

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

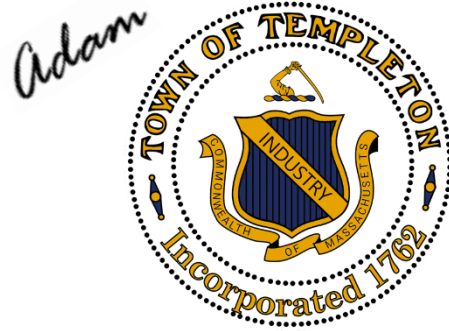
TO: Select Board

FROM: Adam Lamontagne, Town Administrator

RE: Administrator's Weekly Report

DATE: February 3, 2022

CC: All Departments



The new Loader arrived this week! The Town Administrator and Select Board were invited to view its delivery.

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

Weekly: Work on consolidating and packaging the Town's Annual Report began. Public Input for the submitted (but not finalized) project suggestions from Departments were completed and are being aggregated for future presentation. Attended to personnel matters. Went to NFP Health Insurance Pre-Renewal meeting. This office attended Community One Stop for Growth Overview and Application Guidance webinars. Notified and signed up for an MCPPO Training on the American Rescue Plan Act (ARPA). Confirmation that the MVP Grant Expression of Interest (EOI) form was submitted. The 60-day Order regarding Depot Pond Dam as voted on by the Select Board was drafted, signed, and sent. Contract finalized and signed for the Town Hall Mini-Split. Finalized and sent contract form for the Massachusetts Cultural Council Fiscal Year 2022 allocations.

The weatherization project of installing 420 square feet of insulation board above the drop ceiling is under way at the Highway Garage, which utilizes our first disbursement of Green Communities Grant funds. After this project is completed, we will be submitting for our second disbursement. Work continues on the budget and the draft warrant.

Administration & Finance

Town Accountant: Nothing to report.

Treasurer/Collector: Accepted and processed property tax and sewer payments. Office was busy this week with foot traffic because property taxes were due Tuesday. The last excise commitment was sent to the Deputy Collector. The RMV released commitment 1, those bills were sent to the printing company and will be sent out next week.

Danielle attended another class this week, Introductory Session for Treasurers.

Cheryl returned to the office this week.

Assessor: Maps and Plans went out to Cartographics this week. Worked on imputing cyclical visits from last fall. Entered various changes onto property record cards from visits being done. Tuesday was the last day to file for an abatement on Real Estate and Personal Property taxes. No applications were received in the office. Downloaded 2 Motor Vehicle Commitments and bills will be going out next week. Busy cleaning up old files in office.

Town Clerk: Our office is busy with issuing dog licenses and processing the returned census forms. Attended last week's department head meeting. Attended the Massachusetts Town Clerk's Winter conference on Thursday.

Public Works

Highway: Highway has been busy with past storm, Pushing back road ways and intersections for visibility. H-9 was in for broken spring and air leak. H-12 in for realigning front spring that shifted. Crews busy prepping for next storm. Crews opening areas where large puddles or flooding is occurring from the rain. New Loader has arrived and crews getting training.

Building and Grounds: Building & Grounds has been busy with storms assisting Highway and keeping Town parking lots and walk ways cleared. Had 1 cremation at Pine Grove. Trying to get ice up at both cemeteries from road ways from past storms. Continuing going through chains saws and small equipment preparing for spring. New fire escape being installed at Baldwinville Fire Dept.

Public Safety

Templeton Police Department: 1/29 – 2/2 PD 278 Calls for Service, 14 motor vehicle stops, 1 arrest. Station – HVAC Engineer working on station plan. Dispatch - 419 Calls (does not include miscellaneous calls).

Templeton Fire/EMS: 01/24/2022 – 01/30/2022 Fire Department weekly report.

Emergency calls: 24

1 building fire, 1 fire alarm, 18 EMS, 2 no incident found, 1 lockout, 1 public assist.

Training: Cancelled 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, Forestry 3 out of service for battery issues.

Activities: 5 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.

Development Services

Director: Prepared for and attended ZBA meeting; worked with the Fire Chief to pick up a limited supply of COVID test kits, 1,000 kits (purchased through a collaboration with the City of Gardner); in the process of determining how the kits will be distributed.

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](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. Participated in an MPHNN remote meeting; member cities/towns were updated on the work being done by the “MPHNN COVID-19 Response Team”. This team, headed by Victoria Selser, Epidemiologist, will be providing up to date data from MAVEN, and we should begin seeing it the end of this week. This team has also been conducting contact tracing and providing resources for persons in isolation. If you take an at home test and test positive, please call 978-602-2356; this information has been posted on the Town website and TCTV.

Board of Health: Worked throughout weekend with representative of Fannie Mae on the issues at 17 Prospect, also referred case to ACO pertaining to possible abandoned animals at same. Working on a housing complaint for 9B Old Winchendon Rd, pipes froze but were repaired by landlord, occupant issue is that heat has to be high to keep pipes thawed (heat is included).

Conservation: Site walk application processed for Skunks Misery; it should be noted that site walks are limited due to the snow cover at this time. Received NOI requests for King Phillip Trail to be processed for 3/21/22 meeting. Received RDA from MassDOT Highway Department to resurface Route 2 in Templeton. Next ConCom meeting set for the 14th.

Planning Board: Preparation for meeting of 2/8/2022.

ZBA: Prepared for and attended meeting of 2/1/2022; 44 Shady Lane requested a reduction of left side setback from 15' to 12.5', after hearing the request members deliberated and approved the request.

Building Department: Four Building Permits applications were processed: 2 for upgrades at the School Street Fire Station, 1 for residential remodel, and 1 for service upgrade. Occupancy Certificate issued for In-law apartment at 18 Valentine, and 2 pellet stove certificates issued. 3 Electrical Permits were issued including 1 residential remodel, 1 service upgrade, and 1 Tesla vehicle charger. 4 Plumbing Permits were issued including 2 for new single-family homes, 1 for bathroom remodel and 1 for a water heater. 5 Gas Permits were issued including 3 new underground lines, and 2 new single-family homes.

Agricultural Commission: Nothing to report at this time.

Community Services

Director/Library: The February materials order was processed and made available. Curbside circulation remains low. I hope to place the 'seed library' on the porch, and promote this great resource next week. I attended a training with a Unipay client support specialist, Recreation Commission Chair and Treasurer. I attended the Recreation Commission meeting. I worked with Don Jacobs on Recreation job descriptions. I met with Adam about an HR matter.

I posted the COA board meeting and agenda.

Senior Services: The February newsletter was mailed out. Cindy has been working with several individuals who are applying for fuel assistance. Transportation requests remain steady. Thank you to our wonderful drivers who continue to step up to meet the needs of seniors. The Center is still in search of an Activities Coordinator- job description and application are available on www.templetonma.gov.

Templeton Community TV: Week ending Feb. 4, 2022 – Staff schedules have been re-aligned. ARPA fund opportunities research continues. Post-production on numerous shows is on-going. Event and public notice slide submissions are picking up. Some graphics changes are planned.

Important Dates to Remember

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