Group 1: Segment 1: Fund	Code: 2663 - RECYCLING REVOLVING				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2663-000-000-54-5420-0000	RECYCLING REVOLVING EXPENSE - VOTE 10000	8,777.58	-852.80	7,924.78	9.72
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	8,777.58	-852.80	7,924.78	9.72
Total Group 1: Segment 1: Fund	Code: 2663 - RECYCLING REVOLVING	8,777.58	-852.80	7,924.78	9.72
Group 1: Segment 1: Fund	Code: 2667 - CULTURAL COUNCIL FUND RAISING				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2667-000-000-54-5420-0000	CULTURAL COUNCIL FUND RAISING - EXPENSES	312.11	0.00	312.11	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	312.11	0.00	312.11	0.00
Total Group 1: Segment 1: Fund	Code: 2667 - CULTURAL COUNCIL FUND RAISING	312.11	0.00	312.11	0.00
Group 1: Segment 1: Fund	Code: 2668 - ELEC INSPECTOR REVOLVING				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2668-000-000-54-5420-0000	ELECTRICAL INSP - VOTE 25000	17,876.16	-6,300.00	11,576.16	35.24
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	17,876.16	-6,300.00	11,576.16	35.24
Total Group 1: Segment 1: Fund	Code: 2668 - ELEC INSPECTOR REVOLVING	17,876.16	-6,300.00	11,576.16	35.24
Group 1: Segment 1: Fund	Code: 2670 - PLUMB INSPECTOR REVOLVING				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2670-000-000-54-5420-0000	PLUMBING INSP- VOTE 20000	24,034.65	-9,148.00	14,886.65	38.06
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	24,034.65	-9,148.00	14,886.65	38.06
Total Group 1: Segment 1: Fund	Code: 2670 - PLUMB INSPECTOR REVOLVING	24,034.65	-9,148.00	14,886.65	38.06
Group 1: Segment 1: Fund	Code: 2671 - COMMUNITY SERVICE REVOLVING				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2671-000-000-54-5400-0000	COMMUNITY REVOLVING - VOTE 60000	26,309.61	-5,566.88	20,742.73	21.16
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	26,309.61	-5,566.88	20,742.73	21.16
Total Group 1: Segment 1: Fund	Code: 2671 - COMMUNITY SERVICE REVOLVING	26,309.61	-5,566.88	20,742.73	21.16
Group 1: Segment 1: Fund	Code: 2672 - WETLANDS PROTECTION				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2672-000-000-52-5200-0000	WETLANDS PROTECTION SERVICES	46,690.84	-91.00	46,599.84	0.19
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	46,690.84	-91.00	46,599.84	0.19
Total Group 1: Segment 1: Fund	Code: 2672 - WETLANDS PROTECTION	46,690.84	-91.00	46,599.84	0.19
Group 1: Segment 1: Fund	Code: 2760 - TITLE V BETTERMENT LOAN PROGRAM				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2760-000-000-57-5780-0000	TITLE V LOAN	401,796.73	-32,425.00	369,371.73	8.07



# Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	401,796.73	-32,425.00	369,371.73	8.07
Total Group 1: Segment 1: Fund	Code: 2760 - TITLE V BETTERMENT LOAN	401,796.73	-32,425.00	369,371.73	8.07
Group 1: Segment 1: Fund	Code: 2780 - POLICE VEST GRANT				
Group 2: Segment 2: Sub Fund 1	000 - unnamed	3,843.00	0.00	3,843.00	0.00
2780-000-000-54-5420-0000	POLICE VEST GRANT - EXPENSES	3,843.00	0.00	3,843.00	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	3,843.00	0.00	3,843.00	0.00
Total Group 1: Segment 1: Fund	Code: 2780 - POLICE VEST GRANT	3,843.00	0.00	3,843.00	0.00
Group 1: Segment 1: Fund	Code: 2782 - E911 GRANT				
Group 2: Segment 2: Sub Fund 1	000 - unnamed	176,917.43	-69,465.05	107,452.38	39.26
2782-000-000-54-5420-0000	E911 GRANT EXPENSES	176,917.43	-69,465.05	107,452.38	39.26
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	176,917.43	-69,465.05	107,452.38	39.26
Total Group 1: Segment 1: Fund	Code: 2782 - E911 GRANT	176,917.43	-69,465.05	107,452.38	39.26
Group 1: Segment 1: Fund	Code: 2804 - FIRE DEPT SAFER GRANT (MEMA)				
Group 2: Segment 2: Sub Fund 1	000 - unnamed	6,822.62	4,489.90	11,312.52	-65.81
2804-000-000-54-5420-0000	FIRE DEPT SAFE GRANT - EXPENSES	6,822.62	4,489.90	11,312.52	-65.81
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	6,822.62	4,489.90	11,312.52	-65.81
Total Group 1: Segment 1: Fund	Code: 2804 - FIRE DEPT SAFER GRANT (MEMA)	6,822.62	4,489.90	11,312.52	-65.81
Group 1: Segment 1: Fund	Code: 2809 - FORESTRY GRANT				
Group 2: Segment 2: Sub Fund 1	000 - unnamed	1,962.75	0.00	1,962.75	0.00
2809-000-000-54-5400-0000	FIRE DEPT FORESTRY GRANT EXPENSE	1,962.75	0.00	1,962.75	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	1,962.75	0.00	1,962.75	0.00
Total Group 1: Segment 1: Fund	Code: 2809 - FORESTRY GRANT	1,962.75	0.00	1,962.75	0.00
Group 1: Segment 1: Fund	Code: 2810 - ELDERLY FORMULA GRANT				
Group 2: Segment 2: Sub Fund 1	000 - unnamed	21,980.40	-1,155.03	20,825.37	5.25
2810-000-000-54-5420-0000	ELDERLY FORMULA GRANT - EXPENSES	21,980.40	-1,155.03	20,825.37	5.25
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	21,980.40	-1,155.03	20,825.37	5.25
Total Group 1: Segment 1: Fund	Code: 2810 - ELDERLY FORMULA GRANT	21,980.40	-1,155.03	20,825.37	5.25
Group 1: Segment 1: Fund	Code: 2811 - LIBRARY GRANT				
Group 2: Segment 2: Sub Fund 1	000 - unnamed	84,834.37	0.00	84,834.37	0.00
2811-000-000-54-5420-0000	LIBRARY GRANT - EXPENSES	84,834.37	0.00	84,834.37	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	84,834.37	0.00	84,834.37	0.00
Total Group 1: Segment 1: Fund	Code: 2811 - LIBRARY GRANT	84,834.37	0.00	84,834.37	0.00
Group 1: Segment 1: Fund	Code: 2812 - CULTURAL COUNCIL GRANT				
Group 2: Segment 2: Sub Fund 1	000 - unnamed	12,300.67	-7,630.00	4,670.67	62.03
2812-000-000-54-5420-0000	CULTURAL COUNCIL GRANT - EXPENSES	12,300.67	-7,630.00	4,670.67	62.03
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	12,300.67	-7,630.00	4,670.67	62.03
Total Group 1: Segment 1: Fund	Code: 2812 - CULTURAL COUNCIL GRANT	12,300.67	-7,630.00	4,670.67	62.03

# Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
Group 1: Segment 1: Fund	Code: 2817 - REGIONAL FIRE GRANT				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2817-000-000-54-5420-0000	REGIONAL FIRE COMMUNITY COMPACT	5,500.00	0.00	5,500.00	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	5,500.00	0.00	5,500.00	0.00
Total Group 1: Segment 1: Fund	Code: 2817 - REGIONAL FIRE GRANT	5,500.00	0.00	5,500.00	0.00
Group 1: Segment 1: Fund	Code: 2818 - MVP PLANNING GRANT				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2818-000-000-52-5200-0000	MVP PLANNING GRANT	375.00	-375.00	0.00	100.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	375.00	-375.00	0.00	100.00
Total Group 1: Segment 1: Fund	Code: 2818 - MVP PLANNING GRANT	375.00	-375.00	0.00	100.00
Group 1: Segment 1: Fund	Code: 2819 - CDBG GRANT				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2819-000-000-56-5690-0000	CDBG EXPENSES	0.00	0.00	0.00	0.00
2819-000-000-56-5690-1007	CDBG PROGRAM INCOME	103,054.44	16,158.50	119,212.94	-15.68
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	103,054.44	16,158.50	119,212.94	-15.68
Total Group 1: Segment 1: Fund	Code: 2819 - CDBG GRANT	103,054.44	16,158.50	119,212.94	-15.68
Group 1: Segment 1: Fund	Code: 2820 - EMERGENCY MANAGEMENT GRANT				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2820-000-000-54-5400-2021	FY 21 EMPG GRANT	0.00	-1,368.99	-1,368.99	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	0.00	-1,368.99	-1,368.99	n/a
Total Group 1: Segment 1: Fund	Code: 2820 - EMERGENCY MANAGEMENT GRANT	0.00	-1,368.99	-1,368.99	n/a
Group 1: Segment 1: Fund	Code: 2827 - ELECTION GRANT				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2827-000-000-54-5400-0000	ELECTION GRANT SUPPLIES	2,113.65	0.00	2,113.65	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	2,113.65	0.00	2,113.65	0.00
Total Group 1: Segment 1: Fund	Code: 2827 - ELECTION GRANT	2,113.65	0.00	2,113.65	0.00
Group 1: Segment 1: Fund	Code: 2828 - GREEN COMMUNITIES				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2828-000-000-52-5200-0000	SERVICES - GREEN COMMUNITIES	38,295.00	-41,738.05	-3,443.05	108.99
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	38,295.00	-41,738.05	-3,443.05	108.99
Total Group 1: Segment 1: Fund	Code: 2828 - GREEN COMMUNITIES	38,295.00	-41,738.05	-3,443.05	108.99
Group 1: Segment 1: Fund	Code: 2829 - WAGE/CLASSIFICATION GRANT				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2829-000-000-52-5200-0000	WAGE/CLASSIFICATION SERVICE	20,000.00	-17,000.00	3,000.00	85.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	20,000.00	-17,000.00	3,000.00	85.00
Total Group 1: Segment 1: Fund	Code: 2829 - WAGE/CLASSIFICATION GRANT	20,000.00	-17,000.00	3,000.00	85.00
Group 1: Segment 1: Fund	Code: 2830 - MCOA GRANT				



Group as: \*\*\*\*\_\*\*\*\*\_\*\*\*\*\_\*\*\*\*\_\*\*\*\*\_\*\*\*\*

Parameters: Fiscal Year: 2022 Start Date: 07/01/2021 end: 03/31/2022

# Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2830-000-000-57-5700-0000	MCOA GRANT EXPENSES	1,312.51	-431.21	881.30	32.85
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	1,312.51	-431.21	881.30	32.85
Total Group 1: Segment 1: Fund	Code: 2830 - MCOA GRANT	1,312.51	-431.21	881.30	32.85
Group 1: Segment 1: Fund	Code: 2919 - COVID 19				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2919-000-000-51-5100-0000	PERSONNEL	36,567.32	-36,567.32	0.00	100.00
2919-000-000-52-5200-0000	SERVICES	-1,674.00	1,674.00	0.00	100.00
2919-000-000-54-5400-0000	SUPPLIES	1,721.01	-1,721.01	0.00	100.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	36,614.33	-36,614.33	0.00	100.00
Total Group 1: Segment 1: Fund	Code: 2919 - COVID 19	36,614.33	-36,614.33	0.00	100.00
Group 1: Segment 1: Fund	Code: 2920 - FEMA COVID				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2920-000-000-51-5100-0000	FEMA COVID PERSONNEL	0.00	0.00	0.00	0.00
2920-000-000-52-5200-0000	FEMA COVID SERVICES	1,674.00	-1,674.00	0.00	100.00
2920-000-000-54-5400-0000	FEMA SUPPLIES	12,108.42	-12,108.42	0.00	100.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	13,782.42	-13,782.42	0.00	100.00
Total Group 1: Segment 1: Fund	Code: 2920 - FEMA COVID	13,782.42	-13,782.42	0.00	100.00
Group 1: Segment 1: Fund	Code: 2930 - ARPA				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
2930-000-000-52-5200-0000	ARPA SERVICES	0.00	0.00	0.00	0.00
2930-000-000-54-5400-0000	ARPA EXPENSES	1,216,251.90	-14,650.00	1,201,601.90	1.20
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	1,216,251.90	-14,650.00	1,201,601.90	1.20
Total Group 1: Segment 1: Fund	Code: 2930 - ARPA	1,216,251.90	-14,650.00	1,201,601.90	1.20
Group 1: Segment 1: Fund	Code: 3000 - HIGHWAY IMPROVEMENT FUND (CHAPTER 90)				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
3000-000-000-54-5420-0000	HIGHWAY IMPROVEMENT FUND (CH 90) - EXPENSES	0.00	-512,807.68	-512,807.68	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	0.00	-512,807.68	-512,807.68	n/a
Total Group 1: Segment 1: Fund	Code: 3000 - HIGHWAY IMPROVEMENT FUND	0.00	-512,807.68	-512,807.68	n/a
Group 1: Segment 1: Fund	Code: 3001 - SENIOR CENTER PROJECT				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
3001-000-000-58-5890-0000	SENIOR CENTER PROJECT EXPENSES	54,179.67	0.00	54,179.67	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	54,179.67	0.00	54,179.67	0.00
Total Group 1: Segment 1: Fund	Code: 3001 - SENIOR CENTER PROJECT	54,179.67	0.00	54,179.67	0.00
Group 1: Segment 1: Fund	Code: 3003 - ELEMENTARY SCHOOL				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
3003-000-000-57-5780-0000	PREMIUM/BOND ISSUANCE COST	4,059.59	-4,059.59	0.00	100.00

# Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
3003-000-000-58-5890-0000	ELEMENTARY SCHOOL	479.52	0.00	479.52	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	4,539.11	-4,059.59	479.52	89.44
Total Group 1: Segment 1: Fund	Code: 3003 - ELEMENTARY SCHOOL	4,539.11	-4,059.59	479.52	89.44
Group 1: Segment 1: Fund	Code: 3006 - POLICE STATION				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
3006-000-000-57-5780-0000	PREMIUM/BOND ISSUANCE COST	5,414.44	0.00	5,414.44	0.00
3006-000-000-58-5890-0000	POLICE STATION	21,250.00	0.00	21,250.00	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	26,664.44	0.00	26,664.44	0.00
Total Group 1: Segment 1: Fund	Code: 3006 - POLICE STATION	26,664.44	0.00	26,664.44	0.00
Group 1: Segment 1: Fund	Code: 6510 - SEWER ENTERPRISE FUND				
Group 2: Segment 2: Sub Fund 1	440 - unnamed				
6510-440-000-51-5100-0000	SEWER - PERSONNEL	441,000.00	-298,756.81	142,243.19	67.75
6510-440-000-51-5110-0000	SEWER - EMPLOYEE SUPPORT	8,000.00	-4,853.09	3,146.91	60.66
6510-440-000-52-5200-0000	SEWER - PURCHASE OF SERVICES	123,000.00	-100,436.69	22,563.31	81.66
6510-440-000-54-5400-0000	SEWER - SUPPLIES	146,500.00	-87,353.80	59,146.20	59.63
6510-440-000-56-5600-0000	SEWER - INTERGOVERNMENTAL	585,600.00	-334,295.64	251,304.36	57.09
Total Group 2: Segment 2: Sub Fund 1	440 - unnamed	1,304,100.00	-825,696.03	478,403.97	63.32
Group 2: Segment 2: Sub Fund 1	951 - SPECIAL ARTICLES				
6510-951-000-53-5307-0000	2022 - PLANT TRANSFORMER	30,000.00	-44,642.37	-14,642.37	148.81
6510-951-000-53-5308-0000	2022 - RECIRE WATER SYSTEM	20,000.00	0.00	20,000.00	0.00
6510-951-000-53-5304-0000	2021 PLANT TRANSFORMER	8,302.79	-8,302.79	0.00	100.00
6510-951-000-53-5305-0000	2021 INFLOW & INFILTRATION STUDY	104,466.00	-70,540.00	33,926.00	67.52
Total Group 2: Segment 2: Sub Fund 1	951 - SPECIAL ARTICLES	162,768.79	-123,485.16	39,283.63	75.87
Group 2: Segment 2: Sub Fund 1	990 - unnamed				
6510-990-000-59-5900-0000	PRIOR YEAR ENCUMBRANCES	1,235.00	-1,132.02	102.98	91.66
Total Group 2: Segment 2: Sub Fund 1	990 - unnamed	1,235.00	-1,132.02	102.98	91.66
Total Group 1: Segment 1: Fund	Code: 6510 - SEWER ENTERPRISE FUND	1,468,103.79	-950,313.21	517,790.58	64.73
Group 1: Segment 1: Fund	Code: 6511 - SEWER BETTERMENT FUND				
Group 2: Segment 2: Sub Fund 1	991 - unnamed				
6511-991-900-57-5780-0000	SEWER BETTERMENT	826,383.80	0.00	826,383.80	0.00
Total Group 2: Segment 2: Sub Fund 1	991 - unnamed	826,383.80	0.00	826,383.80	0.00
Total Group 1: Segment 1: Fund	Code: 6511 - SEWER BETTERMENT FUND	826,383.80	0.00	826,383.80	0.00
Group 1: Segment 1: Fund	Code: 6660 - CABLE ENTERPRISE				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
6660-000-000-51-5100-0000	PERSONNEL	105,705.00	-60,132.69	45,572.31	56.89
6660-000-000-51-5110-0000	EMPLOYEE SUPPORT	6,000.00	-140.00	5,860.00	2.33
6660-000-000-52-5200-0000	PURCHASE OF SERVICES	10,500.00	-4,613.58	5,886.42	43.94



## Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
6660-000-000-54-5400-0000	SUPPLIES	1,600.00	-773.40	826.60	48.34
6660-000-000-56-5600-0000	INTERGOVERNMENTAL	6,000.00	0.00	6,000.00	0.00
6660-000-000-57-5700-0000	OTHER	92,700.00	-21,770.36	70,929.64	23.48
<b>Total Group 2: Segment 2: Sub Fund 1</b>	000 - unnamed	<b>222,505.00</b>	<b>-87,430.03</b>	<b>135,074.97</b>	<b>39.29</b>
<b>Total Group 1: Segment 1: Fund</b>	Code: 6660 - CABLE ENTERPRISE	<b>222,505.00</b>	<b>-87,430.03</b>	<b>135,074.97</b>	<b>39.29</b>
<b>Group 1: Segment 1: Fund</b>	Code: 7500 - TOWN OPEB				
<b>Group 2: Segment 2: Sub Fund 1</b>	000 - unnamed				
7500-000-000-59-5961-0000	TOWN OPEB - TRANSFER TO GENERAL FUND	266,175.19	0.00	266,175.19	0.00
<b>Total Group 2: Segment 2: Sub Fund 1</b>	000 - unnamed	<b>266,175.19</b>	<b>0.00</b>	<b>266,175.19</b>	<b>0.00</b>
<b>Total Group 1: Segment 1: Fund</b>	Code: 7500 - TOWN OPEB	<b>266,175.19</b>	<b>0.00</b>	<b>266,175.19</b>	<b>0.00</b>
<b>Group 1: Segment 1: Fund</b>	Code: 7525 - SEWER OPEB				
<b>Group 2: Segment 2: Sub Fund 1</b>	000 - unnamed				
7525-000-000-59-5961-0000	SEWER OPEB - TRANSFER TO SEWER FUND	60,955.03	0.00	60,955.03	0.00
<b>Total Group 2: Segment 2: Sub Fund 1</b>	000 - unnamed	<b>60,955.03</b>	<b>0.00</b>	<b>60,955.03</b>	<b>0.00</b>
<b>Total Group 1: Segment 1: Fund</b>	Code: 7525 - SEWER OPEB	<b>60,955.03</b>	<b>0.00</b>	<b>60,955.03</b>	<b>0.00</b>
<b>Group 1: Segment 1: Fund</b>	Code: 7550 - WATER OPEB				
<b>Group 2: Segment 2: Sub Fund 1</b>	000 - unnamed				
7550-000-000-59-5961-0000	WATER OPEB - TRANSFER TO WATER FUND	118,076.72	0.00	118,076.72	0.00
<b>Total Group 2: Segment 2: Sub Fund 1</b>	000 - unnamed	<b>118,076.72</b>	<b>0.00</b>	<b>118,076.72</b>	<b>0.00</b>
<b>Total Group 1: Segment 1: Fund</b>	Code: 7550 - WATER OPEB	<b>118,076.72</b>	<b>0.00</b>	<b>118,076.72</b>	<b>0.00</b>
<b>Group 1: Segment 1: Fund</b>	Code: 8400 - LIBRARY EXP TRUST				
<b>Group 2: Segment 2: Sub Fund 1</b>	000 - unnamed				
8400-000-000-54-5420-0000	BOYNTON LIB EXPENDABLE TRUST - EXPENSES	12,914.92	0.00	12,914.92	0.00
<b>Total Group 2: Segment 2: Sub Fund 1</b>	000 - unnamed	<b>12,914.92</b>	<b>0.00</b>	<b>12,914.92</b>	<b>0.00</b>
<b>Total Group 1: Segment 1: Fund</b>	Code: 8400 - LIBRARY EXP TRUST	<b>12,914.92</b>	<b>0.00</b>	<b>12,914.92</b>	<b>0.00</b>
<b>Group 1: Segment 1: Fund</b>	Code: 8401 - BREWER EXP TRUST				
<b>Group 2: Segment 2: Sub Fund 1</b>	000 - unnamed				
8401-000-000-54-5420-0000	BREWER EXPENDABLE TRUST - EXPENSES	1,875.36	0.00	1,875.36	0.00
<b>Total Group 2: Segment 2: Sub Fund 1</b>	000 - unnamed	<b>1,875.36</b>	<b>0.00</b>	<b>1,875.36</b>	<b>0.00</b>
<b>Total Group 1: Segment 1: Fund</b>	Code: 8401 - BREWER EXP TRUST	<b>1,875.36</b>	<b>0.00</b>	<b>1,875.36</b>	<b>0.00</b>
<b>Group 1: Segment 1: Fund</b>	Code: 8409 - PINEGROVE EXP TRUST				
<b>Group 2: Segment 2: Sub Fund 1</b>	000 - unnamed				
8409-000-000-54-5420-0000	PINEGROVE EXPENDABLE TRUST - EXPENSES	106,033.95	-12,242.14	93,791.81	11.55
<b>Total Group 2: Segment 2: Sub Fund 1</b>	000 - unnamed	<b>106,033.95</b>	<b>-12,242.14</b>	<b>93,791.81</b>	<b>11.55</b>
<b>Total Group 1: Segment 1: Fund</b>	Code: 8409 - PINEGROVE EXP TRUST	<b>106,033.95</b>	<b>-12,242.14</b>	<b>93,791.81</b>	<b>11.55</b>
<b>Group 1: Segment 1: Fund</b>	Code: 8410 - GREENLAWN EXP TRUST				
<b>Group 2: Segment 2: Sub Fund 1</b>	000 - unnamed				

# Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
8410-000-000-54-5420-0000	GREENLAWN EXPENDABLE TRUST - EXPENSES	47,701.55	-10,083.52	37,618.03	21.14
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	47,701.55	-10,083.52	37,618.03	21.14
Total Group 1: Segment 1: Fund	Code: 8410 - GREENLAWN EXP TRUST	47,701.55	-10,083.52	37,618.03	21.14
Group 1: Segment 1: Fund	Code: 8411 - A LEE EXP TRUST				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
8411-000-000-54-5420-0000	A LEE EXPENDABLE TRUST - EXPENSES	1,355.97	0.00	1,355.97	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	1,355.97	0.00	1,355.97	0.00
Total Group 1: Segment 1: Fund	Code: 8411 - A LEE EXP TRUST	1,355.97	0.00	1,355.97	0.00
Group 1: Segment 1: Fund	Code: 8412 - N HADLEY EXP TRUST				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
8412-000-000-54-5420-0000	N HADLEY EXPENDABLE TRUST - EXPENSES	5,696.89	0.00	5,696.89	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	5,696.89	0.00	5,696.89	0.00
Total Group 1: Segment 1: Fund	Code: 8412 - N HADLEY EXP TRUST	5,696.89	0.00	5,696.89	0.00
Group 1: Segment 1: Fund	Code: 8413 - J HADLEY EXP TRUST				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
8413-000-000-54-5420-0000	J HADLEY EXPENDABLE TRUST - EXPENSES	1,004.13	0.00	1,004.13	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	1,004.13	0.00	1,004.13	0.00
Total Group 1: Segment 1: Fund	Code: 8413 - J HADLEY EXP TRUST	1,004.13	0.00	1,004.13	0.00
Group 1: Segment 1: Fund	Code: 8416 - S HAMILTON EXP TRUST				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
8416-000-000-54-5420-0000	S HAMILTON EXPENDABLE TRUST - EXPENSES	3,364.57	0.00	3,364.57	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	3,364.57	0.00	3,364.57	0.00
Total Group 1: Segment 1: Fund	Code: 8416 - S HAMILTON EXP TRUST	3,364.57	0.00	3,364.57	0.00
Group 1: Segment 1: Fund	Code: 8417 - LIBRARY EATON EXP TRUST				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
8417-000-000-54-5420-0000	EATON LIBRARY PERP CARE EXPENDABLE TRUST - EXPENSES	83,134.15	0.00	83,134.15	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	83,134.15	0.00	83,134.15	0.00
Total Group 1: Segment 1: Fund	Code: 8417 - LIBRARY EATON EXP TRUST	83,134.15	0.00	83,134.15	0.00
Group 1: Segment 1: Fund	Code: 8420 - ARTS & CULTURE FUND				
Group 2: Segment 2: Sub Fund 1	000 - unnamed				
8420-000-000-57-5700-0000	ARTS & CULTURE FUND EXPENSES	500.00	0.00	500.00	0.00
Total Group 2: Segment 2: Sub Fund 1	000 - unnamed	500.00	0.00	500.00	0.00
Total Group 1: Segment 1: Fund	Code: 8420 - ARTS & CULTURE FUND	500.00	0.00	500.00	0.00
Group 1: Segment 1: Fund	Code: 8425 - HEATING ENERGY ASSISTANCE FUND				
Group 2: Segment 2: Sub Fund 1	300 - SCHOOL ASSESSMENTS				
8425-300-000-57-5700-0000	HEATING ENERGY ASSISTANCE	3,600.00	0.00	3,600.00	0.00
Total Group 2: Segment 2: Sub Fund 1	300 - SCHOOL ASSESSMENTS	3,600.00	0.00	3,600.00	0.00



Group as: \*\*\*\*\_\*\*\*\_\*\*\_\*\_\*\*\*\*\_\*\*\*\*\*

Parameters: Fiscal Year: 2022      Start Date: 07/01/2021      end: 03/31/2022

# Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Code: 8425 - HEATING ENERGY ASSISTANCE	Allocated	Expended	Ending	% Var.
Total Group 1: Segment 1: Fund			3,600.00	0.00	3,600.00	0.00
	239 Account(s) totaling:		29,385,491.66	-16,513,101.12	12,872,390.54	56.19

JULY - MARCH FY 2022

DOR APPROVED

Account Number	Description	Budget	Received	Remaining	
1000-000-000-41-4110-2021	PERSONAL PROPERTY REVENUE - 2021		\$ 2,274.32		
1000-000-000-41-4110-2022	PERSONAL PROPERTY REVENUE - 2022		\$ 133,962.68		
	<b>Total Personal Property Taxes</b>	<b>162,813.37</b>	<b>\$ 136,237.00</b>	<b>26,576.37</b>	<b>84%</b>
1000-000-000-41-4120-2021	REAL ESTATE REVENUE - 2021		\$ 74,897.27		
1000-000-000-41-4120-2022	REAL ESTATE REVENUE - 2022		\$ 9,276,574.89		
	<b>Total Real Estate Taxes</b>	<b>12,578,066.49</b>	<b>\$ 9,351,472.16</b>	<b>3,226,594.33</b>	<b>74%</b>
	<b>Taxes</b>	<b>12,740,879.86</b>	<b>\$ 9,487,709.16</b>		<b>74%</b>
1000-000-000-40-4000-0000	MISCELLANEOUS MVX TAX				
1000-000-000-41-4150-2011	MOTOR VEHICLE EXCISE REVENUE - 2011		\$ 57.50		
1000-000-000-41-4150-2013	MOTOR VEHICLE EXCISE REVENUE - 2013		\$ 38.75		
1000-000-000-41-4150-2014	MOTOR VEHICLE EXCISE REVENUE - 2014		\$ 88.75		
1000-000-000-41-4150-2016	MOTOR VEHICLE EXCISE REVENUE - 2016		\$ 36.25		
1000-000-000-41-4150-2017	MOTOR VEHICLE EXCISE REVENUE - 2017		\$ 156.87		
1000-000-000-41-4150-2018	MOTOR VEHICLE EXCISE REVENUE - 2018		\$ 1,218.97		
1000-000-000-41-4150-2019	MOTOR VEHICLE EXCISE REVENUE - 2019		\$ 2,898.06		
1000-000-000-41-4150-2020	MOTOR VEHICLE EXCISE REVENUE - 2020		\$ 8,049.49		
1000-000-000-41-4150-2021	MOTOR VEHICLE EXCISE REVENUE - 2021		\$ 174,411.82		
1000-000-000-41-4150-2022	MOTOR VEHICLE EXCISE REVENUE - 2022		\$ 834,174.62		
	<b>Total Excise Taxes</b>	<b>1,025,000.00</b>	<b>\$ 1,021,131.08</b>	<b>3,868.92</b>	<b>100%</b>
1000-000-000-41-4122-2021	SUPPLEMENTAL TAX - 2021		\$ 6,399.27	\$ -6,399.27	
1000-000-000-41-4122-2022	SUPPLEMENTAL TAX - 2022		\$ 2,167.98	\$ -2,167.98	
1000-000-000-41-4142-0000	TAX TITLE REVENUE		\$ 194,973.22	\$ -194,973.22	
1000-000-000-41-4145-0000	TAX TITLE FORECLOSURE REVENUE		\$ 35,230.30	\$ -35,230.30	
1000-000-000-41-4160-0000	ROOM TAX		\$ 0.00	\$ 0.00	
1000-000-000-41-4171-0000	PENALTIES/INTEREST - PROPERTY TAXES		\$ 16,274.05	\$ 3,725.95	81%
1000-000-000-41-4172-0000	PENALTIES/INTEREST - EXCISE TAXES		\$ 16,141.18	\$ 3,858.82	81%
1000-000-000-41-4173-0000	PENALTIES/INTEREST - TAX TITLE		\$ 66,997.36	\$ -66,997.36	
1000-000-000-41-4180-0000	PILOTS & ROLLBACKS		\$ 9,624.27	\$ -2,124.27	128%
1000-000-000-43-4320-0000	TREASURER FEES		\$ 788.00	\$ -538.00	315%
1000-000-000-43-4320-1000	COLLECTOR DEMAND FEES		\$ 38,529.74	\$ 1,970.26	95%
1000-000-000-43-4320-1001	TAX LIENS-ADDITIONAL FEES		\$ 20,900.00	\$ -7,900.00	161%
1000-000-000-43-4320-1002	TOWN CLERK - FEES		\$ 4,797.50	\$ -797.50	120%
1000-000-000-43-4320-1003	POLICE DETAIL - FEES		\$ 3,072.84	\$ 1,927.16	61%
1000-000-000-43-4320-1005	PLANNING BOARD FILING FEES		\$ 4,775.00	\$ -2,775.00	239%



1000-000-000-43-4320-1006	ASSESSORS - FEES	0.00	\$	184.00	-184.00	107%
1000-000-000-43-4320-2000	MISCELLANEOUS FEES	10,250.00	\$	10,990.36	-740.36	107%
1000-000-000-43-4360-0000	RENTALS	80,000.00	\$	75,942.24	4,057.76	95%
1000-000-000-44-4410-0000	ALCOHOLIC BEVERAGE LICENSES	12,500.00	\$	11,675.00	825.00	93%
1000-000-000-44-4420-0000	DOG LICENSES	15,000.00	\$	26,152.50	-11,152.50	174%
1000-000-000-44-4430-0000	MISCELLANEOUS LICENSES	5,000.00	\$	3,211.50	1,788.50	64%
1000-000-000-44-4450-0000	BUILDING PERMITS	50,000.00	\$	53,063.97	-3,063.97	106%
1000-000-000-44-4460-0000	PLUMBING PERMITS	2,000.00	\$	2,898.00	-898.00	145%
1000-000-000-44-4470-0000	ELECTRICAL PERMITS	4,000.00	\$	2,663.80	1,336.20	67%
1000-000-000-44-4480-0000	FIRE DEPARTMENT PERMITS	10,000.00	\$	10,355.00	-355.00	104%
1000-000-000-44-4485-0000	BOARD OF HEALTH PERMITS	23,000.00	\$	25,220.00	-2,220.00	110%
1000-000-000-44-4490-0000	MISCELLANEOUS PERMITS	3,500.00	\$	4,525.00	-1,025.00	129%
1000-000-000-47-4770-0000	FINES AND FORFEITURES	0.00	\$	-	0.00	
1000-000-000-47-4775-0000	PARKING FINES	500.00	\$	290.00	210.00	58%
1000-000-000-47-4780-0000	DOG FINES	500.00	\$	135.00	365.00	27%
1000-000-000-46-4680-0000	COURT FINES	2,500.00	\$	7,527.50	-5,027.50	301%
1000-000-000-46-4681-0000	MEALS TAX	42,000.00	\$	49,989.39	-7,989.39	119%
1000-000-000-46-4685-0000	MISCELLANEOUS STATE REVENUE	26,500.00	\$	31,539.71	-5,039.71	119%
1000-000-000-48-4820-0000	EARNINGS ON INVESTMENTS	15,000.00	\$	7,363.13	7,636.87	49%
1000-000-000-48-4810-0000	SALE OF SURPLUS INVENTORY	0.00	\$	3,211.00	-3,211.00	
1000-000-000-48-4840-0000	MISCELLANEOUS REVENUE	17,000.00	\$	55,482.75	-38,482.75	326%
1000-000-000-48-4840-0000	STATE TIMBER FUNDS	0.00	\$	16,800.00	-16,800.00	
1000-000-000-48-4840-0000	SRO SALARY	39,500.00	\$	39,270.00	230.00	99%
1000-000-000-48-4840-0000	PHILLIPSTON DISPATCH FY 21 Payment	0.00	\$	65,000.00	-65,000.00	
1000-000-000-48-4840-0000	PHILLIPSTON DISPATCH	70,000.00			70,000.00	0%
1000-000-000-48-4840-1008	MART REIMBURSEMENT	32,349.16	\$	32,307.71	41.45	100%
	<b>Local Receipts</b>	<b>1,598,349.16</b>	<b>\$</b>	<b>1,977,599.35</b>		<b>124%</b>
1000-000-000-49-4970-0000	TRANSFER IN FROM AMBULANCE	270,000.00	\$	270,000.00	0.00	100%
1000-000-000-49-4970-0000	TRANSFER IN FROM SEWER	369,920.00	\$	179,084.44	190,835.56	48%
1000-000-000-49-4970-0000	TRANSFER IN FROM WATER	696,440.00	\$	288,008.91	408,431.09	41%
1000-000-000-49-4970-0000	TRANSFER IN FROM LIGHT	427,089.00	\$	298,476.98	128,612.02	70%
1000-000-000-49-4970-0000	TRANSFER IN FROM CABLE	8,210.00	\$	-	8,210.00	0%
1000-000-000-49-4970-0000	TRANSFER IN FROM TITLE V & SEWER BETT	138,437.00	\$	-	138,437.00	0%
	<b>Transfer In to General Fund</b>	<b>1,910,096.00</b>		<b>1,035,570.33</b>		<b>54%</b>
1000-000-000-46-4610-0000	STATE OWNED LAND	96,232.00	\$	72,171.00	24,061.00	75%
1000-000-000-46-4611-0000	VBS AND ELDERLY EXEMPTIONS	66,093.00	\$	65,684.00	409.00	99%
1000-000-000-46-4660-0000	UNRESTRICTED GEN GOVT AID	1,532,597.00	\$	1,097,247.00	435,350.00	72%



1000-000-000-46-4661-0000	VETERANS BENEFITS	68,686.00	\$	35,701.00	32,985.00	52%
<b>State Aid</b>		<b>1,763,608.00</b>		<b>1,270,803.00</b>		<b>72%</b>

**Total General Fund 18,012,933.02 \$ 13,771,681.84 4,241,251.18 76%**

2020-000-000-43-4370-0000	AMBULANCE REVENUE		\$	296,702.20		
2100-000-000-48-4840-0000	INSURANCE CHECK		\$	2,086.49		
2460-000-000-41-4125-2021	SUPPLEMENTAL CPA- TAXES 2021		\$	142.68		
2460-000-000-41-4125-2022	SUPPLEMENTAL CPA- TAXES 2022		\$	47.13		
2460-000-000-41-4126-2021	CPA- TAXES 2021		\$	1,384.16		
2460-000-000-41-4126-2022	CPA- TAXES 2022		\$	167,496.00		
2460-000-000-41-4142-0000	CPA - TAX TITLE REVENUE		\$	2,724.93		
2460-000-000-41-4171-0000	CPA- PENALTIES AND INTEREST		\$	240.75		
2460-000-000-41-4173-0000	CPA - PENALTIES/INT TAX TITLE		\$	670.77		
2460-000-000-46-4680-0000	CPA - STATE SHARE		\$	209,675.00		
2460-000-000-48-4820-0000	CPA-INVESTMENT INCOME		\$	(14,851.31)		
<b>Total CPA Fund</b>			<b>\$</b>	<b>367,530.11</b>		

2500-000-000-48-4820-0000	GENERAL STABILIZATION - INVESTMENT INCOME		\$	(3,077.18)		
2500-000-000-49-4970-0000	TRANSFER IN FROM GENERAL FUND		\$	250,000.00		
2501-000-000-48-4820-0000	CAPITAL STABILIZATION - INVESTMENT INCOME		\$	41.51		
2501-000-000-49-4970-0000	TRANSFER IN FROM GENERAL FUND		\$	70,000.00		
2503-000-000-48-4820-0000	SEWER STABILIZATION - INVESTMENT INCOME		\$	(685.12)		
2530-000-000-48-4830-0000	FIRE/CPR DONATIONS		\$	1,302.50		
2532-000-000-48-4830-0000	FOOD PANTRY DONATIONS		\$	1,544.95		
2533-000-000-48-4830-0000	COA DONATIONS		\$	1,590.00		
2534-000-000-48-4830-0000	LIBRARY DONATIONS		\$	888.25		
2537-000-000-48-4830-0000	POLICE DONATIONS		\$	910.35		
2538-000-000-48-4820-0000	LIBRARY GIFT INTEREST		\$	(1,762.69)		



2660-000-000-48-4840-0000	BURIAL AND IMPROVEMENT REVOLVING		\$	2,485.00		
2663-000-000-48-4840-0000	RECYCLING REVOLVING		\$	1,492.00		
2668-000-000-48-4840-0000	ELECTRICAL INSPECTOR REVOLVING		\$	10,655.20		
2670-000-000-48-4840-0000	PLUMBING INSPECTOR REVOLVING		\$	11,592.00		
2671-000-000-48-4840-0000	COMMUNITY SERVICE REVOLVING		\$	21,482.26		
2672-000-000-48-4840-0000	WETLANDS PROTECTION FEE		\$	3,953.50		

2760-000-000-47-4750-0000	UNAPPORTIONED TITLE V REVENUE		\$	11,138.75		
2760-000-000-47-4750-2021	TITLE V - 2022		\$	7,370.59		
2760-000-000-47-4751-2021	TITLE V COMM INT- 2022		\$	3,473.28		
2760-000-000-48-4820-0000	TITLE V INCOME		\$	(1,771.73)		

**Total Title V Fund**

**\$ 20,210.89**

2782-000-000-45-4580-0000	FEDERAL E911 GRANT		\$	132,218.49		
2811-000-000-46-4680-0000	STATE LIBRARY GRANT		\$	8,647.49		
2819-000-000-45-4515-0000	CDBG - REVENUE					
2819-000-000-45-4515-1007	CDBG - PROGRAM INCOME		\$	10,256.25		
2819-000-000-48-4820-0000	CDBG - INVESTMENT INCOME		\$	96.49		

**Total CDBG Fund**

**\$ 10,352.74**

2820-000-000-48-4820-0000	STATE EMERGENCY MANAGEMENT GRANT		\$	2,457.39		
2830-000-000-48-4840-0000	MCOA GRANT		\$	3,418.25		
2831-000-000-48-4840-0000	MODB GRANT		\$	2,500.00		
2919-000-000-00-4840-0000	COVID 19		\$	454,082.51		
2930-000-000-45-4540-0000	ARPA FUNDS		\$	790,355.55		



3003-000-000-46-4640-0000	ELEMENTARY SCHOOL MSBA REIMB	\$	1,075,906.00		
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3006-000-000-48-4840-0000	POLICE STATION REVENUE	\$	21,250.00		
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6510-000-000-41-4142-0000	SEWER TAX TITLE	\$	2,375.38		
6510-000-000-41-4173-0000	SEWER TAX TITLE - PENALTY/INTEREST	\$	2,361.31		
6510-000-000-42-4215-0000	SEWER USAGE REVENUE	\$	703,763.00		
6510-000-000-42-4216-0000	SEWER USER LIENS RECEIVABLE	\$	37,381.84		
6510-000-000-43-4320-0000	SEWER TIPPING FEES	\$	240,220.93		
6510-000-000-43-4320-1001	SEWER PENALTIES AND INTEREST	\$	4,237.51		
6510-000-000-48-4820-0000	SEWER INVESTMENT INCOME	\$	382.63		
6510-000-000-48-4840-0000	SEWER MISCELLANEOUS REVENUE	\$	44,434.45		

**Total Sewer Enterprise Fund** \$ **1,035,157.05**

6511-000-000-41-4142-0000	SEWER BETTERMENT - TAX TITLE	\$	1,584.20		
6511-000-000-41-4142-1000	SEWER BETTERMENT - TAX TITLE COMM INT	\$	341.99		
6511-000-000-41-4173-0000	SEWER BETTERMENT - TAX TITLE - PENALTY/INTEREST	\$	246.17		
6511-000-000-41-4173-1000	SEWER BETTERMENT - TAX TITLE COMM INT - PENALTY/INTEREST	\$	36.93		
6511-000-000-47-4760-0000	SEWER BETTERMENT NOT APPOR YET	\$	750.00		
6511-000-000-47-4760-2021	SEWER BETTERMENT - 2021	\$	500.00		
6511-000-000-47-4760-2022	SEWER BETTERMENT - 2022	\$	7,687.50		
6511-000-000-47-4761-2021	SWR COMM INT - 2021	\$	50.14		
6511-000-000-47-4761-2022	SWR COMM INT - 2022	\$	384.40		
6511-000-000-48-4820-0000	SEWER BETTERMENT INCOME	\$	(4,804.44)		

**Total Sewer Betterment Fund** \$ **6,776.89**

6660-000-000-48-4840-0000	CABLE TV ENTERPRISE FUND	\$	97,049.02		
7500-000-000-48-4840-0000	OPEB INTEREST	\$	(11,289.47)		
7500-000-000-49-4970-0000	TRANSFER IN FROM GENERAL FUND	\$	35,000.00		
7525-000-000-48-4820-0000	SEWER OPEB INTEREST	\$	(4,026.89)		
7550-000-000-48-4820-0000	WATER OPEB INTEREST	\$	(7,800.51)		
7550-000-000-49-4970-0000	TRANSFER IN FROM WATER FUND				



8400-000-000-48-4820-0000	BOYNTON LIBRARY TRUST INCOME		\$	(146.36)		
8401-000-000-48-4820-0000	BREWER PERP CARE TRUST INCOME		\$	(51.58)		
8409-000-000-48-4820-0000	PINEGROVE P CARE TRUST INCOME		\$	(2,038.55)		
8409-000-000-48-4830-0000	PINEGROVE P CARE TRUST		\$	7,000.00		
8410-000-000-48-4820-0000	GREENLAWN P CARE TRUST INCOME		\$	(660.33)		
8410-000-000-48-4830-0000	GREENLAWN P CARE TRUST		\$	1,990.00		
8411-000-000-48-4820-0000	A LEE TRUST INCOME		\$	(41.87)		
8412-000-000-48-4820-0000	N HADLEY P CARE TRUST INCOME		\$	(164.17)		
8413-000-000-48-4820-0000	J HADLEY P CARE TRUST INCOME		\$	(25.57)		
8416-000-000-48-4820-0000	S HAMILTON TRUST INCOME		\$	(25.20)		
8417-000-000-48-4820-0000	H EATON LIBRARY TRUST INCOME		\$	(531.06)		

**Grand Total Revenue All Funds**

**\$ 18,487,983.88**

TRANSFER IN FROM AMBULANCE	270,000.00	\$	270,000.00	0.00
TRANSFER IN FROM SEWER	369,920.00	\$	179,084.44	190,835.56
TRANSFER IN FROM WATER	696,440.00	\$	288,008.91	408,431.09
TRANSFER IN FROM LIGHT	427,089.00	\$	298,476.98	128,612.02
TRANSFER IN FROM CABLE	8,210.00	\$	-	8,210.00
TRANSFER IN FROM TITLE V & SEWER BETT	138,437.00	\$	-	138,437.00
<b>Transfer In to General Fund</b>	<b>1,910,096.00</b>		<b>1,035,570.33</b>	



**SPECIAL ARTICLE REPORT**  
**MARCH 31, 2022**

<u>Account Number</u>	<u>Description</u>	<u>Meeting/Article #</u>	<u>Budget</u>	<u>Spent</u>	<u>Remaining</u>	<u>Status</u>
1000-951-900-53-5329-0000	2018 B&G MINI SPLIT A/C TOWN HALL	Annual Town Meeting 5/13/2017 Article 20 - Total \$172,500	\$ 17,500.00	\$ -	\$ 17,500.00	Work being completed, pay in next quarter
1000-951-900-53-5349-0000	2019 SCHOLARSHIP	Annual Town Meeting 5/19/2018 Article 11 - Total \$4,000	\$ 2,765.45	\$ -	\$ 2,765.45	Will be used in subsequent years
1000-951-900-53-5350-0000	2019 ASSESSOR REVALUATION	Annual Town Meeting 5/19/2018 Article 12 - Total \$22,500	\$ 1,028.50	\$ 1,028.50	\$ -	Will be used in subsequent years
1000-951-900-53-5341-0000	2019 B&G FIRE TRAINING ROOM AC	Annual Town Meeting 5/19/2018 Article 30 - Total \$58,500	\$ 4,400.89	\$ -	\$ 4,400.89	Should have closed to Free Cash
1000-951-900-53-5351-0000	2019 B&G GILMAN WAITE	Annual Town Meeting 5/19/2018 Article 31 - Total \$10,000	\$ 10,000.00	\$ -	\$ 10,000.00	Recreation Committee working on use
1000-951-900-53-5354-0000	2019 B&G SENIOR CENTER	Fall Town Meeting 10/18/2018 Article 11 - Total \$107,500	\$ 20,836.18	\$ 730.00	\$ 20,106.18	Will be used toward the roof with additional funds voted at town meeting
1000-951-900-53-5356-0000	2019 ASSESSOR REVALUATION	Fall Town Meeting 10/18/2018 Article 12 - Total \$37,500	\$ 25,000.00	\$ 692.70	\$ 24,307.30	Will be used in subsequent years
1000-951-900-53-5359-0000	2020 SELECT BALDWINVILLE SCHOOL SALE	Annual Town Meeting 5/15/2019 Article 29 - Total \$574,250	\$ 2,643.36	\$ 41.00	\$ 2,602.36	Still in process
1000-951-900-53-5368-0000	2020 DPW MS4 CB PLAN/MAF		\$ 5,400.00	\$ 5,400.00	\$ -	Completed
1000-951-900-53-5370-0000	2020 DPW VEHICLE MAJOR REPAIRS		\$ 889.68	\$ 889.68	\$ -	Completed
1000-951-900-53-5374-0000	2020 B&G TOWN HALL CAMERAS	Amount used \$562,316.96 Prior Years	\$ 11,933.04	\$ 6,330.68	\$ 5,602.36	Still assessing need
1000-951-900-53-5380-0000	2020 SCHOLARSHIP	Annual Town Meeting 5/15/2019 Article 23 - Total \$4,000	\$ 4,000.00	\$ -	\$ 4,000.00	Will be used in subsequent years
1000-951-900-53-5381-0000	2020 ASSESSOR REVALUATION	Annual Town Meeting 5/15/2019 Article 24 - Total \$22,500	\$ 22,500.00	\$ -	\$ 22,500.00	Will be used in subsequent years
1000-951-900-53-5386-0000	2020 DPW MAIN STREET BRIDGE	Fall Town Meeting 10/23/2019 Article 10 - Total \$230,000	\$ 200,000.00	\$ 39,501.00	\$ 160,499.00	Still in process
1000-951-900-53-5387-0000	2020 B&G BALDWINVILLE ELEM CARTAKING	Amount used \$29,786.54 in Prior Years	\$ 200,213.46	\$ 39,714.46	\$ 160,499.00	Completed
1000-951-900-53-5390-0000	2021 SCHOLARSHIP	Annual Town Meeting 6/17/2020 Article 17 - Total \$4,000	\$ 4,000.00	\$ -	\$ 4,000.00	Will be used in subsequent years
1000-951-900-53-5392-0000	2021 ASSESSOR REVALUATION	Annual Town Meeting 6/17/2020 Article 18 - Total \$22,500	\$ 22,500.00	\$ -	\$ 22,500.00	Will be used in subsequent years
1000-951-900-53-5395-0000	2021 POLICE AWD TRUCK ACO	Annual Town Meeting 6/17/2020 Article 21 - Total \$585,250	\$ 25,000.00	\$ -	\$ 25,000.00	On Order, Scheduled for delivery in June
1000-951-900-53-5399-0000	2021 DPW MS4 & CB PLAN & MAP		\$ 1,550.00	\$ 1,550.00	\$ -	Completed
1000-951-900-53-5402-0000	2021 DPW ROYALSTON ROAD TITLE WORK	Amount used in FY 21 Closed \$543,252.00	\$ 15,448.00	\$ -	\$ 15,448.00	Should be completed in the next quarter
1000-951-900-53-5412-0000	2021 DPW RUBBER TIRE BACKHOE/LOADER	Annual Town Meeting 6/17/2020 Article 22 - Total \$37,500	\$ 2,845.35	\$ 2,836.54	\$ 8.81	Completed



**SPECIAL ARTICLE REPORT**  
**MARCH 31, 2022**

<b>Fall Town Meeting 10/26/2020 Article 5 - Total \$57,000</b>									
1000-951-900-53-5414-0000	2021 TAX TITLE WORK								
1000-951-900-53-5415-0000	2021 NRSRD REGIONAL AGREEMENT								
1000-951-900-53-5416-0000	2021 DPW VEHICLE REPAIRS								
	<b>Amount used in FY 21 Closed \$19,538.16</b>								
	<b>Total</b>	<b>\$ 17,500.00</b>	<b>\$ 5,815.00</b>	<b>\$ 11,685.00</b>	<b>\$ 17,131.00</b>	<b>\$ 5,288.84</b>	<b>\$ 11,842.16</b>	<b>\$ 23,527.16</b>	<b>On going project</b>
		<b>\$ 2,830.84</b>	<b>\$ 2,830.84</b>	<b>\$ -</b>	<b>\$ 2,830.84</b>	<b>\$ 2,830.84</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Completed</b>
		<b>\$ 37,461.84</b>	<b>\$ 13,934.68</b>	<b>\$ 23,527.16</b>					
<b>Annual Town Meeting 5/12/2021 Article 17 - Total \$468,500</b>									
1000-951-000-53-5420-0000	2022 POLICE SUV								
1000-951-000-53-5421-0000	2022 POLICE BULLET PROOF VESTS								
1000-951-000-53-5422-0000	2022 FIRE BREATHING AIR COMPRESSOR								
1000-951-000-53-5423-0000	2022 FIRE STATION VEHICLE EXHAUST								
1000-951-000-53-5424-0000	2022 FIRE 4 INCH SUPPLY HOSE								
1000-951-000-53-5425-0000	2022 FIRE 2.5 INCH SUPPLY HOSE								
1000-951-000-53-5426-0000	2022 FIRE AMBULANCE COMPUTERS								
1000-951-000-53-5427-0000	2022 DPW MSA COMPLIANCE								
1000-951-000-53-5428-0000	2022 DPW SUPERINTENDENT TRUCK								
1000-951-000-53-5429-0000	2022 DPW FOREMAN TRUCK								
1000-951-000-53-5430-0000	2022 B&G TOWN HALL ELECTRIC PANEL								
1000-951-000-53-5431-0000	2022 B&G BACKHOE REPLACEMENT								
1000-951-000-53-5432-0000	2022 B&G 2 FIRE STATION FIRE ESCAPE								
1000-951-000-53-5433-0000	2022 TOWN HALL - SHARED VEHICLE								
	<b>Total</b>	<b>\$ 59,000.00</b>	<b>\$ 1,488.03</b>	<b>\$ 57,511.97</b>	<b>\$ 11,500.00</b>	<b>\$ 8,869.20</b>	<b>\$ 2,630.80</b>	<b>\$ 14,700.00</b>	<b>On Order</b>
		<b>\$ 72,000.00</b>	<b>\$ 69,774.15</b>	<b>\$ 2,225.85</b>	<b>\$ 35,500.00</b>	<b>\$ 26,791.79</b>	<b>\$ 8,708.21</b>	<b>\$ 30,000.00</b>	<b>Completed</b>
		<b>\$ 30,000.00</b>	<b>\$ -</b>	<b>\$ 30,000.00</b>	<b>\$ 16,500.00</b>	<b>\$ -</b>	<b>\$ 16,500.00</b>	<b>\$ 30,000.00</b>	<b>Receive and paying in April</b>
		<b>\$ 10,000.00</b>	<b>\$ 8,571.08</b>	<b>\$ 1,428.92</b>	<b>\$ 30,000.00</b>	<b>\$ -</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>	<b>Ongoing</b>
		<b>\$ 34,500.00</b>	<b>\$ 1,681.61</b>	<b>\$ 32,818.39</b>	<b>\$ 50,000.00</b>	<b>\$ 49,211.16</b>	<b>\$ 788.84</b>	<b>\$ 14,700.00</b>	<b>Completed</b>
		<b>\$ 14,700.00</b>	<b>\$ -</b>	<b>\$ 14,700.00</b>	<b>\$ 61,000.00</b>	<b>\$ 60,967.26</b>	<b>\$ 32.74</b>	<b>\$ 18,800.00</b>	<b>Completing in the next week</b>
		<b>\$ 18,800.00</b>	<b>\$ 18,800.00</b>	<b>\$ -</b>	<b>\$ 25,000.00</b>	<b>\$ -</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>	<b>Completed</b>
		<b>\$ 25,000.00</b>	<b>\$ -</b>	<b>\$ 25,000.00</b>	<b>\$ 468,500.00</b>	<b>\$ 246,154.28</b>	<b>\$ 222,345.72</b>	<b>\$ -</b>	<b>May use to help shortage on other projects</b>
		<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>					
		<b>\$ 20,000.00</b>	<b>\$ -</b>	<b>\$ 20,000.00</b>					
		<b>\$ 20,000.00</b>	<b>\$ -</b>	<b>\$ 20,000.00</b>					
		<b>\$ 20,000.00</b>	<b>\$ -</b>	<b>\$ 20,000.00</b>					
		<b>\$ 9,200.00</b>	<b>\$ 7,735.61</b>	<b>\$ 1,464.39</b>					
		<b>\$ 7,500.00</b>	<b>\$ -</b>	<b>\$ 7,500.00</b>					
		<b>\$ 1,100.00</b>	<b>\$ 1,100.00</b>	<b>\$ -</b>					
		<b>\$ 7,150.00</b>	<b>\$ 6,400.00</b>	<b>\$ 750.00</b>					
		<b>\$ 7,500.00</b>	<b>\$ -</b>	<b>\$ 7,500.00</b>					
		<b>\$ 5,750.00</b>	<b>\$ -</b>	<b>\$ 5,750.00</b>					
		<b>\$ 38,200.00</b>	<b>\$ 15,235.61</b>	<b>\$ 22,964.39</b>					
		<b>\$ 213,750.00</b>	<b>\$ 209,240.08</b>	<b>\$ 4,509.92</b>					
		<b>\$ 17,500.00</b>	<b>\$ -</b>	<b>\$ 17,500.00</b>					
		<b>\$ 24,447.00</b>	<b>\$ -</b>	<b>\$ 24,447.00</b>					
		<b>\$ 7,500.00</b>	<b>\$ 960.32</b>	<b>\$ 6,539.68</b>					
		<b>\$ 49,447.00</b>	<b>\$ 960.32</b>	<b>\$ 48,486.68</b>					
		<b>\$ 183,500.00</b>	<b>\$ 183,500.00</b>	<b>\$ -</b>					
		<b>\$ 12,500.00</b>	<b>\$ -</b>	<b>\$ 12,500.00</b>					
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## **Community Services FY22 Third Quarter Reports**

### **Library/ Community Services**

The library was closed to the public for 2 months during this quarter. Curbside circulation was available during our usual open hours. I attended FY 23 budget reviews for the library, senior services, veteran’s services, recreation and TCTV. I attended 2 online training courses. After some conversations, we hope to resume Templeton Center class visits to the library in late April-early May. The ‘seed library’ (created by Girl Scout troop 64547) was placed on the porch for visitors to utilize. I participated in a public hearing for the CDGB food pantry grant which provided funds to support our pantry. I worked with the Templeton Lions re: a previous donation they had made for upgrades at Gilman-Waite. I held a meeting with former Farmers’ Market vendors to plan for this season.

### **Senior Services**

The Center was closed to the public for 2 months this quarter. The staff worked to convert many programs to ‘grab and go’ whenever possible. Transportation continued but was limited to essential medical appointments and food shopping only. Meals on Wheels continued as did monthly newsletter mailings. The center disseminated updated information about booster availability. Interviews for drivers, temporary assistant and activities coordinator were held. Cindy attended an MCOA directors meeting. The Center hosted a serve-safe training for the BOH. The COA board met once twice this quarter. The following took place once the Center reopened on March 1: Walking Group, Pitch, Mahjong, exercise class, card bingo, blood pressure clinic, armchair traveler (Ireland), Birthday social, wellness webinar, book club, jewelry class, chair yoga, creative stitchers, cribbage, grab & go meal, St. Patrick’s Day concert and 2 courses: National Parks & the aging brain.

Social services interactions: 297

Activity attendance (events, volunteers): 1223

### **Veteran’s Services**

1. Continue to work on Ch115
2. Continue to work on VA claims

### **Recreation**

The basketball season took place this quarter with over 170 children participating. Interviews for softball coordinator were held, followed by online registration, and forms distributed to students at NRSD. The Recreation Chair, Treasurer and I attended a Unipay training. The Commission made a successful effort to find sponsors. We worked with consultant Don Jacobs on draft job descriptions. The Commission met twice this quarter.

## **Cultural Council**

The TCC met once in this quarter to discuss and extend two Mass Cultural 2021 grants. The extension requests are for Narragansett Middle School 6th graders trip to Decordova Sculpture Park and Museum and Dr. "The Machine" Jesse for Green – Chainsaws, Cheeseburgers and Rock N` Roll Live at performance at Narragansett Middle School. Both grants have been extended, but with a December 31, 2022, final cutoff date, both have been extended twice for Covid-19 related restraints.

Council members also had discussions on finding entertainment and planning for concerts on the common and the Garden Tea being held at Narragansett Historical Society.

As of February 24, 2022 grants that have been paid out:

1. Clear Path for Veterans NE Flag Workshop - Encumbered funds 2021 \$500. 00
2. Corrine Smith Center - WW2 Letters - Encumbered funds 2020 \$ 300.00
3. Winchendon Winds - \$ 200.00

Sean Fullerton entertained and had a sing-a-long of Irish Tunes for St. Patrick's Day at the Templeton Senior Community Center March 17, 2022.

Templeton Cultural Council is in need of members. Many of our members are aging out of their appointments and this will leave the council with less members. We want/need people to join so we do not lose the Mass Cultural Council funding for the area.

Thank you

Lisa Dembek

TCC Chairperson

## **TCTV**

## **General**



Omicron surge put us back on Zoom-only for meeting streams, and affected staff/training schedules.

We lost several weeks of staff time work due to illness, personal time, rest.

### **Personnel**

Reassessed staff and implemented training priorities.

Established Monday 'media lab' to work on shoots, equipment use and maintenance, editing.

Training on TV server for program scheduling.

Creating and implementing back-up plans to ensure continual TCTV services.

Hiring new part-time program coordinator to focus on content for Montachusett.TV website.

### **Productions**

Completed sponsored shows *Stay Fit with Liz* (4 episodes) and *Lucy Stone* event.

Post-production work on *Cool Cars* segments from 2021 Motorpalooza show.

Post-production work on Wachusett Business Incubator's (WBI) start-a-business show.

Logos and banner designs are being refreshed.

### **Business Development**

Exploring potential partnership for a regional Media/Digital Lab and Montachusett.TV

Note: Comcast subscriber count of 2,153 in 2021 is down from 2,249 in 2020 = -4.3% /- 8% statewide

**Young, Holly**

---

**From:** King, Mark  
**Sent:** Thursday, April 14, 2022 2:40 PM  
**To:** Adam D. Lamontagne; Young, Holly  
**Subject:** Templeton Roundabout-Bus Shelters  
**Attachments:** Bus Shelter Locations-Templeton.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Adam,

I spoke with Holly Young of your office and she suggested I email you and her.

We are working on the Templeton Roundabout for MassDOT. I spoke to George Kahale at MART who requested the Project provide bus shelters, 1 eastbound and 1 westbound, in the area of the roundabout that would service their passengers. We identified 2 locations that would meet MART's needs. I have attached the plans showing the proposed locations.

The eastbound location would be in front of the old Patriots Roast Beef within the State Highway layout. The westbound location would be at 135 Patriots Rd. just east of the Town Memorial. I believe this property is owned by the Town?

I would like to discuss these locations, their appropriateness, and the next steps. Let me know if you have any questions and when you would like to discuss.

My cell is the easiest way to reach me. Thanks.

**Mark V. King, PE**  
Project Manager



Weston & Sampson  
100 Foxborough Boulevard, Suite 250 | Foxborough, MA 02035  
tel: 508-698-3034  
[westonandsampson.com](http://westonandsampson.com)

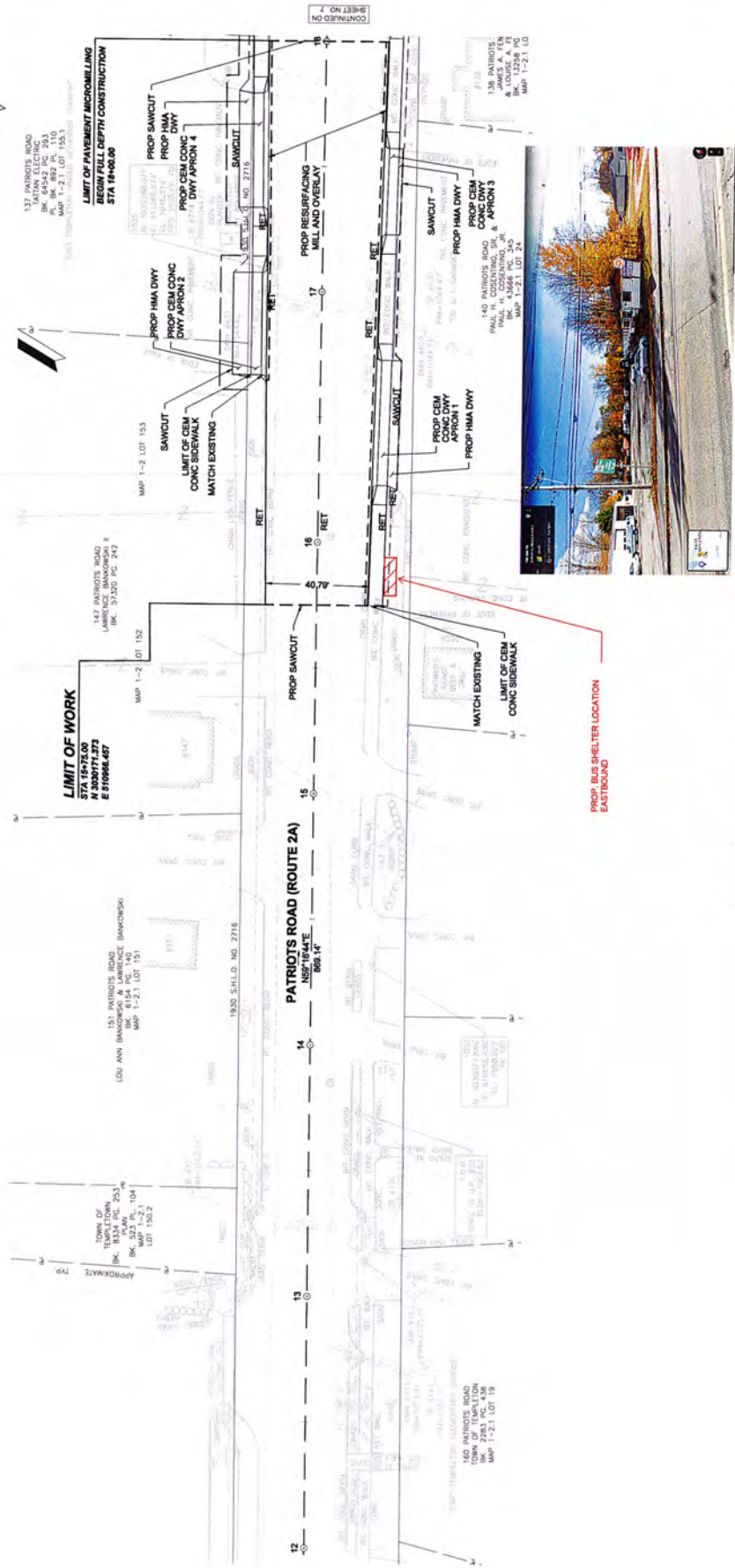
The contents of this e-mail and any attachments are the property of the Weston & Sampson companies. The e-mail contents are only to be used by the intended recipient of the e-mail. If you are not the intended recipient, then use, disclosure, copying, distribution or reliance on the e-mail is prohibited. All professional advice from us should be obtained in writing (not e-mail).



TEMPLETON ROUNDABOUT			
DATE	FIG. AND PROJ. NO.	SHEET NO.	TOTAL SHEETS
10/1/20	100-000000	8	73
PROJECT FILE NO.		608984	

CONSTRUCTION PLAN

- HIGHWAY GUARD DETAILS  
NONE
- WATER SUPPLY ALTERATIONS  
NONE
- DRAINAGE DETAILS  
SEE DRAINAGE & UTILITY PLANS
- CONSTRUCTION PROFILES  
SEE SHEETS 10, 11 & 12



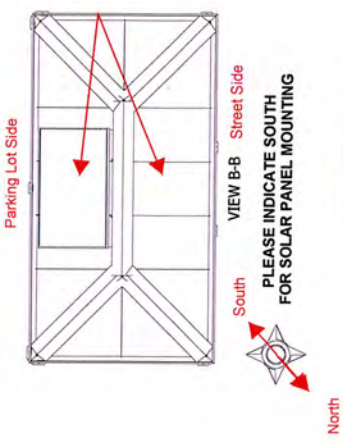
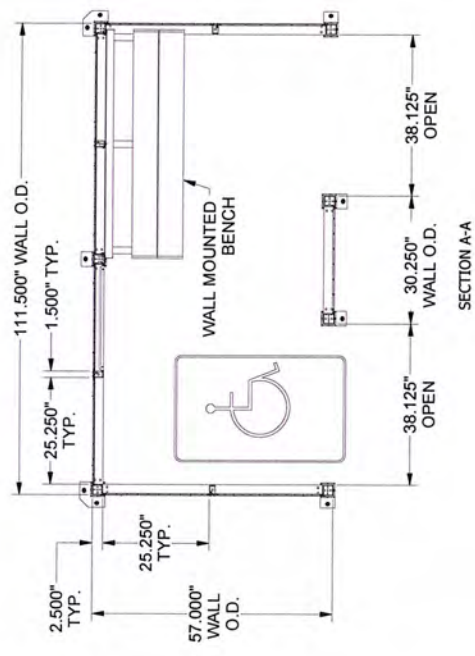
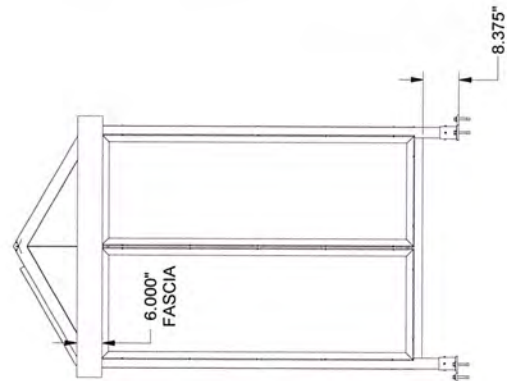
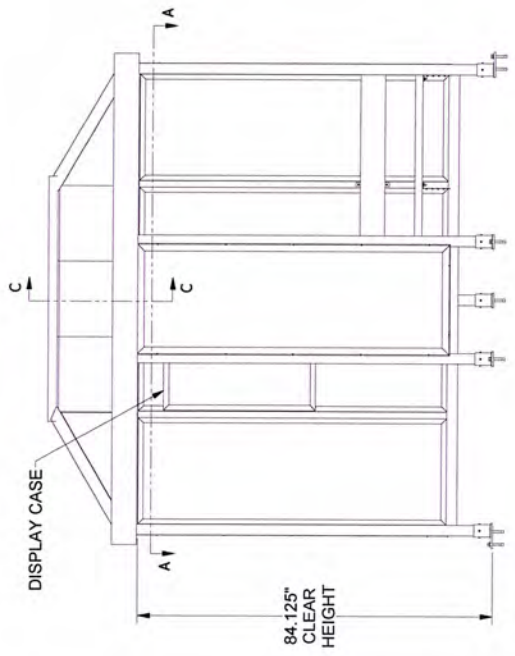
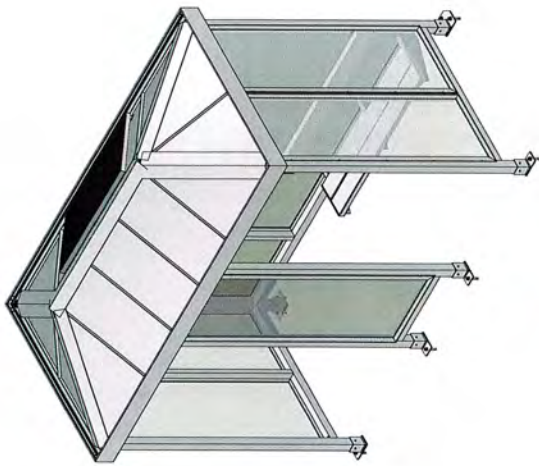
NOTE:  
 1. IN INSTANCES WHERE AN EXISTING MANHOLE, HANDHOLE OR OTHER STRUCTURE CANNOT BE REMOVED OR RESET AND IS WITHIN THE PROPOSED ACCESSIBLE SURFACE, THE STRUCTURE SHALL BE CAREFULLY ADJUSTED SUCH THAT THE TOPMOST SURFACES OR THE STRUCTURE COVER SHALL BE FLUSH WITH THE CURB RAMP SURFACE.

CONTINUED ON SHEET NO. 7









**QUANTITY (1) TRANSIT SHELTER THUS**

**SPECIFICATIONS:**

- DARK BRONZE ANODIZED ALUMINUM FINISH
- 1/4" CLEAR TEMPERED SAFETY GLASS WALL PANELS
- STANDING SEAM ALUMINUM HIP ROOF WITH 6" FASCIA AND INTEGRAL GUTTER
- 5' WALL MOUNTED ALUMINUM BENCH WITH BACKREST
- 24" X 36" DISPLAY CASE WITH TAMPER PROOF HARDWARE FOR CHANGING MEDIA
- SOLAR LIGHTING PACKAGE WITH RIGID SOLAR PANEL, SOLAR CONTROLLER, VENTED ALUMINUM ENCLOSURE, AND 5-WATT LED LIGHT

**BRASCO INTERNATIONAL, INC.**  
 32400 INDUSTRIAL DRIVE  
 MADISON HEIGHTS, MICHIGAN 48071  
 1-800-893-3665 WWW.BRASCO.COM

THIS DRAWING IS CONFIDENTIAL AND IS FOR THE SOLE USE OF OUR CUSTOMERS AND MAY NOT BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION FROM BRASCO INTERNATIONAL. LEAD TIME BEGINS UPON RECEIPT OF SIGNED APPROVAL.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

DESIGNER	RKE	CHECKER	SJT
DATE	11/23/21	DATE	11/23/21
SHEET	001	SHEET	001
JOB #	6806	REV'S ON	A
CUSTOMER	BALTAZAR CONTRACTORS INC.		
PROJECT	TRANSIT SHELTER		
MODEL	SL-0510-F-C-HI-AL-TG-1-0-S		

**BRASCO INTERNATIONAL, INC.**  
 32400 INDUSTRIAL DR.  
 MADISON HEIGHTS, MICHIGAN 48071  
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# STANDARD FINISHES Aluminum Roof Panels



Brasco offers the flexibility of mix-and-match finishes for shelter frames, roofs and accessories. Select from the below colors for pre-finished powder coated and anodized aluminum roofs. Samples are available upon request.

For shelter models with fascia, the shelter's frame and fascia will be powder coated or anodized in the same finish. However, standing seam aluminum roof panels are pre-finished and only available in the colors below. Please contact your Brasco representative for more information.

## BRASCO STANDARD ALUMINUM ROOF SELECTIONS



\*Additional cost may apply.

Colors shown are representative of our supplier's prefinished aluminum colors, but not necessarily exact matches. Colors and availability subject to change without notice. Please contact your Brasco representative for more information.



Standing Seam Aluminum Gable Roof in Bronze.



Standing Seam Aluminum Hip Roof in Matte White



# STANDARD FINISHES Frames & Accessories

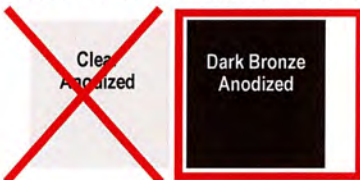


Below are common powder coat colors, specialty powder coat colors and anodized aluminum options. Please note, anodized finish is not available for all models.

Note: Colors shown are representative and not necessarily exact matches. Colors and availability subject to change without notice. Samples are available upon request.

## Anodized Finish

Anodized aluminum finish is not an option with all designs; however, we offer powder coat finishes that match both clear and bronze anodized.



## Powder Coat Painted Finish

BRASCO CORE COLLECTION							
Traffic White RAL 9016	Signal White RAL 9003	Brasco Clear <i>Clear Anodized Match</i>	Grey Aluminum RAL 9007	White Aluminum RAL 9006	Traffic Black RAL 9017	Brasco Bronze <i>Dark Bronze Anodized Match</i>	Signal Brown RAL 8002
Telegrey RAL 7047	Signal Grey RAL 7004	Silver Grey RAL 7001	Slate Grey RAL 7015	Signal Black RAL 9004	Mineral Bronze PCT25111	Terra Brown RAL 8028	Umbra Grey RAL 7022
Ruby Red RAL 3003	Signal Red RAL 3001	Moss Green RAL 6005	Pastel Green RAL 6019	Pale Green RAL 6021	Leaf Green RAL 6002	Yellow Green RAL 6018	Turquoise Green RAL 6016
Ultra Marine Blue RAL 5002	Caribbean Blue RAL 5019	Traffic Blue RAL 5017	Sapphire Blue RAL 5003	Light Green RAL 6027	Water Blue RAL 5021		





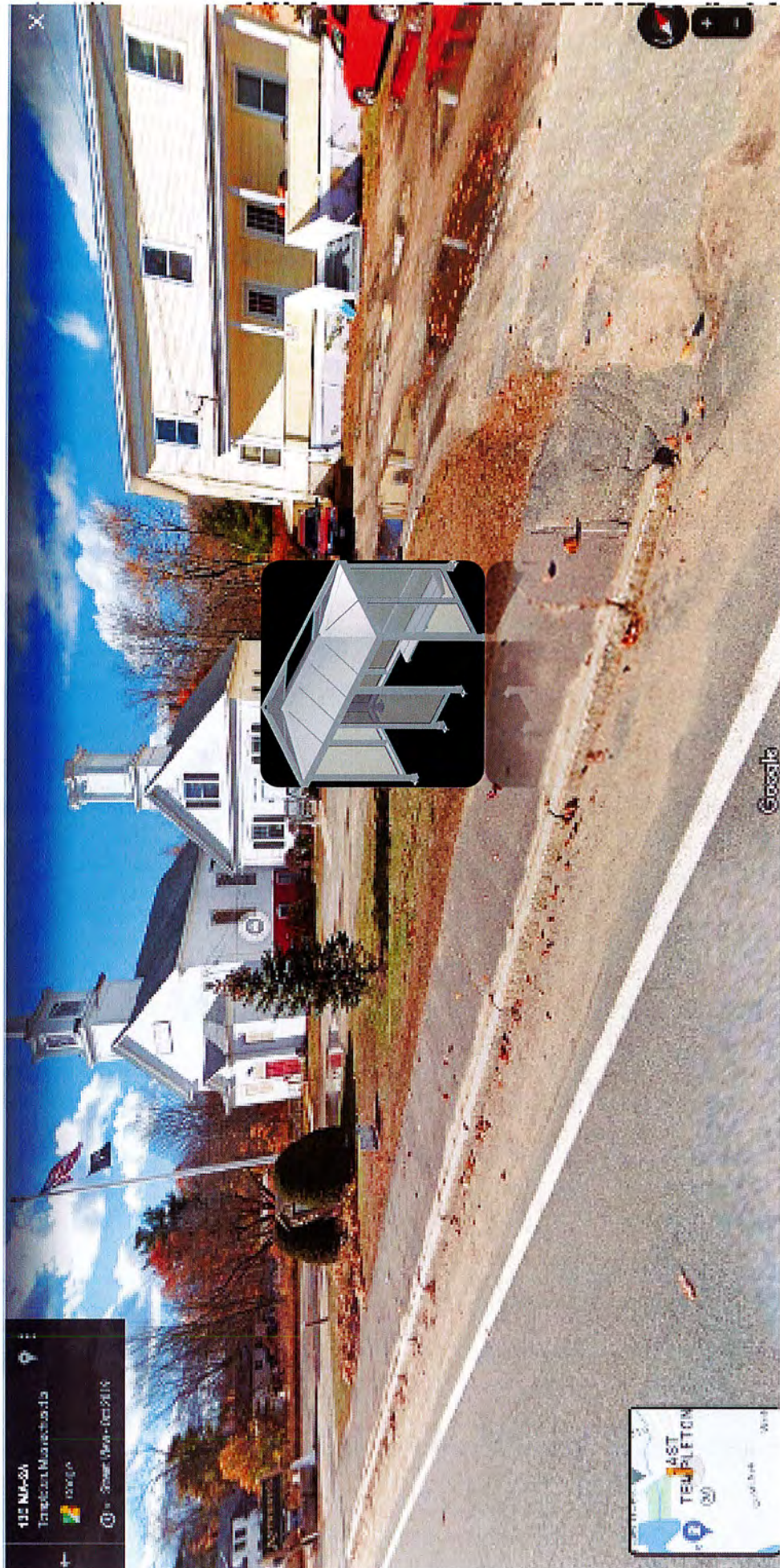
146 MA-2A  
Templeton, Massachusetts  
Google  
Street View Oct 2019



Google







105 Mt-24  
Truitt, Massachusetts  
01069  
Street View - Oct 2016



Google

**Young, Holly**

---

**From:** >  
**Sent:** Tuesday, April 5, 2022 1:02 PM  
**To:** Young, Holly  
**Subject:** Adjusting Sunday liquor sales hours Baldwinville station

S.H.

Good afternoon Holly we would to request a change in our Sunday liquor sales hours changing from 11am-2am to 10am-2am for the Baldwinville Station. That extra hour would benefit us greatly.

Thank you  
Diana and Shawn

Sent from my iPhone





**TOWN OF TEMPLETON  
BOARD OF SELECTMEN  
160 Patriots Road ~ P.O. Box 620  
EAST TEMPLETON, MASSACHUSETTS 01438  
TEL: (978) 894-2755**

## **“Boot Drive” Permit Application & Instructions**

### **Instructions**

1. Discuss fundraiser with organization and provide with Application a letter on the organizations letterhead detailing the fundraiser, location desired, and permission of the organization for you to represent them in this application.
2. Discuss possible location for fundraiser with Police Chief.
3. Discuss possible assistance of CERT Team to assist with the public safety of volunteers and traffic with Emergency Management Director.
4. Read and agree to Waiver & Release of Liability guidelines for “Boot Drives” fundraising events on public ways on the top of page 3.
5. Submit completed application, signed Release, and letter from organization to the Board of Selectmen’s Office as soon as you have done all of the above, but **not less than thirty (30) days** prior to the event. This may be submitted via email , or mail to Town Hall, Attn: Holly Young, P.O. Box 620, East Templeton, MA 01438.
6. Plan to attend the meeting at which the application is to be addressed by the Board.
7. Once the event has been approved by the Board, Submit a completed hold harmless/waiver of liability form **for each participant** to the Executive Assistant to the Town Administrator in the Board of Selectmen’s Office **no later than the last business day prior to the event.**
8. For questions regarding this application, please email or call Holly Young.

**NOTE: Application is subject to approval by the Police Chief as to location and public safety**

**Application for Boot Drive Fundraiser**

1. Name of Organization running fundraiser Friends of Templeton Veterans

2. Organization Information:

Address: PO Box 627 Templeton MA 01468

Daytime Phone Number: 978-846-8733 Email: Templetonveterans@gmail.com

3. Applicant Information:

Name: Sarah Monaco Daytime Phone Number: 978-846-8733

Title (In organization): Secretary / Director Email: Templetonveterans@gmail.com

4. Requested Date: 5 / 21 / 2022 Time: 09 30 1330 Day of the week: Saturday  
Location/Street Requesting to have fundraiser on: RT 68 / 202 RT 101 / 2A

Details & Notes on exact location of people assisting with fundraiser: \_\_\_\_\_

WWII memorial and Baldwinville Common

See attached photos

5. Have you discussed the location and fundraiser with the Police Chief? Yes  No

6. Have you discussed the use of the CERT Team with the Emergency Management Director?

Yes  No

Signature:  Date: 4/17/22



**WAIVER AND RELEASE OF LIABILITY/ASSUMPTION OF ALL RISKS**

I understand that **no minors may assist with or be present** at this "Boot Drive". I understand and acknowledge that participation in a "boot drive" or similar charitable activity involves risk and the potential for injury. I understand that fundraising on and in public ways containing motor vehicle traffic involves risk of injury to any and all parts of my body. I hereby certify that I am aware that I will be placing myself in a potentially hazardous traffic situation and I will not have the assistance of law enforcement traffic at any location.

**RELEASE**

I, Sarah K. Monaco, in consideration of the opportunity to volunteer and for  
(printed name)

other good and valuable consideration hereby acknowledged, do hereby agree to forever RELEASE the Town of Templeton, Town sponsors, employees, agents, members, staff, volunteers and other individuals assisting in promoting and /or conducting the volunteerism (the "Releasees"), from any and all claims, actions, rights of action and causes of action, damages, costs, loss of services, expenses, compensation and attorneys' fees that may have arisen in the past, or may arise in the future, directly or indirectly, from known and unknown personal injuries which I may have as the result of my voluntary participation and all activities related thereto.

I further agree this release shall be legally binding upon myself, my heirs, successors, assign, and legal representatives; it being my intention to fully assume all risk of participation in the program and to release any and all the aforementioned parties from any and all liabilities to the maximum extent permitted by law. I also promise to INDEMNIFY, REIMBURSE, DEFEND, AND HOLD HARMLESS the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, including claims for damages, costs and attorneys' fees, arising from personal injuries to or caused by myself or property damage resulting from my participation in the project.

I hereby further covenant for myself, my successors and assigns not to sue the said Releasees on account of any such claim, demand or liability.

I understand that my voluntary participation in this "boot drive" is contingent upon acceptance by the Town of Templeton.

I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

**KNOWING AND VOLUNTARY EXECUTION**

I have carefully read and fully understand the contents and legal ramifications of this Agreement. I understand this is a legally binding and enforceable contract. I am fully aware that by signing this document I am releasing the above-mentioned parties from liability that may arise as a result of intentional or negligent acts of the Releasees and it is my intent to release the Releasees from liability relating to any accident, injuries, including but not limited to physical, mental or emotional injury, as well as property damage, or death that may occur while participating in the "boot drive". I sign this WAIVER AND RELEASE OF LIABILITY/ASSUMPTION OF ALL RISKS of my own free will. If I had any questions or issues about this document, I have asked those questions and I have been provided with complete information, which was fully responsive and to my satisfaction. I have had an opportunity to consult an attorney prior to signing this consent.

Executed this 17 day of April, 2022.

SIGNATURE OF APPLICANT 

# Memorial Day Volunteer Toll Booth

Friends of Templeton Veterans, 501c3

21 May 2022

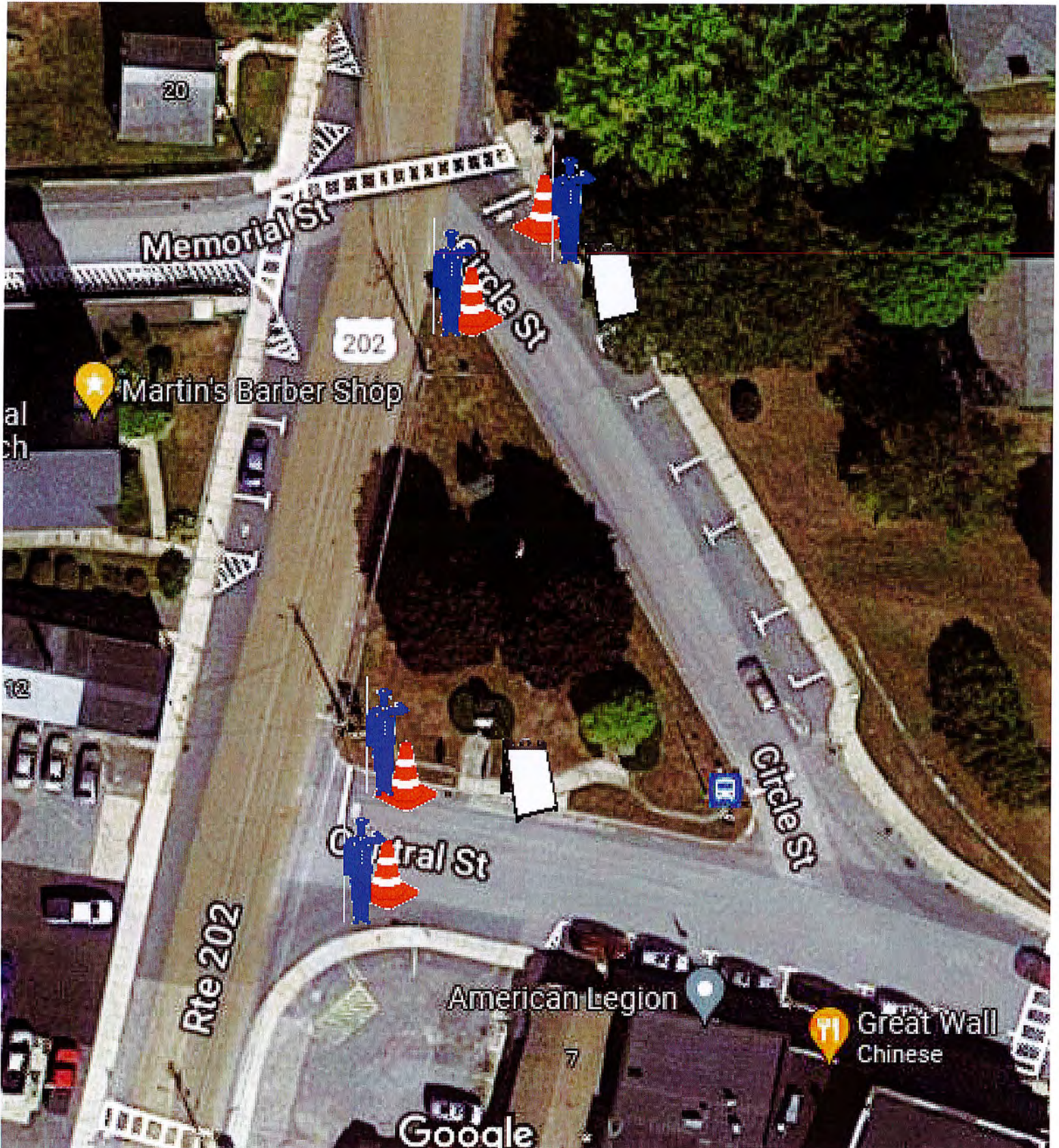
10am-1pm

Rain Date, 22 May, same times

- 8 personnel minimum
- ~8 traffic cones (ideally from CERT)
  - 4 A-frame signs
- Military boots to collect donations
- All sites are proposed and will shift based on town recommendations and safety



# Baldwinville Center Site





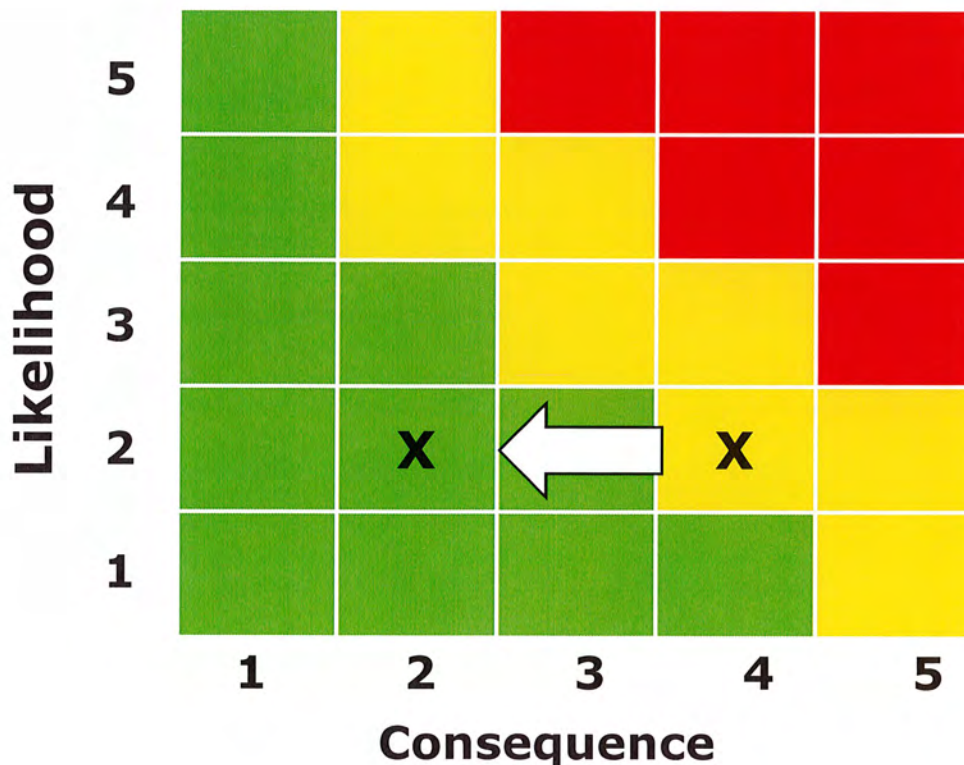




# Risk Assessment

## Risk Statement

- Traffic accidents; collision with pedestrian; theft
- Initial: 2/4
- Mitigated: 2/2 for planned event; multiple participants; supervision; safety equipment; situational awareness; awareness and coordination with town agencies



**Adam D. Lamontagne**

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**From:** Rian I  
**Sent:** Thursday, April 14, 2022 9:06 AM  
**To:** Adam D. Lamontagne  
**Cc:** Tom Harrington  
**Subject:** Disposition of Town-owned property at 19 Central Street

Hi Adam,

You requested an email that you can send to the Board regarding selling the property at 19 Central Street. Please see below, and let us know if you have questions.

---

The Town would like to sell the Town-owned property at 19 Central Street. M.G.L. c. 30B provides that:

If a governmental body duly authorized by general or special law to engage in such transaction determines that it shall rent, convey, or otherwise dispose of real property, the governmental body shall declare the property available for disposition and shall specify the restrictions, if any, that it will place on the subsequent use of the property.

*Id.* at § 16. Pursuant to this section, the Select Board may declare land to be surplus to Town needs and available for disposition by motion at a meeting if that property is not under the jurisdiction of another board in the Town. The Chapter 30B Manual recommends a systematic approach to determining whether the Town may need the property currently or in the future by developing an inventory, surveying department heads, and inviting public comment. Chapter 30B Manual at 98. In declaring property to be surplus, the Board may also specify any restrictions it would like to place on the use of the property by the buyer.

Additionally, the Town must “determine the value of the property through procedures customarily accepted by the appraising profession as valid.” M.G.L. c. 30B, § 16(b). This may be accomplished in one of several ways. According to the Chapter 30B Manual, “[y]ou may hire an appraiser, although you are not required to do so. You may also rely on the municipal assessment of a property’s value if it is current, if the municipality is assessed at 100 percent, and if the assessment is determined through valid procedures.” Chapter 30B Manual at 98. This assessment is a crucial step: “The requirement for competition is triggered by the *value* of the property, not the price your local jurisdiction expects to receive for the property.” *Id.*

If the assessed value of the property exceeds \$35,000, the Town must solicit proposals for its disposition. The solicitation process requires a description of the property, evaluation criteria (which can be as simple as selling to the highest bidder), and a rule for award. The Town must advertise for proposals once a week for two consecutive weeks, with the last publication at least eight days before the day for opening proposals. The advertisement shall specify the geographical area, terms and requirements of the proposed transaction, and the time and place for the submission of proposals.

Finally, the following requirement applies regardless of the value of the property:

If the governmental body decides to dispose of property at a price less than the [properly assessed value], the governmental body shall publish notice of its decision in the central register, explaining the reasons for its decision and disclosing the difference between such value and the price to be received.



M.G.L. c. 30B, § 16(g). So, if the property is valued at \$30,000 and the Town decides to sell it for \$5,000, it would need to explain its reasons in a submission for the Central Register.

Best,  
Rian

Rian Rossetti Holmquest

MiyaresHarrington - Local options at work

Miyares Harrington LLP

41  
WTC

[www.miyares-harrington.com](http://www.miyares-harrington.com)



S.K.

# Templeton Police Department

33 South Road • Templeton, Massachusetts 01468  
Phone 978-939-5638 • Fax 978-939-2042

To: Templeton Select Board  
From: Chief Michael R. Bennett  
Re: Thirsty Turtle Mutual Agreement  
Date: April 14, 2022

Board Members,

On Monday the 11<sup>th</sup> of April 2022 I, Chief Michael R. Bennett, and Sgt. Steven Flis met with Jason Arsenault the owner of the Thirsty Turtle Pub to discuss numerous incidents, which have taken place at his place of business over the past sixty (60) plus days from the beginning of February to this past weekend April 9<sup>th</sup>, 2022. During this time frame the Templeton Police Department had to respond to numerous incidents, which were directly related to Mr. Arsenault's place of business. It must be noted that Mr. Arsenault requested to meet with myself and Sgt. Flis to discuss this matter. After discussing many options to address the matter at hand a mutual agreement was reached where Mr. Arsenault agreed to have detail officers at his place of business for the next ten (10) weeks from 10pm to 2am on Friday and Saturday nights. At the end of the agreed upon ten (10) weeks of details the situation will be re-evaluated, and a decision will be made at that time on how to move forward.

Respectfully,

Michael R. Bennett

Chief of Police



5.2.



**TOWN OF TEMPLETON**  
**Department Of Public Works**  
**381 Baldwinville Road**  
**TEMPLETON, MASSACHUSETTS 01468**

**TEL: (978) 939-8666**

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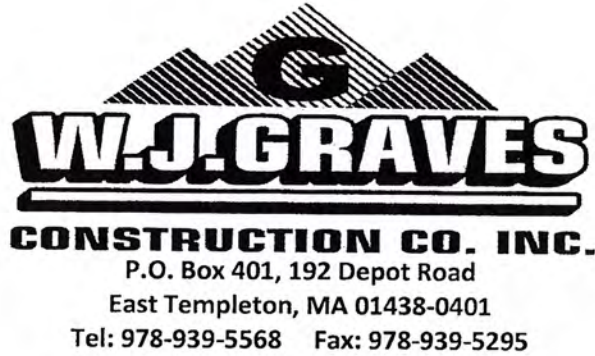
To: Adam Lamontagne / Selectboard members  
From: Bob Szocik DPW Director  
Re: Depot Road  
Date: 4/9/2022

Adam / Selectboard I was approach by Todd Constantine Manager of W.J Graves I was asked if they were to purchase some asphalt if Depot Road down near the plat could get fixed. The section we are talking about is 26' wide by 200 'long. There is a bad dip in the road and a low shoulder. I & Todd look at location and figured it would take about 75 ton to make the repair. With this being said I would have to get select board approval for donation of asphalt. If Select board approves this the dpw will be putting asphalt in place and rolling asphalt.

As this is a small area under 500' we cannot use chapter 90 monies for it. I feel we should honor this as it will still be a small improvement to the town and working with our local businesspeople & companies.

Sincerely

Robert Szocik



April 7, 2022

Town Administrator  
Board of Selectmen  
Town of Templeton  
Town Hall 160 Patriots Rd.  
East Templeton, MA 01438

RE: Depot Road East Templeton, MA

This letter is to confirm that we will be purchasing and donating 75 tons worth of asphalt for repairs to Depot Road East Templeton by our plant. The Department of Public works will be providing the work and equipment to put in place.

If you have any questions, or need further information, please do not hesitate to contact me @ #978-939-5568.

Sincerely,

Todd Constantine  
Manager





S.M.

The Commonwealth of Massachusetts  
Office of the Attorney General  
One Ashburton Place  
Boston, Massachusetts 02108

## OPEN MEETING LAW COMPLAINT FORM

### Instructions for completing the Open Meeting Law Complaint Form

The Attorney General's Division of Open Government interprets and enforces the Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25. Below is the procedure for filing and responding to an Open Meeting Law complaint.

#### Instructions for filing a complaint:

- o Fill out the attached two-page form completely. Sign and date the second page. File the complaint with the public body within 30 days of the alleged violation. If the violation was not reasonably discoverable at the time it occurred, you must file the complaint within 30 days of the date the violation was reasonably discoverable. A violation that occurs during an open session of a meeting is reasonably discoverable on the date of the meeting.
- o To file the complaint:
  - o For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body AND to the municipal clerk.
  - o For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
  - o Complaints may be filed by mail, by email, or by hand. Please retain a copy for your records.
- o If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

#### Instructions for a public body that receives a complaint:

- o The chair must disseminate the complaint to the members of the public body.
- o The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- o After review, but within 14 business days, the public body must respond to the complaint in writing and must send the complainant a response and a description of any action the public body has taken to address the allegations in the complaint. At the same time, the body must send the Attorney General a copy of the complaint and a copy of the response. The public body may delegate this responsibility to an individual member of the public body, its counsel, or a staff member, but only after the public body has met to review the complaint.
- o If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

#### Once the public body has responded to the complaint:

- o If you are not satisfied with the public body's response to your complaint, you may file a copy of the complaint with the Division by mail, by email, or by hand, but only once you have waited for 30 days after filing the complaint with the public body. Mail may be sent to: The Division of Open Government, Office of the Attorney General, One Ashburton Place - 20<sup>th</sup> Floor, Boston, MA 02108. Emails may be sent to: [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us).
- o When you file your complaint with the Division, please include the complaint form and all documentation relevant to the alleged violation. You may wish to attach a cover letter explaining why the public body's response does not adequately address your complaint.
- o The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

If you have questions concerning the Open Meeting Law complaint process, we encourage you to contact the Division of Open Government by phone at (617) 963-2540 or by email at [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us).



## OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

### Your Contact Information:

First Name: Robert Last Name: May

Address: 1137 Shady Ln

City: Templeton State: MA Zip Code: 01468

Phone Number: 9788956217 Ext. \_\_\_\_\_

Email: robertmayt@yahoo.com

Organization or Media Affiliation (if any): \_\_\_\_\_

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual  Organization  Media

### Public Body that is the subject of this complaint:

City/Town  County  Regional/District  State

Name of Public Body (including city/town, county or region, if applicable): Selectboard

Specific person(s), if any, you allege committed the violation: Terry Griiffis (Clerk) and Board of Selectman

Date of alleged violation: 12/08/21



## Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

On December 8,2021 the BOS held an open meeting. Agenda item 5(c) is listed as Action RE: Annual License Renewals~Liquor, Common Victualler, AutomaticAmusement, Entertainment, Class II & III Auto~

At about 10:40 minutes into the meeting, discussion starts by Chairrman Currie asking if we ever read these into the minutes. Holly(Executive Secretary of BOS who does clerking job at meeting) can be heard responding. In her response she mentions she can place the list within the minutes to which Mr Currie replies in the affirmative. <https://www.youtube.com/watch?v=aPA6r4Ggyvk&t=653s>  
No list appears in minutes approved 12/22/21

A posted agenda item, not read into record, voted on, but no list recorded, nothing listed in minutes. Only mention at all is that BOS voted and approved the "list as presented" Chairman Currie does note a list of applicants can be found by looking into the documents provided on webpage. Those are the unapproved items in "draft" form and no verification exists that is the "list as presented" that was voted on.

I do not believe these actions meet the standards imposed by the OML.  
Chapter 30 Section 22 (a,c,d)  
CMR 940 29.11 (1,2)

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Since this is such a recurring issue in Templeton I feel it requires more than simple training.

## Review, sign, and submit your complaint

### **I. Disclosure of Your Complaint.**

**Public Record.** Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

**Publication to Website.** As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

### **II. Consulting With a Private Attorney.**

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

### **III. Submit Your Complaint to the Public Body.**

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us).

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: Robert May

Date: 4/11/22

*For Use By Public Body*

*Date Received by Public Body:*

*For Use By AGO*

*Date Received by AGO:*

**Adam D. Lamontagne**

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**From:** Gobi, Anne (SEN)  
**Sent:** Friday, April 1, 2022 9:50 AM  
**To:** Adam D. Lamontagne  
**Cc:** Loosemore, William (SEN); McDiarmid, Lucas (SEN); Whipps, Susannah - Rep. (HOU); Zlotnik, Jon - Rep. (HOU)  
**Subject:** funds

Just reaching out to let you know that the Town of Templeton is scheduled to receive \$250,457 from the Winter Recovery Assistance Program (WRAP) which was voted on and approved by the House and Senate. It is just awaiting the Governor's signature, which we anticipate will happen quickly. This figure is calculated based on miles of roads and is separate funding from your Ch 90.

Any questions, feel free to call or email.

Anne, Susannah, Jon



**OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Select Board and Advisory Committee

**FROM:** Adam Lamontagne, Town Administrator

**RE:** **ARPA Spend Plan Recommendations**

**DATE:** April 19, 2022

**CC:** K. Pontbriand, H. Young, and J. Graves



The start of this process was an email which included a presentation and ARPA submission form by Mr. Justice Graves, the Administrative Intern, to all Town departments including the School District on September 28, 2021. We then took all the submissions that we received and on January 19, 2022, we opened public input on the requests to allow for the folks in town to comment and rank such requests up until February 2, 2022. The data we received can be found in Exhibit A. We received \$2,929,637.49 spread over 25 requests for scheduled to receive ARPA funds. The full listing of applications submitted from those departments is included in Exhibit B.

The Select Board voted on February 9, 2022 to *declare funds received under the federal American Rescue Plan Act (ARPA) of \$10,000,000 or less to be declared to be so-called "Lost Revenue" available for any lawful governmental purpose excepting those expressly forbidden in said Act.* Based on this vote, we still cannot use the funds for deposits into a pension fund, deposits into a rainy-day fund or financial reserves, funding debt service, or funding legal settlements or judgements. Submitted herewith for your consideration (Exhibit C) is my recommendation up to this point as to how the Town might best use the grant of \$2,432,504 that we are scheduled to receive under the federal American Rescue Plan Act (ARPA).

Upon your action, these recommendations - as you might amend them - will become the so-called "Spend Plan". I consider this a work of progress that we really need to be thoughtful and careful to come up with the final product. The first half of these monies at \$1,216,252 was received in the first quarter of this fiscal year and the second disbursement of an equal amount is expected to be received on or about the same timeline in FY '23. Monies must be fully committed by December 31, 2024 and fully expended by December 31, 2026. Since we have until December 31, 2024 to fully commit to how we will allocate such funds, I will hold the rest of my recommendations.

We have some very serious projects such as the Main Street Bridge, Hamlet Mill bridge and Stone bridge. We believe the Main Street bridge project will be upwards of \$2 Million +.

Fortunately for the Town, Biden signed into law in late 2021 a bipartisan bill pouring \$1.2 Trillion into roads, bridges, broadband and other critical infrastructure. We really want to wait and see what the Town may receive from this bill before we move ahead with the final “Spend Plan”.

I seek your authorization on the proposed “Spend Plan” of \$617,950. This will leave us with \$1,814,554 uncommitted until we receive word on the monies slated for Templeton infrastructure needs.



## Templeton ARPA Public Input and Suggestion Form

Project Rankings

<i>Project*</i>	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Undecided</i>	<i>Agree</i>	<i>Strongly Agree</i>
Senior Services: Monthly Meals	18.4	10.2	12.2	22.4	<b>36.7</b>
Police: Employee Staffing	12.2	10.2	8.2	22.4	<b>46.9</b>
Sewer: Crotty Avenue Design Phase	24.5	16.3	42.9	14.3	2
Sewer: Premium Pay for Essential Workers	<b>36.7</b>	10.2	18.4	16.3	18.4
Police: Premium Pay for Essential Workers	24.5	8.2	4.1	18.4	<b>44.9</b>
Assessors: Premium Pay for Essential Workers	<b>46.9</b>	24.5	12.2	6.1	10.2
Town Clerk: Premium Pay for Essential Workers	<b>51</b>	20.4	16.3	6.1	6.1
Development Services: Premium Pay for Essential Workers	<b>38.8</b>	14.3	18.4	10.2	18.4
Treasurer/Collector: Premium Pay for Essential Workers	<b>53.1</b>	20.4	14.3	6.1	6.1
Senior Services: Premium Pay for Essential Workers	<b>32.7</b>	12.2	18.4	16.3	20.4
Library: Premium Pay for Essential Workers	<b>46.9</b>	18.4	18.4	6.1	10.2
Veterans: Premium Pay for Essential Workers	<b>34.7</b>	12.2	20.4	14.3	18.4
Community Services: Premium Pay for Essential Services	<b>36.7</b>	18.4	18.4	10.2	16.3
DPW: Baldwinville Fire Department Building	24.5	6.1	<b>26.5</b>	22.4	20.4

# Templeton ARPA Public Input and Suggestion Form

## Project Rankings

NRSD: MCL ESSER Offset/FY22 MLC Increase	<b>46.9</b>	12.2	24.5	8.2	8.2
NRSD: HVAC Upgrades at Middle/High School	<b>40.8</b>	22.4	8.2	12.2	16.3
NRSD: Replace Internet Core Switches	<b>36.7</b>	24.5	16.3	14.3	8.2
NRSD: Family Subsidies for Extended Day Program	<b>42.9</b>	24.5	12.2	8.2	12.2
NRSD: Athletic Field Drainage	<b>46.9</b>	18.4	16.3	12.2	6.1
NRSD: North Side of Middle/High School Drainage	<b>46.9</b>	18.4	18.4	8.2	8.2
DPW: 6-Wheel Dump, Plow, Sander Truck	<b>30.6</b>	18.4	14.3	28.6	8.2
DPW: Cemetery Dump Truck	<b>30.6</b>	24.5	26.5	16.3	2
DPW: Main Street Bridge	<b>30.6</b>	12.2	16.3	<b>30.6</b>	10.2
DPW: Road Drainage and Repaving	22.4	4.1	10.2	<b>34.7</b>	28.6

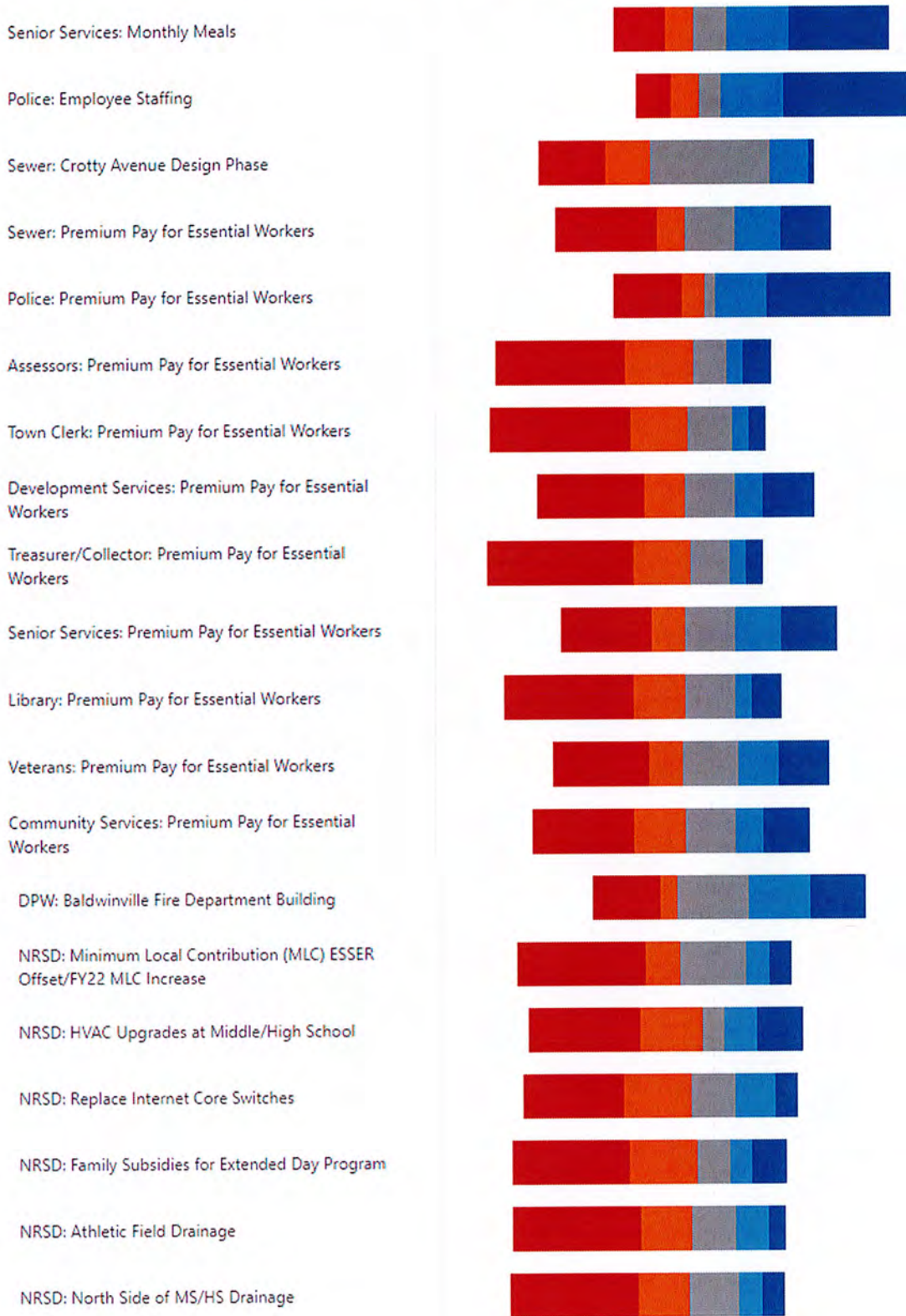
\* All numbers for project rankings are percentages.



# Templeton ARPA Public Input and Suggestion Form

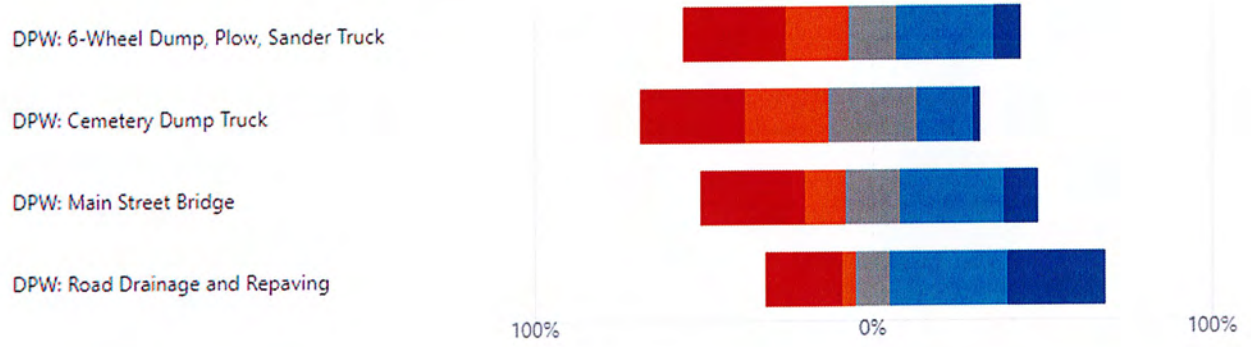
## Project Rankings

■ Strongly Disagree 
 ■ Disagree 
 ■ Undecided 
 ■ Agree 
 ■ Strongly Agree



# Templeton ARPA Public Input and Suggestion Form

## Project Rankings





# Templeton ARPA Public Input and Suggestion Form

Question #3

What project proposed out of the one's above are you most supportive of? Why?

NRSD HVAC/Road Drainage-repaving as these two items deal with issues related to Covid or to benefit the taxpayer!

Road drainage and repaving - neglected way too long.

These funds should be used as one time funds. They should not be put towards something the tax payers are going to have to pay for once the funds are gone.

Police Department

Paving and drainage work and the bridge work. Need to maintain strong infer structure of are roadways

NRSD Minimum Local Contribution ESSER offset/FY 2022 MLC increase. This impact everyone in the town. It is the most reasonable choice.

Road drainage and repaving. Effects most residents.

Senior services monthly meals.. seniors are being hit exceptionally hard right now and need help

I feel most supportive about the HVAC upgrades and internet core switches for NRSD. Our children deserve adequate HVAC, and being an IT professional, the importance of a modern networking environment is more important than most upper management realize.

Roads/infrastructure/ public works. Would benefit the largest number of town residents/taxpayers.

Pay for employees

Police related, the Police, Fire, and Board of Health were on the frontlines of Covid. These monies are due to Covid and I feel they should benefit them first.

Replacing the roads. They are shit and falling apart.

Premium pay for all essential worker, because they had to work very unsafe conditions during the pandemic

NONE

Police

Police

Police Staffing

Essential Pay for anyone who worked through the pandemic with public interaction, or dealing directly with Covid such as the BOH

Police

Anything related to maintenance of the middle/high school. We can't afford a new one so let's keep it well maintained.

DPW CEMETERY TRUCK THEY DONT NEED IT

Main Street Bridge because it needs to be fixed.

Road drainage and repaving of South road. Our roads are in terrible shape. Monies should benefit the town as a whole.

Road drainage and repairs

DPW, seniors and police ... the school has gotten plenty lately

Police Employee Staffing - they do more than just serve and protect and are necessary....especially with this changing world!

Staffing police and essential worker bonuses



## PW: Road Drainage and Repaving

All Community services departments premium pay. They were all expected to up their normal workload, interface with the public and deliver more services. Other departments were not public facing or were instructed by the state to decrease their interactions with the public.

Police/essential worker premium pay because those people worked through the pandemic when many others worked from home. Essential workers sacrificed a lot during the pandemic

Many of the essential workers have put their lives at risk every day, essentials like police emts firefighters nursing home staff. They should be receive premium pay as they are also putting their loved ones at risk when they come home as well

Premium pay for all under the Community Services umbrella and Development as they were asked to do more than their normal scope and directly face and interact with the public during the pandemic.

Road drainage and repaving. The roads in town are lousy.

police, fire, dpw staffing

Employee's that showed up to work everyday through all of this deserve something. Especially those along the true front lines EMS, Fire, Police. None of them were offered plus 600.00 a week to sit home, and often they were working with covid positive patients/subjects putting themselves and their loved ones at risk.

Lots of people made a ton of extra money during this whole pandemic. Everyone was getting unemployment bonus's plus be allowed to work from home. 1st responders showed up to work everyday, and got nothing often dealing with covid positive individuals. Its a shame that this has not already happened, but yet people who were allowed to stay home collected extra money week in and week out making more than the people showing up to work everyday. Templeton should set an example for once and take care of those who take care of you!!!!

I am in support of paying the Core service providers that were dealing with the public throughout the Pandemic. They were frontline, did not work from home, behind locked doors, worked continuously with the Public. That should be recognized. The work one week on, one week off, or at Town Hall where they didn't allow the public in for an entire year..... there was no risk, so no reward. Shame on the Fire Dept for not putting in for the pay for their fire and ems who were also front line workers through it all. I also feel that some of the roadway projects through the DPW should be reviewed as what hasn't gone to bid or slated in the budget they have already.

Police and Fire

Anyone that still performed duties at there workplace should receive something for their commitment during these trying times. Lots of people got to work from home, and some even collecting extra money. Would be nice if the employees that showed up day in and day out got something as well.

police

Our Police Department is currently under staffed, and not even close to staffing levels that comply with the national average per population.

Road Drainage and Repaving, everyone uses the roads and some are in horrible conditions



Since the pandemic started and we went into lockdown March of 2020 most people got to work from the safety of their home most collecting absurd amounts of money plus\$600, then plus \$300. Our first responders got nothing. Showing up for work day in and day out, exposed to the most risk by far. Shame on the state & towns for not taking care of those who protect and take care of them. They deserve more help, and should be compensated for what they did during this. Imagine going home everyday worrying about bringing this stuff home to your families, while most of the US went on a very well paid vacation. I've read where a bunch of towns have already approved the additional pay for first responders, we should do the same.

Senior meals, many seniors are isolated and this opportunity would serve to add enrichment for their lives, a meal with companionship and a way to do wellness check without being intrusive.

Main Street Bridge. Impact to local business and water system if this bridge collapses will be huge.

I feel this money should be used to benefit the entire town, and/or the seniors that live here.

Meals for Seniors

premium pay for employees who worked outside of their jobs  
subsidies for extended day

I believe the pay for essential workers who were required to show up and actually worked with the Public. Town Hall closed to the public, no one had one on one with the public. Departments that worked one week on one week off I'm on the fence about, they got 2 free weeks of pay per month as their incentive, they didn't have to show up to work, use any of their accrued time and still got paid. Every other worker in most states that were required to go into work and work with the public have been given something in appreciation for their dedication, private and public sectors. Let's show our workers that we truly appreciate what they do. Also, the fire department isn't on the list, I believe their full time Paramedics should be included in the list of essential workers for compensation.

16 respondents (35%) answered **Police** for this question.





# Templeton ARPA Public Input and Suggestion Form

Question #4

What project proposed out of the one's above are you least supportive of? Why?

Premium pay for government workers.

Town Hall was in lock down for over a year! No ventilation upgrades, HVAC upgrades during entire lockdown.

Many employees did not follow recommended safety precautions as witnessed by many taxpayers. To them give them premium pay is an insult to taxpayers

Premium pay - while our town's essential services deserve it, people want to SEE material results of their taxes

Increasing salary's, these are one time funds. Let's not put ourselves in a position where we are going to have to let people go once they run out.

Premium Pay for Library

We just don't have enough money to support every project

All Premium pay for essential employees. As an essential employee myself I do not believe it is necessary and this is only beneficial to a minimal number of people and will not help the town as a whole.

Anything to do with schools. Phillipston should pay their fair share.

premium pay for anyone. a lot of people have lost their jobs, those that have them should be thankful they do, and do not need premium pay. who determines if an employee is essential ?

I disagree with Police employee staffing if it means hiring police officers instead of funding our roads, sewer, water and schools. We don't need another officer, we need teachers.

Premium pay for town employees.

I support anything that helps the town

Any form of Premium Pay for Depts that closed or reduced public availability heavily, such as some town hall related depts.

Giving any money to town government employees. (Not including police, fire, or ems services) The town people suck. Tell them to get a real job and step out of politics...

N/A

NONE

Fire

DPW

DPW

Veteran Services should lower their amount

DPW

I do not support premium pay for any town essential workers OTHER than the police department. Working from home during COVID couldn't qualify. There are plenty of medical professionals that haven't received any type of this "bonus".

DPW: 6-Wheel Dump, Plow, Sander Truck

DPW: Cemetery Dump Truck Because you can use a plow truck for the same job not in the winter time.



Any money requested for Essential workers pay is not appropriate! These people are not essential in the manner requested. Library workers? It's barely been opened. This is about the town. Not individual's pockets.

Any that want pay raises for town employees.

They should not be rewarded for doing the job they applied to do.

Pay increases, not the time and then the burden falls on the taxpayers

Premium Pay for Essential - appreciate it but you get paid to work - all of our employees worked straight through as "essential" as well. Too much emphasis on essential - aren't we all?

Paving

anything for NSRD

Premium pay for other Departments than Community Services. Town Hall closed and fire dept train for these issues, police ceased some activities to limit exposure and did not uphold town restrictions in place by BOS and BOH.

Any infrastructure plan. I choose people over objects. Show the workers how much we value them

Town clerks would lock the doors, would not interact with the public, you would do everything via the phone, they wouldn't work on Fridays or over the weekend. I can't justify paying people who do the bare minimum

Premium pay for Police Department as they actually did less during the pandemic as directed by state law enforcement guidance. The COVID pandemic did not adversely affect their health safety as they routinely deal with citizens who may have any communicable diseases and have to protect themselves routinely prior to the pandemic. This also applies to the Sewer and DPW departments.

Using these funds for correcting shortfalls in the towns operating budget or the NRSD budget shortcomings is unrationale at best. We must continue to learn to live within our means. These numerous projects appear to be a "money grab" to strengthen certain departments operational status. This places the towns inability to properly plan, fund, and execute the annual budget squarely in the public's face.

Anything for the NRSD. They need to work with the budget they have.

drainage at school playing field

monies better used else where

Premium pay for individuals that got to work from home. They were not subject to any risk through this, but got to work from the safety of their home, and save on gas, and many other things they come with traveling to work everyday.

Individuals that got to work from home through this whole thing do not need premium pay.

NRSD requests.

DPW and All

Employees that got to work from home should not receive premium pay.

fire

Anyone who was allowed to work from home through the pandemic should not receive "PREMIUM PAY".

Any of the extra pay for workers. They did not lose their jobs and the money will only benefit them not anyone in the town



Anybody that got full pay and worked from home, does not deserve the premium pay. There are none that I am opposed to.

DPW: Cemetery Dump Truck. This vehicle is listed ad "CD-5" and was recently replaced. WHO is kidding who? Sorry, cannot support this

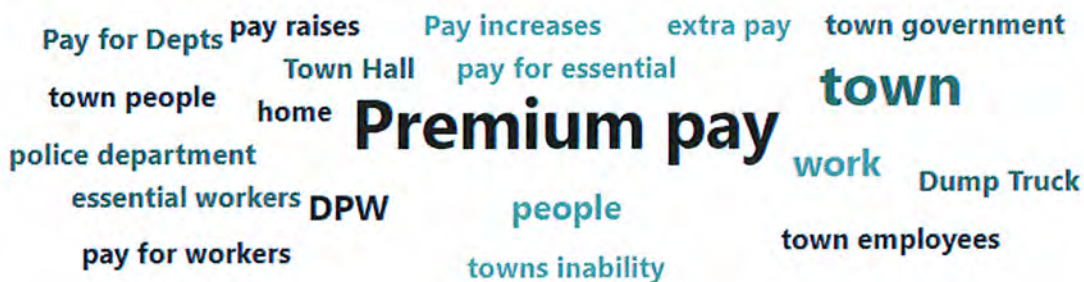
I feel employees of the town should not be rewarded for doing their jobs during the pandemic. Many of us in the private sector worked through the pandemic too and did not expect to receive a bonus. We feel we were lucky to have been employed through the pandemic.

VEHICLES....if you have to create your own checkbox- it's probably not a legal use of the \$

All this town cares about is trucks & cruisers- sad

The larger jobs and equipment by highway. There is other state funding out there for those particular requests. Also, tied for me is the pay for town hall workers that were behind closed doors to the public for a year.

16 respondents (35%) answered **Premium pay** for this question.





# Templeton ARPA Public Input and Suggestion Form

Question #5

Do you have a suggestion for a project that the Town should consider/pursue?

Consolidating the Ambulance/Fire Department into one central building location. It would limit vehicles required, SCBA required \$280,000 presently, mechanical upkeep (example of 3 exhaust units @\$100k) because we have 3 buildings. Multiple washers/dryers, etc that we spend hundreds of thousands on simply because we have 3 old buildings

1) Economical vehicle for TSCC for long distance medical appointments. 2) HVAC for NRSD - so school year is more flexible and can move from archaic agricultural schedule to the modern era where both parents work. Climate change reflects hotter summers earlier. 3) FINISH any OLD projects before starting any new ones 4) REMOVAL of derelict buildings (Rt 68, Pleasant St, etc) and resale. 5) Can an endowment fund be created and not touched for 10 years for Capital improvements?

I personally feel that the town should continue to repair the towns infer structure. A quality infer structure will help lure businesses to town. Which in turn generates revenue for the town

No

None in addition to the ones in this survey.

Tax assistance for the elderly, as real estate taxes increase, our elderly are put into a bind, as they are on a fixed income. we provide tax relief to business that operates in town, which are in the business of making money, but leave the elderly, who have paid their dues to suffer. need to do something to bring business to town, whether it be some infrastructure or whatever, we need a home depot, lowes, grocery store, etc in this area..

The town should consider having adequate staffing for our schools as the most important decision we have to make. Our children are more important than we are. Something to also help the Fire Dept. Maybe upgrades to infrastructure for the Mall of Templeton to make it viable for a bigger business to move in

Bring back the Templeton IceCream Barn.

New Town hall the old antiquated building is out dated and embarrassing

NONE

Police

Police

Police Staffing

Police

Get more business to town

Water, sewer, infrastructure. Plenty of needs in that area.

A study of which roads are the most important for repairs.

Water dept line on 2a that's always breaking

Stony Bridge repair!

Dpw essential worker pay

Repaving and drainage of Barre road. it is the worst road in town and getting dangerous!



Create a true community shelter area, create emergency preparedness plan for town, repair sewer lines that have been breaking. Upgrade broadband for communication between offices to support communication during state of emergencies.

No

None at this time

We should reserve as much as these funds as possible and follow the state guidance for legal use of ARPA funds for future contingencies. One possible use would be to refurbish the lower level of the Senior Center and create a sustainable, reliable, functional space for a proper Emergency Operations Center (EOC) that follows government guidelines for the correct configuration and staffing of EOCs. We currently have no functional EOC and the lack thereof was quite evident in the early stages of the pandemic and the stumbling attempt to stand up a working EOC.

air quality test at all town buildings with updated equipment

Whichever project is the most needed.

Paving the roads!!

Support public safety. NO ONE signed up for a job to work during this

It would be nice to see the roads improved.

police

Adding more than one Police Officer, and fixing some of these roads.

Can't think of anything

Hire more first responders, to ensure the safety of our residents.

Not at this time.

Determine and share publically where the Sports User Fees and Concession Stand funds were utilized before requesting another penny for Gilman Waite Field. Question has been raised, but never fully answered as to ownership of the field and how NRSD lays claim to it. Time to take the bull by the horns and wrestle it to the ground as you clean up the financial mess left by previous administrations.

Not at this time.

8 respondents (22%) answered **town** for this question.





# American Rescue Plan Act of 2021 (ARPA) Project Proposal Submission Form



The Town of Templeton is developing a spending plan for ARPA funds for review and submission to the Select Board for eligible project proposals.

Please complete this form if you or your stakeholder group has an idea for a project that falls within the eligible uses for the ARPA Fiscal Recovery Funds. Attach any supporting documents/information with this form for your project.

## Proposed Project Details

Please select a category from the Eligible Uses of Funding:

To learn more about how funds can be used, go to

<https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf>

- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

Estimated Cost of Proposed Project:

~~\$7,000~~ 7,300.

Provide a detailed description of your proposed project below:

Through area RESTAURANTS, provide a nutritious monthly dinner for Templeton seniors. Meals will be served @ the senior center or available as Grab-n-go

Projected Timeline for Proposed Project:

DEC '21 - Nov 22

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

monthly payments will be made to restaurants

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

Coordination of meals & restaurants will be accomplished by COA staff or volunteers. Restaurants will prepare meals & deliver. If nec. Rest. is unable to deliver, meals will be picked up by staff or volunteers

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

where Templeton has a high proportion of food insecure older adults, this project will insure a healthy nutritious meal for all who apply. The goal is to serve up to 50 meals ea month. This project will address the negative economic impacts upon Templeton seniors while also addressing the lost revenue by area restaur due to COVID



Discuss the estimated budget for your proposed project:

12 month - provide 50 meals @ at a monthly cost of \$600	
to go containers, dressing etc \$100	\$7200
	100
	<hr/>
	\$ 7,300

**Contact Information**

Name:

Cindy Shea

Address:

TSCE

Phone:

978-894-2781

Email:

CShea@Templetonma.gov

This form is due by the close of **TBD**.

Please send forms to (either physical copy or email):

Justice J.H. Graves

Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)

# American Rescue Plan Act of 2021 (ARPA) Project Proposal Submission Form



The Town of Templeton is developing a spending plan for ARPA funds for review and submission to the Select Board for eligible project proposals.

Please complete this form if you or your stakeholder group has an idea for a project that falls within the eligible uses for the ARPA Fiscal Recovery Funds. Attach any supporting documents/information with this form for your project.

## Proposed Project Details

Please select a category from the Eligible Uses of Funding:

To learn more about how funds can be used, go to

<https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf>

- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

Estimated Cost of Proposed Project:

\$ 250,000

Provide a detailed description of your proposed project below:

TO RESTORE THE POLICE DEPARTMENT TO IT'S PRE JUNE 2014 STAFFING OF 10 FULL TIME OFFICERS OVER A YEAR PROCESS.

3



Projected Timeline for Proposed Project:

4 YEARS

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

TOTAL AMOUNT OF OFFICE WILL BE PHASED INTO BUDGET OVER

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

4 YEARS

NA

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

THIS WILL BRING THE POLICE DEPARTMENT BACK TO 2014 STAFFING, WHICH WILL ALLOW THE DEPARTMENT TO PROVIDE PROPER COVERAGE TO THE TOWN WITH THE EXPECTED LOSS OF PART-TIME OFFICERS DUE TO THE RECENTLY ENACTING POLICE REFORM IN THE COMMONWEALTH.

Discuss the estimated budget for your proposed project:

FY 23	-	\$ 92,362	-	100 %	of Cost
FY 24	-	\$ 72,629	-	75 %	of Cost
FY 25	-	\$ 50,763	-	50 %	of Cost
FY 26	-	\$ 26,579	-	25 %	of Cost
TOTAL	=	\$ 242,333			
FY 27					COST OF OFFICE COMPLETELY WITHIN BUDGET

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### Contact Information

Name:

CHIEF MICHAEL R. BENNETT

Address:

33 SOUTH ROAD  
TEMPLETON

Phone:

(978) 939-5638

Email:

mbennett@templetonma.gov

This form is due by the close of **TBD**.

Please send forms to (either physical copy or email):

Justice J.H. Graves

Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)



# American Rescue Plan Act of 2021 (ARPA) Project Proposal Submission Form



The Town of Templeton is developing a spending plan for ARPA funds for review and submission to the Select Board for eligible project proposals.

Please complete this form if you or your stakeholder group has an idea for a project that falls within the eligible uses for the ARPA Fiscal Recovery Funds. Attach any supporting documents/information with this form for your project.

### Proposed Project Details

Please select a category from the Eligible Uses of Funding:

To learn more about how funds can be used, go to <https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf>

- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

Estimated Cost of Proposed Project:

\$ 130,000.00

Provide a detailed description of your proposed project below:

To complete the design phase for the replacement of the Crotty Ave. sewer pump station.

Projected Timeline for Proposed Project:

4

Approximately 6 months.

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Design phase is a one-time expense. Intent is to follow up with bidding and construction phase in the following fiscal year.

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

All work in the design phase will be performed through the engineering firm and its sub-contractors.

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

To have a designed plan to replace a 40+ year old pump station. Current station and back up generator is outdated and obsolete.

Pumps are 2 floors below ground level and controls are 1 floor below ground level. All access to pumps and controls are by ladder. Wet well is also accessed by ladder and must be entered to perform any maintenance that is required. The new pump station will be a suction-lift type station with controls, pumps, and backup generator on ground level. Wet well will be an entry less wet well with retrievable components for when any maintenance is needed.

Discuss the estimated budget for your proposed project:

The estimated budget for the Design Phase of the proposed pump station upgrades is \$130,000. This estimated budget is for design phase engineering services only at this time. Bidding and Construction phase engineering services and construction costs are not included in the budget. The intent is to complete the design phase and provide a more accurate cost estimate for these services at that time.



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Contact Information Name:

Jeff Aldrich

Address:

Templeton Sewer Dept.  
33 Reservoir St.  
Baldwinville, MA 01436

Phone:

978-939-2563

Email:

[jaldrich@templetonma.gov](mailto:jaldrich@templetonma.gov)

This form is due by the close of TBD.

Please send forms to (either physical copy or email):

Justice J.H. Graves

Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)

October 19, 2021

Mr. Jeff Aldrich, Superintendent  
Sewer Department  
33 Reservoir Street  
Baldwinville, MA 01436

**SUBJECT: Design Phase Engineering Services Proposal for Crotty Avenue Wastewater Pump Station Upgrade Project**

Dear Mr. Aldrich,

We appreciate the opportunity to provide the Templeton Sewer Department with an engineering services scope and fee proposal to upgrade the existing Crotty Avenue Wastewater Pump Station. It is our understanding that the Sewer Department considers this pump station to be high priority of all the wastewater pump stations for capital improvements (we understand that the Maple Street and Plant Road pump stations will likely also require capital improvements in the future).

We have summarized our understanding of the goals for this project and have developed a proposed scope of services, estimated design phase engineering fee, and estimated project duration for your consideration.

**Proposed Scope of Services**

The proposed detailed scope of services is attached to this letter. The proposed scope of services provides a general summary of the proposed upgrades to this station at this time. Based on our recent communications, we have included only design phase engineering services for the Crotty Avenue Wastewater Pump Station upgrade at this time. Bidding and construction phase engineering services scope and fee proposal and a preliminary construction cost estimate can be developed at a later date at the Town's discretion.

We understand that the Town intends to replace the existing pump station with a new self-priming, suction-lift type pumping and control system, as well as the addition of a new permanent emergency power generator.

A few items for consideration as you review our proposed scopes of services:

- It is assumed that the existing pumping station (and associated gravity and force main piping) is currently located within existing Town property boundaries and/or easements off Crotty Avenue/State Road (Route 68) and that there is available area within the existing Town-owned property to install a new suction-lift type station wetwell and above grade generator.
- Given the site limitations and layout of the existing pumping station, it is assumed that installation of the new station will require the need for temporary bypass pumping during construction.



10/19/2021

Mr. Jeff Aldrich, Superintendent

Page 2 of 3

### Proposed Fee

We have estimated the total number of labor hours; non-labor expenses; subcontractor expenses and total fee for the design phase as summarized below:

Design Phase Engineering Services      \$119,600 (this includes up to 640 labor hours; approximately \$30,000 in subcontractor fees for survey, wetlands flagging and permitting, and geotechnical and LSP services; and \$1,000 in non-labor expenses)

We propose the fee as lump sum but can also utilize a time-and-materials (T&M) fee format if preferred by the Town. We can provide additional fee breakdown, as necessary.

### Estimated Design and Bidding Phase Durations

We estimate the following durations for these project phases:

#### Design Phase

- |   |                 |
|---|-----------------|
| • Wetlands Delineation and Topographical Survey     | 1 month         |
| • Soil Test Borings                                 | 1 month         |
| • Design (plans and specifications)                 | 3 months        |
| • Conservation Commission NOI Submittal and Hearing | 1 month         |
| <b>Total</b>  | <b>6 months</b> |

#### Bidding Phase

- |   |                 |
|---|-----------------|
| • Advertise, distribute contract documents, open bids | 1 month         |
| • Execute Contract Documents with Contractor          | 1 month         |
| <b>Total</b>  | <b>2 months</b> |

#### Construction Phase

- |                          |           |
|--------------------------|-----------|
| • Substantial Completion | 10 months |
| • Final Completion       | 11 months |

Note: Long lead times for generators and controls will likely drive the construction phase schedule.

10/19/2021

Mr. Jeff Aldrich, Superintendent

Page 3 of 3

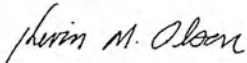
We are available to commence work immediately upon notice-to-proceed from the Town. We are flexible regarding schedule and would be pleased to discuss schedule adjustments, if necessary, to meet specific project milestone dates.

We appreciate the opportunity to provide a design phase engineering services proposal to assist the Town in upgrading the Crotty Avenue wastewater pump station. We can provide a scope and fee proposal for bidding and construction phase engineering services and a preliminary construction cost estimate at a later date as requested by the Town.

Please feel free to contact us with any questions or if you need additional information. We can also meet with you to discuss our proposal and/or any project specifics at your convenience.

Sincerely,

**WRIGHT-PIERCE**



Kevin M. Olson, PE

Senior Project Manager and Massachusetts Wastewater Group Leader

[kevin.olson@wright-pierce.com](mailto:kevin.olson@wright-pierce.com)

Enclosure



# Scope of Services

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## Town of Templeton, Massachusetts Crotty Avenue Wastewater Pump Station Upgrades Proposed Scope of Services

### Project Background and Understanding

Based on discussions over the last year and recently with the Sewer Department and a brief site visit (Fall of 2020) to make an exterior visual observation (no entry of the station occurred) we generally understand the station upgrade intent to include replacement of the existing station with a new self-priming, suction-lift type station (Gorman-Rupp), including a new below grade wetwell, and above grade pad-mounted emergency power generator. The Crotty Avenue pump station is proposed to generally be upgraded as follows:

- Replace the existing pump station with a new self-priming, suction-lift type pump station. Two new pumps will operate in a Lead - Standby configuration and will be rated for the same flow and head that they are currently rated for. The new pump station is assumed to be located within the existing Town-owned property/easement and it is assumed that no new property and/or easement will be required.
- Replace the existing wetwell with a new precast concrete circular wetwell (diameter to be determined during design phase – note that existing wetwell is 8-foot internal diameter). New pumps/motors will be installed within a new prefabricated above-grade building that is mounted on a concrete pad. It is assumed that this new building will be a standard prefabricated fiberglass building (8' x 16') as manufactured by Gorman-Rupp (the Sewer Department is interested in continuing to standardize on self-priming, suction-lift type GR pump stations).
- Install a PLC-based pump station control panel with a touch screen operator interface terminal (OIT). The PLC will automatically control the pumps based on wetwell level and totalize pump run times. Wetwell level, equipment status, pump operation setpoints and station alarms will be indicated at the OIT. Manual controls for the pumps shall also be provided. The control panel will have a pump backup control circuit, using wetwell float switches, that functions independently of the PLC.
- It is assumed that the control panel will be a NEMA 12 rated, painted steel enclosure located within the prefabricated fiberglass building.
- Install wetwell level measurement instruments using a submersible pressure transducer suitable for wastewater and float switches for back-up operation and alarm notification.
- If necessary, install a new electrical service, main breaker, and electric control panel.
- Install a new permanent emergency power generator and automatic transfer switch (generator capacity (kW/KVA) to be determined during the design phase).
- Connect the new pump station to the existing force main. Install a station isolation valve and bypass pump connection on the force main if feasible within the current pump station property boundaries.
- Connect pump station monitoring and alarm signals from the new PLC-based control panel to the existing remote alarming system.

### Proposed Scope of Services

Following is our proposed Scope of Services for upgrades to the existing Crotty Avenue pump station.

# Scope of Services

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## Design Phase Engineering Services

### Task 1 - Kickoff Meeting

1. Prepare for and attend a kick-off meeting with the Town and Engineer's project team members. At the meeting, confirm schedules for deliverables and project workshops/meetings; collect relevant project data specific to the Crotty Avenue pump station.
2. Prepare agenda for and minutes of the meeting.
3. Perform a site visit of the existing pump station. The visit will be performed the same day as the kick-off meeting.

### Task 2 - Prepare a detailed project schedule

1. Provide detailed project schedule through the design phase of the project.

### Task 3 – Survey

#### Research and Analysis

2. Collect and review available deeds, plans and documents regarding the parcel and abutting parcels from the Registry of Deeds, Land Court, Town Departments, and other known sources.
3. Analyze data collected, which includes compiling information collected to develop preliminary plans.

#### Survey and Data Collection

1. Perform on-the-ground topographical survey of the entire Town-owned parcel/easement to correlate all found evidence of subject parcel. Survey standards shall be in conformance with 250 CMR 6.01 technical standards.
2. This work will be performed by a Professional Land Surveyor (PLS) subcontractor to the Wright-Pierce. It is assumed no property taking or easements (temporary or permanent) will be needed for this project (i.e., all work will be performed within existing Town property/easements).

### Task 4 – Geotechnical Investigation and Evaluation, and Soils Testing and LSP Services Associated with Buried Fuel Tank Evaluation and Removal

1. Advance soil test borings onsite to define subsurface conditions, including groundwater elevation, depth to refusal, and soils characteristics.
2. Soil borings will be conducted according to ASTM standards with split spoon samples every 5 feet or change in strata.
3. Soil boring logs shall be provided indicating soil encountered, blow counts and water level, if encountered.
4. Soil samples shall be provided in jars.
5. Perform soils characterization testing and sieve analysis. Note that groundwater sampling/testing nor installation of a monitoring well are included.
6. Assume two soil borings will be advanced, each to a depth of approximately 30 to 60 feet.
7. Onsite work is assumed to be completed in one day.
8. Perform geotechnical and environmental evaluation using site investigation results
9. Prepare groundwater dewatering and excavation support specification for new buried structure construction.
10. Prepare specification for removal of existing buried fuel tank.

This work will be performed by subcontractor to the Wright-Pierce.



# Scope of Services

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## **Task 5 – Conservation Commission Wetlands Protection Act Filing**

For the purposes of this design phase proposal, we have assumed that this existing pump station site is located within the buffer zone of a bordering vegetated wetland that will require delineation and a filing with the Templeton Conservation Commission.

1. Delineate wetlands with numbered flagging. This work will be performed prior to the field survey work and completed by a licensed wetlands scientist.
2. Prepare and file a Notice-of-Intent (NOI) with the Templeton Conservation Commission.
3. Attend one (1) Conservation Commission hearing.
4. Attend one (1) site walk with the Conservation Commission prior to the hearing.

This work will be performed by subcontractor to the Wright-Pierce.

## **Task 6 - Design**

1. Document existing wastewater flows and define design wastewater flow (based on available information provided by the Town Sewer Department). Perform calculations and size the new pump systems.
2. Size, layout and design the new pump station structures, control panel and emergency power generator.
3. Communicate and coordinate with applicable utility companies (electric, gas, telephone, cable television, etc.). This may require the Town to issue a letter to specific utilities giving authorization to provide information to Engineer for this project.
4. Develop preliminary existing and proposed site drawings (1"-10' scale) for review by the Town. It is assumed that two (2) drawings will be prepared.
5. Meet with the Town to review preliminary site drawings and finalize proposed pump station upgrade layout.
6. Prepare contract drawings and specifications (contract documents) and submit 90 percent complete contract documents to the Town for review and comment. It is assumed that up to 15 drawings total will be prepared.
7. Meet with the Town to review 90 percent complete contract documents.
8. Incorporate Town's review comments as necessary and complete the final design documents for bidding.
9. One additional Town meeting to be held as needed during Design phase or project.

## **Task 7 - Prepare a Construction Cost Estimate for the proposed Pump Station Upgrades**

1. Provide cost estimate for cost of materials, labor and contractor profit.
2. Provide fee estimate for bidding and construction administration engineering services, if requested.

## **Task 8 – Additional Meetings**

1. Prepare for and attend one (1) meeting with the Town Sewer Department or other Town officials.

## **Assumptions and Items Not Included**

- Bidding and Construction Phase Engineering services
- Capacity of Crotty Avenue pump station remains the same as existing capacity
- Only minimal gravity sewer and force main piping work is required to connect to new pump station
- No Hazardous Material Survey (lead paint, asbestos, PCB's, etc.) is needed for existing station wetwell or drywell
- No custom above grade buildings/structures will be constructed (excludes the prefabricated fiberglass building)
- Permitting and/or permitting fees other than the Conservation Commission NOI filing

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## Proposed Project Details

Please select a category from the Eligible Uses of Funding:

To learn more about how funds can be used, go to

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- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

NOV 30 2021 PM12:05

Estimated Cost of Proposed Project:

\$ 92,400

Provide a detailed description of your proposed project below:

PROVIDES FULL-TIME EMPLOYEES OF THE POLICE DEPARTMENT WITH A BONUS FOR THE 462 DAYS THE COMMONWEALTH WAS IN A STATE OF EMERGENCY DUE TO THE COVID-19 PANDEMIC.

5



Projected Timeline for Proposed Project:

30 DAYS

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

NA

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

BONUS TO ESSENTIAL WORKERS FOR WORKING DURING THE PANDEMIC.

Discuss the estimated budget for your proposed project:

COVID-19 STATE OF EMERGENCY = 462 DAYS  
OR 66 WKS  
EMPLOYEES (14) RELIEVE \$100 PER WEEK = \$6,600  
\$6,600 x 14 = \$92,400

---

### Contact Information

Name:

CHIEF MICHAEL R BENNETT

Address:

33 SOUTH ROAD  
TEMPLETON

Phone:

(978) 939-5638

Email:

mbennett@templetonma.gov

This form is due by the close of **TBD**.

Please send forms to (either physical copy or email):

Justice J.H. Graves

Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)



# American Rescue Plan Act of 2021 (ARPA) Project Proposal Submission Form



The Town of Templeton is developing a spending plan for ARPA funds for review and submission to the Select Board for eligible project proposals.

Please complete this form if you or your stakeholder group has an idea for a project that falls within the eligible uses for the ARPA Fiscal Recovery Funds. Attach any supporting documents/information with this form for your project.

## Proposed Project Details

Please select a category from the Eligible Uses of Funding:

To learn more about how funds can be used, go to

<https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf>

- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

Estimated Cost of Proposed Project:

\$ 35,100.00

Provide a detailed description of your proposed project below:

Provides a bonus to the following employees of the Sewer Dept. for working through the 462 days that Massachusetts was in the state of emergency due to the pandemic.  
Jeff Aldrich  
Chuck Robertson  
Tim Caissie  
Scott Taylor  
Austin Wnek  
Carol Osborne

6

Projected Timeline for Proposed Project:

30 days

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

N/A

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

Provides a bonus to essential workers for working through the pandemic.



Discuss the estimated budget for your proposed project:

Covid-19 state of emergency = 462 days (66 weeks)	
6 Employees receive 15 weeks @ \$50.00 per week. (worked split shifts)	= \$ 750.00
6 Employees receive 51 weeks @ \$100.00 per week. (worked full 40 hour weeks)	= <u>\$5100.00</u>
	Total received per employee = \$5850.00
\$750.00 x 6 = \$ 4500.00	
\$5100.00 x 6 = <u>\$30,600.00</u>	
Total = \$ 35,100.00	

---

## Contact Information

Name:

Jeff Aldrich, Superintendent

Address:

33 Reservoir St.  
Baldwinville, MA

Phone:

(978) 939-2563

Email:

jaldrich@templetonma.gov

This form is due by the close of **TBD**.

Please send forms to (either physical copy or email):

Justice J.H. Graves

Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)

Town Hall Request  
Assessor Office

## American Rescue Plan Act of 2021 (ARPA)

### Project Proposal Submission Form



The Town of Templeton is developing a spending plan for ARPA funds for review and submission to the Select Board for eligible project proposals.

Please complete this form if you or your stakeholder group has an idea for a project that falls within the eligible uses for the ARPA Fiscal Recovery Funds. Attach any supporting documents/information with this form for your project.

#### Proposed Project Details

Please select a category from the Eligible Uses of Funding:

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- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

NOV 30 2021 PM 1:26

Estimated Cost of Proposed Project:

\$6,600<sup>00</sup>

Provide a detailed description of your proposed project below:

Provide fulltime employee of the Assessor Office with a bonus for the 400 days the Commonwealth was in a state of Emergency due to the COVID Pandemic

7



Projected Timeline for Proposed Project:

30 days

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

—

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

N/A

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

Provide bonus to essential fulltime workers for working during the pandemic

Discuss the estimated budget for your proposed project:

COVID 19- State of Emergency = 462 or 66 weeks  
days  
1- Employer receives \$100- per week = \$6,600-  
TOTAL \$ 6,600.<sup>00</sup>  
for Assessor office

### Contact Information

Name:

Luciano Royer, Deputy Assessor

Address:

160 Patriots Road  
E. Templeton

Phone:

978-894-0760

Email:

Lroyer@templetonma.gov

This form is due by the close of **TBD**.

Please send forms to (either physical copy or email):

Justice J.H. Graves

Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)



Town Hall Request  
Town Clerk's office

# American Rescue Plan Act of 2021 (ARPA) Project Proposal Submission Form



The Town of Templeton is developing a spending plan for ARPA funds for review and submission to the Select Board for eligible project proposals.

Please complete this form if you or your stakeholder group has an idea for a project that falls within the eligible uses for the ARPA Fiscal Recovery Funds. Attach any supporting documents/information with this form for your project.

## Proposed Project Details

Please select a category from the Eligible Uses of Funding:

To learn more about how funds can be used, go to

<https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf>

- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

NOV 30 2021 PM 1:26

Estimated Cost of Proposed Project:

\$ 6,600.00

Provide a detailed description of your proposed project below:

Provide fulltime employee of the Town Clerk's office w/ a bonus for the 462 days that the Commonwealth was in a state of emergency due to the Covid pandemic.

8

Projected Timeline for Proposed Project:

30 days

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

n/a

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

Provide bonus to essential full time worker for working during the pandemic.



Discuss the estimated budget for your proposed project:

State of Emergency (Covid 19) = 462 days = 66 weeks  
1 - full time employee @ \$100.00 per week = \$6,600.00  
TOTAL ✓

### Contact Information

Name:

Carol A. Harris

Address:

P.O. Box 620  
160 Patriots Rd., Templeton, MA

Phone:

01438

978-894-2758

Email:

charris@templetonMA.gov

This form is due by the close of **TBD**.

Please send forms to (either physical copy or email):

Justice J.H. Graves

Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)

Town Hall Request  
Inspic. Services

# American Rescue Plan Act of 2021 (ARPA) Project Proposal Submission Form



The Town of Templeton is developing a spending plan for ARPA funds for review and submission to the Select Board for eligible project proposals.

Please complete this form if you or your stakeholder group has an idea for a project that falls within the eligible uses for the ARPA Fiscal Recovery Funds. Attach any supporting documents/information with this form for your project.

## Proposed Project Details

Please select a category from the Eligible Uses of Funding:

To learn more about how funds can be used, go to

<https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf>

- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

NOV 30 2021 PM 1:26

Estimated Cost of Proposed Project:

\$16,200<sup>00</sup>

Provide a detailed description of your proposed project below:

Provide full-time employees of Development Services Office with a bonus for the 462 days the Commonwealth was in a state of emergency due to the COVID pandemic.

29



Projected Timeline for Proposed Project:

30 days

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

—

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

n/a

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

Provide bonus to essential fulltime workers for work during the pandemic

Discuss the estimated budget for your proposed project:

COVID-19 State Of Emergency = 462 days  
(66 weeks), \$100 per week x 2 = \$13,200<sup>00</sup>  
\$100 per week x 30 weeks x 1 = \$3,000<sup>00</sup>  
\$16,200<sup>00</sup>

**Contact Information**

Name:

Laurie Wiita

Address:

160 Patriots Rd, POB 620  
E Templeton MA 01438

Phone:

978-894-2771

Email:

lwiita@templetonma.gov

This form is due by the close of **TBD**.

Please send forms to (either physical copy or email):

Justice J.H. Graves

Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)



# American Rescue Plan Act of 2021 (ARPA)

## Project Proposal Submission Form



The Town of Templeton is developing a spending plan for ARPA funds for review and submission to the Select Board for eligible project proposals.

Please complete this form if you or your stakeholder group has an idea for a project that falls within the eligible uses for the ARPA Fiscal Recovery Funds. Attach any supporting documents/information with this form for your project.

### Proposed Project Details

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- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

NOV 30 2021 PM 1:26

Estimated Cost of Proposed Project:

\$ 6600.00

Provide a detailed description of your proposed project below:

Provide fulltime employe of the Treasurer/Collectors office with a bonus for the 462 days the Commonwealth was in a state of emergency due to the Covid Pandemic

10

Projected Timeline for Proposed Project:

30 days

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

—

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

N/A

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

Provide bonus to essential full-time worker for working during the Pandemic



Discuss the estimated budget for your proposed project:

Covid-19 State of emergency = 462 days or 106 weeks  
1 employee receives \$100 per week = \$10600.00  
Total for Treasurer/Collectors office \$10600.00

### Contact Information

Name:

Cheryl Richardson T/C

Address:

160 Patriots Rd  
East Templeton MA 01438

Phone:

978 894-2764

Email:

crichardson@templetonma.gov

This form is due by the close of **TBD**.

Please send forms to (either physical copy or email):

Justice J.H. Graves

Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)

# American Rescue Plan Act of 2021 (ARPA) Project Proposal Submission Form



The Town of Templeton is developing a spending plan for ARPA funds for review and submission to the Select Board for eligible project proposals.

Please complete this form if you or your stakeholder group has an idea for a project that falls within the eligible uses for the ARPA Fiscal Recovery Funds. Attach any supporting documents/information with this form for your project.

## Proposed Project Details

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- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

DEC 1 2021 PM 3:22

Estimated Cost of Proposed Project:

\$ 23,100

Provide a detailed description of your proposed project below:

Provide premium pay for Senior Services employees who were declared as essential employees by the Town of Templeton. Each employee worked on site during the state of emergency in various capacities, all of which were aimed at providing services and support to Templeton's elderly residents.



Projected Timeline for Proposed Project:

30 days from approval and funding

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

Cindy Shea, Coordinator

Elaine LeBlanc, Admin.

Rene Melanson, Driver

Ron Lewis, Driver

- Kaley McLaughlin (former Activities Dir.)
- Joseph Arsenault (former Driver)

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

Discuss the estimated budget for your proposed project:

Joseph Arsenault, driver	37 weeks X \$100 per week = \$3,700
Rene Melanson, driver	54 weeks X \$100 per week = \$5,400
Ron Lewis, driver	17 weeks X \$100 per week = \$1,700
Cindy Shea, Coordinator	48 weeks X \$100 per week = \$4,800
Kaley McLaughlin, Act.	40 weeks X \$100 per week = \$4,000
Elaine LeBlanc, Admin.	35 weeks X \$100 per week = \$3,500

---

### Contact Information

Name:

Jackie Prime

Address:

Boynton Public Library PO Box 296  
Templeton, MA 01468

Phone:

(978) 939-5582

Email:

jprime@templetonma.gov

This form is due by the close of **TBD**.

Please send forms to (either physical copy or email):

Justice J.H. Graves

Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)



# American Rescue Plan Act of 2021 (ARPA)

## Project Proposal Submission Form



The Town of Templeton is developing a spending plan for ARPA funds for review and submission to the Select Board for eligible project proposals.

Please complete this form if you or your stakeholder group has an idea for a project that falls within the eligible uses for the ARPA Fiscal Recovery Funds. Attach any supporting documents/information with this form for your project.

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- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

DEC 12 2021 PM 3:22

Estimated Cost of Proposed Project:

\$ \$13,200

Provide a detailed description of your proposed project below:

Provide premium pay for Library employees who were declared as essential employees by the Town of Templeton. Each employee worked on site during the state of emergency in various capacities, all of which were aimed at providing resources and materials to Templeton's residents.

12

Projected Timeline for Proposed Project:

30 days from approval and funding

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

Karen Johnson, Library Assistant  
LouAnn Bankowski, Library Assistant

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):



Discuss the estimated budget for your proposed project:

Karen Johnson, Library Assistant	66 weeks X \$100 per week = \$6,600
LouAnn Bankowski, Library Assistant	66 weeks X \$100 per week = \$6,600

---

### Contact Information

Name:

Jackie Prime

Address:

Boynton Public Library PO Box 296  
Templeton, MA 01468

Phone:

(978) 939-5582

Email:

jprime@templetonma.gov

This form is due by the close of **TBD**.

Please send forms to (either physical copy or email):

Justice J.H. Graves

Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)

# American Rescue Plan Act of 2021 (ARPA)

## Project Proposal Submission Form



The Town of Templeton is developing a spending plan for ARPA funds for review and submission to the Select Board for eligible project proposals.

Please complete this form if you or your stakeholder group has an idea for a project that falls within the eligible uses for the ARPA Fiscal Recovery Funds. Attach any supporting documents/information with this form for your project.

### Proposed Project Details

Please select a category from the Eligible Uses of Funding:

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- Support Public Health Response
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- Water & Sewer Infrastructure
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- Broadband Infrastructure
- Premium Pay for Essential Workers

DEC 1 2021 PM 3:22

Estimated Cost of Proposed Project:

\$ 13,200

Provide a detailed description of your proposed project below:

Provide premium pay to employee who was declared an essential employee by the State of Mass. Employee was required to work with veterans and provide state and federal benefits during COVID. There was an increased need for VA benefits that resulted in face to face meetings. Town Hall was closed so these meetings were held in homes most of the time. The employee also started a Food4Vets program in town handing out over 1,500 boxes (over 30,000 meals) during the pandemic. She volunteered several weeks to assist in the towns food pantry at the start of the pandemic. She used her resources to help stock the pantry as well. She assisted with the Senior Center when it became short staffed to help organize the center and work on getting the office up and running. She was the Information Officer for the ICS team.

13



Projected Timeline for Proposed Project:

30 days from approval and funding

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

Sheila Pelletier, Director, Veteran Services

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

Employee was required to interface with the public during the pandemic. This premium pay will keep this employee highly motivated to continue to serve the community.

This employee had a medical condition during this time that could have caused her unknown potentially severe medical issues if she contracted COVID.

Community had over \$90,000 plus issued to financially insecure veterans and dependants. VA compensation claims also increased the payments into the community.

Discuss the estimated budget for your proposed project:

Based the \$200 a week on the following: 1. Requirement to interface with elderly, veterans and other high risk individuals. 2. State declared VSO as an essential employee. 3. State mandated VSO to continue to keep office open. 4. Workload increased by over 30% to do VA claims and food insecurity programs for veterans and dependents. 5. Volunteered for the Food Panty, Senior Center and ICS team. 6. Continued to push for CPC funded park at 4 Elm Street.

200 X 66 weeks = \$13,200

---

### Contact Information

Name:

Jackie Prime

Address:

Phone:

Email:

This form is due by the close of **TBD**.

Please send forms to (either physical copy or email):

Justice J.H. Graves

Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)



# American Rescue Plan Act of 2021 (ARPA) Project Proposal Submission Form



The Town of Templeton is developing a spending plan for ARPA funds for review and submission to the Select Board for eligible project proposals.

Please complete this form if you or your stakeholder group has an idea for a project that falls within the eligible uses for the ARPA Fiscal Recovery Funds. Attach any supporting documents/information with this form for your project.

## Proposed Project Details

Please select a category from the Eligible Uses of Funding:

To learn more about how funds can be used, go to

<https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf>

- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

DEC 1 2021 PM 3:23

Estimated Cost of Proposed Project:

\$ 11,550

Provide a detailed description of your proposed project below:

- See attached

Projected Timeline for Proposed Project:

30 days from approval and funding

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

Jackie Prime, Community Services Director

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

CS Director stepped up to fill a critical role in the Senior Services Department and Food Pantry - well beyond the scope of duties outlined in her job description.

As a result, the CS Director was in constant direct contact with the public during the pandemic, and continually at high risk for exposure to Covid-19.





Provide premium pay to employee who was declared an essential employee by the Town of Templeton. Community Services Director was required to oversee projects at the library during the state of emergency closure, including providing recorded programs for young patrons. In addition, she stepped up to staff the Senior Center and Food Pantry when the staff and volunteers refused to work on site and resigned. For the Senior Center, this entailed (for the 17 weeks with no staff) : overseeing Meals on Wheels deliveries & drivers (when GAAMHA transportation shut down), staffing the building, returning phone messages all Center phones were forwarded to personal (not town provided) cell phone, producing and distributing (via email) monthly newsletter with critical information re: covid-19 and local resources. Heavily involved in interviews for new Senior Center staff, and extensive work to orient them. For the Food Pantry this entailed (for the 33 weeks prior to the New Hope Bible Chapel assuming operations): complete re-organization of pantry area, implementation of new process for visitors, gathering and overseeing of over 30 volunteers, food/supply shopping 3 times a week, using personal vehicle (did not submit for mileage reimbursement), responding to phone calls to the pantry- calls were forwarded from this line to personal (not town provided) cell phone, creating partnerships with Heywood Hospital, Growing Places and Gardner CAC, deliveries to Templeton and Phillipston residents who were homebound, processing over \$30,000 in monetary donation (turnovers to Treasurer and Accountant, and thank-you letters to donors), point of contact for Block Grant with the town of Athol (\$8,000), and related quarterly reports, organized town-wide food drive. After transfer of food pantry operations to New Hope Bible Chapel in November 2020, CS Director continued to handle pantry expenses (warrants) until town-held funds were expended, and continued work on Block Grant reports through the end of the contract period.



# American Rescue Plan Act of 2021 (ARPA) Project Proposal Submission Form



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Please complete this form if you or your stakeholder group has an idea for a project that falls within the eligible uses for the ARPA Fiscal Recovery Funds. Attach any supporting documents/information with this form for your project.

## Proposed Project Details

Please select a category from the Eligible Uses of Funding:

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- Support Public Health Response
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- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

Town building Maintenance / preventive Maintenance

Estimated Cost of Proposed Project:

\$ ~~2~~ 23,450.00

Provide a detailed description of your proposed project below:

Baldwinville Fire Dept front Building, Fire escape for second floor  
Custom made steel stair way and Railings to Roof line for  
fire escape, original one rotted and removed. Capital approval  
\$18,500 Material + labor cost increased.

Projected Timeline for Proposed Project:

6 to 8 weeks

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

DC welding will be responsible for any permits and design. Job already went out to bid, DC welding won contract they will follow the procurement requirements

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

This will be a custom made stairway to code from the ground up. using steel and open tread stairs so snow falls through them. DPW will assist in cement pad for stair stringer to rest on. This needs to be done asap there is no legal fire escape at this time, using a temporary ladder.



Discuss the estimated budget for your proposed project:

Capital Approved \$18,800.00  
Material + labor cost inflation a difference  
is needed of \$4,650.00  
Total Price of Job is \$23,450.00

### Contact Information

Name:

Robert Szocik

Address:

318 Baldwinville Rd  
Templeton MA

Phone:

978-939-3278

Email:

rszocik@templetonma.gov

This form is due by the close of **TBD**.

Please send forms to (either physical copy or email):

Justice J.H. Graves

Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)

# American Rescue Plan Act of 2021 (ARPA)

## Project Proposal Submission Form



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### Proposed Project Details

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- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

Estimated Cost of Proposed Project:

\$50,000

Provide a detailed description of your proposed project below:

Given the financial impact of Covid-19 on our families, the District would utilize the funds to reduce the cost and expand our Extended Day Program of the 2022/2023 School Year. Many of our District families have suffered financially as well as not being able to find reliable affordable day care in our area. These funds will be utilize to increase the number of staff members as well as reduce ( for the upcoming school year)



Projected Timeline for Proposed Project:

FY23 2022/2023 School Year

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

Business Office/Extended Day Coordinator will work collaboratively to recruit and hire additional staff to expand our program without increasing the cost.

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

Given the number of families that are currently (still) on our wait list for our extended day program- It would help alleviate the stress associated with our parent/guardian's need for reliable and affordable day care in these very chaotic and uncertain times.

Discuss the estimated budget for your proposed project:

\$50,000 will be utilized to hire additional extended day staff at a competitive hourly rate. The reduction of cost to the attended day will be commiserate with the number of additional staff that are needed to supervise the number of students requiring extended day services.

---

### Contact Information

Name:

Chris Casavant

Address:

Narragansett Regional School District

Phone:

978-939-5661

Email:

ccasavant@nrsd.org

This form is due by the close of **TBD**.

Please send forms to (either physical copy or email):

Justice J.H. Graves

Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)



# American Rescue Plan Act of 2021 (ARPA)

## Project Proposal Submission Form



The Town of Templeton is developing a spending plan for ARPA funds for review and submission to the Select Board for eligible project proposals.

Please complete this form if you or your stakeholder group has an idea for a project that falls within the eligible uses for the ARPA Fiscal Recovery Funds. Attach any supporting documents/information with this form for your project.

### Proposed Project Details

Please select a category from the Eligible Uses of Funding:

To learn more about how funds can be used, go to

<https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf>

- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

Estimated Cost of Proposed Project:

\$ 65,000

Provide a detailed description of your proposed project below:

Narragansett MS / HS athletic fields were partially constructed on a previously abandoned septic system. Remaining infrastructure from the system provided passive drainage to the fields but degradation over time has caused backup and flooding in low lying areas. The scope of the proposed project would include investigation by camera, test dig and archive research. Proposals from local contractors to include engineering and permitting as necessary, complete job management and oversight of any subcontractors through completion.

Projected Timeline for Proposed Project:

Summer 2022

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

Competitive proposals from local contractors will be solicited in accordance with Chapter 30B. The project will be overseen by Narragansett Facilities Dept and the Office of The Superintendent.

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

The completed project should eliminate the need for seasonal pumping of stormwater and remediate saturation of the area. Increased drainage and maintainability will provide long term sustainability to the school infrastructure and reduce risk of flooding and possible erosion from further degradation.



Discuss the estimated budget for your proposed project:

It is anticipated that approximately 15% of requested funds will be used for engineering, investigation and site testing. The remainder is dedicated to physical aspects including excavation, materials, construction and finishes.

---

### Contact Information

Name:

Chris Casavant

Address:

462 Baldwinville Road  
Baldwinville, MA 01436

Phone:

978-939-5661

Email:

ccasavant@nrds.org

This form is due by the close of **TBD**.

Please send forms to (either physical copy or email):

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Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

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- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

Estimated Cost of Proposed Project:

\$ 7800

Provide a detailed description of your proposed project below:

Narragansett High School's north wall receives significant rain and snow water from the metal roof. This area of the school is not adequately drained. Seasonal water saturates the soil and permeates into the building. The project would include excavating the area, extending drainage piping into existing infrastructure and replacing soils with permeable material.



Projected Timeline for Proposed Project:

Summer 2022

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

Competitive proposals from local contractors will be solicited in accordance with Chapter 30B. The project will be overseen by Narragansett Facilities Dept and the Office of The Superintendent.

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

Draining the area properly will alleviate water buildup against the foundation. This intern will prevent warm season water penetrating the building and cold season ice buildup from cracking the wall or foundation. Redirecting the pooling surface water also will stop surface ice buildup occurring at the north entrance which is a safety concern and requires continual maintenance.

Discuss the estimated budget for your proposed project:

The scale of the project, while not large in size, has long term positive value by preventing degradation of the building and improving safety.

---

### Contact Information

Name:

Chris Casavant

Address:

462 Baldwinville Road  
Baldwinville, MA 01436

Phone:

978-939-5661

Email:

ccasavant@nrsd.org

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Please select a category from the Eligible Uses of Funding:

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- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

Estimated Cost of Proposed Project:

\$125,000

Provide a detailed description of your proposed project below:

We have 54 unit ventilators in the MS/HS building that run with pneumatic control outdoor air actuators. We have replaced 10 units with direct digital control (DDC) actuators. We want to replace the remaining 44 unit ventilator's existing pneumatic outdoor air actuators with new, direct digital control (DDC) actuators. The new actuators shall integrate with the existing pneumatic controls on the units and maximize the period of time in which the unit furnishes outdoor air and ventilates the classrooms. Presently, when the unit operates in heating mode the pneumatic actuator closes the outdoor air damper until the zone temperature reaches setpoint. This results in no outdoor air, or air exchanges furnished to the area.

The new DDC actuator will keep the outdoor air damper open during heating and cooling modes of operation as long as discharge air and/or cabinet temperatures remain above 50F (adjustable) degrees. Below this threshold the actuator will close the damper to prevent the hot water coil within the unit ventilator from freezing.

Projected Timeline for Proposed Project:

Summer 2022

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Describe who is going to do the work on the project and how will the work get accomplished(e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

Competitive proposals from local contractors will be solicited in accordance with Chapter 30B. The project will be overseen by the Narragansett Facilities Dept and the Office of The Superintendent.

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

The replacement of the pneumatic actuators with DDC actuators will prevent freeze ups in cold weather and we should see a reduction in our utility use because the new actuators are more efficient and the ventilators will not be running all the time.



Discuss the estimated budget for your proposed project:

We estimate the remaining 44 DDC actuators to cost about \$125,000. This price is based on the 10 we replaced in FY21.

---

### Contact Information

Name:

Chris Casavant

Address:

462 Baldwinville Road  
Baldwinville, MA 01436

Phone:

978-939-5661

Email:

ccasavant@nrsd.org

This form is due by the close of **TBD**.

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Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)



# American Rescue Plan Act of 2021 (ARPA)

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- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

Estimated Cost of Proposed Project:

\$ 75,000

Provide a detailed description of your proposed project below:

This project would replace the end of life core switch and eleven intermediate distribution frame (IDF) switches throughout the Narragansett Middle and High School.

21

Projected Timeline for Proposed Project:

Between February and August 2021

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

The physical work of the project will be done by the Technology Department in-district. That includes Jared Perrine, Joseph Faneuf, Percy Eady, and Dylan Oxford. The Technology Department will receive, unpack, install, and set up the devices in all of the closets.

A consultant will be hired to configure these switches. ~25 hours.

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

These switches will allow for 10GB throughput to all areas of our MS, HS, and Central Office rooms. Currently, the aging infrastructure is only capable of 1GB bandwidth to a majority of the physical spaces. This project also allows for 10GB connections between locations (Templeton Elementary School and the MS/HS).

This project also provides POE+ power to all of our power over ethernet devices, such as security cameras and phones. It allows for expanded use of POE phones in classrooms.



Discuss the estimated budget for your proposed project:

Core switch \$20,000  
11 IDF Switches \$50,000  
Engineering time \$5,000  
  
Total \$75,000

---

### Contact Information

Name:

Chris Casavant

Address:

462 Baldwinville Road  
Baldwinville, MA 01436-1328

Phone:

978-939-5661

Email:

ccasavant@nrsd.org

This form is due by the close of **TBD**.

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Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

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# American Rescue Plan Act of 2021 (ARPA)

## Project Proposal Submission Form



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Please complete this form if you or your stakeholder group has an idea for a project that falls within the eligible uses for the ARPA Fiscal Recovery Funds. Attach any supporting documents/information with this form for your project.

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- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers
- Equipment / Vehicles

Estimated Cost of Proposed Project:

\$ 247,400

Provide a detailed description of your proposed project below:

6 wheel, Dump, Plow, Saniter Truck  
This did not get passed through Capital  
This is a much needed Truck, After this we could  
wait 2 to 3 yrs on next purchase that would be cheaper Truck  
for Residents + Templeton to purchase  
Would put us in a more less stressful safer dependable equipment

22



Projected Timeline for Proposed Project:

12 Months

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Replaced after Ten to 12 years

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

This would be ordered through Tri State Freight liner state bid price and built by Madigan bodies

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

This would put our fleet at a much more reliable fleet, not worrying if we are going to lose or break down through the winter and have 1 less piece to plow + sand with. We could wait 2 yrs before ordering the last 2 trucks after that.

Discuss the estimated budget for your proposed project:

\$247,400 And would allow 7 more percent to the time you order, This would normally go and did on capital. With lessor capital monies This would be a good ARPA purchase to move us further into safe reliable equipment

**Contact Information**

Name:

Robert Szocik

Address:

381 Baldwinville

Phone:

978 - 939 - 8666

Email:

bszocik@templetonma.gov

This form is due by the close of **TBD**.

Please send forms to (either physical copy or email):

Justice J.H. Graves

Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)



# American Rescue Plan Act of 2021 (ARPA)

## Project Proposal Submission Form



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Please complete this form if you or your stakeholder group has an idea for a project that falls within the eligible uses for the ARPA Fiscal Recovery Funds. Attach any supporting documents/information with this form for your project.

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- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers
- Equipment / vehicles*

Estimated Cost of Proposed Project:

Provide a detailed description of your proposed project below:

*For ARPA to purchase a new Cemetery Dump Truck  
This would Replace C-05 a 2011 Ford 350, Current Truck is a  
4 door Rusted out truck, constantly needing attention + Repairs  
New Ford 550 2 door would Replace this vehicle*

23

Projected Timeline for Proposed Project:

12 months

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Capital in 10 to 12 yrs

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

McGovern Ford would get chassis at state bid price with Madigan building and attaching body. This would be a hook lift body.

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

Definetly much safer vehicle, More reliable and much needed, This is would be like getting 2 trucks for the price of one, Hook lift will be able to change bodies from Pump Body to leaf Box or Spreuder This is the Future

Discuss the estimated budget for your proposed project:

With so little capital and cost of vehicles + Equipment would Relief the capital plans for the future for other much needed work. Then when time to Replace Go through Capital Planning which we tried.

---

### Contact Information

Name:

Robert Szocik

Address:

381 Baldwinville Rd

Phone:

978-939-8666

Email:

bszocik@templetonma.gov

This form is due by the close of **TBD**.

Please send forms to (either physical copy or email):

Justice J.H. Graves

Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)



# American Rescue Plan Act of 2021 (ARPA) Project Proposal Submission Form



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- Premium Pay for Essential Workers

*ET Bridges*

Estimated Cost of Proposed Project:

\$ 1,000,000 Plus

Provide a detailed description of your proposed project below:

*Main St. Bridge*

*Fix + Repair outside Rails, Decking according to the engineered Plans of Repair including water and sewer*

24

Projected Timeline for Proposed Project:

I would say 4 to 8 months

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

Thigh + Bond is the engineer, This will go out to bid with approved contractors by Mass DOT, Between Engineer + Contractor would be responsible for permits and design. Adam will work with engineer to go out for Bid

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

This will help us move forward were we have 2 Bridges up for repair, This will Give us back a 2 Lane rd which is a main cut through from Baldwinville to East Templeton, Also would Relieve some congestion at Seaman Paper.

Discuss the estimated budget for your proposed project:

1 million plus with water + Sewer with  
Bridge Repair, A more final estimate would be  
available once engineering is completed.

**Contact Information**

Name:

Robert Szocik

Address:

381 Ruldorville Rd

Phone:

978-939-3278

Email:

Rszocik@TempletonMA.gov

This form is due by the close of **TBD**.

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- Support Public Health Response
- Replace Public Sector Revenue
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- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

Roads & Drainage

Estimated Cost of Proposed Project:

\$ 620,000

Provide a detailed description of your proposed project below:

South Rd very terrible condition, This would give us a great opportunity to Repave from #225 to Town line, Total length 13,550 ft would include Reclaiming & Milling, some Drainage work with the finishing of Base, heveler coat of asphalt with a 1.5" final Top Coat. This price includes all as noted along with drainage & Police Details.

25

Projected Timeline for Proposed Project:

Between Drainage and Road work Weeks

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

Drainage work would be done by DPW  
Road work Reclaiming, Milling and Paving  
with adjusting gate boxes, manholes, catch basins would  
be done by Mass Brake and Stone Inc.

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

This is one of our longest roads which has a few  
small sections done, Finishing this Road from Arpa funds  
will be a big relief and moving forward to pave  
more other roads with Chapter 90. Will improve emergency  
Response and Break downs to own equipment along  
with every day complaints

Discuss the estimated budget for your proposed project:

With ARPA being available this would move us forward in our pavement plant and advance to getting more pavement down. We are probably looking at about 20 million to pave all of Templeton, we being Templeton need paved roads every way over due.

### Contact Information

Name:

Robert Szecik

Address:

318 Belknapville Rd  
Templeton MA

Phone:

978-937-5666

Email:

bszecik@templetonma.gov

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- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

Estimated Cost of Proposed Project:

\$ 10,000.00

Provide a detailed description of your proposed project below:

We have an opportunity to purchase 1,000 test Kits @ \$10.00 per Kit<sup>(2 per)</sup> as part of a collaborative effort w/ the City of Gardner (who is ordering a pallet).

Projected Timeline for Proposed Project:

Now, Gardner has already placed their order

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

The Board of Health w/ the Fire Dept. Will oversee the project w/ the TA's input, for storing and distribution.

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

The goal will be to use 1/2 of the kits for employee testing to stay @ work if negative.  
The remaining 1/2 would be for residents unable to get a kit on their own, or in an emergency situation (call first @ BOH).

Discuss the estimated budget for your proposed project:

1,000 Kits (2 per package) @ \$10.00 per  
= \$10,000 on time expenditure.

---

**Contact Information**

Name:

Laurie A Wiita

Address:

Dev. Serv.

Phone:

978-894-2771

Email:

lwiita@templetonma.gov

This form is due by the close of **TBD**.

Please send forms to (either physical copy or email):

Justice J.H. Graves

Administrative Intern

Town of Templeton

160 Patriots Road

Templeton, MA 01468

Email: [jgraves@templetonMA.gov](mailto:jgraves@templetonMA.gov)



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- Support Public Health Response
- Replace Public Sector Revenue
- Water & Sewer Infrastructure
- Address Negative Economic Impacts
- Broadband Infrastructure
- Premium Pay for Essential Workers

Estimated Cost of Proposed Project:

\$ 46,000

Provide a detailed description of your proposed project below:

To provide funding for administration of funds which would cover legal review of all before any monies are disbursed.

27

Projected Timeline for Proposed Project:

Through the time period of spending plan.

Is this project a one-time expense?

Yes

No

If not, please list the potential funding cycles for the proposed project:

Describe who is going to do the work on the project and how will the work get accomplished (e.g. design & permitting details, procurement requirements, vendors/contractors, staff contacts, etc.):

The Select Board would approve then would go to Town Counsel for review.

Describe the proposed project's outcome measurements and goals (e.g. deadlines, community impact, relation to eligible uses of funding, etc.):

Compliance with all laws.

Discuss the estimated budget for your proposed project:

Estimate is \$46,000 but could be lower.

---

### Contact Information

Name:

Adam Lamontagne

Address:

160 Patriots Road, Rm 6  
P.O. Box 620  
East Templeton, MA 01438

Phone:

(978) 894-2778

Email:

alamontagne@templetonma.gov

This form is due by the close of **TBD**.

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Town of Templeton: Recommended ARPA Spending Plan

April 19, 2022

Exhibit C

Item	Request #	Total Request	Town Counsel Approved	TA Recommended	Annual Costs	Notes
Baldwinville Fire Station Fire Escape – Contract Difference	15	\$4,650	Yes	\$ 4,650	\$	1
COVID-19 Test Kits	26	\$10,000	Yes	\$ 10,000	\$	1
Administrative ARPA	27	\$46,000	Yes	\$ 46,000	\$	1
Senior Services: Monthly Meals	1	\$7,300		\$ 7,300	\$	
Police: Employee Staffing	3	\$250,000		\$ 250,000	\$ NOTE: See Chief Proposal	
Sewer: Crotty Avenue Design Phase	4	\$130,000		\$	\$	
Sewer: Premium Pay for Essential Workers	6	\$35,100		\$	\$	
Police: Premium Pay for Essential Workers	5	\$92,400		\$	\$	
Assessors: Premium Pay for Essential Workers	7	\$6,600		\$	\$	
Town Clerk: Premium Pay for Essential Workers	8	\$6,600		\$	\$	
Development Services: Premium Pay for Essential Workers	9	\$16,200		\$	\$	

Town of Templeton: Recommended ARPA Spending Plan

Treasurer/Collector: Premium Pay for Essential Workers	10	\$6,600			\$	\$	
Senior Services: Premium Pay for Essential Workers	11	\$23,100			\$	\$	
Library: Premium Pay for Essential Workers	12	\$13,200			\$	\$	
Veterans: Premium Pay for Essential Workers	13	\$13,200			\$	\$	
Community Services: Premium Pay for Essential Services	14	\$11,500			\$	\$	
NRSD: HVAC Upgrades at Middle/High School	20	\$107,537.50			\$	\$ HOLD	2
NRSD: Replace Internet Core Switches	21	\$64,522.50			\$	\$	
NRSD: Family Subsidies for Extended Day Program	16	\$43,015			\$	\$	
NRSD: Athletic Field Drainage	17	\$55,919.50			\$	\$	
NRSD: North Side of Middle/High School Drainage	19	\$6,710.34			\$	\$	
DPW: 6-Wheel Dump, Plow, Sander Truck	22	\$247,400			\$	\$	

Town of Templeton: Recommended ARPA Spending Plan

DPW: Cemetery Dump Truck	23	\$112,082.65		\$	
DPW: Main Street Bridge	24	\$1,000,000	Yes	\$ HOLD	3
DPW: Road Drainage and Repaving	25	\$620,000		\$ 300,000	4
	<b>Total Requests</b>	<b>\$2,929,637.49</b>	Recommended	<b>\$ 617,950.00</b>	
			Available	<b>\$2,432,504.00</b>	

Notes:

- 1) Approved by the Select Board.
- 2) Split based on the portions after the FY '22 MLC between Templeton and Phillipston. These funds would not be released until review by Town Counsel and presentation by the NRSB to the Capital Improvements Committee in accordance with Bylaw.
- 3) We are actually looking at upwards of 2+ Million with moving forward with the Town Bridge Alternate #2. The number of 2+ Million represents the best estimate at the time of submittal. The cost of the project – after consulting with Tighe & Bond – may actually be significantly higher.
- 4) This will be the allocation of funds to be used for Road Drainage and Repaving at the discretion of the DPW Director.



5.p.

**Adam D. Lamontagne**

---

**From:** George <naturesafe1@aol.com>  
**Sent:** Tuesday, April 12, 2022 8:08 AM  
**To:** Adam D. Lamontagne  
**Subject:** Fwd: [Templeton MA - Official Government Website] rivers edge conservation area (Sent by cassandra tompkins, naturesafe1@aol.com)  
**Attachments:** 2018-09-17\_002.jpg  
**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Morning Adam:

I thought this to be a question for you as I do not want give an answer without discussion. This person is assuming that dogs will be allowed to be walked in the park once it is done, But nothing has been put on paper by the Selectboard or Health agent as what will and will not be allowed. As in the past insurance issues had been brought up in case of an accident or injuries bringing claims against the town. Also what she wants to do is advertise her business free by doing this. It would be an issue with other people in my opinion. This will not be on any agenda until it has been looked at by you, I am the only one that got this and I also sent it to Laurie for her to look @ when she returns.

Thank you

George Andrews

Chairman

-----Original Message-----

From: Contact form at Templeton MA - Official Government Website <cmsmailer@civicplus.com>  
To: r  
Sent: Sun, Apr 10, 2022 5:34 pm  
Subject: [Templeton MA - Official Government Website] rivers edge conservation area (Sent by cassandra tompkins, naturesafe1@aol.com)

Hello gandrews,

cassandra tompkins (naturesafe1@aol.com) has sent you a message via your contact form (<https://www.templetonma.gov/users/gandrews/contact>) at Templeton MA - Official Government Website.

If you don't want to receive such e-mails, you can change your settings at <https://www.templetonma.gov/user/80/edit>.

Message:

Hello, I am a local self employed citizen, my business is "All Dogs Allowed!" I offer pet sitting, dog walking and training services. When the Rivers Edge Conservation Area is ready for the public, I was wondering if I could put up a dispenser for dog "poop bags" and also advertises my business? If approved, I can send you an artistic rendering of the dispenser for your approval. Thank you for your consideration.

Cassandra Tompkins  
978-895-9803

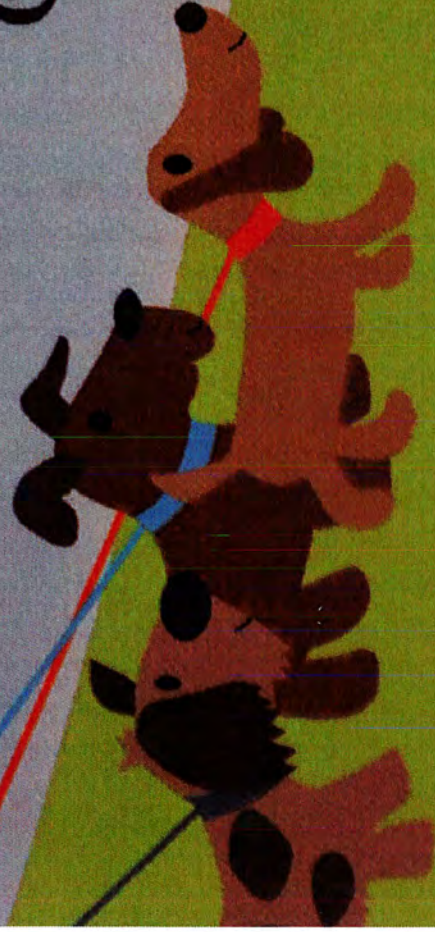


# ALL DOGS ALLOWED!

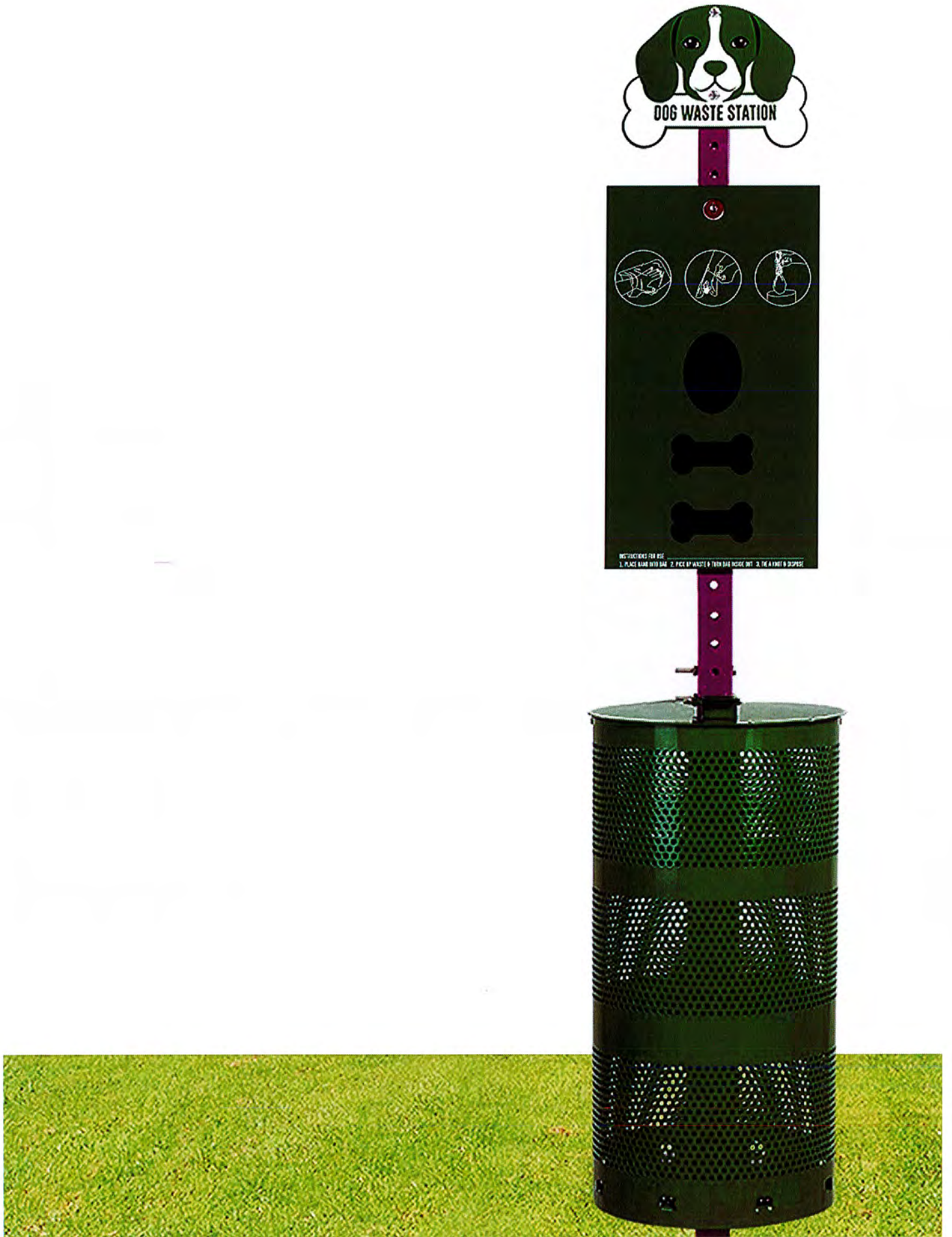
dog walking - m-f while you're at work  
dog training - private, in your home  
pet sitting - vacation care

978-895-9803

Cassandra Tompkins









## A Gift for our Community

The River's Edge Conservation Area on Elm Street in Baldwinville is looking for a special group of people to put the finishing touches on the landscaping.



Can you volunteer your time?

Can you donate mulch, perennials, shrubbery, or outdoor plants?

Please contact the Town Administrator's Office to get involved. Thank You!

978-894-2755





Computers for disposal		
Computer Brand/type	Desktop or Laptop	Serial Number
Lenovo Thinkcentre M73	desktop	MJ01AV3X
Lenovo Thinkcentre M73	desktop	MJ017A0G
Lenovo Thinkcentre M73	desktop	MJ034SEK
Lenove ThinkCentre M710q	desktop	MJ06A0JC
Lenovo Thinkcentre M73	desktop	MJ025XEV
Lenove ThinkCentre M73	desktop	MJ0380SB

Cell Phones to be donated		
IMEI/MEID Number	Make & Model	Serial Number
99 000571 744809 7	DROID MAXX - XT1080	TA96118KZ3
99 000571 323810 4	DROID MAXX - XT1080	TA96110XGN
35 643310 538300 7	iPhone XR - A1984	DX4ZQ05YKXKN
35 539808 713856 5	iPhone 6s - A1688	FFNTGHGDHFLR
35 946108 917509 6	iPhone 7 - A1660	F71Y74GGHG70
35 491809 133289 5	iPhone 7 - A1660	C7CYD0BQHG6X
35 946208 940058 3	iPhone 7 - A1660	F72YD2E8HG6W
35 489109 437106 3	iPhone 8 - A1863	C8PX7PMVJC6C
35 491509 046332 5	iPhone 7 - A1660	C7CXP36JHG6W
35 491709 145681 1	iPhone 7 - A1660	DX4YGGJDEHG6W
35 539708 728754 7	iPhone 6s - A1688	FFNTGHBRHFLR
35 753608 942551 8	Google Pixel 2 - G011A	EMBD4GNFC-N
35 261709 036976	Samsung Convoy 4 - SM-B690V UD	A3LSMB690V

Cell phones to be disposed of - not usable	
For Disposal (Cannot Log On, Turn on, or Factory Reset)	
IMEI/MEID Number	Make & Model
35 696306 451494 5	iPhone 5s - A1533
35 201407 511366 7	iPhone - A1549
35 201307 524387 0	iPhone - A1549
35 201307 524387 0	iPhone - A1549

# TOWN OF TEMPLETON



## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Base Plan, Version: 1.0

10/13/2021





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## Promulgation Statement

A primary role of government is to provide for the safety and welfare of its citizens. The welfare and safety of citizens is never more threatened than during times of disaster and other serious emergencies. A goal of emergency management is to ensure that effective multi-discipline and multi-jurisdictional mitigation, preparedness, response, and recovery plans exist so that the public welfare and safety are preserved.

Templeton's Comprehensive Emergency Management Plans (CEMP) provides a framework for a community-wide emergency management system to ensure a coordinated response to emergencies and coordinated support of certain pre-planned events. The CEMP addresses the roles and responsibilities of all community departments, agencies, government organizations, volunteers and community partners that may be involved in response operations, and identifies how regional, state, federal, private sector and other resources may be activated to address disasters and emergencies in the community.

It is intended that this plan and annexes conform to the terms and conditions of all Massachusetts Laws and Regulations and as amended, the Commonwealth of Massachusetts Comprehensive Emergency Management Plan, and such Federal Acts and Regulations as may be applicable. Templeton's CEMP assures consistency with current national and state policy guidance and describes the interrelationship with other levels of government. This plan will continue to evolve, responding to lessons learned from actual disasters and emergency experiences, from ongoing planning efforts, from training and exercise activities and continuing state and federal guidance.

Therefore, in recognition of the emergency management responsibilities of Select Board and within their authority vested by the citizens of Templeton, we do hereby promulgate the attached Templeton CEMP on this 27th day of April, 2022.

---

Michael Currie, Chair

---

Timothy Toth, Vice Chair

---

Julie Richard, Clerk

---

Theresa Griffis, Member

---

Jeff Bennett, Member

## Approval and Implementation

---

Templeton’s CEMP will become effective and considered approved upon signing by the Select Board Chair and the Emergency Management Director. When approved, this plan will supersede all previous plans for emergency management.

The Select Board Chair authorizes certain officials to make certain modifications to this plan without express written approval of the Select Board Chair. These modifications must be recorded in the Record of Changes section of this plan.

Authorized modifications include:

- Changes to contact information.
- Changes to mitigation, preparedness, response, and recovery activities and procedures.
- Changes to listed available resources.

The following Templeton officials have the authority to make the above-named changes.

1. Emergency Management Director (EMD)
2. Fire Chief
3. Police Chief
4. DPW Director
5. Health Inspector/Agent

\_\_\_\_\_  
Michael Currie, Select Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Richard Curtis, EMD

\_\_\_\_\_  
Date





## Signature Page

---

The following Templeton officials have reviewed the plan and acknowledge their department's roles and responsibilities.

Select Board Chair	Date
EMD	Date
Fire Chief	Date
Police Chief	Date
DPW Director	Date
Town Administrator	Date
Health Inspector/Agent	Date
Light and Water Superintendent	Date
Sewer Superintendent	Date
Narragansett Regional School District Superintendent	Date
	Date
	Date

## Introduction

---

When a disaster impacts a community, the community must organize to provide coordinated, comprehensive response and recovery actions and resources. Resources needs have to be determined and prioritized; response elements have to be identified and dispatched; reports and records have to be maintained in an organized fashion.

To guide response activities and ensure effective coordination, Templeton has developed the CEMP. The CEMP defines the scope of preparedness and emergency management activities in the community, and facilitates all hazard preparedness, mitigation, response, and short-term recovery activities, thereby setting the stage for a successful long-term recovery. The CEMP describes the community's emergency management organization, including the roles, responsibilities, and operations of Templeton and all of its departments and agencies during a disaster, major emergency or planned event. The CEMP describes the relationship between the community and local, regional, state, and federal emergency response structures. The CEMP:

- Formulates policies designated to protect life and property during incidents affecting or threatening life or property within the community.
- Provides guidance for strategic thinking and decision-making as it relates to emergency operations.
- Assigned department or agency roles and responsibilities to mitigate, prepare for, respond to, and recover from incidents threatening life or property within the community.
- Officially established NIMS and the Incident Command System (ICS) as the organizational structure to guide activities during an emergency affecting the community.
- Identifies lines of authority and community policy related to emergencies and disasters.

Templeton activates its CEMP when the community must respond to an emergency situation that requires multi-agency coordination within the community, and/or may require support from other local, state and federal entities. In addition, Templeton may activate the CEMP to coordinate multi-agency and or multi-jurisdictional support of a preplanned event.

The CEMP does not supersede any departmental standard operating procedure (SOP) or responsibility for day-to-day operations. The CEMP supplements but does not supplant the responsibilities or duties of any department or agency. The CEMP also describes cooperation and integration of actions with other nearby communities and response entities. This plan is not intended to limit or restrict the initiative, judgement, or independent action required to provide appropriate and effective emergency response, disaster mitigation activities, preparedness, and recovery efforts.

The CEMP is based on the Federal Response Plan (FRP), the National Response Framework (NRF) and National Preparedness Goal and is compliant with the National Incident Management System (NIMS), Incident Command System (ICS), and the Comprehensive Preparedness Guide (CPG) 101 Version 2 national standards. The CEMP is also compatible with the state-level Massachusetts Comprehensive Emergency Management Plan.

All appointed and elected community officials, community departments, community volunteers and partner agencies should become familiar with this document to ensure efficient and effective execution of their emergency responsibilities. While the plan can help to establish the relationships, responsibilities, and general guidelines for community departments to use during an emergency, it does



not replace the responsibility each department has in developing its own emergency protocols and testing its own plans. The CEMP is only one aspect of a prepared and resilient community.

## Purpose

---

The purpose of Templeton's CEMP is to establish the overall framework for integration and coordination of emergency management and response activities and to facilitate coordinated response to any emergency or event in the community requiring multi-agency response or support. The CEMP identifies local agencies and partner organizations that provide command and coordination capabilities for an emergency or event and describes how command and response components are organized and managed. The plan provides guidance to all departments and agencies in the community and details general roles and responsibilities of local departments and partnering stakeholders before, during, and following an emergency situation or event. It also provides for the systematic integration of additional emergency resources but does not replace other federal, state, or national emergency operations plans or procedures. It identifies lines of authority and organizational relationships for the management of emergency response actions, describes how people and property are protected in an emergency or disaster, and identifies legal authority.

Further, the purpose of this plan is to prescribe those activities to be taken by the community's Chief Municipal Official as well as by other government and community officials to protect the lives and property of all the citizens of the community in the event of a natural or human caused emergency or disaster, including terrorism, and to satisfy the requirement that the community have an effective and operational emergency management plan.

The CEMP is comprised of this Base Plan, and a series of attachments, which provide an in-depth tool to build a strong emergency management plan.

The CEMP is intended to accomplish the following goals:

- Assign responsibilities to agencies, organizations, and individuals for carrying out specific actions during an emergency or event;
- Detail the methods and procedures to be used by designated personnel to assess emergencies and take appropriate actions to save lives and reduce injuries, prevent, or minimize damage to public and private property, and protect the environment;
- Provide a process by which emergency response personnel and local government staff can efficiently and effectively prevent, mitigate, prepare for, respond to, and recover from emergencies and disasters;
- Identify the responsibilities of local agencies and partnering stakeholders and organizations during emergencies or events; and
- Identify lines of authority and coordination for the management of an emergency event.



## Scope

---

This plan encompasses all four phases of the emergency management cycle – Preparedness, mitigation, response, and recovery – and applies to all community departments and agencies as well as other response agencies operating within the geographic boundary of the community. The plan is applicable to all organizations acting for or on behalf of the government of Templeton in response to an emergency or in support of an event. Department or organization-specific plans may be developed by community agencies and/or partners to augment this plan to more efficiently detail and integrate actions related to agency- or venue-specific requirements.

This plan addresses two different types of response scenarios:

- **Planned or Anticipated Incidents:** Incidents that can be planned for in advance such as a hurricane, a winter storm, extreme temperatures, major crowd events or VIP visits, etc.
- **Immediate Response Incidents:** Such as a major traffic accident, airplane crash, tornado, earthquake, fire, hazmat incident, active shooter, kidnapping, major crime, etc.

## Situation

### Community Characteristics

**Population:** According to the 2010 United States Census Bureau, the population of Templeton is approximately 8013, and includes 3,139 housing units. The population consists of approximately 26.1% under the age of 18, 6% persons age 18 to 24, 31.1% age 25 to 44, 23.9% age 45 to 64, and 12.9% age 65 years of age or older. The median age was 38 years.

**Geography:** The Town of Templeton is located in Worcester County in Massachusetts in the North Central portion of the Commonwealth. It is comprised of four villages, Templeton, East Templeton, Baldwinville and Otter River. The community has a total area of 32.42 square miles. Templeton is bisected by Route 2. Templeton is located in a temperate climate zone where summers are mild and winters can be severe. There are several areas of the town that re included in the FEMA Flood Map area and constitute designation as a '100-year' flood zone. There are three watersheds in the roughly 1,000-ft above sea level zone. It is bordered by Gardner to the East, Hubbardston to the Southeast, Phillipston to the West, and Royalston and Winchendon to the North. The community's peak elevation is 1,141 feet. Templeton has three nationally recognized historic sites; Baldwinville Village Historic District; Templeton Common Historic District; Templeton Farm Colony. There are several key resources arrayed in the community and are either public or privately owned. The resources are consolidated under the incorporated township of Templeton and include the following villages: Baldwinville, Otter River, East Templeton, and Templeton.

1. Otter River State Forest (12,00 acres, 500 in Templeton)
2. Templeton State Forest (700 acres)
3. Gardner Airport
4. Town Hall (offices)
5. Senior Center / Development Center
6. Elderly Care Facilities (3)
7. DPW Garage
8. Light and Water Headquarters
9. Water Storage Wells/Tanks (2/2)
10. Pumping Stations (4)
11. Wastewater Treatment (3)
12. Communications Towers (5)
13. Schools (3)
14. Post offices (3)
15. Public Library
16. Police Station
17. Fire Station (2) (Emer Ops Collocated)
18. Churches (4)
19. Oil/Fuel Companies (4)
20. Verizon Switching Station
21. Templeton Railroad Bridge
22. Seaman Paper Company
23. Wilson Bus Transportation Company
24. Graves Gravel and Concrete Company
25. Logan Int Airport Beacon

## Threat, Hazard, and Vulnerability Analysis Summary

---

Templeton has completed a threat, hazard, and vulnerability assessment for the jurisdiction by Montachusett Regional Planning Committee. The analysis identified the following potential hazards and threats, vulnerabilities and impacts to population, property, and critical infrastructure.

### Natural Hazards

Natural hazards are defined as naturally occurring events – such as riverine flooding, areal flooding, hurricanes, tropical storms, coastal flooding, earthquakes, tornadoes, wildland fires, pandemics, and severe winter storms – that have the potential to harm people, property, or the environment. The following natural hazards are capable of causing impact in Templeton:

- Pandemic: Templeton is vulnerable to any pandemic that impacts the Commonwealth
- Severe Winter Storms
- Earthquakes
- Hurricanes
- Tornadoes
- Flooding / Heavy rainstorms
- Urban fires / wildland fires
- Drought

### Technological Hazards

Technological hazards generally refer to hazardous materials, petroleum, natural gas, synthetic gas, acutely toxic chemicals and other toxic chemicals at fixed facilities or in transport. The following technological hazards are capable of causing an impact in Templeton:

- Tier II facilities
- Propane facility
- Petroleum
- Explosives

### Transportation Hazards

Transportation hazards generally refer to hazards that exist on the various transportation networks in a community. These could include roadways, railways, waterways, that may serve as routes for the transport of hazardous materials, or airfields in the community. This includes the following transportation networks in Templeton:

- Railroad / Airport
- Highways / Bridges

### Man-Made Hazards

Man-made hazards generally refer to hazards which are caused by humans, either accidentally or intentionally. These could include, but are not limited to, cyber threats, chemical, biological, radiological, nuclear, and high-yield explosives (CBRNE) threats, and terrorism. The following man-made hazards are capable of causing an impact in Templeton:

- High yield explosives



## Critical Facilities and Infrastructure Summary

---

Below is a summary of critical infrastructure that are likely to be impacted by one or more of the hazards listed above.

### Utilities

- Water
- Electric
- Sewer

### Access and Functional Needs Populations

The needs of children, the elderly, and individuals with disabilities, chronic health conditions and other access and functional needs are an important planning consideration in the development of this CEMP. The following is the definition of Access and Functional Needs populations for the purpose of this plan:

***“Populations whose members may have additional requirements for support before, during, and after an emergency, including, but not limited to maintaining independence, communication and access information, transportation, and medical care. Access and functional needs populations may include individuals with disabilities, persons living in institutionalized settings, the elderly, children, people from diverse cultures, individuals who do not speak English fluently, and individuals without access to transportation.”***

Provisions for people with various function-based needs have been incorporated into this plan where applicable, thereby ensuring functional needs considerations are an integral part of this CEMP.

Special facilities include schools, day cares, assisted living, camps, halfway houses, mobile home parks, nursing homes, jails and prisons, and other buildings housing vulnerable populations. (A list of Templeton’s special facilities is located in Attachment #11.)

### Critical Facilities and Infrastructure

Critical facilities and infrastructure include public safety buildings, bridges, tunnels, police, and fire stations, pumping stations, communications towers, and other critical infrastructure. (A list of Templeton’s Critical Facilities and Infrastructure is located in Attachment #12.)

### Hazardous Materials Facilities

Hazardous facilities include buildings that maintain hazardous chemicals or materials on site, including fuel transfer stations, Tier II facilities, and any facility in or near the community that would be classified as otherwise hazardous. (A list of Templeton’s Hazardous Materials Facilities is located in Attachment #12.)

### Health and Medical Facilities

Health and medical facilities include hospitals, clinics, treatment centers, hospice centers, mental health centers, renal care centers, respites, and any other applicable facility that provides critical medical or healthcare services. (A list of Templeton’s Health and Medical Facilities is located in Attachment #13.)

## Planning Assumptions

---

- Templeton and/or the Commonwealth have effective prediction and warning systems in place allowing us to anticipate certain emergency situations that may impact Templeton.
- When anticipating or in response to an emergency situation, the Select Board Chair, Police Chief, Fire Chief, Emergency Management Director, DPW Director, Board of Health Agent are responsible for taking action, including the activation of this plan, to mitigate impacts, saves lives, protect property and the environment, assist survivors, and restore essential services and facilities.
- Templeton officials, agencies and partners are familiar with the CEMP, understand their roles and responsibilities under the CEMP, maintain appropriate plans, policies, and procedures to carry out those responsibilities, and maintain a state of readiness. Day to day functions which do not contribute directly to the emergency operation may be suspended for the duration of an emergency/disaster. Resources that would normally be required for those daily functions will be redirected to tasks in support of the emergency response.
- Templeton will use its own resources in response to an emergency or disaster. Once local resources are exhausted, (or near exhausted), request for assistance will be made.
- A large-scale emergency or disaster may overwhelm available local resources, leading to the need for support from local/mutual aid jurisdictions, private sector partners, state agencies, and the federal government.
- Templeton anticipates support from surrounding communities and other response organizations should the resources of Templeton become exhausted. Adjacent communities and other government agencies will render assistance in accordance with the provisions of written intergovernmental and mutual aid support agreements in place at the time of the emergency.
- When resources of Templeton are fully committed and mutual aid from surrounding jurisdictions is exhausted, the Massachusetts Emergency Management Agency (MEMA) may coordinate the provision of additional assistance to address unmet needs.
- Disaster support from federal agencies may take at least 72 hours to arrive.
- Facilities required to file Tier II reports develop, coordinate, and provide copies of emergency plans annually to the Emergency Management Director and Fire Chief and/or other state departments and agencies as applicable and required by codes, laws, regulations, or requirements.
- Whenever warranted, the Select Board Chair may declare a local State of Emergency for Templeton in accordance with the provisions of Massachusetts General Laws.

## Town of Templeton Comprehensive Emergency Management Plan (CEMP)

- The Select Board Chair has the authority to issue evacuation and/or shelter-in-place orders or recommendations for the residents and/or businesses of Templeton. Evacuation or shelter-in-place orders will be communicated to residents and businesses by all appropriate means.
- In the event that an evacuation of the Community, or any part thereof, is ordered, the majority of the evacuees will utilize their own transportation resources to evacuate. However, a percentage of the population does not have access to transportation and will require transportation assistance.
- Individuals with pets will bring their pets with them when they evacuate. Those with livestock or other farm animals will take appropriate measures to safeguard their animals via sheltering or evacuation as appropriate.
- Templeton and its response partners will need to provide additional/enhanced assistance to individuals with access and functional needs, including but not limited to children, individuals with disabilities and/or chronic conditions.



## Concept of Operations

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The concept of operations describes the sequence and scope of emergency response. Templeton's Emergency Management Agency has the primary responsibility for coordinating emergency management activities in Templeton. These activities support the following priorities:

- Minimized injury and loss of life.
- Minimize property damage.
- Minimize adverse environmental and economic impact.
- Provide timely and accurate information to the public regarding emergency situations.
- Provide for the immediate needs of disaster survivors.
- Acquire, assess, and disseminate emergency information.
- Restore essential utilities and functions.

### Overview

The Massachusetts Civil Defense Act requires that every city and town in the Commonwealth establish a local emergency management program and appoint an official to oversee the program, (typically known as the Emergency Management Director, (EMD)). The EMD and other local officials are responsible for directing evacuations, opening shelters, coordinating the actions of local departments and agencies, mobilizing local resources, activating mutual aid agreements with other cities and towns, and requesting state assistance in accordance with the plans and procedures developed by the local emergency management program.

### Plan Activation

The CEMP and its associated annexes will be executed in whole or in part as directed by the Select Board Chair, the EMD and other duly authorized representative(s) in response to an existing or an impending emergency. This plan may also be activated under the following circumstances:

- At the time of an actual disaster.
- When the Select Board Chair has declared a local State of Emergency.
- When the Governor of Massachusetts has declared a State of Emergency for areas that include Templeton.
- When a Presidential Declaration of an Emergency or Disaster is issued for areas that include Templeton.

## Phases of Emergency Management

Templeton's comprehensive emergency management program addresses all phases of emergency management for all types of incidents, including prevention and mitigation, preparedness, response, and recovery.

### Prevention and Mitigation

Prevention involves identifying preventative, corrective or deterring measures and actions to prevent or limit bodily injury, loss of life or property damage from disasters and emergencies. It includes consideration of policy issues as well as structural projects within government and the private sector. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented.

The goal of mitigation is to prevent future loss by eliminating or reducing risks. Mitigation activities link the recovery and preparedness phases in the emergency management cycle and can occur before or after an emergency. The goals of pre-emergency mitigation activities are to prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. The goal of post-emergency mitigation is to eliminate or reduce the impact of the hazards realized during the emergency. Post-emergency mitigation is part of the recovery process.

### Preparedness

Preparedness involves activities undertaken in advance of an emergency or disaster to adequately prepare for and develop the capability to respond to an emergency. Preparedness activities include planning, organizing, training, equipping, exercising, evaluating, and implementing corrective actions for the emergency management program and organization.

Preparedness activities develop operational capabilities and enable an effective response to an emergency/disaster. It involves working with government partners, the private sector, and non-governmental and volunteer organizations to coordinate pre-disaster education and planning activities and lay the groundwork for coordinated disaster response.

### Response

Response is the actual provision of emergency services during a crisis including the coordination and management of resources to support emergency response operations. These activities help reduce casualties and damage, and to speed recovery. Response activities include alerting and notifying the public, resource, and logistical coordination, addressing immediate life safety issues, stabilization of the incident, and public information.

Templeton responds to emergencies by activating the CEMP, activating the Emergency Operations Center (EOC), coordinating with public, private, and volunteer response partners as needed, coordinating, and managing resources in support of emergency response, and preparing for recovery activities.

### Recovery

Recovery activities may be both short-term and long-term, ranging from conducting damage assessments, removing debris, restoration of critical facilities/infrastructure and essential utilities, such as water and power, to providing assistance to communities to rebuild homes and businesses. Recovery may also incorporate mitigation measures designed to prevent future occurrences of a given hazard. Recovery begins as soon as possible after an incident occurs and may commence during the response phase.



## Direction, Control and Coordination

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### National Incident Management System

Templeton's emergency management organization is structured in accordance with the National Incident Management System (NIMS) and the Incident Command System (ICS). NIMS integrates existing processes and methods into a unified national framework for incident management. This framework forms the basis for interoperability and compatibility that enable a diverse set of public and private organizations to conduct effective incident management operations.

It does this through a core set of concepts, principles, procedures, organizational structures (Incident Command System, multi-agency coordination, and joint information systems), terminology, and standard requirements applicable to a broad community of NIMS users. To ensure interoperability and compatibility, NIMS is based on an appropriate balance of flexibility and standardization. It provides a consistent and flexible national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity.

### Incident Command System

Emergency management and incident response in Templeton is coordinated using the Incident Command System (ICS). ICS enables effective incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is used to organize both near-term and long-term operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government – federal, state, regional and local – as well as by many private-sector and non-governmental organizations (NGOs).

All activity undertaken under the CEMP shall be coordinated using the ICS and NIMS in accordance with Homeland Security Presidential Directive (HSPD) 5.

### Incident Command

Single Incident Commander – Most incidents involve a single incident commander. In these incidents, a single person commands the incident response and is the decision-making authority.

### Unified Command

A Unified Command involves two or more individuals sharing the authority normally held by a single incident commander. Unified Command may be used during larger incidents, or incidents involving multiple agencies or jurisdictions. A Unified Command typically includes a command representative from major involved agencies and/or jurisdictions. A Unified Command acts as a single entity. It is important to note that in Unified Command the command representatives will appoint a single Operations Section Chief.



### Area Command

During a situation involving multiple incidents, an Area Command may be established to provide for Incident Commanders at separate locations. Generally, an Area Commander will be assigned – a single person – and the Area Command will operate to provide logistical and administrative support to the separate incidents and their incident commanders. Area Command usually does not include an Operations function.

### Transfer of Command

Responsibility can be transferred during an incident for several reasons. As the incident grows a more qualified person may be required to take over as Incident Commander to handle the ever-growing needs of the incident. Or, this may occur in reverse; when an incident reduces in size, the command can be passed down to a less qualified person, but still qualified to run the now-smaller incident. Other reasons to transfer command include jurisdictional change if the incident moves to a different location or area or responsibility, or the normal turnover of personnel due to the extended incidents. The transfer of command process always includes a transfer of command briefing, IC to IC, which may be oral, written, or a combination of both. A Transfer of Command is posted and announced on all radio and communication networks.

### Incident Coordination and/or Response Locations/Facilities

Various types of operational support facilities are established in the vicinity of an incident, depending on its size and complexity, to accomplish a variety of purposes. Templeton may operate one or more of the following incident coordination and/or response facilities during an emergency or disaster:

- Incident Command Post (ICP)
- Emergency Operation Center (EOC)
- Points of Distribution (POD)
- Staging Area
- Evacuation Assembly Points
- Evacuation Transportation Hubs

### Incident Command Post

An Incident Command Post (ICP) is the field location where the Incident Commander operates, onsite response is directly coordinated, and onsite resource needs are identified and communicated. There is only one ICP for each incident or event, but it may change locations during the event. The ICP may be located in a vehicle, trailer, tent, or within a building. The ICP will be positioned outside of the incident scene and the potential hazard zone but close enough to the incident to maintain a visual presence and command status. The on-scene Incident Commander has the tactical control of and authority over all resources at the scene.

## Emergency Operation Center

Templeton's Emergency Operations Center (EOC) serves as the central point for coordination of the community's emergency management and response activities, maintaining situational awareness about the emergency situation, and facilitating requests for deployment or resources.

- Primary EOC:       Emergency Management Building  
                          1 Elm Street  
                          Baldwinville, MA 01468  
                          Phone #1:       (978)939-5140  
                          Phone #2:       (978)939-2377  
                          Phone #3:       (978)939-2115

In the Event that the primary EOC is rendered or deemed unusable, emergency operations will relocate to the alternate EOC.

- Alternate EOC:     TEMA-5 (Mobile Command Post)

The Emergency Management Director (EMD) often serves as the EOC Manager and has the responsibility and authority for managing the EOC and the community's emergency management organization during an emergency or disaster. The EOC Manager has the authority to make all routine decisions and is charged with advising chief municipal officials when major decisions need to be made. The EOC Manager serves as liaison with the State and Federal emergency agencies.

### EOC Goals

The following are the general goals for the emergency operation Center. These goals can be adjusted by the EOC Manager in coordination with the chief municipal officer and the incident commander, when the EOC is activated.

- Obtain and maintain situational awareness of the incident and ensure responders have a common operating picture.
- Establish an incident planning cycle.
- Mobilize and deploy resources and assets to support emergency response, guided by the set priorities.
- Establish a seamless transition into recovery operations.
- Provide emergency notification and warning to responders and residents.
- Assess and document impacts from events for recovery process.

### EOC Activation Levels

Templeton's EOC has designated three (3) activation levels that increase in intensity, ranging from modest emergency efforts associated with Level 1, to catastrophic emergency effects associated with Level 3.

- Level 1:     Monitoring - EOC minimally staffed with key personnel to monitor the situation.
- Level 2:     Partial Activation - EOC partially staffed to monitor situation, facilitate occasional resource requests, and maintain situational awareness.
- Level 3:     Full Activation - EOC Fully staffed to monitor the situation, facilitate larger volumes of resource requests, and maintain situational awareness.



## EOC Equipment

The EMD or designee will ensure the equipment in the EOC is functional and ready to support an activation. This equipment includes:

- (1) Laptop (additional laptops available through EMD, DEMD and ADEMD)
- (4) Phones
- (2) Wall mounted monitors
- (4) Base radios (MEMA/Police, Fire, EMS, Dispatch/DPW, Dispatch/Amateur Radio)
- (1) 8000 Watt generator (EOC back-up power)

This equipment is tested on a monthly basis to ensure its readiness. Additionally, exercises of the EOC may be held to assure readiness and identify problem areas.

## EOC Staffing

The EMD or designee will maintain a current list of EOC positions. The EMD will coordinate with department heads to identify and train staff to serve in EOC positions. Department heads or their designees will develop and maintain a contact list of personnel that would be available to fill needed positions within the EOC. This list can be found attached to this plan. Each department will maintain these lists and provide monthly status updates to the EMD.

## EOC Activation

When a decision to activate the EOC has been made, staff needed to support EOC operations will be notified of an EOC activation via CodeRED, the primary notification system for EOC activations. This notification will be made by the EMD or designee. Each EOC member will be notified that the EOC has been activated and will be provided with the time to report to the EOC. It will also request a text message be sent to the EMD to verify receipt of the notification. Telephone calls will be utilized as an alternate method of activation/notification.

## EOC Deactivation

The EOC Manager/EMD, in consultation with the Select Board Chair and/or Incident Commander, is responsible for the decision to deactivate the EOC. As response phase operations wind down, EOC personnel and other staff will be released from the EOC when they are no longer needed to support response efforts.

## Staging Area

A staging area is a location where resources needed to support emergency response operations are aggregated and readied for deployment. A staging area, which could be located with an ICP, should be located close enough to the incident to allow a timely deployment of assets to the area of the incident, but far enough away to be out of the immediate impact zone. There may be more than one staging area supporting an incident.

## Points of Distribution

Points of Distribution (PODs) are centralized locations where the public can obtain critical commodities following a disaster or emergency. PODs can accommodate vehicle traffic (drive-through), pedestrian traffic (walk-through), and/or mass transit traffic (bus or rail). Typical critical commodities provided to



impacted populations through PODs can include but are not limited to, shelf-stable food, bottled water, ice, tarps and/or blankets.

## Shelters

Templeton has designated four (4) facilities that can be used to shelter evacuees or displaced persons in emergency situations. Shelter facilities will be managed by Templeton's Emergency Management Agency (TEMA), utilizing CERT, who will provide mass care services to evacuees and displaced persons. Shelter facilities will be activated at the direction of the EMD or EOC Manager; shelter facilities are not automatically activated during times of emergency, therefore residents should obtain guidance and information from local officials on which shelters may be open.

The following facilities are designated as emergency shelters and may be activated during times of emergency:

- Narragansett Regional High/Middle Schools
- Narragansett Regional Elementary School
- Holy Cross Church
- Council on Aging – Senior Center

## Evacuation

Templeton's Select Board Chair has the authority to issue evacuation orders or recommendations. The Governor also has the authority to make evacuation recommendations, and issue evacuation orders under a Gubernatorial Declaration of Emergency.

In the event that an evacuation is recommended or mandated, the population designated for evacuation will leave the affected area using their own private vehicles, or be transported from Evacuation Assembly Points with transportation assets coordinated/obtained by the Town of Templeton. Depending upon the hazard and other circumstances, shelters for evacuees may be located within or outside the Community.

Evacuees are expected to follow direction and guidance of trained emergency workers, traffic coordinators, and other assigned emergency officials.

Evacuation routes are pre-identified by the EMD in coordination with other community officials.

### Evacuation Assembly Points

Evacuation Assembly Points (EAPs) are locations within the community that serve as assembly points for evacuees who do not have their own transportation. EAPs are typically located at cross streets, and within walking distance of nearby residences. Templeton will use buses or other vehicles to pick up evacuees from EAPs and transport them to either a shelter or to a local evacuation transportation hub. EAPs are locally designated and operated, and are likely not in enclosed facilities, (similar to a bus stop concept). Support services are typically not provided at EAPs.

### Evacuation Transportation Hub (T-Hub)

In situations when residents may need to be evacuated outside the community, Phillipston, Royalston, Winchendon or Gardner will activate one or more Evacuation Transportation Hubs (T-Hubs) where large numbers of evacuees transported from EAPs throughout the community assemble and wait for transportation to either a state-operated Regional Reception Center (RRC) or a designated shelter outside the community. T-Hubs are locally operated, have adequate indoor facilities to stage evacuees,

## Town of Templeton Comprehensive Emergency Management Plan (CEMP)

and adequate outdoor areas for vehicle staging and evacuee embarkation. The Commonwealth is responsible for providing buses or other vehicles to transport evacuees from local T-Hubs to RRCs or shelters.



## Organization and Assignment of Responsibilities

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### Organization

#### Leadership

Templeton has designated emergency management leads that, depending on the severity of the event, may or may not be involved in emergency response and coordination activities. These leads include: The Select Board Chair, the EMD, key Templeton staff designated to support the emergency operations center, and response partners such as private sector organizations, volunteer organizations, as well as regional, state, and federal partners. Some or all of these staff may help form an emergency management decision team, to help guide the community's response.

#### Chief Municipal Officer

Templeton has a Select Board form of government. The Select Board Chair serves as the chief municipal officer for the Town and is responsible for providing for the protection of lives and property of the citizens of the Community.

The Select Board Chair provides leadership and direction in setting objectives and priorities during emergencies and disasters. The Select Board Chair may declare a local state of emergency, call for the activation of the CEMP, call for the activation of the EOC and/or direct the evacuation of populations from threatened areas. These decisions are typically made in consultation with the local EMD.

If the Select Board Chair, in consultation with the EMD, identifies the need for additional emergency response resources, requests for mutual aid/assistance agreement will be submitted by the EMD, to the mutual aid partners or to the Massachusetts Emergency Management Agency (MEMA) / State Emergency Operations Center.

#### Incident Commander/Unified Command

The Incident Commander serves as the on-scene commander for tactical response operations. Templeton may expand its incident command to unified command for incidents that require coordinated response among multiple on-site lead response partners. The Incident Commander/Unified Command receives its strategic guidance from the Decision Team, and as needed, coordinates with the Select Board Chair, the EMD and the EOC on response strategies and resource needs.

#### Emergency Management Director

The Massachusetts Civil Defense Act requires every city and town in Massachusetts to appoint an Emergency Management Director and establish an emergency management program.

The Emergency Management Director (EMD) is responsible for maintaining and managing the activation of Templeton's CEMP and operating the EOC. On a day-to-day basis, the EMD: coordinates emergency planning for Templeton, working with the leadership of the fire department, police department, local public health, transportation department, public works, and others as required to share situational awareness and mobilize needed resources. In emergency response situations, the EMD manages EOC operations, facilitates emergency response coordination, and makes recommendations to and advises the Select Board Chair and Decision Team on available courses of action, and to aid in decision-making.



### Emergency Management Organization

Templeton's Emergency Management Organization supports the functions of the EOC, and is comprised of partners from government agencies, non-governmental organizations, and the private sector. The positions identified to support the emergency management organization and the EOC are designated as **emergency positions**. Templeton staff and emergency management partners will be identified and trained to serve in these emergency positions.

### Government Organizations

Most of the departments within Templeton's government have been assigned emergency responsibilities in addition to their normal duties to support emergency response and emergency operations center operations. Each department is responsible for developing and maintaining its own emergency management procedures.

### Non-Governmental Organizations

Several non-governmental organizations, such as the American Red Cross, Salvation Army, etc., work with Templeton to support EOC operations and provide assistance with shelter operations and mass care needs.

### Commonwealth of Massachusetts

#### Massachusetts Emergency Management Agency (MEMA)

The Massachusetts Emergency Management Agency (MEMA) coordinates state level emergency operations. During an emergency or disaster, MEMA may provide direct support to Templeton and may serve as a conduit for resource management from other jurisdictions, state agencies, federal agencies (through the Federal Emergency Management Agency (FEMA)), and/or from outside the state through the Emergency Management Assistance Compact (EMAC). MEMA administers recovery assistance programs issued by FEMA under presidential disaster declarations.

## Emergency Operations Center Organization

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An Emergency Operations Center (EOC) should be organized to best facilitate effective operations for the jurisdiction. Templeton's EOC is organized in a functional model to ensure the ability to acquire, analyze, and act on information, and coordinate resources to effectively and efficiently support emergency response operations in a timely manner.

Templeton's EOC is organized under a discipline/functional based structure with designated emergency roles to facilitate activities.

The key EOC organizational positions are as follows:

**EOC Manager:** The EOC Manager oversees all EOC activities, exercises overall direction and control of EOC operations, and provides policy, guidance, and direction to EOC emergency operations. The EOC Manager coordinates with incident command and response partners at the local, regional, state, and federal levels to identify necessary resources for emergency response. The EOC Manager has primary responsibility for coordinating across each EOC Section and with the Chief Municipal Officer(s) and/or Decision Team, MEMA and/or State Emergency Operations Center, and EOC Managers from neighboring jurisdictions, as appropriate. The EMD typically serves as the EOC Manager.

**Public Information Officer:** The Public Information Officer (PIO) is responsible for the provision of public information regarding the incident's cause, size, and current situation, in addition to the type and volume of resources committed, in order to stabilize and mitigate an ongoing emergency. The PIO is also responsible for reporting on other matters of general interest to government agencies, the media, and the public and private sectors in the event of an emergency or disaster, utilizing both traditional and social media platforms.

**Police Representative:** The Police Representative is responsible for coordinating law enforcement resources to support emergency response operations and providing situational awareness to the EOC manager and to the Police Department.

**Fire Services Representative:** The Fire Services Representative is responsible for coordinating fire services resources to support emergency response operations and providing situational awareness to the EOC manager and to the Fire Department.

**Public Health Representative:** The Public Health Representative is responsible for coordinating public health and medical resources to support emergency response operations and providing situational awareness to the EOC manager and to the Public Health Department.

**Emergency Medical Services Representative:** The Emergency Medical Services Representative is responsible for coordinating fire services resources to support emergency response operations and providing situational awareness to the EOC manager and to the Fire Department.

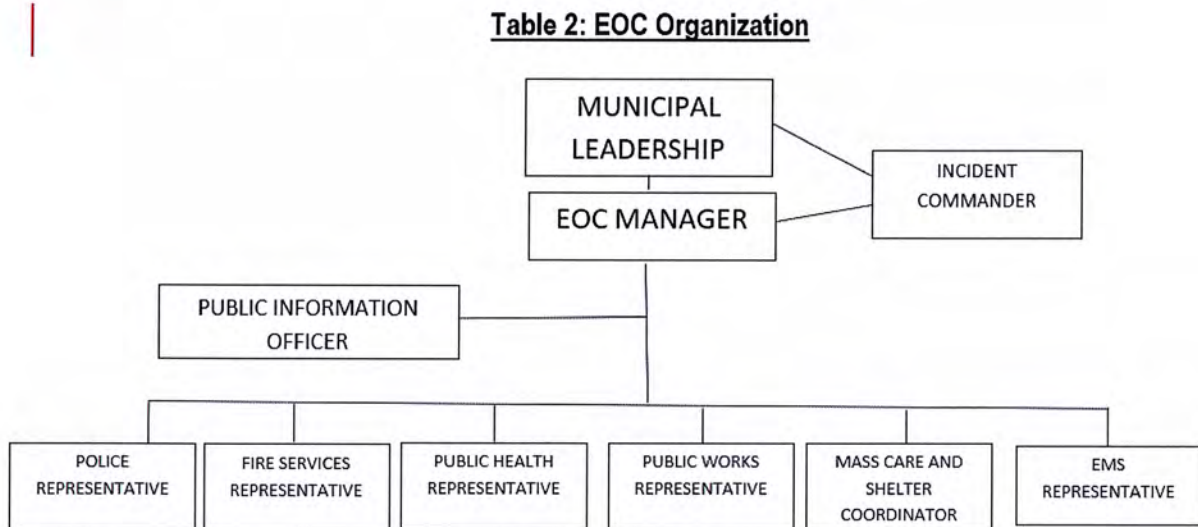
**Public Works Representative:** The Public Works Representative is responsible for coordinating fire services resources to support emergency response operations and providing situational awareness to the EOC manager and to the Public Works Department.



**Mass Care and Shelter Operations Representative:** The Mass Care and Shelter Operations Representative is responsible for coordinating resources to support shelter operations and mass care services and providing situational awareness to the EOC manager, partnering non-governmental organizations and operating shelters.

**School District Representative:** The School District Representative is responsible for coordinating resources to support school operations and/or evacuations, sharing information with schools and providing situational awareness to the EOC manager.

Table 2 depicts the organization of the EOC.





## Assignment of Roles and Responsibilities

### Chief Municipal Officer (Select Board Chair)

#### **Prevention and Mitigation**

- Coordinates with the EMD and others in the emergency management organization to identify risks and hazards in the community
- Reviews and approves hazard mitigation plan
- Authorizes mitigation strategies

#### **Preparedness**

- Appoints Emergency Management Director (EMD)
- Appoints a Public Information Officer (PIO)
- Approves the Comprehensive Emergency Management Plan (CEMP)
- Approves emergency management-related policies
- Ensures individuals are appointed to serve critical emergency management organization positions
- Ensures emergency preparedness information and guidance is provided to residents
- Ensures emergency facilities and other emergency locations are in a state of readiness

#### **Response**

- Responsible for overall response operations
- Receives recommendations from the incident commander, EMD and/or other EOC Manager on emergency response decisions
- Ensures the EOC is operational, staffed, and functional
- When necessary, issues a local declaration of emergency
- Ensures emergency information and guidance is provided to residents
- Upon recommendation by the EMD and/or Incident Commander, issues evacuation orders and recommendations, when necessary.
- Authorizes the activation of mass care facilities
- Coordinates with other elected officials at the state and federal level
- Makes decisions of all non-routine matters

#### **Recovery**

- Approves disaster recovery policies
- Serves as advocate for constituent recovery efforts
- Hosts community meetings to ensure needs are being addressed and to provide information to residents

## Emergency Management Director

### Prevention and Mitigation

- Coordinates with emergency management partners and community officials to identify risks and hazards in the community.
- Coordinates the development and implementation of the hazard mitigation plan and strategies.

### Preparedness

- Facilitates and ensures the development and maintenance of the CEMP
- Ensures the CEMP is reviewed, revised, and adopted in accordance with plan maintenance policies
- Designates facilities to be used as an EOC and an alternate EOC
- Ensures the EOC and alternate EOC remain in a state of readiness
- Develops and maintains EOC activation procedures to ensure the EOC can be activated quickly
- Maintains a list of designated EOC personnel
- Maintains Standard Operating Procedures for EOC operations
- Trains public officials and EOC personnel on EOC operations
- Oversees the planning and development of basic warning/notification functions
- Ensures swift access to supplies and equipment needed for emergency operations
- Coordinates with public health to ensure individuals with access and functional needs can be adequately supported during times of emergency
- Coordinates with appropriate community and emergency management partners to designate locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities
- Coordinates and/or provides training, drills, and exercises necessary to prepare community and emergency management partners to perform identified roles and responsibilities
- Recruits, trains, and facilitates activation of Community Emergency Response Team (CERT) program
- In cooperation with volunteer agencies, assists with the recruitment, registration, and identification of volunteer emergency workers
- Promotes coordination among public and private agencies regarding emergency management
- Coordinates Continuity of Operations planning, and prepares standards and guidelines for developing, testing, and exercising continuity of operations plans
- Manages the NIMS Compliance Program necessary to establish the Incident Command System (ICS) procedures during a disaster.
- Conduct community outreach and public emergency education programs
- Assists with the development of mutual aid agreements with other public and private agencies

## **Response**

- Activates EOC and initiates response procedures and activities
- Coordinates all EOC activities and associated emergency response activities of other agencies
- Coordinates with on-site Incident Command on resource needs
- Ensures situational awareness information is disseminated to pertinent emergency management and response partners
- Serves as the primary liaison with MEMA
- Ensures the coordination of resources to support emergency response activities
- Coordinates with public health and public works/transportation to facilitate the transportation of individuals with access and functional needs
- Coordinates the submission of all requests and responses for statewide mutual aid
- Directs and re-allocates community assets and resources during a disaster
- Coordinates requests for state and federal assistance
- Coordinates resource management, including donations of materials, equipment, and services
- Makes recommendations to the Select Board Chair on evacuations
- Determines if a shelter(s) is to be opened and assists with selection of shelter site(s)
- Activates local public information hotline
- Demobilizes the EOC when appropriate to do so
- Directs and after-action assessment of the disaster to determine what actions can be taken to mitigate future disaster effects
- Maintains a database to identify lessons learned and corrective actions taken

## **Recovery**

- Initiates recovery activities including conducting initial damage assessments and compiling damage assessment data, providing the data to MEMA and FEMA when needed
- Coordinates with MEMA on state and/or federal disaster assistance
- Coordinates with MEMA on opening Disaster Recovery Centers, when needed
- Works with the Select Board Chair to establish a framework within which short-term and long-term recovery operations are coordinated



## Police Department

### Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

### Preparedness

- Ensures EOC representatives are trained
- Ensures that law enforcement mutual aid agreements are in place
- Coordinates with EMD on the designation of locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster

### Response

- Provides EOC representative(s) to coordinate law enforcement resources to support emergency response operations
- Provides liaison and coordination with other law enforcement agencies, including Massachusetts State Police, and mutual aid organizations
- Provides security for the EOC
- As needed, provide resources for traffic control, crowd control and restricted area control, including patrolling evacuated areas.
- As needed, provide resources for security to critical facilities including mass care shelters
- As needed, provide warning and notification support which may include the use of public address systems on vehicles
- As needed, provide communications support
- As needed, provides resources to support search and rescue operations
- As needed, issues restricted area passes to appropriate personnel
- As needed, assists with evacuations
- As needed, assists with enforcement of quarantine and protection orders
- Assesses impact of disaster on available equipment and resources
- Provide situational awareness about emergency response operations, resource status and other topics of interest to the EOC

### Recovery

- As needed, assist EMD with recovery activities

## Fire Department

### Prevention and Mitigation

- Provides fire code enforcement and fire prevention services including inspections and public education
- Ensures hazardous materials safeguards are in place
- Ensure Tier 2 facility reports are filed on an annual basis
- Coordinate with EMD to identify risks and hazards in the community

### Preparedness

- Ensures EOC representative is trained
- Ensures that fire services and hazardous materials response mutual aid agreements are in place
- Maintains readiness of all fire service equipment, supplies, procedures, and mutual aid agreements needed for disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Coordinates with EMD on the designation of locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities

### Response

- Provides EOC representative(s) to coordinate fire services resources to support emergency response operations
- As needed, provides fire response and control during a disaster
- As needed, requests, and manages mutual aid for fire services response
- As needed, provides warning and notification support which may include the use of public address systems on vehicles
- As needed, provides resources to support search and rescue operations
- As needed, provides radiological monitoring and decontamination support
- As needed, ensures hazardous materials incident response, control, and operations support
- As needed, provides primary or secondary emergency medical services
- As needed, assists with triage of disaster victims
- As needed, provides communications support
- As needed, notifies, and advises in-field response agencies of any dangers to personnel at or near the scene of the disaster
- Maintains fire protection for those areas of the community not affected directly by the disaster
- As needed, determines need for evacuations associated with hazardous materials risk and/or exposure
- As needed, assists with evacuation operations
- Assesses impact of disaster on available equipment and resources
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

### Recovery

- As needed, assist EMD with recovery activities including damage assessments



## Public Works / Transportation Department

### Prevention and Mitigation

- Inspects public and private water impoundment sites
- Maintains roads, bridges, waterways and water and sewer systems and services
- Coordinates with EMD to identify risks and hazards in the community

### Preparedness

- Ensures EOC representative is trained
- Maintains readiness of all DPW equipment and personnel in connection with disaster response activities
- Provides fuel storage
- Coordinates with EMD on the designation of locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster.
- Maintains debris management plan
- Ensures written agreements are in place with emergency response organizations for use of equipment

### Response

- Provides EOC representative(s) to coordinate public works and engineering resources, to support emergency response operations
- As needed, provides staffing for resource distribution center(s)
- As needed, provides fuel for resource distribution center(s)
- As needed, coordinates the deployment of traffic control devices
- As needed, coordinates the provision of potable water
- As needed, provides support to clear debris and/or remove snow
- Monitors community dams during a disaster
- To the extent practicable, maintains sanitary sewer and refuse collection services during a disaster
- Assess impact of disaster on available equipment and resources
- Coordinates with EMD to facilitate the transportation of individuals with access and functional needs
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

### Recovery

- In coordination with the EMD, conducts damage assessment of public buildings, roads, bridges and other facilities and infrastructure
- Coordinates record keeping related to damage assessment and recovery resources
- Provides debris clearance and disposal
- Coordinates with Public Health on water testing
- Provides road, bridge, and other public facility repair
- Coordinates with utility companies to restore services
- Continues to provide EOC support until no longer needed
- Coordinates debris removal by government agencies and private contractors



## Emergency Medical Services

### Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

### Preparedness

- Ensures EOC representative is trained
- Ensures that mutual aid agreements for emergency medical services are in place
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Maintains readiness of all EMS equipment, supplies, procedures, and mutual aid agreements needed for disaster response activities

### Response

- Provides EOC representative(s) to coordinate emergency medical services resources to support emergency response operations
- As needed, provides emergency medical services/pre-hospital care, triage, and transportation of disaster victims
- Requests and manages mutual aid for emergency medical services operations
- As needed, assists in the evacuation of hospitals and nursing homes
- Coordinates the dispatch of ambulances and the number and types of injured to area hospitals
- Provides emergency medical service to areas of the community not directly affected by the disaster
- Provides situational awareness about the emergency response operations, resource status and other topics of interest to the EOC

### Recover

- As needed, assist EMD with recovery activities including damage assessments

## Water / Sewer Department

### Prevention and Mitigation

- Maintains Water / Sewer Department Infrastructure
- Coordinates with EMD to identify risks and hazards in the community

### Preparedness

- Ensures EOC representative is adequately trained
- Maintains readiness of all water and sewer equipment and personnel in connection with disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster

### Response

- Provides EOC representative(s) to coordinate resources to support emergency response operations or manage consequences
- Monitors status of and impacts to water and sewage systems
- Takes actions necessary to prevent contamination of water supply
- Ensures adequate water resources for fire services
- As needed, coordinates resources to support restoration of water and sewage services
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

### Recovery

- Coordinates with EMD to conduct damage assessments on water / sewer department facilities and infrastructure
- Coordinates with public health on water testing
- Provides repair of water / sewer department facilities

## Public Health Department

### Prevention and Mitigation

- Conducts public health inspections at public sector facilities
- Coordinates immunization programs
- Coordinates with EMD to identify risks and hazards in the community
- Facilitates education programs to the public on disease prevention

### Preparedness

- Ensures EOC representative is adequately trained
- Maintains readiness of public health personnel and equipment in connection with disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Coordinates with medical facilities to ensure readiness of supplies, equipment, and personnel for use during a disaster
- Provides training to appropriate personnel in detection, evaluation, and prevention of communicable diseases
- Provides protection of food and water supply
- Coordinates with EMD to ensure planning for and coordination of health / medical aspects of response to a disaster
- Coordinates pandemic planning with MA Department of Public Health and community public and private health care provider network
- Maintains procedures for mass and mobile medical countermeasures dispensing for mass prophylaxis or vaccination
- Advises on control of disease vectors such as insects and rodents
- Recruits, trains, and facilitates activation of community Medical Reserve Corps
- Coordinates with EMD to ensure individuals with access and functional needs can be adequately supported during times of emergency

### Response

- Provides EOC representative(s) to coordinate public health and medical resources to support emergency response operations or manage consequences
- Monitors status of and impacts to public health and healthcare facilities
- As needed, coordinates with the water department on any issues on water supply contamination
- As needed, provides resources to investigate and correct problems with sanitation conditions during a disaster
- As needed, coordinates safe waste disposal
- As needed, coordinates water and food inspection and associated laboratory testing
- As needed, advises on disease vectors such as insects and rodents; provides pest control
- As needed, coordinates necessary mortuary services with the Chief Medical Examiner, including operation of temporary morgues and identification and registration of victims
- Assists in the determination and elimination of health hazards in the disaster area



## Town of Templeton Comprehensive Emergency Management Plan (CEMP)

- Upon authorization from MA Department of Public Health, implements isolation and quarantine measures, as needed
- Issues health advisories, as needed
- Coordinates the activation and operation of medical countermeasures Emergency Dispensing sites
- Coordinates the monitoring of food safety and general sanitation at mass care shelter facilities
- Orders testing of diseased animals
- Advises on public health hazards related to medical waste and other biohazards, hazardous materials, and radiological materials during an emergency
- Coordinates with EMD to facilitate the transportation of individuals with access and functional needs

### **Recovery**

- Coordinates with EMD to conduct damage assessments as needed
- Coordinates with the debris removal agencies regarding any debris that may pose a public health hazard

## Information Technology Department

### Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

### Preparedness

- Ensures EOC representative is adequately trained
- Maintains readiness of IT personnel and equipment in connection with disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster.
- Ensures radio, telephone, computing resources and network communications capability essential to emergency operations are maintained
- Ensures emergency backup and contingency communications capability in the event normal communications are disrupted
- Ensures the protection of vital records through ongoing support processes for data backup, IT security measures and standard procedures for firewall management, intrusion detection, anti-virus protection and access control
- Assists agencies with Geographic Information Systems (GIS) technology services in supporting incident response, recovery, and mitigation activities
- Provides authority and governance protocols for access to IT resources, systems, data, and facilities that house IT assets and for invoking disaster recovery procedures on IT supported equipment and systems

### Response

- Provides EOC representative(s) to support EOC and emergency response operations
- Provides technical assistance to the EOC as required to activate and maintain communications and information systems capabilities to support emergency operations
- Assists with providing emergency printing services and other printing as appropriate

### Recovery

- Assists with the recovery of electronic records and invokes recovery in accordance with the IT Department, Continuity of Operations Plan

## School Department

### Prevention and Mitigation

- Implements school safety and security programs
- Conducts exercises and drills on the school safety and security programs
- Coordinates with EMD to identify risks and hazards in the community

### Preparedness

- Maintains plans for protection of students during a disaster
- Regularly practices through drills and other educational means, procedures for safe evacuation and relocation of students in case of an emergency
- Coordinates with American Red Cross and the local emergency management organization regarding arrangements to use schools and/or school food stocks for mass care shelter and feeding

### Response

- Protects students in school by releasing them, sheltering them, or evacuating and relocating them to safe areas during emergency/disaster
- Provides school buildings for public shelter
- Provides buses for evacuation of students and public during emergency/disaster
- Provides for the emergency care of students and employees during normal school hours
- Provides available facilities for medical dispensing sites

### Recovery

- Coordinates safe re-entry of students into school after the emergency has passed
- Assists in damage assessments of school facilities



## Animal Control Department

### Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

### Preparedness

- Coordinates planning with appropriate public and private sector agencies which provide for protection of domestic animals, fish, and wildlife during a disaster
- Forms emergency response teams to address activities necessary for the care of animals in an emergency such as an evacuation, sheltering and medical treatment

### Response

- Coordinates the animal services and assistance necessary during a disaster including protection and care of injured animals and disposal of dead animals

### Recovery

- Coordinates return of domestic animals to owners after emergency has passed

## Local Government Agencies

### Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

### Preparedness

- Develops and maintains emergency response procedures
- Negotiates and maintains mutual aid agreements
- Identifies sources of emergency supplies, equipment, and transportation
- Establishes and maintains a list of succession of key personnel

### Response

- Protects and preserves vital records essential for the continuity of government and delivery of essential functions
- Provides EOC support

### Recovery

- Maintains records of disaster-related expenditures, including appropriate documentation
- Continues to provide EOC support until no longer needed
- Provides support for damage assessment activities

### Community Emergency Response Team (CERT)

The damage caused by natural disasters and manmade events can be extensive.

While emergency services personnel are the best trained and equipped to handle emergencies, they may not be immediately available in a catastrophic disaster. In such a situation, members of the community may be on their own for several days or longer. They may have to rely on their own resources for food, water, first aid, and shelter, and neighbors or coworkers may have to provide immediate assistance to those who are hurt or need other help.

Community Emergency Response Teams (CERTs) respond in the period immediately after a disaster when response resources are overwhelmed or delayed.

CERTs are able to:

- Assist emergency services personnel when requested in accordance with standard operating procedures developed by the sponsoring agency and by area of training
- Assume some of the same functions as emergency services personnel following a disaster

While CERTs are a valuable asset in emergency response, CERTs are not trained to perform all of the functions or respond to the same degree as professional responders. CERTs are a bridge to professional responders until they are able to arrive.

CERT program members can also perform other tasks as assigned, such as:

- Staffing of EOC
- Assist with transportation
- Mass Care Shelter Operations



## Information Collection, Analysis and Dissemination

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### Situational Awareness

There are five elements that are the backbone of good situational awareness:

- Define your information requirements
- Determine how to gather information
- Decide who will analyze that information
- Determine how that information will be shared
- Choose the technology that will help communicate and manage the information

During the initial period of an emergency, efforts should be focused on gaining an understanding of the situation and establishing incident priorities. A well-defined, operational information collection capability is essential. Information collection provides situational awareness to leadership and promotes informed decision-making. The Community has designated a process to collect, analyze and disseminate information during an emergency to both internal and external response partners as well as the public.

### Information Collection

Information will be collected from a variety of sources. The EOC Manager or his/her designee at the EOC will be charged with collecting information. The following list contains examples or potential sources of operational information:

- On-scene responders
- Community departments and agencies
- WebEOC and MEMA Situational Awareness Reports
- Public agencies and non-governmental partners
- Television, radio, and print media
- Social Media
- Victims of the emergency and the general public
- Subject matter experts

### Information Analysis

After information has been collected, it must be analyzed to determine its credibility and operational relevance. The EOC Manager or his/her designee will analyze information that is received and prepare intelligence reports for leadership.

### Dissemination

Message dissemination is categorized into internal messaging and public messaging. Internal messaging refers to messages crafted for responders and partners, while public messaging refers to messages crafted for public dissemination.

### Internal Messaging

EOC Manager or his/her designee in the EOC will assist in conveying information as necessary to responders, community departments and agencies and other partners. Additionally, the EOC Manager or his/her designee will maintain and update the Incident Action Plan (IAP), which will contain critical information and intelligence updates.

Within one (1) hour of an emergency event, the EMD will submit a Local Government Situation Report to their Regional MEMA office. For a significant incident, the situation report should be followed by an

## Town of Templeton Comprehensive Emergency Management Plan (CEMP)

Initial Damage Assessment as soon as specific damage information is available but no later than eight (8) hours after the peak of the event.

### Public Messaging

Various methods of public information dissemination are available. The decision to use a particular medium will be based on the urgency and the intended audience. Some methods of distribution include:

- Press releases
- Press conferences
- Website updates
- Print, Radio, or Televised announcements
- Social media updates
- Local or regional public information systems such as CodeRED

To ensure one consistent and accurate voice, all public information releases will be coordinated through the EOC Manager and his/her designee.

### Local Declaration of Emergency

In general, a Declaration of Emergency is made only by a Chief Elected Official (Select Board Chair) and may be used to allow spending of funds without a budget allocation, facilitate emergency procurement, or issue emergency orders such as evacuation, curfew, quarantine, or shelter in place orders.

A local Declaration of Emergency may be declared by the Chief Elected Official or as permitted by local charter, bylaw or ordinance, or state law. Whenever a local emergency has been declared, the EMD will notify MEMA through WebEOC or their regional office.

When all emergency activities have been completed, the EMD will coordinate with the Select Board Chair to terminate the declared emergency. All community departments, agencies and organizations will receive notification of emergency declarations and terminations through Town email or by telephone calls.



## Communications

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Communications are an important component of response and recovery operations. The ability of emergency management / response personnel from different disciplines, jurisdictions, organizations, and agencies to work together depends greatly on their ability to communicate with each other. To effectively transmit and receive information, emergency response partners supporting the community must have access to all available forms of communications. This section outlines the types of equipment / systems available for internal, external, and public communication. Operational communications systems and capabilities, and effective communications, are essential to the success of any emergency operation. The community maintains and operates the following communications systems to ensure effective operational communications between municipal personnel and with other jurisdictions.

Communications between community agencies occur through the use of several types of communications equipment including radios, cellular and landline phones, email, and satellite phones. In addition, the Commonwealth uses WebEOC and the Health and Homeland Alert Network (HHAN) for external notifications and to provide situational awareness. Public communications range from the Emergency Alert System to the community's website and social media.

### Alert and Notification

Emergency notification of community agencies is critical during times of emergency to ensure response partners have adequate time to prepare for an emergency and can assemble to respond to an emergency. The community has several means of notifying emergency response partners. In most situations, the Community has the capability to warn departments and agencies on a 24-hour basis.

### Notification of Key Officials

When an emergency requires the notification of key community officials, the Emergency Management Department will utilize the following means as appropriate:

- Email
- Landline telephone
- Cellular phone
- Satellite phone 2-way radio systems
- Dispatch a vehicle for in-person notification
- Face-to-face communication

### EOC Communications

The community's EOC is equipped with, maintains and is capable of operating, the following communication systems:

- Landline telephone
- Cellular phone
- 2-way radio systems
- Email
- Amateur Radio

The community conducts periodic communications tests to ensure that its systems are operational, and its personnel are capable of operating the systems. More particularly, the Emergency Management Department conducts an emergency communication test on a monthly basis.



### Emergency Alert and Warning

Emergency alert and warning systems are designed to allow local authorities to warn the public of impending or current threats or emergencies affecting their area. Such public warning systems are essential to communicating critical emergency information to the public during times when other communications systems may not be dependable. Public warnings may be issued during severe weather, flooding, fire, hazardous material release, terrorist threat, water contamination, and any other threats to life, property, and safety. During these or any other type of emergency when the need to relay public information is immediate, The Emergency Management Department will coordinate the development of public warning messages. The Emergency Management Department will implement the dissemination of the messages via the public warning systems. Warning the public about an emergency or disaster includes various means of communication which are summarized in the table below:

#### Public Warning Systems

- CodeRED System
- Local Access TV Station
- Community Website Notifications
- Social Media
- Electronic Message Boards
- Vehicle Sirens and PA Systems

#### Emergency Alert and Warning for Persons with Access and Functional Needs

Access and functional needs populations will be warned of emergencies by available methods including the following:

- Visually impaired: EAS messages on radio, sirens, NOAA Weather Radio, CodeRED system, route alerting, door-to-door notification and by telephone.
- Hearing impaired: Captioned EAS messages on Television, TTY on CodeRED system, route alerting, door-to-door notification.
- Non-English speaking: Language messages on radio or TV, NOAA Weather Radio, route alerting, door-to-door.

#### Community Warning Systems

Warning System	Area of Coverage	Approving Authority	Implementation
Local Cable Channel	All of Town	Select Board Chair Town Administrator Emergency Management	Steve Castle
CodeRED System	All of Town	Select Board Chair Town Administrator Police Department Emergency Management	Police Dispatch Emergency Management
News Media			
Community Website			
Door-to-Door			

### Public Information Officer (PIO)

The Public Information Officer is assigned by the Incident Commander and has the responsibility for taking the following actions:

- Determine and/or create proper message content
- Select appropriate warning system(s) for use
- Disseminate public warnings after receiving written approval from the EOC Manager or his/her designee
- Initiate protective Action Advisory Implementation
- During non-emergency times, information regarding emergency plans and actions to be taken by the public, in the form of Information / educational materials, will be provided to the public via newsletters, brochures, publications in telephone directories, Community CATV Local Access and the Community website, etc.

During an emergency, the potential for dissemination of false or misleading information is high. This can lead to operational difficulties for responders and confusion among the public. Misleading information can be produced from several sources. The Community will establish a media monitoring and rumor control section within the Public Information Officer's control and will be staffed by an individual with knowledge in various media, social media, and communication platforms.



## Administration, Finance, and Logistics

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### Finance and Administration

Due to the nature of emergency situations, financial transactions, and activities, including purchases and leases, often need to be executed quickly, and sometimes routine financial and accounting procedures need to be amended or bypassed, or authorized by law, regulation, and policy. Note that this in no way lessens the need to follow sound financial management and accountability.

A local declaration of a State of Emergency may, in some circumstances, allow the community to bypass normal budgetary and financial requirements in order to finance emergency response and recovery activities.

A Presidential Disaster Declaration, or a Presidential Emergency Declaration, may allow the community to apply for federal disaster funding and to be reimbursed for eligible response and recovery costs.

Timely financial support for response and recovery activities could be crucial to successfully achieving response and recovery objectives. While innovative and expeditious means of procurement may be required during times of emergencies, it is still mandatory that lawful and sound financial and accounting principles and practices be employed in order to safeguard the use of public funds from the potential for fraud, waste and abuse.

Each community agency is responsible for establishing effective administrative funding controls, segregation of duties for proper internal controls, and accountability to ensure that costs incurred are consistent with the missions identified in this plan. Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs, formal records, and file copies of all expenditures, including personnel time sheets, in order to provide clear and reasonable accountability and justification for future reimbursement requests.

### Records

Detailed financial records should be kept for every emergency or disaster managed by the community. Having detailed and complete financial records are requirements for receiving federal reimbursement under the Stafford Act for Presidentially declared disasters and emergencies. Documentation should include personnel hours, equipment costs, expenditures / procurements, costs incurred by the Town, etc. Financial records are essential to a successful recovery effort.

All records relating to the allocation and disbursement of funds for activities covered in this plan must be maintained, as applicable, in compliance with the Code of Federal Register, Title 44, Emergency Management Assistance, and all Massachusetts statutes pertaining to state financial matters and emergency management powers and responsibilities.

### Record Retention

Retention of records involving emergencies / disasters will be maintained according to local policies of Templeton for a period of 6 years from the date of the occurrence by the Police and/or Fire Department. Summary reports and substantive correspondence regarding emergencies or disasters shall be permanently maintained. In addition, records regarding hazardous materials exposures will be maintained by the Police and/or Fire Department for a period of 30 years.



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### Preservation of Records

It is the responsibility of the Select Board Chair to ensure that public records be protected and preserved in accordance with applicable state and local laws. Storage locations for various vital records are located below:

Department	Location	Form
Town Clerk's Original Records		
Town Clerk's Duplicate Records		
Principal Assessor's Original Records		
Principal Assessor's Duplicate Records		
Board of Health's Original Records		
Board of Health's Duplicate Records		

### Reports

The use of reports will vary according to the type of emergency being handled.

### Messages

All requests for assistance and all general messages will be handled using the procedures and forms found in the Forms Section of this plan.

### Local Government Situation Report

These reports are compiled by the EMD and forwarded to MEMA to keep state officials informed about the current status of operations. WebEOC may also be used to provide this information. (Please see **Attachment 3** for a sample of Local Government Situation Report).

### Resource Management

The following are sources of potential resources that may be available to the Community in responding to disasters and emergencies.

- Personnel, equipment, and facilities belonging to the Community
- Resources available from other jurisdictions through local mutual aid agreements
- Resources available from the private sector through purchase, lease, or MOU
- Resources of the Commonwealth of Massachusetts including National Guard through MEMA
- Mutual aid resources from other states via the Emergency Management Assistance Compact (EMAC), through MEMA
- Intrastate mutual aid available through the Statewide Mutual Aid Agreement
- Resources available from the federal government under the National Response Framework (NRF), through MEMA

If existing Community resources and mutual aid resources are exhausted, or if the community has a need for a resource that it neither has nor has access to, the EOC may submit a request for assistance to MEMA via phone or radio to MEMA's Regional Office or Headquarters, or through WebEOC. MEMA is responsible for coordinating support from all state agencies, including the National Guard, State Police, Department of Transportation, Department of Public Health, etc.

Town of Templeton Comprehensive Emergency Management Plan (CEMP)

The figure below depicts the process by which MEMA receives, processes, tracks and fulfills requests from cities and towns, and other stakeholders for support.



Mutual Aid

Mutual aid is the provision of services from one jurisdiction to another. A mutual aid agreement is an agreement among jurisdictions to allow emergency responders to lend assistance across jurisdictional boundaries. Some mutual aid agreements may be formal and/or may be activated with some degree of frequency, such as mutual aid provided in the fire services community. Other mutual aid agreements are informal, and/or activated infrequently and only under emergency conditions.

Templeton is party to the following mutual aid agreements:




## Training and Exercise Program

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A critical component of this CEMP is the ability to conduct training and exercises in order to validate the CEMP's components. These events should take an all-hazards approach. In addition, trainings and exercises could focus on specific areas, such as hazardous materials events. A training and exercise program should be developed to effectively implement the CEMP.

### Training Program

An all-hazards training program is a critical component to a community's emergency planning cycle. The following sections describe some of the various training opportunities an Emergency Management Program can take advantage of.

### All Hazards Training

#### MEMA provided Training

MEMA's Training and Exercise Unit offers numerous classroom training opportunities throughout the calendar year. These all-hazards training programs cover various topics and offer unique perspectives on emergency management planning and response.

Some examples of training include:

- Incident Command Systems (ICS 300)
- Incident Command Systems (ICS 400)
- ICS for Elected and Senior Leaders
- Emergency Operations Center (EOC) Awareness and Operations
- Community Points of Distribution (C-POD)
- Homeland Security Exercise and Evaluation Program (HSEEP) Training

### Emergency Management Institute Training

The Emergency Management Institute (EMI) has a series of online Professional Development Training Programs designed to bolster the knowledge emergency managers need to possess. The online classes can be found on FEMA's Emergency Management Institute Website, under their Professional Development Section.

### Hazardous Materials Training

Section 303 (c) (8) of EPCRA, OSHA 29CFR 1910.120 (HAZWOPER) and EPA 40CFR 311; require that those responsible for implementing chemical emergency plans be provided training opportunities that enhance local emergency response capabilities. The LEPC intends to utilize courses sponsored by the Federal and State governments, and private organizations in helping fulfill this requirement. The LEPC will also schedule courses that address the unique concerns and needs for the local hazardous materials preparedness program. Employers are responsible for ensuring the health and safety of responding personnel, as well as the protection of the public and community served.



## Town of Templeton Comprehensive Emergency Management Plan (CEMP)

The LEPC will work in conjunction with State Emergency Response Commission and community leaders to evaluate the hazardous materials training development needs of local emergency personnel. The LEPC will coordinate local training initiatives to ensure consistency with the Hazardous Materials Plans and will maximize training resources available from all levels of government and the private sector.

Employees who participate, or are expected to participate in emergency response shall be given training in accordance with the following paragraphs:

### First Responder Awareness Level

First responders at the awareness level are individuals who are likely to witness or discover a hazardous release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release.

First responders at the awareness level shall have had sufficient experience to objectively demonstrate competency in the following areas:

- An understanding of “what hazardous” materials is, and the risks associated with them in an incident.
- An understanding of the potential outcomes associated with an emergency when hazardous materials are present.
- The ability to recognize the presence of hazardous materials, if possible.
- The understanding of the role of the first responder awareness individual in the employer’s emergency response plan, including site security and control and the North American Emergency Response Guidebook.
- The ability to realize the need for additional resources and to make appropriate notifications to the communications center.

### First Responder Operations Level

First Responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and protect further exposures.

First responders at the operations level shall have received at least eight hours of training or have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level and the employer shall so certify:

- Knowledge of the basic hazard and risk assessment techniques.
- Know how to select and use proper personal protective equipment provided to the first responder operations level.
- An understanding of basic hazardous materials terms.
- Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit.
- Know how to implement basic decontamination procedures.
- An understanding of the relevant standard operating procedures and termination procedures.

### Hazardous Materials Technician

Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level does in that they will approach the point of release in order to plug, patch, or otherwise stop the release of hazardous substance.

Hazardous materials technicians shall have received at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

- Know how to implement the employer's emergency response plan.
- Know the classification, identification, and verification of known and unknown materials by using the field survey instruments and equipment.
- Be able to function within an assigned role in the Incident Command System.
- Know how to select and use proper specialized chemical personal protective equipment provided to the hazardous materials technician.
- Understand hazard and risk assessment techniques.
- Be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit.
- Understand and implement decontamination procedures.
- Understand termination procedures.
- Understand basic chemical and toxicological terminology and behavior.

### Hazard Materials Specialist

Hazardous materials specialist are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however they may be called upon, where a more specific knowledge of the various substances is needed. The hazardous materials specialist would also act as the site liaison with Federal, State, local and other government authorities regarding site activities.

Hazardous materials specialists shall have received at least 24 hours of training equal to the technician level and in addition have competency in the following areas and the employer shall so certify:

- Know how to implement the local emergency response plan.
- Understand the classification, identification, and verification of known and unknown materials by using advance survey instruments and equipment.
- Knowledge of the state emergency response plan.
- Be able to select and use proper specialized chemical personal protective equipment provided to the hazardous materials specialist.
- Understand in-depth hazard and risk assessment techniques.
- Be able to determine specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.
- Be able to determine and implement decontamination procedures.
- Have the ability to develop a site safety and control plan.
- Understand chemical, radiological, and toxicological terminology and behavior.



### Incident Command System

Incident Commanders, who will assume control of the incident scene beyond the first responder awareness level, shall receive at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

- Know and be able to implement the employer's incident command system.
- Know how to implement the employer's emergency response plan.
- Know and understand the hazards and risks associated with employees working in chemical protective clothing.
- Know how to implement the local emergency response plan.
- Knowledge of the state emergency response plan and the Federal Regional Response Team.
- Know and understand the importance of decontamination procedures.

### Trainers

Trainers who teach any of the above training subjects shall have satisfactorily completed a training course for teaching the subjects they are expected to teach, such as the courses offered by the U.S. Fire Academy, FEMA Emergency Management Institute, U.S. EPA, Massachusetts Fire Academy or Massachusetts Emergency Management Agency; or they shall have the training and/or academic credentials and instructional experience necessary to demonstrate competent instructional skills and a good command of the subject matter of the courses they are to teach.

### Exercise Program

Similar to Training Programs, a strong Emergency Management Program should also involve exercise to various plans and procedures to ensure that training and the various plans are effective.

Section 303 (c) (9) of EPCRA places a requirement on local jurisdictions to establish "methods and schedules for exercising the emergency plan". In establishing training programs and schedules, the emergency managers recognize the need for an integrated exercise program that will ensure community response agencies and facilities successfully perform their emergency roles and functions in accordance with the All-Hazards Emergency Plan. An effective exercise program will also strengthen response management, coordination, and operations, plus reveal shortcomings and weaknesses that can be corrected prior to an emergency in order to improve and refine public safety capabilities.

### Types of Exercises

Exercises are generally classified in three major categories. Tabletop, Functional, and Full Scale. Local jurisdictions may also consider preliminary exercises called Orientations to introduce participants to the plan and prepare for the exercise process.

Each of these exercises varies in activities and resources. Some require simple preparations and execution while others may be more complex and require greater efforts and resources. Each provides their own benefits, and all should be considered in the overall development of an exercise program.



### Orientation Exercise

Orientations are used to acquaint personnel with policies and procedures developed in the planning process, providing a general overview of the emergency plan and its provisions. Orientation is especially effective in ensuring that emergency personnel understand their roles and responsibilities and clarifying any complex or sensitive plan elements.

While the orientation does not normally involve any direct simulation or role-playing, it is used to review plan procedures and informally apply them to potential emergency situations or past events familiar to everyone.

### Tabletop Exercise

A Tabletop Exercise is primarily a learning exercise that takes place in a meeting room setting. Prepared situations and problems are combined with role-playing to generate discussion of the plan, its procedures, policies, and resources. Tabletop Exercises are an excellent method of familiarizing groups and organizations with their roles and demonstrating proper coordination. They are also good environments for reinforcing the logic and content of the plan and integrating new policies into the decision-making process, since they allow participants to act out critical steps, recognize difficulties, and resolve problems in a non-threatening environment.

### Functional Exercise

A Functional Exercise is an emergency simulation designed to provide training and evaluation of integrated emergency operations and management. It is more complex than the Tabletop Exercise and focuses on the interaction of decision making and agency coordination in a typical emergency management environment such as an EOC or command location. All field operations are simulated through messages and information normally exchanged using actual communications, including radios and telephones. It permits decision makers, command officers, coordination, and operations personnel to practice emergency response management in a more realistic environment, complete with time constraints and stress. It generally includes several organizations and agencies practicing interaction of a series of emergency functions such as direction and control, assessment, and evacuation.

### Full Scale Exercise

A Full-Scale Exercise evaluates several components of an emergency response and management system simultaneously. It exercises the interactive elements of a community emergency program, similar to the Functional Exercise, but it is different from the Functional Exercise in that it adds a field component. A detailed scenario and simulation are used to approximate an emergency, which requires on-scene direction and operations, and also includes coordination and policy-making roles at an emergency operations or command center. Direction and control, mobilization of resources, communications and other special functions are commonly exercised.

## Town of Templeton Comprehensive Emergency Management Plan (CEMP)

### Progressive Exercise Program

Recognizing that the exercise types described in this plan are intended to build on one another, each one becoming more complex and comprehensive, the LEPC will establish a progressive exercise program by scheduling basic Orientations to introduce the plan and the specific policies and responsibilities established. Tabletop Exercises will then be held to implement actual coordination and leadership provisions of this plan, including emergency operations concepts that may be new to many local personnel. These will be followed by Functional Exercises to integrate the plan's more complex sections under simulated emergency conditions. The entire hazardous materials emergency response system will then be evaluated by a Full-Scale Exercise.

### Exercise Schedule

The specific exercise schedule will be developed after CEMP has been reviewed and accepted by the Community. A plan to evaluate Hazardous Materials Plans may also have to be approved by the State Emergency Response Commission. An exercise of this plan should be held annually.

**NOTE: If a real response situation has occurred, it may be counted as an exercise as long as an after-action evaluation is performed, and the plan is updated with "lessons learned" from the incident.**



## Plan Development and Maintenance

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If a plan is to be effective its contents must be known and understood by those who are responsible for its implementation. The Emergency Management Director (EMD) will brief the appropriate Community officials and department heads concerning their roles and responsibilities under this plan. The EMD will arrange for appropriate training and exercises to maintain this plan.

The EMD is responsible for the administrative maintenance of this Plan and will ensure that this plan is reviewed and updated on an annual basis, and that all appropriate personnel and departments participate in the review.

The EMD is responsible for maintaining a training and exercise program that ensures that the Plan, including the EOC and people with emergency management responsibilities, is exercised at least once each year.

All departments are responsible for the development and maintenance of their respective segments of this Plan. All departments are responsible for annually reviewing their portion of this Plan and updating it, as necessary.

Following every exercise or significant real-world event, the Incident Commander, in collaboration with the EMD, and if appropriate, the Select Board Chair, will ensure that a detailed After-Action Report (AAR) and Improvement Plan is prepared. At least annually, this Plan should be updated to incorporate lessons learned and best practices identified through training, exercises, and actual events/incidents.

### Additional Support Plans

Site Emergency Plans – This plan describes an organization’s policy and procedures for coping with emergency situations at a specific site.

Point of Distribution plans – This plan details how and where emergency supplies could be distributed to residents in the event of an emergency.

SARA Title III plans – SARA Title III federal regulation mandates that a Local Emergency Planning Committee (LEPC) or Regional Emergency Planning Committee (REPC) develop emergency response plans for specific sites within their jurisdictions which have one or more “extremely hazardous substances” above a given threshold planning quantity. These plans are intended to protect the community in the event of off-site release occurs from such a site.

Continuity of Operations Plan (COOP) – This plan describes how a jurisdiction’s government operations will continue to function in the event of a disaster or emergency.

Community Animal Response Plan – The purpose of this plan is protection of public health, the public food supply, domestic and wild animal resources, the environment, and the agricultural economy and to ensure the humane care and treatment of animals in case of an emergency or any situation that can cause an animal suffering.



## Authorities and References

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### Authorities

- A. Massachusetts Emergency Management Agency, Comprehensive Emergency Management Plan, Basic Plan and Related Annexes.
- B. Federal Emergency Management Agency (1-10), "Guide for the Development of a State and Local Continuity of Government Capability."
- C. Civil Preparedness Guide (1-8), "Guide for the Development of State and Local Emergency Operations Plans".
- D. Civil Preparedness Guide (1-8A), "Guide for the Development of State and Local Emergency Plans".
- E. Civil Preparedness Guide (1-20), "Emergency Operating Centers Handbook".
- F. Civil Preparedness Guide (1-35), "Hazard Identification, Capability Assessment, and Multi-Year Development Plan for Local Governments".

### References

#### 1. Federal

- The Federal Civil Defense Act of 1950 (PL 81-920)
- The Disaster Relief Act of 1974 (PL 93-288)
- Emergency Management and Assistance, 44 U.S. Code 2.1
- Homeland Security Presidential Directive (HSPD) 5, "Management of Domestic Incidents"
- Public Law – 288
- National Response Plan (NRP)
- National Response Framework (NRF)
- CPG – 101
- National Preparedness Goal
- Nation Incident Management System (NIMS)
- Incident Command System (ICS)

#### 2. Commonwealth of Massachusetts

- Massachusetts Civil Defense Act, Chapter 33
- Massachusetts Executive Order 144
- Executive Order #242, "Comprehensive All-Hazards Planning".
- Executive Order #469, "Designation of the NIMS as the State's Incident Management Standard.
- Statement of Understanding between the State of Massachusetts and the American Red Cross.
- Massachusetts EOC – Standard Operation Procedures
- State EOC Utilization Plan
- State Fire Mobilization Plan
- MEMA Continuity of Operations (COOP) Plan

## Emergency Operations Center

### Operations Support Annex

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## Attachment 1: EOC Activation Team Checklist

- Notify all individuals on the EOC roster of the EOC activation using CodeRED system and landlines.
- Set up the EOC stations, equipment (computers, television, smart board, projectors, maps, etc.) and the EOC communications.
- Check all telephones.
- Check all available laptop computers and desk stations.
- Obtain EOC documents to be used during activation.
- Establish WebEOC connection with MEMA.
- Establish an EOC personnel ID station, (if needed).
- Assign security to EOC entrance and log all EOC access.
- Command Staff review of EOC operating procedures.
- Emergency Management Director briefs EOC personnel on situation.

Each department shall be responsible for further notification and staffing in accordance with their department's Standard Operating Procedures. Staffing levels will be determined by the Emergency Management Director based on the scope and extent of the emergency.



## Attachment 2: EOC Operational Capabilities Checklist

	Primary EOC 1 Elm Street, Baldwinville, MA	Alternate EOC Mobile – TEMA-5
EOC Generator	8000W – gas	2000W – gas
Date of last test		
Number of Hour / Days of Fuel		
Radio Communications		
Wall Charts		
Media Briefing Location		
Alternate Water Supply		
Food Storage		
Number of Days of Food		
Sleeping Area		

### Attachment 3: Local Government Situation Report

Report #:	Date:	Time:
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Community: <b>Templeton</b>	County: <b>Worcester</b>	MEMA Region: <b>4</b>
Reported By:	Title:	
24-hour Cell Phone:	EOC Phone:	
1. Incident Description:		
2. Local State of Emergency (Circle):	Yes      No	Date:      Time:
3. Casualties (Provide latest figures):	Fatalities:	Injuries:      Missing:
4. EOC Operational (Circle):	Yes      No	Date:      Time:
5. Emergency Orders:		
6. Supporting Agencies / On-Scene Mutual Aid (Circle):		
Police      Fire      Public Works      Medical      Other:		
7. Shelter Status:		
8. Dams / Rivers Status:		
9. Roads / Bridges Status:		
10. Damage Report:		

## Attachment 3: Local Government Situation Report (CONTINUED)

Assistance Requested:	
Name / Title of Contact:	Phone #:

### Instructions for completing the Local Government Situation Report Form (LOGOSITREP)

1. **Incident Description:** Provide a short narrative description of the event affecting your community, including specific locations and impacts.
2. **Local State of Emergency:** Indicate whether or not your local Chief Elected Official has declared a Local State of Emergency, including date and time declared.
3. **Casualties:** Provide the best estimate of disaster related casualties. Provide latest cumulative figures, not an update from the previous Situation Report.
4. **EOC Activation:** Indicate if the local EOC is activated or closed.
5. **Emergency Orders:** Indicate an emergency orders or declarations issued by the Chief Elected Official (evacuation ordered, driving ban, curfews in effect, etc.).
6. **Supporting Agencies / On-Scene Mutual Aid:** Indicate which local agencies are supporting the emergency response and indicate any mutual aid being received from other towns or cities (not State).
7. **Shelter Status:** Indicate all public shelters that are currently open, name and location of shelter, the number of people in the shelter, and who is managing the shelter (Red Cross, CERT, etc).
8. **Dams / Rivers Status:** List the names of any rivers approaching flood state or currently flooding. List the name of any dams that are threatened or breached.
9. **Roads / Bridges Status:** Describe the observed impact on the local road system or bridges (both State and locally maintained) and the extent to which roads and bridges have been made impassable by down trees, wires, snow, and other debris.
10. **Damage Report:** Fill in damage observed; minor, significant, or major damage for residences, municipal buildings, sewer plant(s), businesses and status of power outages, water supply, debris removal needed, telephone outages, etc.
11. **Remarks:** Provide any pertinent information which you feel State Officials should be aware of regarding the situation in the community.
12. **Assistance Requested:** Indicate what type of assistance the community requires, if any, and a local point of contact.



## Attachment 4: Mutual Aid Listings

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Towns and departments with which the community has mutual aid agreements:

### **FIRE**

Dive Team:

Hospitals(s):

Ambulance Service:

Fire District Mutual Aid Agreement:

Structure Task Forces:

Forestry Task Forces:

Disaster Task Forces:

### **Police**

Law Enforcement Council:

Name of Towns:

### **Board of Health**

DPH Regional Coalition:

### **DPW**

### **Municipal Electric Company**

## Standard Operating Procedures

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## Attachment 5: Chief Elected Official SOP

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The ultimate responsibility for all emergency management activities is vested in the Chief Elected Official. He / She is responsible for all emergency management policies, and during emergency operations will have the final responsibility for decision making concerning emergency management actions.

It is the responsibility of the Chief Elected Official to ensure an approved line of succession exists in case some individuals are unable to perform their duties during an emergency. It is ultimately incumbent upon the Chief Elected Official to ensure vital records are maintained.

All required reports and records of emergency operations activities should be submitted to the Chief Elected Official as well as the Emergency Management Director (EMD).

### Initial Actions

- Receive notification of emergency (Time: \_\_\_\_\_)
- Discuss with EMD the need to declare a local state of emergency and declare if needed
- Discuss with EMD the need to activate the Emergency Operations Center (EOC)
- Review emergency management plan with EMD (consider developing ICS-202, Incident Objectives)
- Maintain situation awareness and determine if there is an imminent threat
- Report to the EOC if activated

### EOC Activation

- Report to the EOC (Time: \_\_\_\_\_)
- Make sure all actions under 'Initial Actions' are complete
- Keep a log of all decisions made and actions taken (consider using form EOC Chronological Log)
- Assign Public Information Officer (PIO) (Time: \_\_\_\_\_)
- Issue initial public information statements if necessary
- Authorize activation of community notification system(s) (CodeRED)
- Assign someone to manage expenditures / finance if needed (Time: \_\_\_\_\_)
- Review the Continuity of Operations Plan (COOP) for line of succession guidance



## Town of Templeton Comprehensive Emergency Management Plan (CEMP)

### EOC Operations

- Log all actions taken (EOC Chronological Log)
- Discuss anticipated resource needs with EMD
- Authorize activation of shelters if needed
- Prepare and coordinate public information releases
- Authorize inspection of all damaged buildings for structural integrity
- Inspect all arterial roads for damage, assess and address repair as needed
- Conduct regularly scheduled briefings for EOC staff (form ICS-201, Incident Briefing)
- Discuss with EMD relocation of EOC if necessary
- Coordinate or delegate actions regarding donated resources and volunteer activities

### EOC Demobilization

- Authorize re-entry of evacuees
- For evacuees who cannot return home, arrange temporary housing in coordination with partner agencies
- Coordinate with volunteer agencies involved in disaster relief operations
- Maintain records of personnel, equipment, and supplies used for possible reimbursement
- Apply for state or federal disaster relief funds if appropriate
- Address public health and sanitation issues
- Establish disaster recovery centers if needed
- Address legal and insurance matters

## Attachment 6: Emergency Management Director SOP

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The Emergency Management Director (EMD) advises the Chief Elected Official on courses of action available for decision making during the emergency. The EMD acts as the Emergency Operations Center (EOC) Manager while the EOC is activated. They oversee those responsible, for the implementation of the plan, and ensure all are well-versed in their roles and responsibilities.

The EMD will periodically brief participating officials on their emergency management roles. The EMD will conduct mock exercises of incidents to provide practical and controlled experience in simulated conditions. He / She will call for an annual review with all involved officials and update the plan from lessons learned.

### Initial Actions

- Receive notification of incident
- Review emergency management plan with CEO (consider developing ICS-202 Incident Objectives)
- Assess the situation and make appropriate notifications to activate and staff EOC
- Establish a communications link with affected jurisdictions and volunteer agencies

### EOC Activation

- Activate the EOC (attachment EOC Activation Team Checklist) (Time:\_\_\_\_\_)
- With the Chief Elected Official, determine the need to declare a local state of emergency
- Make sure all actions under 'Initial Actions' are complete
- Keep a log of decisions made and actions taken (consider using form EOC Chronological Log)
- Contact MEMA regional office to notify of EOC activation
- Brief EOC staff on status of emergency (form ICS-201, Incident Briefing)
- Prepare 24-hour operations if necessary to include staffing, food/water, and facility operation
- Determine readiness of communications and back-up communications systems
  - Telephone and radio networks, including cell phones
  - Fire and Police radios
  - 800MHz radios
  - Phone systems of state agencies
  - Community notification system (CodeRED)

### EOC Operations

- Log all actions taken (EOC Chronological Log)
- Prepare an Incident Action Plan in conjunction with Incident Commander, for all active resources
- Maintain situational awareness to determine impact if any
- Coordinate need for EOC security with Police Department
- Implement shelter plan in coordination with partner agencies if needed
- Manage requests from incident scene
- Have Fire Department / Police Department form and dispatch search and rescue teams as required

## Town of Templeton Comprehensive Emergency Management Plan (CEMP)

- Have Fire department coordinate EMS teams as required
- Work with Medical Examiner's Officer on matters pertaining to the disposition, handling, and identification of the deceased
- Conduct needs assessment and provide assistance to individuals with access and functional needs
- Determine the condition / capacity of hospitals and other healthcare facilities serving the community
- Acquire status of utilities within the affected area
- Validate status of critical resources to support operations
- Periodically solicit reports from EOC staff to maintain Local Government Situation Report
- Establish traffic control plan with Police Department if needed
- Coordinate debris removal from main routes with DPW Director, if necessary
- Continue to monitor NWS alert system in coordination with MEMA
- Identify transportation-related needs and contact transportation support partners if needed
- Review mutual aid agreements
- Submit resource request(s) for any unmet needs to MEMA regional office via WebEOC
- Coordinate with Police Department for security patrols of impacted areas

### **EOC Demobilization**

- Coordinate with local, state, and federal agencies in damage assessment and cost of recovery activities
- Inform the public of disaster recovery activities via community notification system (CodeRED)
- Continue to assist in the restoration of normal services and operations
- Close shelters and coordinate re-entry of evacuees with partner agencies
- Coordinate with DPW to ensure all streets are assessable
- Periodically receive reports from EOC staff regarding situation on recovery status
- Coordinate with Police and DPW to establish a traffic control plan
- Maintain records of personnel, equipment, and supplies use for possible reimbursement
- Conduct critical incident stress management activities
- Establish disaster recovery centers for victims in conjunction with MEMA/FEMA if asked
- Coordinate application for state and federal disaster relief funds with CEO, if appropriate
- Lift local state of emergency if declared
- Initiate deactivation of EOC and notify CEO and departments
- Close logs of all actions taken (EOC Chronological Log)
- Contact MEMA regional office to notify of EOC deactivation
- Debrief response personnel; prepare incident report, and update plan on the basis of lessons learned
- Conduct an evaluation on the overall effectiveness of the community's response and recovery actions



## Attachment 7: Fire Department Representative SOP

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The role of the Fire Department in emergency / disaster situations is primarily fire-related incident control and management of any hazardous materials, including radiological. They also may lead search and rescue operations. During emergency response activities, if Fire Department resources become exhausted, additional support will be obtained through local mutual aid and then state agencies. The Fire Chief or his/her designee is responsible for coordinating all Fire Department operations.

### Initial Actions

- Receive notification of emergency
- Review emergency management plan and checklist
- Keep detailed logs of all actions taken by Fire Department during the incident (EOC Chronological Log)
- Maintain situational awareness and how it pertains to Fire Department operations
- Determine the status of medical treatment site(s) to be used as triage areas or mass decontamination sites
- Determine availability of EMS personnel, supplies, and equipment and if more is needed request mutual aid support
- Determine availability of search and rescue personnel, supplies and equipment and if more is needed request mutual aid support

### EOC Operations

- Coordinate dispatch of EMS teams to the scene(s) as required
- Coordinate dispatch of search and rescue teams to scene(s) as required
- Coordinate evacuation for affected residents
- Coordinate decontamination capabilities within the Fire Department and if insufficient notify EMD
- Arrange for representative of the Fire Department to team with Police and DPW representatives to identify and restrict access to all structurally unsafe buildings
- If mass casualties have occurred, work with EMD to contact mutual aid partners and establish triage site
- Coordinate set-up of the decontamination area for emergency responders and those affected if needed
- Coordinate emergency power and lighting at the incident site upon request
- Coordinate the identification and the condition of hazardous materials and where they are stored or used

## Town of Templeton Comprehensive Emergency Management Plan (CEMP)

- Identify resource shortfalls and coordinate additional contractor resources to assist in hazardous materials response, informing EMD of availability
- Coordinate with Fire Department staff to determine if all critical equipment is operational
- Coordinate door-to-door warnings with Police Department if necessary
- Route resource requests for unmet needs to the EMD
- Periodically update EMD on incident status

### **EOC Demobilization**

- Support damage assessment activities as needed
- Coordinate clean-up as required
- Coordinate the return of all equipment to quarters or mutual aid partners
- Coordinate the decontamination of firefighters, gear and equipment as needed
- Coordinate the inventorying of equipment and assess any operational issues experienced during the incident
- Coordinate the release of mutual aid companies as they become available
- Close logs of all actions taken (EOC Chronological Log) and submit paperwork to the EMD

## Attachment 8: Police Department Representative SOP

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The Police Department's role in an emergency will be an expansion of its normal daily routine. The Police Chief is responsible for coordinating law enforcement emergency activities. If, during emergency Operations, local law enforcement capabilities are exceeded, support will be available through existing mutual aid agreements and from state and federal law enforcement agencies. The Police Chief or his/her designee will integrate and manage outside law enforcement agencies which are brought in for assistance.

The Police Department is generally responsible for all traffic control and security services. In addition, during a large-scale incident, they may be asked to perform additional activities depending on the incident. If the EOC becomes activated, the Police Department will place a representative in the EOC to help coordinate activities with other community resources.

### Initial Actions

- Receive notification of emergency
- Review emergency management plan and checklist
- Keep detailed logs of actions taken by Police Department during the incident (EOC Chronological Log)
- Maintain situational awareness and how it may pertain to Police Department operations

### EOC Operations

- Coordinate availability of emergency response equipment and place on standby
- Coordinate the verification of communications capability within the affected area
- Assign a liaison to Incident Command in the operations area
- Coordinate the request of mutual aid from State Police as required
- Establish security for EOC and other critical facilities and essential supplies if requested
- Establish security for damaged public buildings if needed
- Coordinate confinement and access control areas for security purposes
- Coordinate dedicated access routes to these areas for Incident Response personnel
- Coordinate the investigation of the cause of the incident as appropriate
- Coordinate the securing of the scene, rerouting traffic, and implementing crowd control measures
- Organize the evacuation of the public and of special facilities if required
- Coordinate road closures
- Coordinate providing back-up communications if needed



## Town of Templeton Comprehensive Emergency Management Plan (CEMP)

- Periodically update EMD on emergency response status
- Coordinate door-to-door warnings with Fire Department
- Route resource requests for unmet needs to the EMD

### EOC Demobilization

- Support damage assessment activities as needed
- Coordinate with state and federal authorities to investigate the incident as needed
- Coordinate restricted access to suspected unsafe structures pending evaluation by Building Inspector
- Coordinate re-entry of evacuees
- Coordinate the return of all equipment to station or mutual aid partners
- Coordinate inventorying of equipment and assess any operational issues experienced during the incident
- Coordinate the release of mutual aid units as they become available
- Close logs of all actions taken (EOC Chronological Log) and submit paperwork to the EMD

## Attachment 9: Department of Public Works

### Representative SOP

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In emergency situations the Department of Public Works (DPW) is responsible for deploying available equipment and manpower. In the event that local resources are exhausted, assistance may be requested from mutual aid partners or MEMA. The DPW is responsible for ensuring the community's roads and bridges are in passable condition. During a large-scale incident, they may be asked to perform additional activities depending on the incident. If the EMD activates the EOC, the DPW will place a representative in the EOC to help coordinate activities.

#### Initial Actions

- Receive notification of emergency
- Review emergency management plan and checklist
- Keep detailed logs of actions taken by the DPW during the incident (EOC Chronological Log)
- Maintain situational awareness and how it may pertain to the DPW's operations

#### EOC Operations

- Coordinate the availability of emergency response equipment and place on standby
- Coordinate the verification of communications capability within the affected area.
- Assign a liaison to Incident Command in the operations area
- coordinate the request of mutual aid from mutual aid partners and contractors as required
- Coordinate providing essential supplies to the operational area if needed
- Ensure dedicated access routes to operational areas are open for Incident Response personnel
- Coordinate assisting the Police Department with traffic control if necessary
- Coordinate assisting with evacuation of public and special facilities if required
- Coordinate road closures if necessary
- Periodically update EMD with emergency response status
- Coordinate door-to-door warnings with other departments if necessary
- Coordinate the rectification of immediate life-threatening hazards
- Coordinate with EMD for site decontamination assistance from regional Hazmat Team
- Coordinate identification of and restrict access to structurally unsafe buildings with Police Department
- Coordinate the remediation and clean-up of any hazardous materials that may have entered well water or drainage systems
- Coordinate the clearance and removal of debris as directed
- Support Fire Department in search and rescue operations
- Provide barricades and temporary fencing as required
- Coordinate emergency repairs to streets and bridges as necessary to support emergency operations
- Coordinate with representative from Fire Department to conduct preliminary assessment of damage to structures and utilities
- Provide other public works and engineering support for emergency operations as necessary
- Route resource requests for unmet needs to the EMD

## Town of Templeton Comprehensive Emergency Management Plan (CEMP)

### EOC Demobilization

- Support damage assessment activities as needed
- Coordinate demolition of unsafe structures
- Assist Public Health Services with emergency waste disposal and sanitation , as necessary
- Assist other agencies with recovery operations and damage assessment activities
- Coordinate with utilities to restore services
- Coordinate the return of all equipment to garage or mutual aid partners
- Coordinate inventorying of equipment and assess any operational issues experienced during the incident
- Coordinate the release of mutual aid units as they become available
- Close logs of all actions taken (EOC Chronological Log) and submit paperwork to the EMD



## Attachment #10: Templeton Dams

Name of Pond/Dam:	<b>Depot Pond Dam (aka: Baldwin Water Supply Dam)</b>		
Address:	Exchange Street, Baldwinville		
Access Dam Via...:	Exchange Street; Park at end, cross RR tracks		
Owner:	Gabazyadeh Mehdi		
Address:			
Phone:			
Coordinates:	Latitude:	42.6072	Longitude: -72.0723

Name of Pond/Dam:	<b>Ridgley Pond Dam</b>		
Address:	409 Otter River Road, Otter River		
Access Dam Via...:	Long driveway at 409 Otter River Road		
Owner:			
Address:			
Phone:			
Coordinates:	Latitude:	42.5768	Longitude: -72.0484

Name of Pond/Dam:	<b>Brickyard Pond Dam (aka: O. R. Sportsman's Club Pond)</b>		
Address:	250 Lord Road, Otter River		
Access Dam Via...:	Lord Road, follow dirt road to right of pond to the dam		
Owner:	Otter River Sportsman's Club		
Address:	250 Lord Road		
Phone:			
Coordinates:	Latitude:	47.5903	Longitude: -72.0558

Name of Pond/Dam:	<b>Graves Pond Dam</b>		
Address:	Walnut Street, Baldwinville		
Access Dam Via...:	Walnut Street		
Owner:	Fletcher Trust No. 1		
Address:			
Phone:			
Coordinates:	Latitude:		Longitude:

Name of Pond/Dam:	<b>Brazell Pond Dam</b>		
Address:	59 Brooks Village Road, Templeton		
Access Dam Via...:	Brooks Village Road		
Owner:	David R. and Elizabeth A. Luchford		
Address:	59 Brooks Village Road, Templeton		
Phone:			
Coordinates:	Latitude:	42.5627	Longitude: -72.0995

Name of Pond/Dam:	<b>Bourn-Hadley Pond Dam</b>		
Address:	Patriots Road		
Access Dam Via...:	Pine Point Road		
Owner:	Leon Gaidanowicz		
Address:	Patriots Road		
Phone:			
Coordinates:	Latitude:	42.5608	Longitude: -72.0876

Town of Templeton Comprehensive Emergency Management Plan (CEMP)

<b>Name of Pond/Dam:</b>	<b>Otter River Dam (Seaman's Paper Co.)</b>		
Address:	Main Street, Otter River		
Access Dam Via...:	Small parking lot across from Seaman Paper Co.		
Owner:	Seaman Paper Co.		
Address:			
Phone:			
Coordinates:	Latitude:	42.5961	Longitude: -72.0516

<b>Name of Pond/Dam:</b>	<b>Peaceful Pines Pond Dam</b>		
Address:	2 Peaceful Pines Road, Templeton		
Access Dam Via...:	Peaceful Pines Road		
Owner:	John and Cherie Buckley		
Address:	2 Peaceful Pines Road, Templeton		
Phone:	978-939-5004		
Coordinates:	Latitude:	42.5729	Longitude: -72.1088

<b>Name of Pond/Dam:</b>	<b>Otter River Rec Pond Dam</b>		
Address:	Crotty Avenue, Otter River		
Access Dam Via...:	Crotty Avenue		
Owner:	Town of Templeton		
Address:	690 Patriots Road, Templeton		
Phone:	978-939-8801		
Coordinates:	Latitude:	42.6005	Longitude: -72.049

<b>Name of Pond/Dam:</b>	<b>Partridgeville Pond Dam</b>		
Address:	Partridgeville Road		
Access Dam Via...:	Club Road		
Owner:	Templeton Fish and Game Club		
Address:	Partridgeville Road, Templeton		
Phone:	978-939-2126		
Coordinates:	Latitude:	42.547	Longitude: -72.0419

<b>Name of Pond/Dam:</b>	<b>Wetmore Pond Dam</b>		
Address:	300 Royalston Road		
Access Dam Via...:	300 Royalston Road		
Owner:	Elaine Bosler		
Address:	300 Royalston Road, Baldwinville		
Phone:			
Coordinates:	Latitude:		Longitude:

<b>Name of Pond/Dam:</b>	<b>Brooks Pond Dam</b>		
Address:			
Access Dam Via...:			
Owner:			
Address:			
Phone:			
Coordinates:	Latitude:		Longitude:

<b>Name of Pond/Dam:</b>	<b>East Templeton Storage Pond Dam</b>		
Address:			



Town of Templeton Comprehensive Emergency Management Plan (CEMP)

Access Dam Via...:			
Owner:			
Address:			
Phone:			
Coordinates:	Latitude:	42.5631	Longitude: -72.04

Name of Pond/Dam:	<b>Fernald School Pond Dam</b>		
Address:			
Access Dam Via...:			
Owner:			
Address:			
Phone:			
Coordinates:	Latitude:		Longitude:

Name of Pond/Dam:	<b>Salame Pond Dam</b>		
Address:			
Access Dam Via...:			
Owner:			
Address:			
Phone:			
Coordinates:	Latitude:		Longitude:

Name of Pond/Dam:	<b>Templeton Center Dam</b>		
Address:	624 Patriots Road, Templeton		
Access Dam Via...:	Patriots Road		
Owner:	William Haney		
Address:	624 Patriots Road, Templeton		
Phone:	978-939-1214		
Coordinates:	Latitude:	42.5581	Longitude: -72.079

Name of Pond/Dam:	<b>(Otter River Road @ Route 2)</b>		
Address:	115 Otter River Road, Templeton		
Access Dam Via...:	Otter River Road @ Rt 2 Bridge / Route 2		
Owner:	Joseph and Lucille Diemdowicz		
Address:	115 Otter River Road, Templeton		
Phone:	978-939-5852		
Coordinates:	Latitude:	42.5638	Longitude: -72.0583

Name of Pond/Dam:	<b>Stoney Bridge Dam</b>		
Address:			
Access Dam Via...:			
Owner:			
Address:			
Phone:			
Coordinates:	Latitude:		Longitude:

Name of Pond/Dam:			
Address:			
Access Dam Via...:			
Owner:			
Address:			
Phone:			



Town of Templeton Comprehensive Emergency Management Plan (CEMP)

Coordinates:	Latitude:		Longitude:	
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Name of Pond/Dam:				
Address:				
Access Dam Via...:				
Owner:				
Address:				
Phone:				
Coordinates:	Latitude:		Longitude:	

### Attachment #11: Access and Functional Needs Populations

Name	Address	Hazard
Narragansett Regional High and Middle Schools	464 Baldwinville Road, Templeton, MA 01468	Large group gatherings
Narragansett Regional Elementary School	17 South Road, Templeton, MA 01468	Large group gatherings
Alliance Health at Baldwinville	51 Hospital Road, Baldwinville, MA 01436	Nursing Home
Templeton Housing Authority	99 Bridge Street, Baldwinville, MA 01436	Elderly Housing
Pine View Apartments	79 Bridge Street, Baldwinville, MA 01436	Elderly Housing

## Attachment #12: Critical Facilities and Infrastructure

Name	Address	Hazard
Templeton Police Department	33 South Road Templeton, MA 01468	Power outages
Templeton Fire Department (Station #1)	22 South Road Templeton, MA 01468	Power outages
Templeton Fire Department (Station #2)	2 School Street Baldwinville, MA 01436	Flooding, power outages,
Emergency Management (EOC)	1 Elm Street Baldwinville, MA 01436	Flooding, power outages,
DPW Facility	381 Baldwinville, Road Templeton, MA 01468	
Bridges		
Communication Towers		
Town Water Wells		
Sewer Treatment Plant	33 Reservoir Street Baldwinville, MA 01436	
Templeton Light and Water	86 Bridge Street, Baldwinville, MA 01436	
Dams	See Attachment #10	
Town Hall	160 Patriots Road East Templeton, MA 01438	
Senior Center / COA	16 Senior Drive, Baldwinville, MA 01436	



### Attachment #13: Hazardous Materials Facilities

Name	Address	Hazard
Seaman Paper Company	51 Main Street Otter River, MA 01436	
Orica USA, Inc.	55 Stone Bridge Road Templeton, MA 01468	Explosives
Amerigas	9 Edgar Street Baldwinville, MA 01436	Propane Gas
Peoples Fuel & Trucking	400 State Road Otter River, MA 01436	Diesel and Heating Fuels
Huhtala Oil & Propane	198 Patriots Road East Templeton, MA 01438	Gasoline, Diesel, Heating Fuels (and propane)
Cumberland Farms	163 Patriots Road East Templeton, MA 01438	Gasoline
Cumberland Farms	35 Elm Street Baldwinville, MA 01436	Gasoline
Gardner Airport	499 Airport Road Templeton, MA 01468	Jet Fuel
Bankowski Oil & Propane	272 Gardner Road East Templeton, MA 01438	Heating Fuel / Propane
Wilson Bus Lines	203 Patriots Road East Templeton, MA 01438	Diesel Fuel
Templeton DPW	381 Baldwinville Road Templeton, MA 01468	Gasoline and Diesel Fuels
Templeton Sewer Department	33 Reservoir Street Baldwinville, MA 01436	
Templeton Sewer Department	52 Plant Road East Templeton, MA 01438	

Attachment #14: Health and Medical Facilities

Name	Address	Hazard
Mountain View Family Practice	570 Baldwinville Road Baldwinville, MA 01436	
Synaptic Chiropractic Center	630 Baldwinville Road Baldwinville, MA 01436	

## Critical Infrastructure Spreadsheet to Influence

### ArcGIS Data

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The attached Microsoft Excel Spreadsheets contain listings of all Critical Infrastructure in the Community. These spreadsheets not only support this plan and its contents, but are used to populate ArcGIS maps and create visual planning, response, and recovery. The Spreadsheets will be updated as new infrastructure is added to the Community's inventory, or as changes to existing infrastructure are made.

The table on the next page shows where various Critical Infrastructure should be added in the Spreadsheet. This will help the organization of the document be consistent, both in this plan and on the mapping products it creates.



G.A.



**TOWN OF TEMPLETON  
BOARD OF SELECTMEN**  
160 Patriots Road ~ P.O. Box 620  
EAST TEMPLETON, MASSACHUSETTS 01438  
TEL: (978) 894-2755

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## **TOWN OF TEMPLETON SOCIAL MEDIA POLICY**

### **Section 1: Title and Authority:**

This policy shall be known as the “Town of Templeton Social Media Policy.” It will be adopted by the Town of Templeton Select Board.

This social media policy will be administered by the Town Administrator or their designee and will be available for review on the town’s website. The Town Administrator reserves the right to amend any of the provisions of this policy for any reason and at any time, with notice to the Select Board at the next scheduled business meeting.

Questions about this policy should be directed to the Town Administrator.

### **Section 2: Purpose:**

This document outlines the policies and procedures for town employees, officials, volunteers and public use of social media sites, platforms, and accounts. The purpose of this policy is to provide standards and procedures for the appropriate use of social media when conducting town business. While this policy generally applies to the most popular social media platforms, such as Facebook, YouTube, and Twitter, it is acknowledged that social media is an evolving communications tool, and that new resources and products may become available over time. The town may utilize social media to communicate information related to the business of the town directly to the public. The town encourages the use of social media to further the goals of the town, the missions of its departments and public bodies, and to contribute to the overall vibrancy of the community. The town has an overriding interest and expectation in deciding what is published on behalf of the town through social media and in establishing guidelines for the use of town social media by town officials to ensure that what is “spoken” on behalf of the town through social media reflects and conforms with the town’s standards for such content.

This policy shall not be interpreted or applied to prohibit or restrict any communication or expression that is protected or privileged under the law such as the state or federal

constitutions, including the right to free speech.

**Section 3: Definitions:**

**Commented [AR1]:** I removed definitions that aren't used in the policy. You may want to alphabetize these.

**Comment** means a statement or response submitted by a town official or member of the public to the town for posting on the town's social media website. Comment is also synonymous with the social media term, "post," "tweet," or "retweet".

**Ephemeral content** refers to social media content that disappears after a specific period, or by will of the original author.

**Designated Agent** means an individual designated by the Town Administrator to receive and respond to notifications of claimed copyright infringement. Once named, the town must file a "designation of agent" form with the United States Copyright Office.

**Social Media** is an expansive term that means the various forms of information-sharing technology to create web content and dialogue around a specific issue or area of interest and digital content posted to the internet in whatever form. Examples of social media applications include but are not limited to Facebook, MySpace, Google and Yahoo Groups, Wikipedia, YouTube, Flickr, Twitter, LinkedIn, and news media comment-sharing.

**Town Electronic Equipment** means all town electronic equipment including but not limited to computers, cell phones, smart phones, tablets and iPads, pagers and any other town equipment that may be utilized to send or receive electronic communications.

**Town Official** means employees of the town, public officers (whether elected or appointed) and town volunteers.

**Town Social Media** means social media that is created, posted, or maintained by the town for official town business, or stored on or in town-owned or town-controlled technological devices or accounts, and which can be distinguished from social media created, used, or maintained for personal use.

**Town Social Networking Moderator** means an individual designated by the Town Information Technology (IT) Officer to monitor, manage, and oversee social media content.

**Visitor** means a member of the public who accesses town social media sites.

**Section 4: Conduct of Town Officials:**

Those designated and authorized to utilize town social media do so with the understanding that they are representing the town and must always conduct themselves as representatives of the town. A town official's use of town social media shall comply with this policy, the town's personnel policy, and any other relevant town policies, bylaws, rules, and regulations, as well as any applicable provisions of state and federal law. This includes any use of town social media from outside of the workplace.



When a town official responds to a comment in his/her capacity as a town official, the official's name and title should be made available.

Information posted to town social media is public information, and there should be no expectation of privacy regarding the posted information. Town officials are expressly prohibited from disclosing any information via social media posts that may be confidential or exempt from disclosure under the Public Records Law.

Town officials are discouraged from using personal accounts to post information to town social media, or posting information regarding official town business on other social media. All social media comments and posts by town officials are subject to the Public Records Law, Open Meeting Law, the Conflict of Interest Law, and all other applicable laws, rules, policies, bylaws, and regulations. **Town officials should be aware that posts from personal social media accounts will be considered a public record if the post discusses aspects of town government and town business.**

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment in compliance with the town's personnel policy, employment contract, or collective bargaining agreement as appropriate. Appointees and volunteers found in violation of this policy may be subject to removal from their respective public posts. Elected officials found in violation of this policy may be subject to private or public admonishment.

**Section 5: Comments:**

For purposes of this policy, town social media falls into two distinct categories: Town Government Speech Sites and Limited Public Social Media Forums.

**The Town Government Speech Sites** do not allow for any public comments whatsoever. They are reserved for town government to engage in its own expressive conduct to promote its own message. Examples of this type of site include the town's official website and social media sites where public comment has not been enabled. Users and visitors to town social media sites shall be notified that the intended purpose of these sites is to serve as a mechanism for communication from authorized town officials to members of the public.

**Limited Public Social Media Forums** are town social media where public comment has been enabled to allow for discussion on specific topics as signified by postings by authorized town officials or consistent with the purposes of this policy.

Comments by town officials shall be allowed on town social media sites only when consistent with the provisions of this policy. Further, submission of comments by members of the public constitute participation in the limited public forum—this means that the public may post content solely and only about the subject matter of the town's social media content and no other matter.



All social media authors and public commenters shall be clearly identified. Anonymous posting shall not be allowed.

Town officials using and commenting with their own personal accounts on Town social media accounts are required to state the conditions by which they are commenting, e.g. "I am commenting as a private citizen" or "I am commenting in my role as [town position]". If the town official does not provide this clarification, it could be inaccurately assumed by the reader that they are speaking on behalf of the town. A comment posted on any town social media is the opinion of the commentor only, and publication of a comment does not imply endorsement of, or agreement by, the town, nor do such comments necessarily reflect the opinions or policies of the town.

Comments containing any of the following forms of content shall not be permitted on any type of town social media by a town official, or on a Limited Public Social Media Forum by a member of the public, and are subject to removal, in whole or in part, by authorized or appointed town officials:

- Comments in support of or opposition to political campaigns or candidates;
- Profane, obscene, sexual, or vulgar language or content or links to such language or content;
- Content that promotes, fosters, or perpetuates discrimination based on any category protected by state or federal law, including race, creed, color, age, religion, gender, genetic information, national origin, physical or mental disability, gender identity, or sexual orientation;
- Solicitations of commerce, including but not limited to advertising of any business or product for sale, unrelated to town business;
- Unlawful conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems;
- Defamatory, derogatory, or personal attacks;
- Protected health information;
- Threats to or harassment of any person or organization;
- Conduct that violates any federal, state, or local law; or
- Content that violates a legal ownership interest of any other party (including copyright protections).

The above list is not exhaustive, and the town reserves the right to remove or restrict any post or comment that violates the purpose or spirit of this policy. Further, the town reminds all town officials and members of the public that the internet "never forgets". Please be civil and respectful in the content that you choose to post.

If comments are related to the topic at hand, and do not otherwise violate the above-listed proscriptions, then the content will be allowed to remain, regardless of whether it is favorable or unfavorable to the town. Complaints regarding town officials should not be addressed in a social media environment, but rather sent to the Town Administrator.

Ephemeral content that is collected or obtained using electronic capturing (photo or 'screenshot') may be used as evidence of the existence of the comment at the discretion of authorized administering town officials.

These conduct guidelines governing comment on town social media sites shall be displayed on all limited town social media forums or made available by hyperlink from the town's official website. The town reserves all rights to choose whether, when, where, and how to allow for public participation in social media. It may discontinue or close previously allowed public participation to its social media at any time. The town further reserves the right to deny any individual who violates the town social media policy or applicable law access to posting to town social media, at any time and without prior notice.

**Section 6: Account Management:**

An authorization process shall be established for town officials wishing to create an account for the benefit of the town, with the Town Administrator or their designee as the authority to oversee and confirm decisions. In this role, the Town Administrator or their designee will evaluate all requests for usage, verify staff authorized to use town social media tools, and confirm completion of online training for social media if deemed necessary. The Town Administrator or their designee will also be responsible for maintaining a list of all social networking application domain names in use, the names of all administrators of these accounts, as well as the associated user identifications and active passwords.

All town social media shall be established by a duly designated Town Information Technology (IT) Officer with the approval and under the direction of the Town Administrator or their designee and shall be published using approved town social networking platforms and tools and administered by the IT Officer. All existing town social media sites and accounts are pre-approved upon the enactment of this policy.

**Commented [ABR2]:** I think the better practice is to review the site and make sure that someone has control of the account identification and passwords.

**Section 7: Content Management and Monitoring:**

The IT Officer shall designate Town Social Networking Moderator(s) to monitor, manage, and oversee all content on each social media site to ensure adherence to this policy, including appropriate use, messaging, and branding that is consistent with the interests, goals, and objectives of the town.

The Town Social Networking Moderator(s) may monitor the content posted by town officials on town social media to ensure it complies with this policy. Inconsistencies will be reported to the IT Officer and/or the Town Administrator. The Town Social Networking Moderator(s) are authorized to remove or restrict information from town social media within the scope of Section 5 of this policy. Such removal or restriction may be reviewed by the Town Administrator on an as-needed basis. Appeals of these decisions and actions involving the



Town Administrator would be reviewed by the Select Board.

Designated department heads and/or other authorized town officials will be responsible for the content and upkeep of any town social media sites they may create. It is the responsibility of these authorized town officials to ensure that information communicated by means of social media is accurate and up to date to the extent reasonable. The town does not guarantee the authenticity, accuracy, appropriateness, or security of posted hyperlinks or websites or content linked thereto.

Wherever possible, content posted to the town's social media sites will also be available on the town's official website. Town social media should complement rather than replace the town's existing web resources. Content posted on the town's social media should contain links directing users to the town's official website for additional information, forms, documents, or online services necessary to conduct business with the town.

All town social media sites shall clearly indicate that they are maintained by the town and shall prominently display necessary town contact information. All town social media sites shall include the prominent placement of the official town seal, if available, along with the following notification:

"This is the official (Facebook, Twitter, YouTube, etc.) page for the Town of Templeton, Massachusetts. If you are looking for more information about the Town of Templeton, Massachusetts please visit [www.templetonma.gov](http://www.templetonma.gov). The purpose of the Town page is to provide general information only. Should you require a response from the town or wish to request Town Services, you must go to <http://www.templetonma.gov> if appropriate or contact the town at 978-894- 2755 or via email to the Town Administrator or Assistant to the Town Administrator through the website."

Any town official or Town Social Networking Moderator(s) who manage town social media must be provided with a copy of this policy and sign the Acknowledgement of Official Use by Authorized Town Officials (see Addendum A) prior to utilizing town social media.

#### **Section 8: Public User Agreement:**

A copy of this policy shall be accessible from the town's official website. The public shall be informed that agreement to the terms of this policy is a prerequisite to participating in the town's limited public social media forums.

#### **Section 9: Copyright Infringement Notification:**

The town complies with the provisions of the Digital Millennium Copyright Act of 1998 (DMCA). Federal law (U.S. Copyright Act, Title 17 of the US Code, and, more recently, the Digital Millennium Copyright Act, 105 PL 304) makes it illegal to download, upload, or distribute in any fashion copyrighted material in any form without permission or a license to



do so from the copyright holder.

The town respects the intellectual property of others and requests users of the town's social media sites to do the same. In accordance with the DMCA and other applicable law, the town has adopted a policy of terminating, in appropriate circumstances and at its sole discretion, users, subscribers, or account holders who are deemed to be repeat copyright infringers. The town may also, in its sole discretion limit access to its town social media sites and/or terminate the accounts of any user who infringes any intellectual property rights of others, whether or not there is any repeat infringement.

**Commented [AR3]:** I suggest removing this section. I don't think the Town needs to be the arbiter of others' copyright infringement and I think it could, at worst, create an unnecessary first amendment issue.

The following notification shall be made accessible on all town social media sites (where possible) and on the town's official website:

"If you believe that any material on the town's official website or town social media site infringes on any copyright which you own or control, or that any link on the town's social media sites directs users to another website that contains material that infringes on any copyright that you own or control, you may file a notification of such infringement with the town's Designated Agent as set forth below. Notifications of claimed copyright infringement must be sent to the Town of Templeton, Massachusetts' Designated Agent, for notice of claims of copyright infringement."

The Town of Templeton, Designated Agent: TBA

**Section 10: Public Records Law & Retention:**

The Town's official website and town social media sites (and their related social media content) are subject to the Public Records Law. A public record consists of any records or documentary materials or data, regardless of physical form or characteristics, made or received by any officer or employee of the town. Public records, regardless of format, are available for inspection and copying unless there is a specific statutory exemption from public disclosure.

The town's official website and town social media sites shall clearly indicate that any articles and any other content or comments posted or submitted for posting in whatever format are subject to public disclosure. Content related to town business shall be maintained in an accessible format so that it can be produced in response to a public records request. Users shall be notified that public disclosure requests must be directed to the proper custodian of public records. The name, title, and contact information for the proper custodian of public records shall be posted on each town social media site.

Relevant town records retention schedules apply to content on the town's official website as well as to town social media sites. Content posted or submitted for posting shall be retained pursuant to the Public Records Law in its standard format and in accordance with applicable municipal records retention schedules established by the Secretary of the Commonwealth.

**Section 11: Open Meeting Law:**

The Open Meeting Law requires that all meetings of a public body are to be open to the public unless otherwise exempted. Members (elected or appointed) of any town public body should refrain from using town social media to discuss the business of the public body or take action by the public body in violation of the Open Meeting Law. A series of individual postings on social media may cumulatively convey the position of a quorum of a public body, and thus, may violate the Open Meeting Law. Furthermore, members of public bodies should refrain from commenting on or responding to inquiries related to matters within the subject matter jurisdiction of their respective public bodies.

Public boards and committees may utilize town social media for gathering of public input and fostering of public discussion related to the role with which it has been charged by statute or the Town Administrator, provided that the use is authorized in accordance with and conforms to this policy.

Information posted by the town on its social media sites will supplement and not replace required notices and standard methods of providing agendas, postings, and notifications required to be made regarding public meetings and hearings under Massachusetts law, unless otherwise permitted by law.

**Section 12: Third-Party Rights and Responsibilities:**

All comments posted to any town social media are bound by that specific platform's applicable statement of rights and responsibilities, rules governing use, or terms of service. The town reserves the right to report any violation of such rules to the platform provider with the intent of the provider taking responsive action.

**Section 13: Templeton Community Television:**

Templeton Community Television (TCTV) and its related social media shall be excluded from this policy. Any complaints regarding TCTV's social media shall be directed to the Cable TV Advisory Committee.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2022.

SIGNATURES of TOWN OF TEMPLETON,  
MASSACHUSETTS SELECT BOARD

---

Michael Currie, Chair

---

Timothy Toth, Vice Chair

---

Terry Griffis, Clerk

---

Julie Richard, Member

---

Jeffrey Bennett, Member

---

Date

DRAFT



**Addendum A**  
**Acknowledgement of Official Use by Authorized Town**  
**Officials**

- A. I, \_\_\_\_\_, acknowledge that I received a copy of the Town of Templeton's Social Media Policy on \_\_\_\_\_.
- B. I have been given an opportunity to ask questions about said policy and I have been provided with satisfactory information in response to my questions.
- C. I understand the language used in this policy.
- D. I agree to abide by the policy and agree to periodically review any changes and modifications as the law and associated policies regarding the use of social media are continually evolving.

\_\_\_\_\_  
Town Official Signature

\_\_\_\_\_  
Date

DRAFT

# JUNETEENTH

Juneteenth is more than a National or State holiday or another day off for the employed. It is American history, Black American history. It wasn't created or made a Federal holiday on a whim or overnight. It was in part the dream of 94 yr. old teacher and lifelong Activist Opal Lee also known as the Grandmother of Juneteenth. At 89 after four decades of activism Lee walked 1,400 miles from her home in Fort Worth Texas to Washington D.C. to help her dream become a reality.

Some may argue Juneteenth was not the official end of slavery and they would be correct. It represents June 19th, 1865, the day (two and a half years after the Emancipation Proclamation was signed by President Abraham Lincoln), General Gordon Granger of the Union army rode into Galveston, Texas to announce slaves were free. Delaware was the last state to free it's slaves on Dec.6th,1865 which is also the day the Thirteenth Amendment was signed.

My hope is more people will understand exactly what it is celebrating and take initiative to dig deeper. African American history has long been distorted. To understand race, it is helpful to understand the history of slavery. Revisionist history suggests race should be treated as a footnote. It refuses to acknowledge that race is part of the historical fabric of this country.

The argument about Critical Race Theory defies what many Americans, regardless of their race or ethnicity know is true-systemic racism is a by-product of slavery that has outlived emancipation.

(Underlined text from an article in the Fayetteville Observer by Dahleen Glanton, June 18th, 2021, other reading: Slavery Didn't End On Juneteenth. What You Should Know About This Important Day by Sharon Pruitt-Young June 17th,2021; On Juneteenth by Annette Gordon-Reed and What is Juneteenth? by Kirsti Jewel; as well as Opal Lee and What It Means To Be Free: The True Story of The Grandmother of Juneteenth by Alica Faye Duncan.)

G.B.

**Young, Holly**

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**From:** Griffis, Terry  
**Sent:** Thursday, April 21, 2022 8:37 AM  
**To:** Young, Holly  
**Subject:** Fw: Juneteenth

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**From:** Margaret Hughes <mhughes@nrsd.org>  
**Sent:** Wednesday, April 20, 2022 3:16 PM  
**To:** Griffis, Terry <tgriffis@nrsd.org>  
**Cc:** Dr. Christopher Casavant <ccasav@nrsd.org>  
**Subject:** Re: Juneteenth

Hi Terry,

Thank you for keeping us in the loop and please feel free to share the information below...

The District has already added Juneteenth to the list of recognized holidays. DESE provides guidance on this for this current school year, so we had accommodated this new holiday when we put the 2021-2022 school calendar together.

So to answer your questions, yes, there would be a day off, but no, there is no financial impact to the district. Our current school calendar has the year ending on June 17th, so we don't actually bump up against the holiday this year.

Thanks,  
Margaret

On Wed, Apr 20, 2022 at 11:40 AM Griffis, Terry <tgriffis@nrsd.org> wrote:

Hi Margaret and Chris,

Select Board is going to consider adding this holiday at it's meeting next Wednesday the 27th. Wondering how a "yes" vote would impact the school... Would there be a day off? Financial impact?

Any input you give will be greatly appreciated. I would also like permission to share if possible.

Regards,Terry Griffis

--  
Margaret Hughes  
School Committee Chair  
Narragansett Regional School District

[mhughes@nrsd.org](mailto:mhughes@nrsd.org)

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NOTICE: The Secretary of the Commonwealth of Massachusetts has determined that email is a public record. Please keep this in mind when writing or responding to any emails. All e-mail messages sent from Narragansett Regional School District are archived in compliance with state and federal public records law.

This communication may contain privileged or other confidential information. If you are not the intended recipient, or believe that you have received this communication in error, please do not print, copy, retransmit, disseminate, or otherwise use the information. Also, please indicate to the sender that you have received this email in error, and delete the copy you received.



## Young, Holly

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**From:** Griffis, Terry  
**Sent:** Thursday, April 21, 2022 8:36 AM  
**To:** Young, Holly  
**Subject:** Fw: Juneteenth

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**From:** Pontbriand, Kelli <kponti@templetonma.gov>  
**Sent:** Monday, April 18, 2022 7:21 AM  
**To:** Adam D. Lamontagne <alamontagne@templetonma.gov>; Griffis, Terry <tgriffis@templetonma.gov>  
**Subject:** RE: Juneteenth

Good Morning,

I spent some time this weekend working on the question and it really isn't a cut and dried answer.

As this holiday falls on a day of the week that everyone is already working, it is just basically paying them Holiday pay VS there regular pay, which there is no cost difference. So it doesn't cost any additional funds, it is just that you have a day with no employees.

The only departments that will cost more are Fire and Police, because they will not get the day off, so they will get the time and a half. I have looked at the last several holiday's and the cost will be someplace between \$3000 to \$5000 extra depending on who works.

Please let me know if you need more clarification or have additional questions.

*Kelli Pontbriand*

*Town Accountant*

*PO Box 620*

*East Templeton, MA 01438*

*Phone 978-894-2765*

*Fax 978-277-3351*

*NEW EMAIL [kpontbriand@templetonma.gov](mailto:kpontbriand@templetonma.gov)*

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**From:** Adam D. Lamontagne <alamontagne@templetonma.gov>  
**Sent:** Thursday, April 14, 2022 1:44 PM  
**To:** Pontbriand, Kelli <kponti@templetonma.gov>; Griffis, Terry <tgriffis@templetonma.gov>  
**Subject:** RE: Juneteenth

Thanks Kelli. Terry has been working on adding the Juneteenth holiday.

**Adam D. Lamontagne, MPA, Associate MCPPO  
Town Administrator**