

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: January 20, 2022

CC: All Departments



Notice: Development Services wants residents to know that they can order their four (4) free test kits for a single household at the following link:

[COVID Home Tests | USPS](#)

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

Weekly: ARPA Public Input submission form created and published. It will be available for residents to review the current projects that have been submitted by various Departments, and then for two weeks until Wednesday, February 2, 2022, at 11:45pm when the form closes. First Review with each Department Head on their budgets was completed. Annual Notice of Conflict-of-Interest & Open Meeting Law Training sent to all Departments, Boards, Committees, and Commissions. Work continues with collective bargaining. Attended MRPC APRA Listening Session. Attended a meeting with a representative from the Environmental Protection Agency and Ms. Wiita from our Development Services office regarding American Tissue for potential public-private partnerships moving forward. Submitted additional capital projects to Senator Gobi's Office ahead of new ARPA expenditure bills being discussed in the General Court.

Administration & Finance

Town Accountant: Worked with Nancy on training for payroll. Finalized the Budget VS Actual for December. Submitted the finance teams quarterly report for the select board meeting next week.

Treasurer/Collector: Accepted and processed property tax and motor vehicle payments. Property taxes are due February 1st. Processed payroll.

The office is still getting many calls and questions about sewer bills. Sewer bills have not been released for the last quarter as of yet. The sewer department plans to get them out the last week of January.

Danielle attended a MCTA class, Introductory Session for Collectors, on Wednesday via Zoom.

Cheryl will be out of the office next week.

Assessor: With the holiday, short week in the office. Continued to work on plans filed in 2021 to create new lots and adjust any mapping changes to existing lots. These changes and adjustments should go out to the mapping company some time in February. Notarized several documents.

Town Clerk: Nothing to report.

Public Works

Highway: Plow and treat roads. Spot treat multiple times as needed. Push back snow from corners for visibility. Wash and maintain equipment before and after use. Working on clearing sidewalks, this past storm taking longer due to heavy frozen snow.

Building and Grounds: Plowed and treated roads at Pine Grove Cemetery, Greenlawn Cemetery, all town buildings lots and walkways, and common areas in town. Emptied cardboard at Senior Center. Wash and maintain equipment before and after use.

Public Safety

Templeton Police Department: 1/5 – 1/12 PD 345 Calls for Service, 31 motor vehicle stops, 1 arrest. Station – After consulting with the Town Administrator we have reached out to an HVAC Engineer to review the recommendations and formulate a written plan to address them. Dispatch - 536 Calls (does not include miscellaneous calls). A date has been schedule to finally activate the Broadband connections at the Phillipston Common Tower and Ladder Hill.

1/13 – 1/19 PD 328 Calls for Service, 28 motor vehicle stops, 0 arrest. Station – All officers and dispatchers were recertified in CPR over the weekend. Dispatch - 503 Calls (does not include miscellaneous calls). Ran into some issues while trying to activate the broadband at both tower sites, project is on hold again until service provider can work out the issues on their end.

Templeton Fire/EMS: 01/10/2022 – 01/16/2022 Fire Department weekly report.

Emergency calls: 21

1 building fire, 1 carbon monoxide alarm, 15 EMS, 2 fire alarm activations, 1 smoke investigation, 1 EMS stand by.

Training: Class 2 of rapid intervention postponed due to covid.

Apparatus/equipment: Engine 3 DEF sensor issues, the dealer has been notified this will be a warranty issue we are waiting on parts. Forestry 2 is out of service for clutch and rear end work. Rescue 1 is out of service at the dealer for rear end suspension problems.

Activities: 7 residential and commercial inspections

Announcements: None

Emergency Management: Nothing to report.

Development Services

Director: Completed second quarter report for Select Board meeting; zoom meeting with TA, EPA Rep and potential purchasers of 24 Holman; working on a collaboration with the City of Gardner to purchase COVID-19 home test kits.

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). A link for ordering test kits became available on 1/18/22, to order your four kits per household please go to <https://special.usps.com/testkits>. To view and keep your vaccine records at your fingertips, please go to www.myvaxrecords.mass.gov. Continued participation in the MDPH weekly call.

Board of Health: Preliminary kitchen inspection at North Main for proposed bakery; certificate of compliance for 58 Michael's repair; much time spent with local daycare providers pertaining to COVID; work with NRSD lead nurse for contact tracing changes; scheduled exterior inspection with AG's office for 1/26 at 19 Bridge for Abandoned Housing Initiative.

Conservation: Received confirmation from MassDEP Wetlands Division of approval of NOI and order of conditions for proposed 55+ on Baldwinville Rd. Prepared for 1/24 meeting.

Planning Board: Scheduled meeting for 1/27 with TA and Town Counsel pertaining to Laurel View; prepared for meeting of 1/25.

ZBA: Nothing to report at this time.

Building Department: Three building permits processed, including one for sheet metal, one for a woodstove and one three season porch: one occupancy permit for a single family home on Phillipston. Four electrical permits processed, including two residential renovations, one new single family and one alarm system. Two plumbing permits processed for one new single family home and a residential renovation. Two gas permits processed, one single family home and one renovation.

Agricultural Commission: Reviewing proposed rooster/chicken regulation for final draft review at BOH meeting of 2/28.

Community Services

Director/Library: Curbside services is slow. Inter-library loans are continuing as normal. Work on the February materials order continued. I compiled and submitted the Community Services FY22 second quarter report to the Select Board. The Recreation Commission meeting was cancelled due to a lack of a quorum. Recreation Basketball is going well.

Senior Services: The Center served 50 meals on Tuesday through grab-n-go. 5 volunteers showed up to help plate and serve the meal. The newsletter was completed and sent to print. A robo-call announcing the building's closure until March 1 was placed using My Senior Center software. Cindy attended a meeting with Executive Office of Elder Affairs regarding helping seniors get boosters. A meal is scheduled next week for 75 seniors who have signed up. This is also grab-n-go. Cindy made a referral to Aging Services for an elder in need of assist in the home

and will continue to work with elder and family. The group completed 1 additional job interview and have 3 viable candidates for vacant positions. One more person is coming in tomorrow to discuss applying for van driver position. Transportation urgent (non-routine) medical and food shopping only continued, as did meals on wheels.

Templeton Community TV: Week ending Jan. 21, 2022 – Production continued on a number of programs. Archiving and equipment maintenance is taking place. Staff TV server training is ongoing. R&D on remote systems and research on hybrid systems continues. The Bad New Jazz Band concert sponsored by the Templeton Cultural Council can be viewed only on Cable Channel 8 in Templeton at the following times:

- Sun: 1 pm, 6 pm
- Mon: 1:30 pm, 7 pm
- Tues: 8 pm, 11 pm
- Wed.: 10 pm
- Thurs: 11 pm
- Fri: 1 am, 7:30 pm
- Sat: 5:30 pm

Important Dates to Remember

Select Board Meeting, Wednesday, January 26, 2022, 6:30pm via Zoom – Streamed Live