

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: January 27, 2022

CC: All Departments



**Notice: On Monday, February 7<sup>th</sup>, the Narragansett Regional School District will be hosting a COVID vaccine clinic from 2:30 p.m. – 6:30 p.m. in the middle school cafeteria.**

**If you or someone you know would like to sign up, please go to:**

**<https://forms.gle/f6GXLSD16SRTzJFJ9>**

**to register.**

**Vaccinations will be available for all ages five and older and boosters will be available for ages twelve and older.**

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

**Weekly:** Prepared for the Board meeting on 01/16. Started aggregating data from the responses from the ARPA Public Input Form. The Director of Community Services made a determination that the Ice Skating Rink would be canceled for this winter, but the project would be reviewed again next winter. Work on the budget continues. Processing the State's paperwork for the PurpleAir Sensors. Various sections of the website were updated. Signed with the Mayor of Gardner the Memorandum of Understanding for the COVID Test Kits. The State released their Preliminary Cherry Sheets this week, and it appears there will be a moderate increase in funding for the Town.

### **Administration & Finance**

**Town Accountant:** Worked with Nancy on the Warrant and she is doing a great job. Did the billing for Light, Water and Sewer's insurance for December and January. Posted all deposits. Presented the Q2 report to the Selectman.

**Treasurer/Collector:** Accepted and processed property tax payments. Property tax payments are due Tuesday, February 1 for the third quarter. We had three payment plan payments this week

making all payment plans paid for the month of January. Office was very busy this week helping residents with questions, concerns and payments with the property tax. Warrant was processed.

Danielle attended an MCTA class, Advanced Session for Treasurer/Collectors on Wednesday.

**Assessor:** Nothing to report.

**Town Clerk:** Nothing to report.

### **Public Works**

**Highway:** Snow was pushed back from multiple intersections. Several sidewalks were cleared in different areas. Spot treating was done throughout town. Equipment was washed and maintenance along with plows to get ready for our next storm.

**Building and Grounds:** Several burial duties needed to be taken care of this week. Plowed and treated lots, and sidewalks and Town buildings. Cleared several areas at cemetery's including main road and streets for burials. Emptied the cardboard at the Senior Center. Washed and maintained equipment to get ready for next storm.

### **Public Safety**

**Templeton Police Department:** 1/20 – 1/26 PD 294 Calls for Service, 22 motor vehicle stops, 3 arrest. Station – By recommendation of a local HVAC company an HVAC Engineer was contact and after our discussion is developing a plan on how to move forward with the HVAC recommendations. Dispatch - 468 Calls (does not include miscellaneous calls). The Phillipston Common and Ladder Hill towers having finally been activated on broadband we are now waiting for the radio equipment to have final installation.

**Templeton Fire/EMS:** 01/17/2022 – 01/23/2022 Fire Department weekly report.

Emergency calls: 40

1 building fire, 1 Chimney fire, 3 fire alarm activations, 2 dispatched cancelled enroute, 3 motor vehicle accidents, 1 smoke investigation, 29 EMS.

Training: EMT 20 hour refresher

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, Forestry 3 out of service for battery issues.

Activities: 2 residential and commercial inspections

Announcements: Open burning season has begun. If you want a permit please use the fire department page on the town website to apply. If you have trouble with the website please call

the office (978-939-8122) on Monday, Wednesday or Fridays 8a to 2p for assistance or to make an appointment to come in and get one.

**Emergency Management:** Nothing to report this week.

### **Development Services**

**Director:** Prepared for and attended Conservation meeting; prepared for and attended Planning Board meeting; attended Agricultural Commission meeting; attended Select Board meeting and presented second quarter report; met with Town Administrator and Town Counsel on three subjects that are ongoing projects; attended department head meeting.

**COVID-19:** *There will be a COVID vaccine clinic hosted by NRSD on February 7 from 2:30 p.m. – 6:30 p.m. in the middle school cafeteria, they will be offering vaccine for ages 5 and older and boosters for ages 12 and older; to register for this event go to*

<https://forms.gle/f6GXLSd16SRTzJFJ9>. For numbers reported by the state of MA pertaining to positive cases in Templeton, please go to [COVID-19 Response Reporting | Mass.gov](#). 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](http://www.myvaxrecords.mass.gov). Continued participation in the MDPH weekly call. Presented ARPA request to Select Board for \$10K for the purchase of COVID test kits for employee test and stay program and for emergency use for residents who have no other means to obtain tests.

**Board of Health:** Rescheduling abandoned housing inspection at 19 Bridge; preparing preliminary documentation for condemnation on Patriots; complaint by an occupant at 733 Baldwinville that workers not wearing masks while working in common areas, Housing Authority notified; received notification from TML&W of an issue at 17 Prospect (no water/no heat), contacted Fannie Mae and they are acting on the issues; working with Forest Price on EDS plan updates.

**Conservation:** At the meeting of 1/24, the members voted unanimously for a negative finding on the request for Gardner Municipal Airport, no further filing necessary; provided Crow Hill Motor Sports Park with application for a site walk.

**Planning Board:** At the meeting of 1/25, the members voted unanimously to approve the ANR filed by Private Oversight, LLC for the joining of properties purchased, no change to the boundary line in Templeton.

**ZBA:** Notice of appeal with the Commonwealth of MA Superior Court Department of Trial Court received from T&T Realty Trust for the decision rendered on November 30, 2021, by the Zoning Board of Appeals.

**Building Department:** Administrative Assistant out for the week, will report building, wiring, plumbing and gas on next week's report.

**Agricultural Commission:** At the meeting of 1/25, members reviewed and began making edits to the proposed rooster/chicken bylaw.

### **Community Services**

**Director/Library:** Curbside requests are up slightly over last week. The February materials order was placed. I began updating the Farmers Market informational packet and hope to meet with interested vendors for general feedback when the library reopens. I scheduled a training with a Unipay client support specialist for the Recreation Commission treasurer and myself. We hope to open softball registration online in the next few weeks. Basketball is going well. Despite a concerted effort, many staff hours and lots of water, the ice rink at Houghton Park will not open this winter. Too many problems arose during several attempts to flood the rink. We hope to revisit this project next year. Thank you to Bob Szocik & DPW, Chief Dickie & TFD, Ron Davan, Tom Berry, Templeton Police Dept. and James Ehnstrom for all their efforts.

**Senior Services:** The Center distributed over 75 chicken pot pies to seniors. These were prepared by Kro's on the Common and funded by the Friends of the Templeton Elders. The February newsletter was prepared for mailing. Transportation (essential medical and food shopping only) continued, as well as Meals on Wheels deliveries.

**Templeton Community TV:** Week ending Jan. 28, 2022 – Meetings were live-streamed Monday through Thursday nights this week. We worked on sponsored programs in post-production. ARPA funding research continues.

### **Important Dates to Remember**

Select Board Meeting, Wednesday, February 9, 2022, 6:30pm via Zoom – Streamed Live